

BYLAWS OF THE ST. ALPHONSUS PARISH COUNCIL

PREAMBLE

The St. Alphonsus Parish Council, hereinafter referred to as the “Council”, is a representative group selected by the parish that exists to facilitate the involvement of parishioners in the ongoing process of building a vibrant, faith-based community.

ARTICLE I: PURPOSE

Section 1 - MISSION: The Council shall be a vehicle for fulfilling the pastoral mission of the parish by nourishing growth among the parish family, by sharing spiritual and material gifts and talents, and encouraging positive relationships among all members of the parish and between the parish and its neighbors.

Section 2 - GOAL: The goal of the Council is to provide leadership by clarifying the parish vision and establishing long-term and short-term goals. Through these activities, the parish will better witness the message of the gospel to the neighborhood and community as a whole.

Section 3 - SUPPORT ACTIVITIES: The Council shall initiate and support activities and programs that foster the intellectual well-being of the parish and the diocese in which it serves.

ARTICLE II: SCOPE

Section 1 - LIMITS: The Council shall serve as a consulting body in all matters in the parish, including but not limited to the spiritual, educational, social, and financial, except where limited by church law, civil law, or policies/norms of the diocese.

Section 2 - RECORDS: The Council shall have access to all pertinent records of the parish, including the records of any parish organization which the Council may reasonably require in the performance of its duties. The Council shall not utilize records in any manner that would violate a person’s right of privacy.

Section 3 - INTERPRETATION: In any case where any member of the Council interprets an action of the Council or any of its members to be outside of the limits set forth in Section I of this Article, such members shall present such interpretation no later than the next Council meeting and ask for reconsideration. Pending consideration, the action in question may be reaffirmed or suspended.

ARTICLE III: MEMBERSHIP

Section 1 - COMPOSITION: The Council shall be comprised of from eight to twelve members reflecting the entire body of the parish community. All must be practicing Catholics, at least eighteen-years old, registered members of the parish, and participants in the parish worship life. The pastor shall serve as an ex officio member.

Section 2 - ELECTION: Commencing the first week of March, a notice will be placed in the bulletin seeking nominations. Parishioners may nominate individuals they feel have the necessary qualities to be a Council member. The list of nominees that are eligible and willing to be considered shall be presented annually at the April meeting for selection by majority vote of the Council pending final approval by the pastor. Any vote requires a quorum of two-thirds of the total Council members.

Section 3 - TERM: The term of a Council member shall begin in June for a period of three years. No Council member shall serve more than two consecutive terms.

Section 4 - MIDTERM VACANCIES: In the event that any Council member's service is terminated prior to the member's term, the unexpired portion of the term shall be filled by appointment of the pastor.

ARTICLE IV: OFFICERS

Section 1 - COMPOSITION: The officers of the Council shall be the chairperson, vice-chairperson, and past chairperson. The officers shall perform the duties outlined in the subsequent "Duties" sections of the Article.

Section 2 - ELECTION: Officers shall be selected annually at the May transition meeting by majority vote of the Council. Officers will assume office at the next scheduled meeting called by the new chairperson. Any vote requires a quorum of two-thirds of the total Council members. No individual shall hold more than one office at a time.

Section 3 - MIDTERM VACANCIES: In the event that any officer's service is terminated prior to the end of the term, the role shall be filled by majority vote of the Council. Any vote requires a quorum of two-thirds of the total Council members.

Section 4 – DUTIES:

- I. The chairperson shall:
 - a. Call meetings, both regular and special.
 - b. Preside over Council meetings.
 - c. Post all actions of the Council in a manner accessible to all parishioners.
 - d. Perform other duties as directed by the pastor or the Council.

- II. The vice-chairperson shall:
 - a. Preside over Council meetings in the absence of, or request of, the chairperson.
 - b. Perform other duties as directed by the pastor or the Council.

- III. The secretary shall:
 - a. Take minutes of the meetings
 - b. Post the meeting minutes to our web site after approval at the next meeting

- IV. The past chairperson shall:
 - a. Serve as resource and source of continuity for the Council.
 - b. Perform other duties as directed by the pastor or the Council.

ARTICLE V MEETINGS

Section 1 - REGULAR MEETINGS: The Council shall meet at least four times per year at the call of the pastor and the chairperson. At least one meeting shall include representatives from all commissions and ministries.

Section 2 - TRANSITION MEETINGS: One meeting per year shall be deemed a transition meeting at which both new and departing members will be present.

Section 3 - SPECIAL MEETINGS: Special meetings may be called by the pastor or the Council chairperson for transaction of business that cannot be delayed until the next regularly scheduled Council meeting. At least two days' notice must be given to all Council members.

Section 4 – PARISH MEMBER COMMENTS: Parish members may address the Parish Council at any regularly scheduled meeting during the open comment period and in accordance with the following procedures:

- I. All requests must be submitted to the Parish Council in writing, stating the topic to be addressed.
- II. The Parish Council will then issue a written invitation specifying the date and time for the scheduled comments.
- III. Comments will be limited to ten (10) minutes at which time there will be no discussion or comment from the Parish Council.
- IV. A written response from the Parish Council will be issued within ten (10) business days when warranted.

ARTICLE VI: COMMISSIONS

Section 1 - LIAISONS: A Council member shall be appointed to serve as a liaison to a standing commission.

Section 2 - MEMBERSHIP: Membership on all standing commissions shall be open to all eligible parish members.

Section 3 - AD HOC GROUPS: With the consent of the Council, a standing commission may form ad hoc groups to study specific needs that fall within its scope of operation.

Section 4 - LEADERSHIP: Each commission, standing or ad hoc, shall be responsible for selecting its own chairperson who will serve as an additional liaison between the commission and the Council.

Section 5 - SCOPE: The scope of the standing commissions shall be as follows:

- I. The Finance Commission shall coordinate all financial activities related to and concerning the parish.
- II. The Christian Service Commission shall coordinate activities for all parish outreach organizations.
- III. The Liturgical Commission shall coordinate the efforts of all groups involved in all aspects of parish worship.
- IV. The Parish Life Commission shall coordinate social activities of the parish.
- V. The Faith Formation and Education Commission shall coordinate all aspects of education within the parish. This will include all activities at the parish itself as well as serving as a liaison to All Saints Academy.
- VI. The Maintenance Commission shall coordinate efforts related to the parish physical plant and all equipment needed for the daily operation of the parish.

Section 6 - Communication: All actions taken by any commission, standing or ad hoc, shall be provided in writing upon request to the pastor and the Council as a matter of information.

ARTICLE VII: RATIFICATION

Section 1: The bylaws shall become effective upon a majority vote of the Council members, at some point following ratification of the Constitution.

ARTICLE VIII: AMENDMENTS

Section 1 - INTRODUCTION: Amendments to the bylaws may be introduced, as needed, at any Council meeting. The proposed amendment will be discussed and debated at that time. A vote on the proposed amendment will not be taken until the next regularly scheduled Council meeting.

Section 2 - APPROVAL: A majority vote of the Council members present is needed for approval of any proposed change in bylaws. Any vote requires a quorum of two-thirds of the total Council Members.