

# Pastoral Council Bylaws

## St. Joseph Catholic Church, Conway, Arkansas

### BYLAWS

#### Article I

##### Purpose

The Pastoral Council of St. Joseph Church exists at the behest of the Pastor to:

- a) Provide advice and consultation to the Pastor in carrying out the mission of the Parish and in matters related to the Pastor's responsibility for the effective operation of the Parish;
- b) Foster communication between the parish community and the Pastor and among the different parts of the parish community; and
- c) Promote worship and service throughout the Parish.

#### Article II

##### Membership

Section 1. All members of the Council shall be registered, active members of the parish who are at least eighteen (18) years of age and are in full communion with the Catholic Church. Paid staff members, including employees of the parish's school, are not to be appointed or elected as members of the Council.

Section 2. There shall be up to twelve (12) members of the Council, who shall be appointed by the Pastor or elected by the parish to be representatives of the parish and parish organizations.

Section 3. The pastor shall appoint members to the Council or nominate members to stand for election to the Council, with the input of the Council and others in the parish community.

Section 4. Members of the Council shall serve one three-year term, to begin on February 1 and to expire on January 31. Terms of office shall be staggered, so that approximately one-third of the members' terms shall expire on January 31 of each year.

Section 5. No individual member of the Council shall serve more than two (2) consecutive terms. A term-limited member can be eligible for selection again after an interim period of one full-term (i.e., three years).

Section 6. The Pastor and any member of the religious, school, or parish staff designated by the Pastor to attend the meetings shall be ex-officio, non-voting members.

## **Article III Meetings**

Section 1. The Council will meet regularly and must hold at least two meetings in every fiscal year.

Section 2. All meetings of the Parish Council are open to any registered member of the parish, unless due to the nature of the matters under consideration the Council decides to meet in executive session. At the Pastor's discretion, members of the parish who are not members of the Council may be recognized to address a specific agenda item.

Section 3. The agenda for meetings of the Parish Council shall be set by the Pastor. Items requested by Council members for inclusion on the agenda for a particular meeting shall be submitted in writing or by electronic mail in advance of the meeting.

Section 4. A majority of the voting members of the Council constitutes a quorum. Any recommendation by the Council must be approved by a majority of the voting members of the Council. The Council's vote is always non-binding and merely consultative.

Section 5. Minutes of meetings of the Council will be approved at the next meeting and, once approved, will be retained permanently at the parish office.

## **Article IV Officers**

Section 1. Officers of the Council shall include a Chair, a Vice-Chair and a Secretary. Officers shall be elected at the first meeting in February of each year, and shall serve a one-year term, renewable.

Section 2. The Chair of the Council shall preside at all meetings of the Council, and perform such other duties as may be assigned by the Pastor or Council.

Section 3. The Vice-Chair shall assist the Chair to the extent necessary and perform the duties of the Chair in his or her absence.

Section 4. The Secretary shall perform such other duties as may be assigned by the Pastor.

## **Article V Committees**

Committees of the Council may be established to address specific needs or objectives of the parish. Any such Committee may include members of the parish who are not members of the Council.

## **Article VI Amendment**

These Bylaws may be amended by the vote of two-thirds (2/3) of the members of the Parish Council and upon the approval of the Pastor.