

ST CASIMIR
PARISH COUNCIL CONSTITUTIONS

OUR MISSION:

We the people of St. Casimir Roman Catholic Church form a community who individually and collectively proclaim Jesus Christ as our Lord and Savior. As a parish with a Polish ethnic heritage in a multi-cultural and changing neighborhood, we strive to create a spirit of fellowship, enlightenment, cooperation, and involvement in all the elements of the community. In our following the Lord we pledge ourselves to:

- growth in faith; through renewal, education, and evangelization efforts
- Justice, mercy and cooperation, and sharing even in our need
- Strengthening the bond of unity through encouragement, mutual forgiveness and the reception of the Sacraments of the Church

In joyfully assuming these ministries we share in the disciples of Jesus Christ.

OUR VISION:

- God creates us for life and calls us to listen to His Word and form a personal relationship with Him in Jesus Christ
- Our lives have meaning and purpose. We affirm the unique beauty, value and goodness of every one by loving ourselves and others as Jesus loves.
- Our love for one another in Christ creates a community that listens to, nourishes, strengthens and respects the giftedness of all members of the Body of Christ
- We are compelled to witness to and serve one another while proclaiming the Good News throughout our homes, work places, neighborhoods and to all the ends of the earth.

ARTICLE 1 NAME

The name of the Parish Council shall be "The Parish Pastoral Council of the Church of St. Casimir" herein referred to as the Parish Council.

ARTICLE 2 PURPOSE

The purpose of the Parish Council is to ensure that the members of the parish, through the councilors have a voice in all matters which are vitally important to the spiritual and material wellbeing of the parish.

ARTICLE 3 DUTIES AND AUTHORITY OF THE PARISH COUNCIL

- Section 1 The Parish Council is consultative and shall serve as an advisory body to the pastor, offering recommendation and counsel in matters that affect the vision and ministry of the parish.
- Section 2 The Parish Council members shall serve as liaisons between the Council and standing committees outlined in Article 10, section 1.
- Section 3 The council does not have oversight on legal matters related to sale, purchase, or mortgage of real estate, or of accepting gifts of real estate; granting of easements; lease and rental agreements; stock transfers or sales; major capital improvements or renovations; new construction; major service contracts; or the borrowing of money. The Parish Councilors may have information on any of the above items that are not deemed confidential.
- Section 4 The Constitution and By-laws may not supersede the guidelines of the Archdiocese, the Code of Canon Law or civil law.

ARTICLE 4 MEMBERSHIP OF THE PARISH COUNCIL

- Section 1 Membership of the Parish Council is open to any registered member of St Casimir Parish who is at least 18 years of age at the time of the elections and who participates in the sacramental life of the community in a regular way.
- Section 2 Membership of the Parish Council shall be as follows: The pastor or the person, who in his stead, is appointed as Parochial Administrator herein called the "pastor", up to seven (7) voting members, elected at-large, each of whom can serve a three (3) year term. Elections held in the even number years shall elect 4 councilors, odd number years shall elect 3 councilors (recommend deleting this last line).
- Section 3 Vacancies on the Parish Council for any reason other than a completion of an elected term shall be appointed by the pastor after surfacing candidates from the parish.
- Section 4 Any elected member, who without an acceptable reason, misses two consecutive meetings will be eligible for removal. After proper notice of said member, the president may commence action to have a person removed by placing the issue on the published agenda for the next council meeting. Removal of membership will require 4 votes from the council and the approval of the pastor. Members shall notify the President of an absence, when possible.
- Section 5 No member shall serve more than two consecutive terms (6 years) as a member of the Parish Council. Parishioners shall be eligible to serve after a lapse of one (1) year from when the previous membership has been completed.

Section 6 Any member may resign by filing a written resignation to the Council

ARTICLE 5 OFFICERS OF THE PARISH COUNCIL

Section 1 The members of the Parish Council at the first meeting of the fiscal year following the annual election shall elect from among themselves a president and a vice president for one (1) year. In order for a councilor to serve as an officer they must have been on the council for at least one year.

- A. The president shall preside at the meetings of the Parish Council.
- B. The vice president shall assist the president and assume the duties of the President in his/her absence.

Section 2 A recording secretary shall be used. It is desirable, but not required, that the recording secretary not be a member of the parish council. The secretary, or their delegate, is to record the minutes of the meeting, The President may delegate the distribution of the minutes, committee reports and other documents to the councilors.

Section 3 In the event of a vacancy in the office of president or vice president, the Parish Council, by simple majority vote, shall elect one of its members to fill the unexpired term.

Section 4 The Parish Council shall have the right to remove any of its officers. Removal shall require a majority vote of the full council and the approval of the pastor

Section 5 The Council recognizes that, by virtue of his office, the pastor, makes the final decision as to whether and how to implement the recommendations by the council. The council shall be informed of the final decision.

ARTICLE 6 NOMINATIONS

Section 1 A nominations and elections committee must be appointed by the president and approved by the council. The committee shall be appointed no less than three (3) months prior to the elections in May, and the members of this committee shall be published in the parish bulletin at the time nominations for the Parish Council are open.

Section 2 The nominations and elections committee shall present a list of nominees to the Parish Council for its April meeting. It is recommended that no less than two (2) persons for each vacancy shall be nominated. Nominations should have been consented thereto.

ARTICLE 7 ELECTIONS OF PARISH COUNCIL MEMBERS

Section 1 Two weeks prior to the election a short biographical sketch of each person nominated shall be published in the parish bulletin.

- Section 2 The nominations and elections committee, or their delegate, shall conduct the elections of the parish council.
- Section 3 Tie votes between candidates shall be decided by a flip of a coin by the nominations and election committee.
- Section 4 The nominations and election committee shall report the results of the election to all the members of the Parish Council and all the candidates. The results will be published no less than two (2) weeks after the election.
- Section 5 Elections of the Parish Council shall be held on one of the first three weekends in May, unless appointed by the pastor (see Art #) weekend within two weekends of the first Sunday in May. Provisions can be made for absentee ballots. The ballot will have provisions for write in candidates.
- Section 6 The parish council with a vote of five (5) or more, may choose to use a selection process (as opposed to an election process) to fill any vacancies. The terms of this process must meet the unanimous approval of the trustees and the pastor
- Section 7 Elections held in the even numbered years shall elect 4 councilors, odd numbered years shall elect 3 councilors.

ARTICLE 8 MEETINGS OF THE PARISH COUNCIL

- Section 1 The Parish Council will hold a meeting in the months of August, September, October, November, January, March April and May. All meetings will be open to all members of the parish and notice of such meetings are to be published. The meeting times of the Parish Council shall be set annually at the first meeting after the election (it is recommended that this be a regular time and day).
- Section 2 Special meetings of the Parish Council may be called by the Parish Council President or upon written request of three (3) Parish Council members. Notice of special meetings require a one week advance notice of every parish council member. The parish at large must be notified through a publication in the bulletin.
- Section 3 At all meetings, four (4) members shall constitute a quorum for the transaction of business.
- Section 4 It is preferable that major proposals made to the Parish Council be submitted in writing. Members of the Council may assist parishioners in drafting the written notice dealing with the parishioners concerns.

ARTICLE 9 PROCEDURES

- Section 1 Common sense and respect for all views shall govern the procedures of the Parish Council. If deemed necessary by the president, Roberts Rule of Order may be invoked at a meeting, or any portion of the meeting.

Session 2 At meetings where visitors are present, a time for voicing their concerns will be allotted. Once their concerns are presented, the council will deliberate without interruption or input from anyone not serving as a council member. The meetings are open, but time for input and general interaction with non-council members will be limited, at the discretion of the president, having consulted with the council.

ARTICLE 10 COMMITTEES

Section 1 The Council in its first meeting each year will review and amend the list of standing committees.

The following standing committees are typically established:

- A. Liturgy
- B. Religious Education and Youth Ministry
- C. Parish Life and Outreach
- D. Finance
- E. Maintenance

Section 2 Other committees as deemed necessary and appropriate by the council may be established by a simple majority vote.

Section 3 Where there is an area of interest to the parish that is not a committee, the Council may also request reports from a representative of that interest or ministry. After an area of interest has met, the minutes or a report of the area of interest should be submitted to the President, or their delegate, and the report should be on the agenda.

ARTICLE 11 AMENDMENTS

Section 1: Any amendments to this constitution are to be worked out within the Parish Council. Any amendments must be presented in writing and appear on the agenda of the parish council meeting, for discussion and deliberation at that meeting. Voting on any changes in the constitution must not occur at the initial meeting, but must be deferred to the following meeting, making a change in the constitution at least a 2 month process.

Amendment suggestions, determined by a simple majority vote of Parish Council, must then be unanimously approved by the pastor and the two trustees of the parish. Upon this approval, all member of the Parish Council must be notified.

Section 2: A task-force of the Parish Council to review and propose possible amendments of these by-laws and Constitutions every three years.