

SACRED HEART CATHOLIC CHURCH PARISH COUNCIL CONSTITUTION AND BY-LAWS

Article I – Name

The name of this organization shall be the Sacred Heart Catholic Church Parish Council hereinafter referred to as The Council.

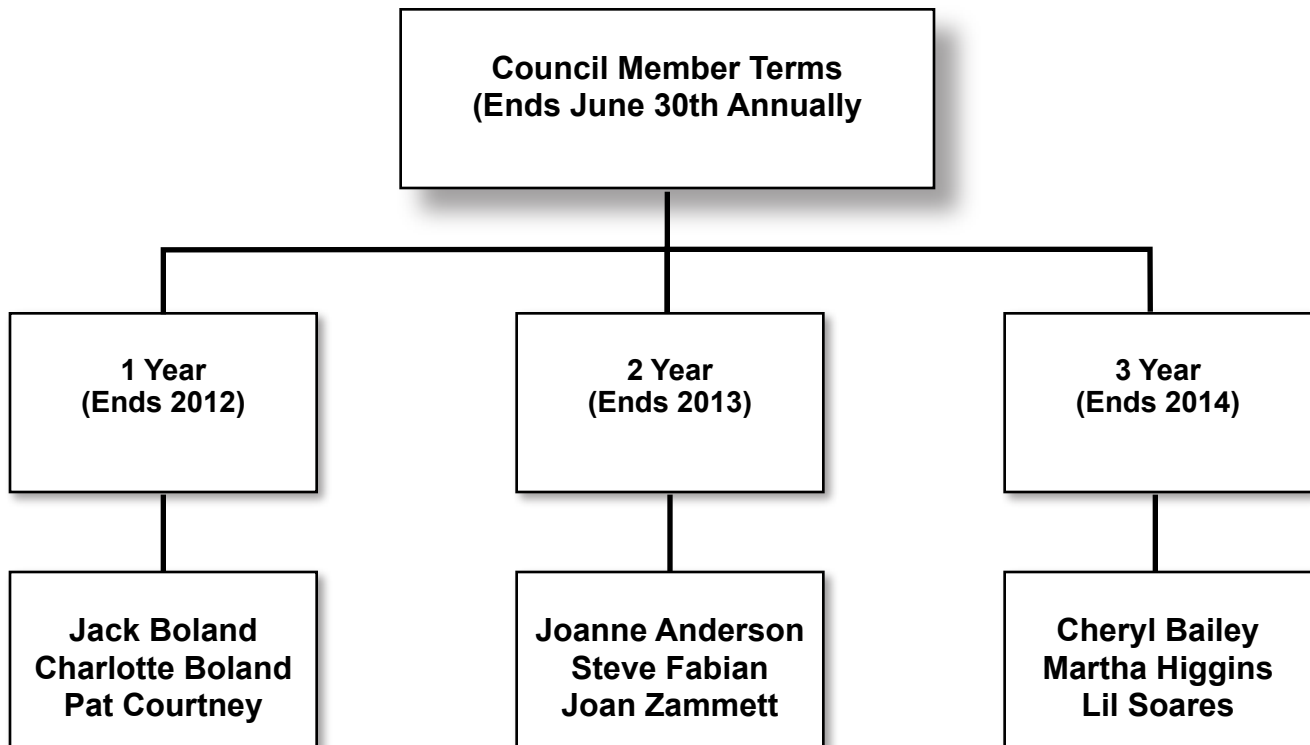
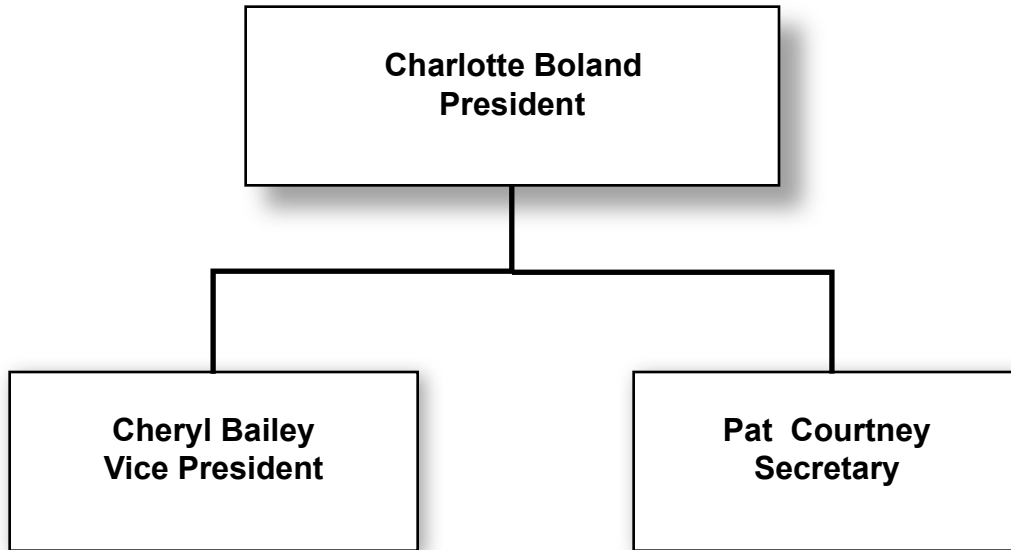
Article II – Mission

The mission of The Council is to work in collaboration with the Pastor in his care of, and for, the parish community. The Council offers advice, guidance and collective wisdom to the Pastor in order for him to make informed decisions that affect the spiritual and physical growth of the parish. The Council through its leadership aspires to cultivate an atmosphere of mutual respect and openness to the challenges and opportunities God continually places before it for compassion, growth and ministry in the parish and beyond.

Article III – Membership

- A.** The Council will consist of nine (9) members. Terms of council members will be three (3) years (year being defined as July 1 to June 30). The terms of office for the present Council will be as indicated on the attached organizational chart, which will be prepared each year at the annual meeting. In April 2012, an election will be held to replace three members of the present Council (two elected by the Parish and one appointed by the Pastor) for a term of three (3) years. Each year thereafter an election will be held in April to replace three members of the Council as indicated by the chart (two elected by the Parish and one appointed by the Pastor) for a term of three (3) years. New Council members will be installed at the July meeting.
- B.** When a vacancy occurs prior to a council member's terms of office ending, a replacement will be appointed by the Pastor and will serve for the remaining term.
- C.** The Pastor may also appoint to the Council ex-officio, non-voting members as he deems appropriate.
- D.** Candidates for the Council shall be registered members of Sacred Heart Catholic Church, and practical/practicing Catholics.
- E.** Candidates must be at least 18 years of age.
- F.** Replacement of Council members shall take place within three(3) months of a vacancy occurring.
- G.** A council member may be dismissed at the discretion of the Pastor.

Sacred Heart Catholic Church Council
211 West Charlotte St
Punta Gorda, FL 33950



Article IV – Council Officers

Officers of the Council shall be elected by the Council at the June Council meeting and shall serve a term of two (2) years (year being defined as July 1 to June 30) effective at the July meeting following the election. The Officers are as follows:

President: The President will preside as Chairperson of the Council meetings, will prepare, in consultation with the Pastor, the agenda for each Council meeting, and will provide the agenda to the Secretary for distribution to all Council members and the Pastor prior to the indicated meeting. The President will also serve as Chairperson of the Council Executive Committee and will be an ex-officio member of any other committees established by the Council.

Vice-President: The Vice President will represent the President in his or her absence and will perform all duties of that office as set forth above. In the event of the resignation of the President, the Vice President will serve as President until that position is filled by election by the Council. The Vice President will be a member of the Executive Committee.

Secretary: The Secretary will take all minutes of Council meetings and will handle any Council related correspondence. The Secretary will notify the Council members and the Pastor of the day and place for all Council meetings and will distribute the minutes of those meetings to the Council and the Pastor prior to the next Council meeting. The Secretary will keep an attendance record of all Council members and notify the Pastor whenever any member fails to attend three (3) consecutive meetings. The Secretary will be a member of the Executive Committee.

Vacancies – Any officer vacancy occurring as a result of an officer resigning, or being removed will be filled by a vote of the Council.

Article V – Voting on Council Matters

Each Council Member will be entitled to one vote on each issue coming before the Council requiring a vote for resolution of the issue. A simple majority of the votes cast will determine the results of all issues voted upon. Voting may take place using a voice vote, a show of hands or by written ballot. The President will have the discretion to accept a written ballot cast by mail or email from an absent Council member. The Pastor shall not be a voting member, however, in the event of a tie, the Pastor may break a tie or influence a quorum.

Article VI – Council Committees

The Council Officers will constitute the Executive Committee of the Council. The Executive Committee will fulfill the duties of the Council should the Pastor

request advice and counsel on a parish matter between regularly scheduled Council meetings

Other Committees - To deal with issues such as Education, Liturgy, Administration, Service and Fellowship, other committees can be appointed by the President from the Council membership and from registered parish members and as approved by the Pastor, as the need arises. As the purpose and need for such Committee ceases, the Committee will be disbanded.

Article VII – Council Meetings

- A.** Council meetings will be held monthly, or as frequently as deemed necessary by the President, commencing at a time to be agreed upon by the Council members.
- B.** The regular meeting in June shall be known as the annual meeting for the purpose of election of officers, receiving reports of officers and committees and for any other business which may properly come before the meeting.
- C.** The President may, in lieu of holding an Executive Committee meeting, convene a special meeting of the Council when requested by a majority of the Council Members or by the Pastor. Only the business specified for such meeting will be discussed or voted upon at the meeting.
- D.** Fifty percent (50%) of the Council members will constitute a quorum for all Council meetings.
- E.** The Order of Business for council meetings will usually include the following:
 - 1. Opening Prayer
 - 2. Roll Call
 - 3. Minutes of the previous meeting
 - 4. Committee reports
 - 5. Pastor's report
 - 6. Old business
 - 7. New business
 - 8. Closing Prayer
- F.** Parishioners are welcome to address the Council. A signed, written request or email must be submitted to the Council Secretary to do so, specifying the purpose of said address. Requests must be submitted at least two (2) weeks in advance of the Council meeting and will be placed on the agenda at the Pastor's discretion.

Article VIII – Amendments

Proposed amendments to this document will be presented in writing to each Council Member and the Pastor prior to the meeting at which time it will be introduced for discussion. Passage of an amendment will require a super majority vote.

This Constitution and By-Law dated 6/4/2010 replaces the Constitution and By-Law adopted March 30, 2009 and all Amendments on file and forwarded to the Parish Secretary for permanent archival.

This Constitution and By-Law, dated 6/4/2010 will be forwarded to the Parish Secretary for permanent archival.