

# CONSTITUTION OF SS. PETER AND PAUL PARISH COUNCIL

## PREAMBLE

We the members and Pastor of SS. Peter & Paul Parish of Rocklin California, wish to engage more fully in the work of renewal and serve the cause of Christ. To effectively organize ourselves toward this end, we establish this Constitution for SS. Peter & Paul Parish and vest certain functions in a parish council with clergy, religious and laity as members.

## Article 1 – Name

The name of the Council will be the SS. Peter & Paul Parish Council.

## Article 2 – Purposes and Functions

**Section 1** – The Council shall have the following purposes and functions:

- A. Aid the Pastor in his spiritual leadership of the Parish and to help him in coordinating, encouraging, and promoting Christian education and apostolic activities within the Parish.
- B. To serve as a means of communication and cooperation for all the members of the Parish: clergy, religious, and laity.
- C. To analyze the needs and resources of the Parish and its relation to the local community, the Diocese and the universal Church and to initiate the development and implementation of programs aimed at meeting those needs.
- D. To coordinate the activity of various Parish organizations.
- E. To promote dialogue with all people in the community.
- F. To effectively carry out the guidelines and directions given by the Bishop, the Diocesan Council and other Diocesan boards. Matters regulated by the Bishop are regarded beyond the scope of the Council's responsibility.

## Article 3 – Members

**Section 1** – The Pastor shall preside over the Council and all priests assigned full time to the Parish will be ex-officio members of the Council.

**Section 2** – The Parish Council will have nine (9) at-large selected lay members. Persons who have attained 18 years of age and are registered members of the Parish or members of registered families are eligible to serve as at-large members.

**Section 3** – The term of office of at-large lay members shall be three years or until successors are elected. Upon serving two consecutive terms, an at-large member must wait a year before being eligible for election to a new term. Terms of office of elected at-large members shall be staggered so that approximately one-third are replaced each year. The term of office will commence on the first day of December following selection.

**Section 4** – The Council may have one student member which would be in addition to the nine selected Council members. This member will be nominated by the youth minister of the Parish and proposed to the Council. Persons who have attained 16 years of age, but less than 18 and are registered members of the Parish or are members of families registered in the Parish, are eligible to serve as a student member. This member will have full rights and responsibilities of a Council member. The term of office will be one year or until a successor is selected. The term of office will commence on the first day of December following selection.

**Section 5** – Whenever vacancies are deemed to exist by the Council prior to the normal expiration of a term of a selected member, the Council will appoint another parishioner to serve out the unexpired term. Persons serving in excess of a year in an unexpired term will be considered to have served a term in determining eligibility for re-selection.

## **Article 4 – Selections**

**Section 1** – Selections will be held prior to November 30 each year.

**Section 2** – The Pastor and at-large lay members with non-expiring terms will serve as a Selection Committee, and shall arrange nominations and selections for the Parish.

**Section 3** - Candidates for selection must be nominated by one registered parishioner and must consent to serve if selected and so indicate to the Selection Committee.

## **Article 5 – Officers**

**Section 1** – The Council shall select a Chairman, Vice-Chairman and Secretary and such officers it deems necessary to conduct its business. The officers will perform duties prescribed by this Constitution, and by the parliamentary authority adopted for the Council. Officers shall be selected by ballot to serve for one year or until their successors are selected. Their term of office shall begin on selection. The selection of officers shall be held at the first regular meeting following November 30. No Council member shall be eligible to serve more than two consecutive terms in any one office.

## **Article 6 – Meetings**

**Section 1** – The Council shall arrange regular meetings as convenient and necessary, but must meet in regular session at least four times a year. Sessions shall be considered valid when members and parishioners have been duly notified of date, time, and place, and parishioners have a right to attend.

**Section 2** – The Council may meet in closed session, but all business conducted must be ratified by the Council in an open session to become valid.

**Section 3** – A quorum shall consist of a majority of Council members.

**Section 4** – Any parishioner may address the Council. The Council may regulate such address, but may not refuse the right of address.

**Section 5** – The rules contained in Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Council may adopt.

**Section 6** – The Officers of the Parish Council shall be responsible for making up the agenda for each meeting.

**Section 7** – Any parishioner is entitled to bring items before the Council, by:

- a. Directing a written or oral request to any member of the Council.
- b. Requesting, at the close of one meeting, inclusion on the agenda for the next meeting.
- c. A written summary of the agenda items submitted by non-Council members should accompany the oral presentation, with copies available for distribution among the members.
- d. Items written or oral, by non-Council members, will be made part of the next meeting's agenda.

**Section 8** – Each item should be considered on its own merits, except that:

- a. No endorsement will be given by the Council to candidates for public office.
- b. Partisan politics are to be avoided.

**Section 9** – Meetings of the Parish Council shall not extend beyond two hours.

## **Article 7 – Organizations and Committees**

**Section 1** – The Council may establish Boards, Commissions, Standing Committees, Special Committees, and such other organizations it deems necessary for fulfilling its purposes and functions. Each Standing Committee shall have a Council member as a part of that Committee.

**Section 2** – The Council shall have the power to approve, provide, amend, and delete constitutive documents for these organizations.

## **Article 8 – Amendments**

**Section 1** – Amendments to this Constitution may be proposed to the Parish Council by any parishioner (including Members of the Parish Council). Amendments will be brought before the Parish Council at one of their regularly scheduled meetings and voting will take place at the next regularly scheduled meeting. Ratification will consist of 2/3 majority of the Council members of record at the time of the vote, subject to approval of the Pastor.

**Section 2** – The Council shall amend this document as necessary, but only such language as necessary, to conform to regulations and directions from the Bishop.