

*Rectory office copy
approved April, 19*

CONSTITUTION OF SAINT TIMOTHY PARISH COUNCIL

[AS AMENDED, 1997]

ARTICLE I. NAME.

- Sec. 1: The name of the organization shall be:
- “THE SAINT TIMOTHY PARISH COUNCIL”

ARTICLE II. PURPOSE AND FUNCTIONS.

- Sec. 1: The Parish Council is the coordinating and unifying structure of our Christian Community here at Saint Timothy. It is intended to be the means of achieving full participation of the whole Parish in extending Christ’s mission by giving all of the Parish a voice in encouraging, guiding and directing the various aspects of Parish life. The people of the Parish are co-workers in the mission of the church, with the pastor, who represents the bishop.

The Parish Council’s functions are:

- a. In general, to promote God’s Word and Work in the Parish and the larger community.
- b. To implement in the Parish the teachings and policies of the Universal Church and the Diocese of Columbus.
- c. To establish or approve the policies of the Parish in regard to Worship, Education, Finance and Service.
- d. To coordinate and oversee the activities of the various Parish Boards, Parish Organizations, committees, etc.
- e. To communicate among all concerned the needs and works of all.

ARTICLE III. MEMBERSHIP, TERMS, ELECTIONS.

- Sec. 1: Membership on the Parish Council shall be as follows:
- a. Eight (8) Parish Representatives elected, at-large, by ballots cast by the parishioners.

- b. The presidents (or chairpersons) of the following Parish Organizations: the Men's Club; the Women's Club, the Parish Youth Organization; and any other Parish Organizations that may be created.
- c. The presidents (or chairpersons) of the following Parish Boards: the Board of Education; the Board of Finance; and such other Parish Boards as may be established by the Pastor or Parish Council.
- d. A President elected by Parish Council. To be eligible for the position of President of Parish Council, one must have been a member of Parish Council for at least one (1) year and not be presently serving on the Council.

Sec. 2: The terms of all members of Parish Council shall begin on July 1 and end on June 30.

- a. *Parish Representatives.* The eight (8) Parish Representatives shall be elected four (4) at a time. They shall serve two (2) year terms. A Parish Representative may serve two (2) consecutive terms.
- b. *Presidents of Parish Organizations and Parish Boards.* The presidents of Parish Organizations and Parish Boards shall serve terms on Parish Council that coincide with their terms of office in the Organization or Board they represent.
- c. *President of Parish Council.* The Council President shall serve a one (1) year term. (S)he may be re-elected but may not serve more than two (2) consecutive one (1) year terms.

Sec. 3: The voting rights of members of Parish Council shall be as follows:

- a. The Parish Representatives shall vote on all matters that are put to Parish Council for vote.
- b. The Presidents of Parish Organizations and Parish Boards shall vote on all matters that are put to Parish Council for vote.
- c. The President shall vote in those instances when the vote of the Parish Representatives, Presidents of Parish Organizations, and Presidents of Parish Boards results in a tie vote.

Sec. 4: Elections shall be conducted as follows:

- a. *Parish Representatives and membership on Parish Boards.*
At the February meeting of Parish Council, the President shall appoint an Election Committee to work with the Pastor to compile a list of willing and capable nominees for positions as Parish Representatives or members of the Parish Boards. There shall be at least two nominees for each position to be filled. Publicity, which shall include biographical information about each nominee and may include a photograph of each nominee, shall be made available to every family in the Parish. The Election Committee shall conduct the election on the third Sunday in May. All Parishioners 18 years or age or older are eligible to vote. The newly-elected Parish Representatives are asked to attend the May meeting of Parish Council. They shall not vote at that meeting.
- b. *Presidents of Parish Organizations and Parish Boards.* The election or appointment of the presidents (or chairpersons) for the various Parish Organizations and the Board of Education shall proceed according to the rules of each particular Organization or Board. The Pastor shall appoint the president of the Board of Finance and all other Parish Boards.
- c. *President of Parish Council.* The Parish Council Election Committee shall present nominations for President at the May Parish Council meeting; nominations may also be made from the floor at that time. The election for President shall be held at the May meeting. The incumbent members of Parish Council shall elect the President of Parish Council.

Sec. 5: Duties of President of Parish Council.

The President shall, inter alia, promote and support all functions of Parish Council (see Art. II, sec. 2, supra), prepare (with the Pastor) the agenda for Parish Council meetings, conduct Parish Council meetings, appoint committees, appoint a recording secretary, assist and support the parish representatives, and take all other actions reasonably necessary to further the mission of Parish Council. When the President cannot attend a meeting of Parish Council, (s)he shall appoint an Acting President from among the members of Council to conduct the meeting.

Sec.6: Duties of Parish Representatives.

The Representatives are the heart of Council. They are responsible for all functions of the Council, especially communication and ministering to the needs of individuals. They will fairly represent the people of the Parish and at the same

time exercise their own judgment and leadership. They will report directly to the Pastor when individuals need him, and help bring the Pastor and People together.

ARTICLE IV. BOARDS, ORGANIZATIONS, COMMITTEES, MEETINGS, DUTIES.

Sec. 1: Parish Boards.

- a. The Pastor or Parish Council may establish (as they see fit) a number of Parish bodies known as Parish Boards. The Parish Boards shall be created and operated to perform such functions and/or address such subject matters as may be specified by the Pastor or Parish Council, *e.g.*: Education, Finance. The Parish Boards shall serve under Parish Council as its committees for matters in these areas of concern, and under the Pastor as his advisors and executive assistants.
- b. The Parish Boards shall consult with and obtain the advice and/or consent of the Pastor when they consider or take action with respect to ordinary, day-to-matters coming before the Parish Boards. Parish Boards shall consult with and obtain the advice and/or consent of Parish Council before they act with respect to any matter that substantially concerns Parish-wide policies or is of substantial concern to the Parish as a whole.
- c. The Parish Boards ordinarily will consist of nine members: four (4) who shall be appointed by the Pastor for one (1) year terms; four (4) who shall be elected by the members of the Parish (in May) for two (2) year terms; and a Board President (or chairperson). All terms begin on July 1 and end on June 30. Members of the Parish Boards may be re-elected or re-appointed. Further membership and specification procedures for each board shall be left to that board.
- d. The Board of Finance shall prepare and submit a proposed annual Parish budget to the Parish Council for review on or before the March meeting of Parish Council. Parish Council shall review the proposed Parish Budget and shall approve the budget, with such changes as may be required by the Council, if any, at the April Parish Council meeting. The Parish Budget shall not be implemented until it has been approved by Parish Council.

Sec. 2: Parish Organizations.

- a. The Parish Organizations shall serve under Parish Council and be subject to the oversight of Parish Council.

Sec. 3: The Committees of Parish Council.

- a. *The Executive Committee.* An Executive Committee shall be formed at the May meeting of Parish Council. The Executive Committee shall consist of the Council President and two (2) Parish Representatives elected by the members of Parish Council. The Executive Committee shall consult with the Pastor at such times as may be reasonably necessary, and take such action as may be reasonably required, to deal with exigent matters that cannot await the convening of a meeting of Parish Council as a whole. In all instances where the Executive Committee has exercised its exigent powers under this section, the committee shall give a report of its actions to the Parish Council at its next convened meeting. At that meeting, Parish Council may ratify or modify the actions of the Executive Committee or take such further action with respect to the matter as Parish Council shall deem appropriate.
- b. *The Festival Committee.* A Festival Committee shall be formed each year. The President of Parish Council, after consultation with the Board of Finance, shall select a Chairperson of the Festival Committee to supervise the planning, preparation and operation of the annual Parish Festival and Raffle.
- c. Other committees may be appointed by the President of Parish Council from time-to-time, as needed.

Sec. 4: Meetings of Parish Council.

- a. A regular meeting of Parish Council shall be held in the Rectory Basement on the fourth Thursday of each month (except for the months of June and July) unless the scheduling of the regular meetings is changed by the Pastor or Parish Council. The November and December meetings shall be combined into a single meeting that shall be convened on the first Thursday in December. Special meetings of Parish Council may be called by the Pastor, the President of Parish Council, or by agreement of four (4) members of the Council.
- b. Quorum. It shall be necessary that a majority of the voting members of Parish Council be present and voting at a meeting of Parish Council for the Council to transact business at that meeting.
- c. A simple majority of the voting members of Parish Council present and voting at a Council meeting shall be necessary to pass a motion, unless otherwise specified in this Constitution.

- d. A written record of all official acts of Parish Council, including all business transacted at any regular or special meeting of Council, shall be made. Such records shall be retained by the Parish Secretary in the Parish Archives.
- e. Members of Parish Council shall receive written notice of any regular meeting at least four (4) days before the meeting convenes. Members of Parish Council shall be given such oral or written notice of special meetings as is practicable. The members of Parish Council shall receive minutes of the previous Council meeting and an agenda for the current meeting at the beginning of each meeting. All Parishioners shall be given notice in the Parish bulletin of all regular meetings of Parish Council. The Parishioners shall be given such notice of special meetings of Parish Council as is practicable.
- f. All Parish Council meetings shall be open to all Parishioners. If a Parishioner wishes to speak at a meeting, the Parishioner shall give written or oral notice to the Pastor or Parish Council, prior to the meeting, specifying the subject matter to be discussed. The Parishioner may speak to Parish Council on the specified subject matter for three (3) to five (5) minutes, unless an extension of time is granted by Parish Council.
- g. The Presidents (or chairpersons) of all Parish Organizations and Parish Boards shall attend the regular meetings of Parish Council. Each President (or chairperson) shall present a brief (5 to 7 minute) report on the activities of the Organization or Board the President represents.
- h. The principal of St. Timothy School shall attend the regular meetings of Parish Council and shall report on the status of the school.
- i. Once each year, a special effort shall be made to have a general meeting of Parish Council at which issues of general interest or greater importance will be discussed, and to which all Parishioners will be encouraged to come.
- j. Roberts Rules of Parliamentary Procedure shall govern Parish Council meetings.

ARTICLE V. VACANCIES ON PARISH COUNCIL.

If a member of Council moves, resigns, or is absent without excuse for three consecutive meetings, the President, after consultation with the Pastor, shall appoint a replacement to complete the unexpired term.

ARTICLE VI. AMENDMENT OF CONSTITUTION.

This Constitution may be amended in part, or replaced in its entirety, by a vote of two-thirds (2/3) of the voting members of Parish Council. Any proposed amendment to this Constitution must be submitted in writing to the members of Parish Council prior to the meeting at which the amendment shall be reviewed and discussed by Parish Council. Parish Council shall not take any action with respect to the proposed amendment until the following Parish Council meeting.

ARTICLE VII. SUPREMACY OF PARISH COUNCIL CONSTITUTION.

The constitutions or bylaws of all Parish Organizations and Parish Boards shall not conflict with the terms of and policies established by this Constitution.