

ST. ELIZABETH OF HUNGARY
CONSTITUTION

ARTICLE I: NAME AND PURPOSE

- Section 1. The name of this organization shall be St. Elizabeth of Hungary Parish Council.
- Section 2. "This parish council derives its authority by mandate from the Archbishop through the pastor. By approving the formation of the parish council, the Archbishop and the Pastor share their responsibility for the spiritual and temporal administration of the parish with the members of the parish."
- Section 3. It's purpose shall be:
- a. To assist the Pastor in attaining the fullness of spiritual and temporal welfare of St. Elizabeth of Hungary Parish by sharing his responsibility for the parish and by assuming responsibility for specific functions within the parish.
 - b. To be a voice by which the wishes of the parishioners concerning matters of parish welfare might be made known to the Pastor and each other.
 - c. To coordinate the projects and activities of all its committees and of all groups or organizations under parish sponsorship.
 - d. To initiate and sponsor, either through itself or its committees, those projects which it seems necessary or helpful for the fulfillment of the above purposes.
 - e. To approve any person appointed to represent the parish at any organization outside the parish.

ARTICLE II: MEMBERSHIP

- Section 1. Every person, eighteen years of age and over who is a registered member of St. Elizabeth of Hungary Parish and is a member of the parish in spiritual good standing, as adjudged by the Pastor, is eligible to serve as a member of the Parish Council. The Council Chairperson, however, must have been a member of the parish for at least one year.
- Section 2. The Council shall consist of at least nine (9) elected members to be chosen by the members of the Parish. The Council can also have ex officio members as determined below.

- a. Each year three (3) members will be elected for a period of three (3) years to fill the vacancies caused by the members of the Council whose term have expired.
- b. Council members involved on an Archdiocesan Committee may be asked by the Pastor, as advised by the Parish Council, to extend their term of membership until that committee's duties are completed. This would temporarily increase the number of Council members.

Section 3. Elected members of the Council shall serve a three (3) year term beginning with the first meeting after their election. No elected member may serve for more than two consecutive terms. No council member can hold more than one council position at a time.

Section 4. The Council shall have the right to remove any member upon a two-thirds vote of the council. Due notice shall be given to the person of the proposed disqualification and the reasons therefore. (Ex. Not fulfilling the duties of the office, unexcused absence from three consecutive council meetings.)

Section 5. A vacancy of the Council shall be filled by that parishioner who, in the last yearly election, received the greatest number of votes of those nominees not elected to the council. Cases of tie vote shall be decided by lot. If there is no one eligible, the pastor; advised by the Council, may decide to either hold a special election or to wait until the next regular election to fill the vacancy.

ARTICLE III: OFFICERS AND THEIR DUTIES

Section 1. The officers of the Council shall be a Chairperson, Vice Chairperson, and Secretary. These Officers, together with the Pastor and chair of finance committee shall constitute the Executive Committee.

Section 2. The Chairperson shall have the following duties.

- a. To call and preside at all meetings of the Council.
- b. Call and preside over the first regular meeting of the succeeding Council until the new Chairperson has been installed.
- c. The Pastor will prepare the agenda and confer with the Chairperson prior to the regular meetings.

Section 3. The Vice Chairperson shall have the following duties.

- a. Preside in the absence of the Chairperson or when the Chairperson wishes to vacate the chair to present information which may be needed in considering a matter before the Council.
- b. Succeed the Chairperson in case of resignation or disqualification.

Section 4. The Secretary shall have the following duties.

- a. Maintain a written record of the minutes of all Council and Executive Committee meetings.
- b. Maintain a current record of the names, addresses, and telephone numbers of all council members.
- c. Maintain an attendance record of all Council members.
- d. Distribute the minutes of the meeting, the agenda, and the committee reports to all members of the council one week prior to the regular meeting.

Section 5. The Executive Committee shall meet between regular council meetings when special assistance or decisions are required on urgent parish business.

ARTICLE IV: *COMMITTEES AND THEIR FUNCTIONS*

Section 1. Each Chairperson shall in consultation with the Executive Committee choose persons approved by the council, to become members of a particular committee to assist in carrying out the duties and responsibilities assigned to him or her in this constitution.

- a. Each committee shall determine its specific objectives in accord with the goals and directives of the Parish Council and Archdiocesan policy making bodies.
- b. These committees, when they meet apart from the Council, shall prepare written reports for the Council.
- c. All committee actions must be submitted to the Council.

Section 2. The Parish Board of Education shall be responsible to the Pastor and the Parish Council for achieving Archdiocesan, District, and parish goals for education; for review and approval of the parish budget for education; and for reporting on the status of total Catholic Education in the parish.

Section 3. The Parish Administration Committee shall assume the responsibilities of the functional aspects of the parish; study parish income and make recommendations to the Parish Council for increasing the income if needed; inspect periodically all parish properties, evaluate for current needs and plan for future requirements; be responsible for use, scheduling and maintenance of parish facilities; and conduct Parish Council elections and possible other responsibilities.

- Section 4. The Liturgy committee shall have as its purpose to include implementation of liturgical celebration, and the education toward more meaningful liturgical celebration. This committee shall do all it can promote greater participation of all members of the parish in the various roles of participation in the mass and other liturgical services; as well as to encourage those participating to attend various sessions or programs which will assist them in carrying out their special role in the liturgy.
- Section 5. The Parish activities Committee shall coordinate the parish social and recreational activities for all ages within the parish; and developing a feeling of community among parishioners in cooperation with other parish groups and committees. Under this committee are newcomer involvement.

ARTICLE V: MEETINGS

- Section 1. Regular meetings of the Council shall be held approximately every month. These meetings shall be open to all members of St. Elizabeth of Hungary Parish. At least 8 meetings shall be scheduled every year.
- Section 2. Special meetings of the Parish Council may be held at any time at the call of the Chairperson of the Council. Notice, written or verbal, of all regular special meetings of the Council shall be given to all members of the Council.
- Section 3. Proposals by a parishioner shall be made in writing and may be presented to the Council at any regular meeting.

ARTICLE VI: VOTING PROCEDURES

- Section 1. A simple majority of the voting members of the Parish Council constitutes a quorum. All actions of the Council require a majority vote.
- Section 2. Each elected member and each ex officio member of the Council, except the Pastor shall be entitled to one vote.
- Section 3. Pastor's position on voting. Pastor does not vote but may introduce or second motions.
- a. By Church law, the Pastor alone is responsible and accountable to the Archbishop for the parish. Therefore, all decisions and actions of the Council and Committees must be ratified by him.
 - b. His ratification will automatically be presumed upon his knowledge of said decisions or actions unless otherwise indicated to the Council within 30 days. Withholding ratification would normally involve the following:

Evidence the action is contrary to:

1. Faith or morals.
 2. General Church law.
 3. Archdiocesan policy as established and the duly recognized Boards and Commissions with which he shares his responsibility.
 4. The pastoral and administrative needs of the parishioners.
 5. The general good order of the parish.
- c. Upon explaining his reasons, the Pastor will recommend that the decision be reconsidered.
- d. If the Council again votes by two-thirds of its membership passage of the measure, the Council may appeal the decision to the Archbishop or his delegate. The purpose of the appeal shall be to determine whether there is sufficient probable cause to declare the Pastor's action unjustified.

ARTICLE VII: ELECTIONS

- Section 1. Elections shall be held at a regular time annually with nomination due dates being posted in the bulletin one month prior to elections.
- Section 2. Nomination may be submitted by any member of the Parish. A Nominating Committee will be established by the July meeting. The names of the committee members will be published in the Sunday Bulletin.
- Section 3. The Nominating Committee is responsible for receiving nominations, preparing ballots, conducting the election, tabulating of votes. No write in votes will be counted.
- Section 4. The newly elected Council members shall assume their duties at the next meeting of the Council.
- Section 5. All registered members of the parish, eighteen (18) years of age and over, are entitled to vote.

ARTICLE VIII: AMENDMENTS

- Section 1. This Constitution may be amended at any regular or special meeting of the Council by a two-thirds vote of the members of the council.

Section 2. Amendments must be presented in writing to all members of the Council at least ten (10) days prior to any meeting. Any amendments submitted to the Council should be discussed at the meeting at which it is presented but not voted on until the next regular meeting.

ARTICLE IX: ADOPTION

Section 1. This constitution shall be in effect when approved by a simple majority of council members.

Section 2. The rules contained in the current edition of the "Roberts Rules of Order Newly Revised" shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Constitution.