

# **The Constitution of the Sacred Heart Parish Pastoral Council**

## **Red Deer, Alberta**

### **Article I - Name and Interpretation**

1. There shall be constituted, in and for Sacred Heart Parish, Red Deer, Alberta, a Parish Pastoral Council, which shall be named "The Sacred Heart Parish Pastoral Council" (hereinafter called "the Council").
2. The Council shall be a continuous body, notwithstanding any annual election or the retirement or resignation of any of its members.
3. In the interpretation of this Constitution, where the context so requires, words importing the singular shall include the plural, and vice versa, and words importing the masculine gender shall also include the feminine gender, and vice versa.

### **Article II - Objectives**

The purpose of the Council shall be:

1. To advise the Pastor regarding the pastoral offices of the Parish.
2. To assist the Pastoral Team of Sacred Heart Parish in their duties.
3. To formulate and develop policies to promote an understanding of the Parish mission.
4. To encourage members of the Parish community to strive toward becoming more fully a people of God sharing the mission of Christ.
5. To assist in and support development of ministries necessary to support community life of the Parish and the carrying out of the mission of Christ.

### **Article III - Membership in the Parish**

Membership in the Parish shall be available to all Catholic baptized persons desiring to support the objectives of Sacred Heart Parish, and who have registered as members.

### **Article IV - Council Membership**

1. Anyone desiring to be a member of the Council must be a member of the Parish, must be a confirmed Catholic, and must be eighteen (18) years or older.
2. Parish staff are not eligible to be members of the Council.
3. The Pastor, as designated by the Archdiocese, is the head of the Council.
4. The Council shall be comprised of members as follows:
  - a. Nine (9) members of the Parish, elected by the Parish or appointed by the Pastor, all of whom shall be voting members;
  - b. The Chair or designate of the Sacred Heart Parish Finance Council, who shall be a voting member.
5. The Council shall request regular reports and meeting attendance from:
  - a. Members of the Pastoral Team who are engaged in pastoral ministry, as designated by the Pastor;

- b. The Chair or designate of Parish ministries and organizations, as defined by the Pastor.
- 6. People bringing reports to Council (as defined in Article IV, section 5) are not voting members of Council.
- 7. The term of office for the nine (9) elected or appointed members of the Parish, shall be three (3) years. At the time of the election, as set out in Article VI, three (3) members are to be elected or appointed, on a rotating basis, to maintain consistency on the Council from year to year. The term of office shall commence on the 1<sup>st</sup> day of June each year.
- 8. The nine (9) elected or appointed members of the Parish shall be eligible to serve two (2) consecutive terms on the Council by re-election. After serving two (2) consecutive terms on Council, the member shall not be eligible to be nominated for a position until one (1) year has elapsed following the conclusion of his second term.
- 9. The Pastor may, from time-to-time, appoint a Youth member of Council, who, when appointed, shall be at least sixteen (16) years of age and not more than eighteen (18) years of age.
  - a. The Youth member is eligible to serve one three (3) year term, and is not eligible for a second term. If the Youth member wishes to serve a second term, he is eligible to run for election as per Article VI.
  - b. The Youth member shall be a voting member.
  - c. The Youth member is to bring his unique perspective to all items of Council business, and is not there solely to represent youth issues.

### **Article V - Executive Committee**

- 1. The Executive Committee of the Council shall be comprised of:
  - a. The Pastor, as designated by the Archdiocese, is the head of the Council, and therefore head of the Executive Committee;
  - b. The Chair, Vice-Chair, and Secretary of the Council, who shall be elected annually by the voting members of the Council from among the members of the Council at the first Council meeting in June of each year;
  - c. The Chair or designate of the Sacred Heart Parish Finance Council.
- 2. Duties of the Executive Committee members:
  - a. The Chair shall call and preside at all Council meetings, and shall be an ex-officio member of all Council Committees;
  - b. The Vice-Chair, in the absence of the Chair, shall assume all of the Chair's duties and shall have all of his authority. He shall also perform other duties as assigned by the Executive Committee.
  - c. The Secretary is responsible for the accurate and complete minutes of all meetings, and for ensuring that approved minutes are filed in the Parish office.
- 3. The Executive Committee shall carry on the day-to-day business of the Council according to the direction given by the Council.
- 4. The Executive Committee or Chair may meet prior to each Council meeting with the Pastor, to establish the agenda of the meeting. In the absence of such, the Chair shall establish the agenda.

## **Article VI - Council Nominations and Elections**

1. A Nominations Committee shall be established at the March meeting of Council each year.
2. Two (2) or three (3) of the elected or appointed members of the Council, as defined in Article IV, section 4, shall form the Nominations Committee.
3. On the last weekend in April and the first (1<sup>st</sup>) weekend in May, the Nominations Committee shall cause to be published a "Call for Nominations" notice in the Parish bulletin.
4. As defined in Article IV, section 1, any member of the Parish may seek a position on the Council by presenting to the Nominations Committee nomination papers duly signed by three (3) members of the Parish, by the Wednesday immediately prior to the third (3<sup>rd</sup>) weekend in May.
5. Notice of all nominations shall be published in the Parish bulletin on the third (3<sup>rd</sup>) weekend in May.
6. The election of members of the Council shall be held on the fourth (4<sup>th</sup>) weekend in May, under the supervision of the Nominations Committee, and shall be by secret ballot.
7. Members of the Parish, as defined in Article III, and who are 18 years of age or older, are eligible voters. Eligible voters personally present at Sacred Heart Parish on the date of the election shall be entitled to the same number of votes as there are vacancies on Council to be filled. In the event that any question should arise in respect to the eligibility of a person to vote in the election, such question shall be determined by the Pastor and the Nominations Committee, whose decision shall be final.
8. The vacancies on the Council shall be filled by those nominees receiving the greatest number of votes. In the case of a tie, the Pastor shall cast the deciding ballot.
9. At any election of the Council where the number of nominees does not exceed the number of vacancies to be filled, the nominees shall be acclaimed.
10. If there are not enough nominees to fill the vacancies, the Pastor may appoint members.
11. During the course of a member's term, any casual vacancy may be filled by a member of the Parish, if so desired by Council. While Council may recommend potential members, the Pastor must approve the appointment of such a member to fill the vacancy. Where the Council sees fit to fill a vacancy, any person so appointed shall retain his office only so long as the vacating elected or appointed member would have retained the same, if no vacancy had occurred.
12. A member of the Council shall cease to be a member of the Council upon any of the following events:
  - a. if he resigns in writing;
  - b. if he ceases to be a member of the Parish;
  - c. if he becomes a member of the Parish staff;
  - d. upon resolution of Council, in the event that he is absent from two (2) consecutive Council meetings without reasonable cause for such absence.

## **Article VII - Meetings**

1. The Council shall hold regular meetings in September, November, January, March, and May, at such date, time, and place as shall be fixed by the Council. Meetings are not held in other months, unless deemed necessary.
2. A quorum of the Council shall consist of 50% plus one of voting members personally present at the meeting.
3. Except where otherwise expressly stated, questions arising at a meeting shall be determined by a majority of votes. In the case of a tie, the Chair shall have a second or casting vote.

4. Robert's Rules of Order shall govern proceedings of the Council. Consensus will be used as per Archdiocesan recommendations, but, when consensus cannot be reached, or when more structure is required, the more formal rules in Robert's Rules of Order will be used.
5. All meetings of the Council are open to members of the Parish.
6. Members of the Parish shall be entitled to make representation and / or submit a question for Council consideration, by giving seven (7) days notice, in writing, to the Chair.
7. Members of the Parish present at a Council meeting may be recognized for a specific purpose at the discretion of the Chair.
8. The Pastor or the Chair may, at any time, call a meeting of the Executive Committee to discuss and/or decide on urgent matters on behalf of the Council.

### **Article VIII – Committees**

1. To facilitate Council business, Standing or Ad Hoc Committees may be established by Council.
2. Special Committees may be appointed by the Council from time to time, as occasion demands. These shall limit their activities to the purpose for which they were appointed, and they shall have no power to act unless such is specifically conferred by the Council.
3. Committees are accountable to the Council through the Committee Chair.
4. Each Committee shall, upon request of the Council Chair or the Council, report on the activities of the Committee.

### **Article IX - Adoption, Amendment, and Effective Date**

1. This Constitution shall become effective upon an affirmative majority vote of the Council.
2. Any amendment, variation, or repeal of this Constitution shall become effective upon an affirmative vote of not less than two-thirds (2/3) of the voting members present at any meeting, provided that notice in writing of any proposed amendments is received by the Council Chair and distributed to Council members at least seven (7) days in advance of such meeting.

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