

IMMACULATE HEART OF MARY PARISH BYLAWS OF THE PASTORAL COUNCIL

Article I – Name

The name of this organization shall be known as the Immaculate Heart of Mary Pastoral Council (hereinafter referred to as “the Council”).

Article II – Purpose

The purpose of the Council shall be to advise the Pastor with regard to:

1. the life and operations of the Immaculate Heart of Mary Community;
2. supporting parish groups and activities to facilitate achieving the parish mission and fulfilling its goals and objectives;
3. promoting spirituality, participation and diversity in all aspects of parish life; and
4. planning, promoting, coordinating and reviewing the worship, evangelization and service committees.

Article III – Membership

A. Composition – In addition to the Pastor and any associate pastors assigned to the parish, the Council shall be composed of a minimum of 12 and a maximum of 15 members of the parish who shall also be members of the Worship, Evangelization or Service Committees at the time they are nominated to the Council. Each committee shall be represented by at least 4 members.

B. Terms

1. Original Members – The terms of the original members shall be staggered into 3 and 4 year terms. Half the Council members, which shall include at least two members from each Committee, shall be 3 years and the other half shall be 4 years.
2. Subsequent Members – The terms of subsequent members shall be 3 years.
3. Term Limits – No member of the Council shall be able to serve more than two consecutive terms. Any member who has served two consecutive terms, shall not be eligible to be a member of the Council until at least 2 years have passed from the end of their respective term.
4. Term – The term of the members of the Council shall begin in September of the year they are nominated to the Council and end in

June of the following year. If any member of the Council is unable to fulfill his/her full term, the Committee the member represents shall nominate another member who shall complete the remainder of the unexpired term.

5. Nomination to Council –

- i. Each committee shall be responsible for nominating members to the Council in April in any year when the terms of any members of the Council are scheduled to end. In the case of a vacancy due to the resignation or inability of a member of the Council to complete his/her term, the Committee from which the member was nominated shall nominate another member to fulfill the unexpired term of such member within two months of the end of such member resigning or inability to serve.
- ii. Each committee member who is nominated to serve on the Council shall attend the regularly scheduled meetings of the Council in May and June so as to familiarize themselves with how the Council operates.

6. Member Responsibilities

- i. Members are expected to attend all scheduled meetings. If a member is unable to attend a scheduled meeting, the member should notify the Chairperson, Vice-Chairperson or Secretary as is practicable. Members should also remain active in their respective committees throughout their term(s) on the Council.
- ii. If any member misses three (3) or more regularly scheduled meetings in any September to June period, the Council may request such member to resign. Such request shall be placed on the agenda and discussed at least one meeting before such request is adopted by the Council.

C. Roles

1. Chairperson

- i. The Council shall nominate one member of the Council to serve as Chairperson at the last scheduled meeting of the term. The term of the Chairperson shall be two years.
- ii. The Chairperson's duties shall include:

- a. Conferring with the Pastor prior to each scheduled meeting of the Council to set an agenda and sending each member with a copy of the agenda prior to each scheduled meeting;
- b. Welcoming the members to the meeting;
- c. Encouraging each member to participate in the meetings;
- d. Focusing the members on the a common task and making sure the items on the agenda are covered as best as possible;
- e. Being neutral and contributing his/her ideas only after stepping aside from his/her role as Chairperson;
- f. Making sure all members concerns are addressed;
- g. Providing at least annual status reports to the Working Committee and to the Parish concerning the Council's activities.

2. Vice-Chairperson

- i. The Council shall nominate one member of the Council to be Vice-Chairperson at the last scheduled meeting of the term. The term of the Vice-Chairperson shall be two years.
- ii. The Vice-Chairperson shall assume the duties of the Chairperson in the Chairperson's absence or inability to perform the duties of the Chairperson.

3. Secretary

- i. The Council shall nominate one member of the Council to be Secretary at the last scheduled meeting of the term. The term of the Secretary shall be two years.
- ii. The Secretary's duties shall include:
 - a. Keeping a record of the basic information, decisions, assignments of members and the minutes of each meeting;
 - b. Providing a reminder notice to each member of each scheduled meeting;
 - c. Transmitting a copy of the minutes from each meeting to all members of the Council and posting the minutes to the parish's website;
 - d. Maintaining a log of all minutes; and
 - e. Transmitting pertinent information to all members of the Council when needed.

D. Committees - Committees of the Pastoral Council may be established to address specific needs or objectives of the Parish. Any such Committee shall

be chaired by a member of the Council, but may include other members of the Parish who are not members of the Council.

Article IV – Operations

A. Meetings –

1. Meetings of the Council shall be held monthly from September through June (except December) at 7:30 p.m. on the fourth Tuesday of every month. A meeting date or time may be changed upon due notification given to all members;
2. Attendance at meetings shall only include members of the Council or prospective members of the Council. However, the Pastor, Chairperson or Vice-Chairperson may allow any person other than a member of the Council to attend a meeting so as to further the working or decision making of the Council;
3. All meetings should open with prayer (i.e. Inspirational readings, quiet periods of reflection, spontaneous and shared prayer, sharing of faith and values around a specific spiritual theme) by one of the members and conclude with a prayer.
4. Special meetings of the Council may be called by the Pastor or Chairperson or the Council itself, if needed.

B. Decisions - Decisions of the Council are made, after prayerful discernment and full discussion of the issues, by consensus.

C. All members shall have the opportunity to voice his/her opinion to each issue.

Article V – Amendments of the Bylaws

These Bylaws may be amended by the Council at any time. Proposed amendments must be submitted in writing, read and discussed at least one (1) meeting prior to the meeting at which the proposed amendments will be adopted by the Council by consensus.

These Bylaws were adopted by the Immaculate Heart of Mary Pastoral Council on January 20, 2009.