

# **SAINT JOSEPH PARISH COUNCIL BYLAWS**

## **Article I—Name**

The name of this body shall be Saint Joseph Parish Council, hereinafter referred to as “Council.”

## **Article II—Nature and Function**

### **Section A**

This Council is a consultative body, in accord with the directives and policies of the Archdiocese of Atlanta, for the purpose of unifying Parish mission and coordinating programs.

### **Section B**

1. Coordinate Parish policies and programs, and be responsible for explanation of same to Parishioners.
2. Assist the Pastor in the implementation within the Parish community the policies and programs of the Archdiocese of Atlanta.
3. Recommend on policies and other matters relating to planning, building, operating and maintenance of parochial facilities.
4. Establish committees on a standing or ad hoc basis according to parochial need.

## **Article III—Membership**

### **Section A Elected Members**

1. Election to Membership is open to all Active Parishioners of Saint Joseph Parish who have attained the age of twenty-one years. An Active Parishioner for purposes on these Bylaws is one who is registered in the Parish, attends Mass on Sundays (or vigil Masses) and Holy Days, and contributes to the financial support of the Parish. However, only one member of an immediate family (those living in the same household) shall be eligible to serve. In the event of more than one member of the family receiving votes, only the one with the highest number shall be eligible to serve. Parish employees shall be ineligible to serve as Elected Members of the Council.
2. Elected Members of the Council shall consist of at least eight (8) but not more than the twelve (12) Members as the Council may determine from time to time by resolution adopted by the Council.
3. Each Elected Member shall serve for one three-year term, with terms of office staggered so that only one-third of the Members shall be elected each year. No less than three years after the expiration of their term, the Elected Members will be eligible for election to an additional term.
4. Any Member who has missed a total of four (4) meetings within a single year will be asked by the President to resign, unless the absences are excused. Failure to reply to a

request to resign by the time of the next regular meeting will be interpreted as a resignation in fact. The Council will proceed to fill the vacancy in the manner prescribed in these Bylaws.

**Section B Ex-officio Members**

Parishioners occupying the following positions at Saint Joseph Parish and School shall serve as non-voting Ex-officio Members of the Council:

1. Principal of Saint Joseph School
2. Chair of the Finance Council (or other designated member of the Council).

**Article IV—Elections**

**Section A**

1. Nominations to the Parish Council for no more than four (4) new Elected Members annually shall take place by April 1<sup>st</sup> and elections shall be held during the month of April.
2. Terms of Council members shall expire on May 31<sup>st</sup>.
3. All Nominees or sponsors (on behalf of Nominees) must complete an Application Ballot Form prescribed by the Council to be eligible for nomination.

**Section B**

1. Fully completed Application Ballots will be submitted to the Parish Council. All valid Nominees will be included on the Election Ballot and submitted to all Registered Parishioners for a vote according to an Election Timetable established by an Elections Committee of the Council. If there are more than ten (10) Nominees, the eight (8) Nominees receiving the highest number of votes will be placed upon a second Election Ballot and submitted to all Registered Parishioners for a vote. All balloting shall be completed in April. The four (4) Nominees receiving the highest number of votes shall be elected as Members of the Parish Council to serve for three (3) years beginning on June 1. See Appendix for forms.
2. Absentee Election Ballots may be voted at the Parish office during regular office hours. Exceptions for physical disability or absence will be considered on an individual basis.
3. The Council will count the Election]Ballots and the results will be announced in a timely manner as determined by the Council
4. In the event of a tie for the fourth vacancy, the election will be determined by the vote of the Council.
5. The Nominees so elected will take office on June 1.
6. At the first meeting in June, the outgoing President will conduct the election of the Officers of the Council.
7. Dates of all other Parish nominations and elections shall coincide with those of the Parish Council.

### **Section C**

Any vacancy occurring among the Elected Members of the Council due to the resignation, death or disqualification of any Elected Member shall be filled for the remainder of the Member's term, by the Nominee who received the next-highest number of votes in the most recent election.

## **Article V—Officers**

### **Section A**

1. The officers of the Council shall consist of a President, First Vice-President, a Second Vice President, and a Secretary all of whom shall be elected to serve for one (1) year by the Council Membership.
2. Any Elected Member of the Council is eligible for any office.

### **Section B Duties of Officers**

1. The President shall preside at all regular and special meetings of the Council, and shall sign all documents and instruments which require the signature of the President and shall have the power and duties usually vested in the office of President, and shall perform such other duties as may be designated by the Council.
2. The First Vice-President shall perform all the duties of the President in the absence of the President.
3. The Second Vice President shall perform the duties of the President and the First Vice President in their absence,
4. The Secretary shall maintain a written record of all meetings and acts of the Council; receive and dispose of all correspondence as directed; preserve all reports and documents.

## **Article VI—Meetings**

### **Section A Meetings**

1. The Council shall meet monthly, except in the months of July and August, on the second Sunday unless otherwise determined by the Council. Special meetings may be called by the President as needed, or upon request of any five (5) Elected Members.
2. Notification of regular meetings shall be made in the Parish Bulletin one (1) week in advance. Notification of special meetings will be made to Council Members at least three (3) days in advance of said meetings.

### **Section B Quorum**

For the purpose of transacting official business, it shall be necessary that a simple majority of the total voting Membership be present.

### **Section C Meetings Open to Parishioners and Executive Session**

1. All regular meetings of the Council shall be open to all Members of the Parish. Registered Parishioners may address the Council on any resolution before the Council

after notification to the President in advance of the meeting and after being recognized by the President

2. The President, or a majority of the voting Members, may call the Council into Executive Session at anytime to discuss sensitive and proprietary matters and the like. During any Executive Session of the Council, the meeting will be closed to Parishioners.

**Section D Meeting Summary**

A brief summary of all recommendations of the Council shall be made available to members of the Parish within a month. Minutes of all meetings shall be preserved in the Parish archives and be open to all Parishioners.

**Section E Rules of Order**

Robert’s Rules of Order shall govern meetings of the Council.

**Section F Voting**

A two-thirds majority of all voting Members present is required to take any action, except to amend these Bylaws provided in Article IX, Section A of these Bylaws.

**Article VII—Executive Committee**

**Section A Membership**

The Officers

**Section B Duties and Functions**

To carry out any business of the Council between regular meetings

**Section C**

The Executive Committee will present a written report of its actions at the next regular meeting of the Council for confirmation.

**Article VIII—Committees**

The Executive Committee shall meet at the call of the President provided at least 48 hours notice is given and the Council is also informed of the meeting. All Executive Committee meetings are open the Members of the Council. At least three (3) Members of the Executive Committee are required to be present to take action.

**Article IX—Amendments**

**Section A**

These Bylaws may be amended by a vote of three-fourths majority vote of all of the voting Council Members present at a duly called meeting of the Council.

**Section B**

Amendments to the Bylaws must be presented in writing at least two (2) months prior to a vote. Such presentations may be made by any of the Membership.

**Article X—Effective Date**

These Amended and Restated Bylaws shall be effective as of June 1, 2008.

*ADOPTED BY THE SAINT JOSEPH PARISH COUNCIL  
ON THE 13<sup>TH</sup> DAY OF APRIL, 2008*