

Our Lady of Guadalupe Parish

CONSTITUTION & BY-LAWS OF THE PASTORAL COUNCIL

(Effective July 1, 1999)
(Amended, September 18, 2000)
(Amended March 24, 2003)
(Amended September 20, 2004)
(Amended April 18, 2005)
(Amended January 23, 2006)
(Amended May 21, 2007)
(Amended January 26, 2009)

PREAMBLE

We, the members of Our Lady of Guadalupe Parish, Windsor, California, affirming our union with the People of God through the grace of the Holy Spirit, recognizing ourselves as sharers in the role of Christ, the Priest, the Prophet and the King, declaring ourselves willing to accept the mission of our Lord Jesus Christ to carry on his work of salvation, pledging our cooperation with our Bishop and with the priests assigned to our parish in carrying out the mission of the Holy Catholic Church through shared responsibility with respect to its spiritual, educational, social and administrative matters, do hereby join together and form a Pastoral Council.

ARTICLE 1: NAME

The name of this body shall be the Pastoral Council of Our Lady of Guadalupe Parish, hereinafter referred to as the "Council".

ARTICLE II: PURPOSES AND POWERS

Section 1. The general purpose of this Council shall be to create a genuine Catholic Christian community among the members of this Parish as witness to the presence of Christ in our world.

Section 2. The specific purposes of this Council are to:

- a. discern and address the needs of our Parish and other communities for which we have a responsibility;
- b. establish the goals and priorities of our Parish;
- c. discover and utilize the God-given talents within our Parish;
- d. promote an atmosphere for dialogue and the opportunity for shared responsibility within the Parish;
- e. be a living sign of the unity in service and love that every Christian community is called to be;
- f. coordinate the variety of ministries of the Parish, both clerical and lay;
- g. make known both the Gospel and the teaching of the Church;
- h. implement Vatican II's teaching on the role of the laity within the Church;
- i. provide means for the Christian education of all parishioners;
- j. provide means for worship and spiritual growth;
- k. foster a climate of mutual support and accountability, and
- l. support personal spiritual growth of the Council members.

Section 3. The Council shall be the representative body of this Parish, exercising powers within these Articles and By-laws and within the framework of canonical law and Diocesan regulations.

ARTICLE III: COMPETENCE, THE PASTOR AND THE COUNCIL

Section 1. The Pastor, in his role as the principal leader, is the person primarily accountable to Diocesan authority for the direction and administration of the Parish and the Council.

Section 2. The Pastor shall keep the Council informed as to the activities and needs of the Parish and the Diocese, participate as a member of the Council, and seek the advice and recommendations of the Council in matters pertaining to the life, activities and the welfare of the Parish.

Section 3. The Pastor, as delegate of the Bishop, has ultimate responsibility and authority for the Parish. However, the Pastor shall not disregard the decisions and advice of the Council without serious and justifiable cause, which shall be given to the Council.

ARTICLE IV: MEMBERSHIP OF THE COUNCIL

Section 1. The Council shall be composed of:

- a. one member chosen from each of the active organizations in the Parish, hereinafter designated as "Parish Representatives";
- b. the Pastor or his delegate;
- c. full-time Associate Pastors,
- d. one member of the Finance Council, and
- e. four elected at-large member selected by the parishioners.

Section 2. Each member shall have one vote, except the Pastor or his delegate.

Section 3. The active organizations of the Parish represented in the Council shall be designated by the Pastor.

Section 4. Any organization that declines the invitation to participate in the Council shall not be considered an active organization of the Parish and shall forfeit any rights or privileges granted to active organizations.

Section 5. The Pastor has the right to add or delete groups as necessary to or from those listed in Attachment A at any time, without the need for a Council vote.

Section 6. The Executive Committee of the Council shall be composed of the following:

- a. the Pastor or his delegate
- b. full-time Associate Pastors
- c. Deacon
- d. President of the Council
- e. Vice-President of the Council
- f. Secretary of the Council
- g. one member of the finance Committee
- h. Worship Committee representative
- i. Community Life Committee representative
- j. Christian Education Committee representative
- k. four elected at-large members

Section 1 paragraph d amended March 24, 2003. Number of at-large members changed from two to four.

Section 1 paragraph d added April 18, 2005. Member of Finance Council was added to Pastoral Council. Paragraph d renumbered to paragraph e.

Section 1 paragraph e amended May 21, 2007. At large members will be elected instead of appointed.

Section 6 added May 21, 2007. Executive Committee defined in Article IV

ARTICLE V: QUALIFICATIONS FOR MEMBERSHIP

Section 1. Members of the Council shall be registered parishioners or members of registered families/households.

Section 2. Council members must be at least 16 years of age at the time of election or appointment.

Section 3. Members shall be available to attend Council training as deemed necessary by the Pastor or the Council.

ARTICLE VI: ELECTION AND TERM OF COUNCIL MEMBERS

Section 1. Each active organization of the Parish shall elect a Parish Representative and an alternate (who would have the same privileges and responsibilities as the Representative when acting in his/her place) for a two-year term no later than January of the year in which the new Parish Representative's term shall begin.

Section 2. In the event of resignation, death or moving away from the Parish on the part of the Parish Representative, the active organization that he/she represents shall elect a new Representative to complete the term.

Section 3. Membership on the Council carries the responsibilities of attendance and participation in the work of the Council. Three consecutive unexcused absences from Council meetings shall be cause for the President to declare the office vacant. In such event, vacancies shall be filled in accordance with provisions of Section 2 of this Article.

Section 4. No Representative shall serve more than four consecutive terms, unless an additional term is authorized by the active organization that appointed the Representative, or in the case of an at-large appointee, the Pastor. The Pastor is the only member who serves without a term limit.

~~Section 5. The election process for the At large members is as follows. The Council President shall appoint a nominating committee consisting of at least three Executive Committee Members. Nominations will be for open positions only. Nominations can be made by the Pastor, a member of the council, or any active member of the parish. Active parishioners can nominate themselves. Names will be submitted to the nominating committee for review and interviews. Names rejected will go to the Pastor for consultation before nominations are made public. The slate of candidates shall be approved by the nominating committee, the pastor and the candidate (all candidates must indicate a willingness to serve) and shall be presented in the parish bulletin at least two months prior to elections. Elections shall be held annually in October or November as determined by the Executive Committee. Members will be voted for by the parishioners with a secret ballot at all masses. The nominating committee shall tabulate the votes and present the results to the Council. The council year begins in January.~~

Section 6.5 The terms of Executive Committee members are for two years. No Executive Committee member shall serve more than four consecutive terms. An officer may serve the limit of two terms only in the same position, but may be nominated for another position, limited to two terms. The Pastor, Associate Pastors and Deacon serve without term limits.

Section 1 amended September 18, 2000. Added an alternate for each Parish representative.

Section 4 amended March 24, 2003. Changed number of members-at-large to four.

Sections 3 and 4 deleted May 21, 2007. Requirement for staggered terms no longer necessary.

Section 5 renumbered to Section 3, May 21, 2007.

Section 6 amended January 23, 2006. Added a provision for a parish representative or at-large appointee to serve more than three consecutive terms. Section 6 renumbered to Section 4 May 21, 2007. Changed term limits from three to four consecutive terms

Section 5 added May 21, 2007. Established procedures for selection of at-large members of the Council. Changed beginning of the Council year to January.

Section 6 added May 21, 2007. Established a term as two years. Set limits of Executive Committee to two terms in a single office and four consecutive terms.

Section 1 changed January 26, 2009. Date changed from July to January.

Section 5 & 6 changed January 26, 2009. At-large members are now elected.

ARTICLE VII: OFFICERS OF THE COUNCIL

Section 1. The officers of the Council shall be a President and a Vice-President.

Section 2. Officers of the Council shall be elected by the Council membership from among the Council's members present at the first meeting of the Council in each January of each even-numbered year. Following nominations, voting shall be by secret ballot, and, in the event of a tie, balloting shall be continued until a candidate receives a majority. Each office shall be taken individually, thus permitting candidates not elected to be nominated for the next available office.

Section 3. The term of the officers shall be two years, commencing with their election in January of each even-numbered year.

Section 4. The President shall designate a person to serve as Secretary to the Council. The Secretary shall be a member of the Council and the Executive Committee of the Council.

Section 5. In the event of the resignation, death or move away from the Parish of the Vice-President, the Council shall elect a new officer who shall serve for the balance of the term of office.

Section 6. In the event of the resignation, death or move away from the Parish of the President, the Vice-President shall assume the presidency for the balance of the term of office.

Section 7. In the event of the resignation, death or move away from the Parish of the Secretary, the President shall appoint a new secretary who shall serve for the balance of the term of office.

Sections 2 and 3 amended, September 18, 2000. The term of officers changed to commence in September instead of July.

Sections 2 and 3 amended, May 21, 2007. The term of officers change to commence in January every even numbered year.

Section 4 amended May 21, 2007. Specifies that the Secretary is a member of the Executive Committee.

Section 7 added May 21, 2007. Establishes procedures for replacement of Secretary.

ARTICLE VIII: MEETINGS

Section 1. General meetings of the Council shall be held three times per year at a designated place and time. Special meetings may be called by the Pastor, President, or 10 percent of the members of the Council.

Section 2. Council members shall receive agendas at least five days prior to a meeting. Summary reports and minutes of each meeting will be published and posted in the bulletin or on the bulletin board in the church building. Copies of the minutes shall be made available upon request to any registered parishioner.

Section 3. Members of the Parish shall be informed of the time and place of the general meetings of the Council and meetings of the executive committee, and they shall be invited to attend all Council meetings.

Section 4. Meetings of the Executive Committee of the Council shall be held monthly at a time and place agreeable to committee members. Minutes of these meetings shall be distributed among the members of the Council and posted in the bulletin or on the bulleting board in the church building.

Section 5. All general meetings of the Council and meetings of the Executive Committee shall be open to the public, except in such cases as the Pastor or President of the Council shall deem it necessary to call an executive session to discuss special matters. A report on action taken in such sessions shall be given to the Council at large.

Section 1 amended September 20, 2004. Changed quarterly meetings to three times per year.

Section 3 amended September 20, 2004. Added "and meetings of the executive committee" following general meetings of the Council.

Section 4 deleted.

Section 5 renumbered Section 4.

Section 6 renumbered Section 5. Deleted "Community Meetings of the Parish". Changed "Board" to Council.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1. Any amendment to the Constitution and By-Laws shall be introduced at a regularly scheduled meeting of the Council.

Section 2. Any proposed amendment shall be voted on at the next regularly scheduled Council meeting after the introduction of the proposed amendment.

Section 3. For an amendment to take effect, two-thirds of the members of the Council must vote in favor of the adoption of the proposed amendment.

Our Lady of Guadalupe Parish

BY-LAWS

ARTICLE 1: CONDUCT OF MEETINGS

Section 1. For the purpose of transacting official business, it shall be necessary that a simple majority of members of the Executive Committee be present to constitute a quorum for general meetings of the Council and for meetings of the Executive Committee.

Section 2. Roberts Rules or Order, Revised Edition, shall constitute the procedural authority and guidelines for conduct of business, except as designated within the Constitution and By-Laws of the Council.

Section 3. The agenda shall be prepared and agreed upon by the Pastor and the President of the Council. Agenda items may be proposed by parishioners and submitted to the Pastor or President at least 10 days in advance of the meeting. The written agenda should be available to the Council members at least five days prior to the meeting.

Section 4. A written record of all acts of the Council shall be prepared and preserved by the Secretary.

Section 1 amended March 24, 2003. Changed definition of quorum for general meetings of the Council

ARTICLE II: COMMITTEES

Section 1. Standing Committees

- a. **Worship Committee** shall be concerned with the spiritual and liturgical activities of the Parish. The subcommittees are: See Attachment A and B.
- b. **Community Life Committee** shall be concerned with promoting wholesome Catholic family life and reaching out on many levels to the community at large. The subcommittees are: See Attachments A and B.
- c. **Christian Education Committee** shall be concerned with the education and formation of Parish members. The subcommittees are: See Attachments A and B.
- d. Each Standing Committee shall be composed of one representative from each of its subcommittees.

Section 1 amended April 18, 2005. Administration and Finance Committees deleted as standing committees. The remainders of the section are renumbered.

Section 2. Executive Committee

- a. The Council shall have an Executive Committee that shall have all of the powers and authority of the Council, except the power to elect officers and to adopt, amend or repeal the Constitution and By-Laws.
- b. The Executive Committee shall be composed of no more than 14 members and shall include the Pastor, Associate Pastor, Deacon, the President, Vice-President and Secretary of the Council, the four elected at-large members of the Council, a representative from the Finance Council, and one representative from each of the three Standing Committees.

- c. Should a vacancy occur on the Executive Committee, it shall be filled in the same manner that the departed member was selected.
- d. The Executive Committee shall meet monthly at a time and place to be agreed upon by the members.
- e. The minutes of the Executive Committee shall be presented to the Council at its regular meeting and posted in the bulletin or on the bulletin board in the church building.
- f. It shall be the special responsibility of the Executive Committee to coordinate and prepare the agenda for all general meetings of the Council and to make such agenda available to the Secretary for mailing prior to the meeting. It also will be the special responsibility of the Executive Committee to engage in long-range planning and priority-setting for the Parish.

Section 3. Special *ad hoc* committees shall be formed as deemed necessary by the Pastor and/or the Council.

Section 2 paragraph b amended March 24, 2003. Number of members-at-large changed from two to four.

Section 2 paragraph b amended April 18, 2005. Number of standing committees reduced from five to three.

Section 2 paragraph b amended May 21, 2007. Membership of Executive Committee increased to no more than 14. Added Associate Pastor and Deacon to Executive Committee. Changed selection of at-large members to elected.

Section 2 paragraph e amended May 21, 2007. Deleted quarterly.

ARTICLE III: DUTIES

A. Officers

1. **The President.** The President shall preside at all meetings of the Council, plan the meetings, agenda and operations of the Council in consultation with the Pastor, serve as ex-officio member of the Executive Committee and perform such other duties usually attendant to the office of President.
2. **The Vice-President.** The Vice-President shall perform the duties and have the powers of the President during the absence of the President; succeed the President in the event the office is vacated, and perform such other duties and have such other powers as might be delegated to him by the President, Pastor or Council.
3. **The Secretary.** The Secretary shall keep a record of the proceedings of the Council, maintain an accurate attendance record, make both the agenda and a summary of each Council meeting available to parishioners, distribute minutes of the Council proceedings to Council members, receive and file reports and minutes of the various committees, and perform such other duties usually attendant to the office of Secretary.

B. Council Members

Council members, as individuals and as members of a Standing Committee, shall be responsible for the establishment and implementation of policies under which the Parish operates; be responsive to the suggestions that may be offered by members of the Parish; and serve, when appointed, as members of special committees.

C. Standing Committees

1. Each committee shall be responsible for the areas assigned to it in these Articles of the By-Laws.
2. Each committee shall recommend actions to be taken by the Council in those areas within its responsibilities and will submit such recommended actions in writing to the Council for approval. Approval by the Council shall constitute Parish policy.
3. Each committee shall elect one representative to the Executive Committee.

ARTICLE IV: ELECTION OF AT-LARGE MEMBERS

Section 1. Nominating Committee

- a. In September of each odd-numbered year, the Pastoral Council President shall appoint a Nominating Committee consisting of at least three Pastoral Council Members. Members of the Parish may also serve on the Nominating Committee. The Nominating Committee shall select a Chair and a Secretary.
- b. Nominations for at-large membership can be made by the Pastor, a member of the council, or any active member of the parish. Active parishioners can nominate themselves. Names will be submitted to the Nominating Committee for review and interviews. If a member of the Nominating Committee accepts a nomination for an at-large member, the member shall resign from the Nominating Committee. If necessary, the Council President shall appoint a replacement to the Nominating Committee.
- c. Names rejected by the Nominating Committee will be presented to the Pastor for consultation before nominations are made public. If a person is rejected by the Nominating Committee, that person shall be notified in person and given the reasons for the rejection.
- d. The slate of candidates shall be approved by the Nominating Committee, the pastor and the candidate. All candidates must indicate a willingness to serve.
- e. The slate of candidates shall be presented in the parish bulletin in November of each odd-numbered year.

Section 2. Election Committee

- a. The Pastoral Council President shall appoint an Election Committee consisting of at least three Pastoral Council Members. A member of the Nominating Committee may also serve on the Election Committee. Members of the Parish may also serve on the Election Committee. Candidates for at-large membership may not serve on the Election Committee. The Election Committee shall select a Chair and a Secretary.
- b. The duties of the Election Committee are to prepare a candidate statement, a photo board with the pictures of candidates, conduct the elections and count the ballots. The Election Committee may seek help from another organization, such as the Knights of Columbus for assistance in conducting the elections.
- c. A photo board with pictures of candidates shall be placed in the vestibule during the month of December. Candidates may introduce themselves to members of the parish after mass; however no printed material shall be distributed.

- d.* Candidate statements shall be put in the bulletin the first full weekend of January of the even-numbered year. Each candidate (should) will be introduced at each mass and available after mass for questions this same weekend. People can only vote once.
- e.* Elections shall be held annually on the second full weekend in January of each even-numbered year. Members will be voted for by the parishioners with a secret ballot at all masses. Announcements will be made at the beginning of each mass on election weekend that voting will take place before the final prayer.
- f.* The Election Committee shall decide if the listing of names shall be in alphabetical order or by lot. The Election Committee shall arrange for the printing of the ballots.
- g.* Different colored ballots will be used for each mass.
- h.* Voting will be restricted to persons 16 years of age or older. Younger children may assist other family members with their voting; however they may not submit a separate ballot.
- i.* Candidates cannot help with any function of the election process. This includes distributing and collecting ballots as well as translating directions for voting.
- j.* No absentee ballots will be accepted.
- k.* The ballots from each mass will be counted by the entire Election Committee immediately following the last mass of the weekend.
- l.* The chair of the Election Committee shall contact the candidate with the highest number of votes to determine if the successful candidate will serve on the Council.
- m.* If an elected candidate refuses to serve on the Council then the candidate with the next highest number of votes shall serve in their place.
- n.* The new at-large members of the Parish Council will be seated at the Parish Council meeting in January of each even-numbered year.

Article IV added. Defines election of At-large members.

ATTACHMENT A: SUBCOMMITTEES

a. **Worship Committee**

Eucharistic Ministers
Lectors
Ushers
Altar Servers
Oracion Carismatica
Choir
Hispanic Music Ministry
Children's Liturgy of the Word
Altar Linen Care

b. **Community Life Committee**

Madonna Sodality
Knights of Columbus
St. Vincent de Paul
Youth Group
Young Adults (Spanish)
Ministry of Hospitality
Feed the Hungry (Mother Teresa)
Healing Ministry
Grieving Ministry
Men's Spirituality
Peace and Justice Ministry
Guadalupe Good News staff
Collection Counters
Caritas

c. **Christian Education Committee**

Baptism Team
Baptism (Spanish)
RCIA Team
RCIA & Confirmation (Spanish)
Marriage Preparation Team
Spanish Sacramental Preparation
CCD
Catechism (Spanish)
Cursillos (Spanish)

Revised April 18, 2005