

ST. THERESA PASTORAL COUNCIL BYLAWS

SECTION I: MISSION

To make disciples for the Lord Jesus Christ and, together in ministry for Him, advance the Kingdom of God

SECTION II: ORGANIZATION

1. **NAME:** The name of the organization is the St. Theresa Pastoral Council, hereinafter called the “Council.”
2. **PURPOSE:** In accordance with Canon 536, CCC 897-945, and the norms of the Diocese of Austin, the purpose of the Council is to serve as advisors to the Pastor and his associates in the responsibility of decision-making. It is to act as a channel of communication and motivation among all the people of God in developing and unifying the parish as a Christian community.
3. **AUTHORITY:** The Council shall have the right to act within the scope of its purpose and is accountable to the priests and parishioners for its progress and any decisions. Matters governed by Diocesan regulations and by higher Church authority are to be regarded as beyond the scope of the Council’s sphere of responsibility.
4. **PASTORAL COUNCIL MANUAL:** In addition to these Bylaws governing the Council, the Council may adopt policies or procedures which compliment, and are not contrary to, any of the Bylaws herein contained. The policies and procedures shall be maintained in a “Pastoral Council Manual,” which may be amended or changed by the Council as needed.

SECTION III: MEMBERSHIP

1. **GENERAL MEMBERSHIP:** The Council shall consist of ex-officio, discerned and appointed members. Council members must be mature individuals no younger than twenty-one (21) years of age and active in the Parish for at least three (3) years before their discernment. An individual may not be a nominee for a position on the Council if the discernment of that individual could result in service on the Council of more than one member of a household at a time or if the discernment of that individual could result in the individual serving on the Council, the School Board or the Finance Council at the same time.
 - A. **EX-OFFICIO MEMBERS:** The following are ex-officio, non-voting members of the Council: the Pastor, Associate Priests, positions appointed by the Pastor as determined by parochial need, any immediate past President who is no

longer a discerned member of the Council, and representatives of committees appointed by the Council who are not already Council members.

B. DISCERNED MEMBERS: There shall be nine (9) parishioners discerned from the general membership by the Discernment Committee as set forth in these Bylaws.

C. APPOINTED MEMBERS: There shall be three (3) parishioners appointed by the Pastor.

2. TERM OF OFFICE:

A. DISCERNED MEMBERS: The term of office of all discerned members of the Council shall be 3 years with staggered terms as required by circumstance.

B. APPOINTED MEMBERS: Appointed members shall serve renewable 3-year terms.

C. HOLDING OFFICE: Each member shall hold office until the annual meeting three (3) years following his or her discernment or appointment, his or her death or resignation, or removal as herein after provided.

D. TERM LIMITS: There shall be no limits on the number of terms a member may serve, except that no person may serve more than two consecutive three-year terms as a member. Notwithstanding this term limitation, a person becomes eligible to serve as a member twelve months following the conclusion of any second consecutive three-year term. Further, a member may be asked to continue service on the Council for a period of 12 months beyond the expiration of his or her second consecutive three year term should two-thirds of the remaining Council vote in favor of such extended service.

E. RESIGNATION: A member may resign via written notice to the Executive Board or Pastor.

3. DISCERNMENT COMMITTEE: The Discernment Committee shall be appointed by the Executive Board and shall be composed of any three voluntary members of the Council.

4. DISCERNMENT: The nomination of members to the Council shall take place as needed. Only parishioners twenty-one years of age or older are eligible to be nominated.

5. REMOVAL: Members may be removed for cause following consultation with the Executive Board.

6. VACANCIES: Should a vacancy occur among the discerned members, the Executive Board shall appoint a replacement who shall serve the unexpired term of the vacant position with the same voting privileges as a discerned member.

7. VOTING: Except for the ex-officio members, each member of the Council has the right to one (1) vote.
8. MAJORITY VOTE: "Majority Vote" shall mean a majority of the votes cast, a quorum being present.
9. QUORUM: Two-thirds (2/3) of the voting members of the Council constitutes a quorum.
10. COUNCIL YEAR: The Council year begins June 1 of every year.

SECTION IV: MEETINGS

1. REGULAR MEETINGS: The Council shall meet on the third Tuesday of every month unless circumstances require a change or no meeting is necessary.
2. SPECIAL MEETINGS: A special meeting of the Council may be called by the President or the Pastor. Each member of the Council must be notified at least twenty-four (24) hours prior to the meeting unless that notice period is waived by unanimous vote of all voting members of the Council. A quorum must be present to transact official business.
3. AGENDA: The President of the Council, in consultation with the Pastor, is responsible for the agenda for the Council and Executive Board meetings. An agenda and notification of all regular meetings shall be sent to each member prior to the meeting unless that notice period is waived by unanimous vote of all voting members of the Council.
4. ADDITIONS OR AMENDMENTS TO BYLAWS: Additions or amendments to these Bylaws may be adopted at any regular or special meeting of the Council following their approval by a minimum two-thirds (2/3) vote of the Council. Additions or amendments must be submitted to all members of the Council a minimum of twenty (20) days prior to the meeting at which they are to be considered for approval.
5. RESOLUTIONS AND TRANSACTION OF ORDINARY BUSINESS: Unless otherwise expressly provided by these Bylaws, the Council may adopt such resolutions and transact such ordinary business in the furtherance of its legitimate purposes by majority vote.

SECTION V: EXECUTIVE BOARD

1. MEMBERSHIP: The Executive Board shall consist of the Pastor, President, President-Elect, and Secretary of the Council.
2. TERMS OF OFFICE: The term of office of the President shall be two (2) years. The President-Elect will serve in his or her elected capacity for two (2) years prior to becoming President the following year for a term of two (2) years. The term of office for the Secretary shall be one (1) year.
3. DISCERNMENT OF EXECUTIVE BOARD: Every Council member should participate in a discernment process during the annual Council retreat or the regular August meeting,

whichever occurs first, to determine the Executive Board. All members, appointed and discerned, may nominate any voting member to office on the Executive Board.

4. VACANCIES: Vacancies on the Executive Board shall be filled by the remaining members of the Executive Board from members of the Council.

5. VOTING: Each member of the Executive Board has the right to one (1) vote.

6. MEETINGS: Meetings of the Executive Board may be called by the Pastor or the President. Each member of the Executive Board must be notified twenty-four (24) hours prior to the meeting unless that notice period is waived by unanimous vote of all members of the Executive Board. A quorum must be present to transact official business. Unless otherwise expressly provided by these Bylaws, the Executive Board may transact business in the furtherance of the legitimate purposes by majority vote.

7. QUORUM: Three-fourths of the Executive Board will constitute a quorum.

8. DUTIES OF OFFICERS:

A. President: The President of the Executive Board shall preside at all meetings of the Council. The President shall also be responsible to see that all members of the Council are contacted and notified of all meetings and special meetings. Upon confirmation by a majority of the Executive Board, the President shall have authority to appoint special committees as deemed advisable. The President shall see that all new members of the Council receive an updated copy of the Bylaws before the first general meeting following the discernment process.

B. President-Elect: The President-Elect shall perform all the duties of the President upon the absence of the President. Following his or her tenure of office of two (2) years as President-Elect, the President-Elect shall automatically become President the following year.

C. Secretary: The Secretary shall take and record minutes of all Council and Executive Board meetings. The Secretary shall keep on file all reports and information turned in to the Council and Executive Board. Separate records shall be kept for the Council and Executive Board. The Secretary shall mail or email a copy of the previous minutes and agenda to each member of the Council prior to the meeting and assure that Parish publications staff receive timely notice of upcoming meetings and reports of business conducted or resolutions passed at concluded meetings. A copy of all approved minutes shall be provided to the Pastor's secretary. A copy of the current membership roster, including term dates, shall be provided to the Pastor's secretary.

Adopted 2-23-19