

ST. JOSEPH CHURCH ADVISORY BOARD CONSTITUTION AND BY-LAWS

ARTICLE I

Name and Motto:

**St. Joseph Parish Advisory Board
P.O. Box 5196
710 S. 19th Street
Corpus Christi, Texas 78465-5196
(361) 882-7912**

“To Foster a Community emblematic of The Holy Family”

ARTICLE II

Section I: Purpose

The role of the Parish Advisory Board is to advise and to assist the Pastor and his Parochial Vicar(s) in:

- 1) Formulating and implementing a community setting that promotes spiritual growth and formation, spiritual instruction, social education, works of charity, and recreational activities of the parish.
- 2) Formulating and implementing fund-raising programs to clear all debts of the parish and to finance spiritual, social, charitable, and recreational activities as set forth above.
- 3) The administration and physical maintenance/appearance of the parish.

Section II: Objectives

- 1) To consult with and to advise the Pastor and Parochial Vicar(s) with regard to policies, activities, projects, and programs within the parish.
- 2) To promote a constructive exchange of ideas concerning the life and welfare of the parish.
- 3) To contribute to the spiritual formation and growth of all parish members, both children and adults.
- 4) To safeguard the proper maintenance and disposition of parish properties and all other assets.
- 5) To consider and to recommend added activities which will fulfill the aims and objectives of the lay participation in all aspects of parish life, in accordance with the role of the laity as expressed in Vatican II.

ARTICLE III

Section I: Relationship to the Pastor and Parochial Vicar(s)

Since the activity of the Advisory Board touches on all aspects of parish life, its efforts shall be coordinated by the Pastor, and only in his absence of several days may the Parochial Vicar have the authority to approve important documents which cannot wait for the Pastor's return.

Section II: Membership

- 1) Membership of the parish advisory board shall consist of:

Ex-officio members

Elected members

Appointed members

- a. Ex-officio members: All priests, deacons, religious brothers and sisters engaged in ministry at St. Joseph Church, all presidents (or their representative) of recognized parish organizations, and a representative of the Finance Committee.
 - b. Elected members: Two (2) individuals (or couples - Pastor's discretion) that are registered and practicing members of the parish to be elected from the congregation. The members must be at least eighteen (18) years of age.
 - c. Appointed members: The Parish Advisory Board will appoint the ex-officio members when the need arises. The selection will be made by the ex-officio and elected members of the advisory board.
- 2) Ex-officio, elected and appointed members have one vote in the proceedings of the Parish Advisory Board except the Pastor, who has the right to veto.
 - 3) The elected members will have a term of three (3) years. Consecutive terms of office require a general election and re-nomination for that office by receiving the majority of votes cast by the parish members at that particular general election at St. Joseph Church.
 - 4) Elected members can serve no more than two (2) terms consecutively, but are eligible again after a three (3) year lapse.
 - 5) All presidents, or their representatives, of recognized parish organizations will serve on the Parish Advisory Board the term of their presidency or at the discretion of each individual organization.

Section III: Non-Members

Every registered member of St. Joseph Church is invited and is encouraged to attend the regular meetings of the Parish Advisory Board. Proposals for consideration must be presented to the Pastor and president at least one (1) week prior to the regular Parish Advisory Board meeting for inclusion into the Agenda.

Section IV: All Members

Every member of the St. Joseph Parish Advisory Board will be required to be current in their certification from the Office of Child and Youth Protection in the Diocese of Corpus Christi (CMSE). Any member not fulfilling this diocesan policy will be considered absent from meetings and will be subject to the provisions set forth in Article VI Section 3.

ARTICLE IV

Section I: Government

- 1) The Parish Advisory Board will be governed by applicable provision of canon law, regulations of the Diocese of Corpus Christi, parliamentary procedure and by the members of the Parish Advisory Board.
- 2) Officers of the Parish Advisory Board shall consist of:
 - a. President
 - b. Vice-President
 - c. Recording Secretary
- 3) The term of office for all officers shall be for three (3) years commencing in June and terminating in May of the third year. No officer will serve more than two (2) terms consecutively but are eligible again after a three (3) year lapse.

Section II: Duties of the Parish Advisory Board officers

- a) President
 - a. Shall preside at all meetings of the Parish Advisory Board.
 - b. Shall prepare an agenda for all meetings.
 - c. Shall serve as ex-officio on all committees.
 - d. Shall appoint standing and special committee members and serve as ex-officio of these committees.
 - e. Shall see that all regular election are duly called, noticed and held.
 - f. Shall sign all documents and instruments which require a signature and shall have the powers and perform the duties usually vested in the office of the president.
 - g. Shall have other powers assigned by the Parish Advisory Board or Pastor.
- b) Vice-President
 - a. Shall assume the duties of President in his/her absence.
 - b. Shall perform additional duties designated by the President and/or Pastor.
 - c. Shall assist in the formation of standing and special committees and serve as a liaison between the committees and the Parish council.
 - d. Shall assure that committees meet their goals and report results and recommendations in a timely manner as requested for scheduled meetings or specially called meetings.
 - e. Shall assist the President at presiding at all meetings by acting as parliamentarian by being familiar with Robert's Rules of Order.
- c) Recording Secretary
 - a. Shall keep a faithful and true record of all minutes of the Parish Advisory Board meetings (regular, special and executive).
 - b. Shall maintain an official list of Parish Advisory Board members, officers, and committees serving the council (and chair-persons).
 - c. Shall attempt to notify and contact all members in advance of a scheduled meeting.
 - d. Shall maintain a current record of the attendance of members at meetings.
 - e. Shall maintain a permanent and acceptable set of records, which are kept at and belong to the Parish and are open for examination by the Pastor and/or Parish Advisory Board.
 - f. Shall preside in the absence of the Vice-President.

ARTICLE V

Section I: Elected Members

The elected members of the Parish Advisory Board shall be elected as follows:

- a) The Election Committee will be comprised of former members of the Parish Advisory Board not currently being considered for nomination and possible election.
- b) The Committee will submit the names of the nominees selected from within the active, registered parish membership. The names will be submitted to the Parish Advisory Board at the regular meeting in November.
- c) The Committee will prepare the ballot listing the names of the nominees. All active parish members eighteen (18) years or older are entitled to vote. Each parish member is entitled to one vote.
- d) The Committee will ensure that the election is announced in the Church Bulletin for the first three (3) consecutive Sundays in the month of May and on the fourth (4th) Sunday the election will be held.
- e) Each voting member will mark their ballot and deposit it in a box which is passed around by the members of the Committee. (Any other method of voting is permissible with the approval of the Pastor and the Election Committee). The voting process will take place at Pastor's choosing before/during/after each Mass.
- f) Any ballot delivered after the designated time or date and any ballot improperly marked will be considered invalid and will be destroyed without being counted.
- g) Ballots will be counted by the committee after the last Mass on election day and the successful candidates will be notified. On the Sunday following the election, the Pastor will inform the entire parish of the election results.
- h) The term in office will be three (3) years.

Section II

The Parish Advisory Board terms will run from June through May.

ARTICLE VI

Section I: Meetings

- 1) Meetings of the Parish Advisory Board will be held at such time as the Council designates.
- 2) There are three (3) types of meetings:
 - a. Regular Meetings: The Parish Advisory Board shall have regularly scheduled meetings from June through May. It is advisable that meetings be held monthly, bi-monthly, or quarterly as deemed by the Pastor and President.
 - b. Meetings should be scheduled in advance and with consistency to promote attendance of its members.
 - c. The time should be limited to one (1) hour and thirty (30) minutes if possible.
 - d. Special Meetings: These may be called at any time with sufficient notice by the President, Pastor or Parochial Vicar(s).
 - e. Closed Meetings: In matters concerning emergency situations, the voting members of the Parish Advisory Board may go into executive session.

- 3) Members are expected to attend all meetings. Any member absent from three (3) consecutive regular meetings without having been excused by the President in advance will automatically be dropped from the Parish Advisory Board.
- 4) There will be no secret meetings. This would call for an automatic disbandment of the Parish Advisory Board and a new Advisory Board will be established from within the parish.

Section II: Conduct of Business

- 1) All meetings shall be conducted under Robert's Rule of Order, and The Constitution and By-Laws of the Parish Advisory Board.
- 2) A quorum shall of at least 7 people (consisting of 5 voting members, 1 officer, and 1 priest) is necessary to transact business at any Parish Advisory Board meeting.
- 3) Each member of the Parish Advisory Board, except the Pastor, shall be entitled to one (1) vote. No voting by proxy is allowed.
- 4) Parishioners may attend all regular meetings. Any parishioner who is registered may be given permission to speak on a particular agenda item.

Section III: Order of Business

An agenda for each meeting of the Parish Advisory Board shall be prepared. The agenda shall include:

- 1) Call to Order: prayer and roll call
- 2) Reading of the minutes
- 3) Reports from the parish council members from their respective organizations.
- 4) Reports from parish advisory committees if applicable.
- 5) Correspondence
- 6) Quarterly financial report (to be given by Finance Committee member)
- 7) Unfinished business
- 8) New business
- 9) President's remarks
- 10) Pastor's remarks
- 11) Adjournment and prayer

ARTICLE VII

Section I: Resignations

Any Parish Advisory Board member may resign from the Parish Advisory Board. Their resignation shall become effective upon acceptance by the Parish Advisory Board President or Pastor in writing.

Section II: Vacancies

- 1) If an officer's position becomes vacant for any reason, the Parish Advisory Board will elect a replacement at the next regular meeting.
- 2) If an elected member's position becomes vacant, the Parish Advisory Board will screen ballots from the last election and select the unsuccessful candidate with the highest number of votes to fill the vacancy.

- 3) In filling the vacancy the individual elected or appointed will complete the term of the Parish Council member who resigned. The completion of this term will not construe a full three (3) year elected or appointed term. Once the term has been completed for the vacant position the individual will be eligible to serve as set forth in Article III Section II #3-4.

ARTICLE VIII

Section I: Committees

The following committees may be appointed by the President of the Parish Advisory Board:

- *Parish Life:* Our parish, through the leadership of the Pastor and the Parish Advisory Board, builds up the spirit of community—a family type community—both within and outside our parish. We are all one family joined together in Christ and we join to help and to serve one another.
- *Liturgy:* Our parish community comes together at Sunday Mass to worship in spirit and truth, not in distraction and boredom. Members of our parish community should be encouraged to participate more actively at Sunday Mass and to accomplish this participation, the Parish Advisory Board shall set up a Liturgy Committee to better plan our Sunday Masses.
- *Christian Formation:* Our parish should try to improve the channel through which our parishioners are brought to a more mature faith and a close union with Christ (i.e. religious education, sacraments, Bible study, prayer groups and parish organizations).
- *Social Ministry:* The parish should be concerned about the problems of the parish and community, especially in the Westside Deanery. The parish cannot ignore the elderly, sick, migrants, unborn, lonely, poor, drugs, alcoholics, school dropouts, and the hungry in our community (i.e. St. Vincent de Paul Society).
- *Fund - Raising:* The Pastor and the Parish Advisory Board share in the responsibilities of raising funds which will affect and benefit the whole parish. The Parish Advisory Board advises and assists the Pastor in the planning and implementation of strategies to address the financial shortcomings of the parish. (i.e. Parish Organizations).
- *Other:* The Pastor, in consultation with the President, have full authority to name or create a committee at will to perform specific tasks or events as needed.

Section II

Committee Membership: All committees shall consist of a chair-person and as many members as shall be considered necessary by the Parish Advisory Board. Each committee, through its chair-person shall report verbally or in writing each month to the Parish Advisory Board.

Section III: Political Affiliations

- 1) The St. Joseph's Parish Advisory Board shall not endorse or recommend any candidate for public office nor shall partisan politics be debated by members in meetings of the Parish Advisory Board.

- 2) No officer or member of the Parish Advisory Board shall use his/her membership as a means of furthering any personal, political, or other aspiration, nor shall the Parish Advisory Board, as a whole take part in any movement not in keeping with its purpose and objectives.
- 3) Any by-law except #1 or #2 of Section III of Article VIII may be suspended at any meeting of the Parish Advisory Board at which a quorum is present, by the unanimous vote of all members present.

ARTICLE IX

Amendments

This constitution may be amended at any regular or special meeting. A quorum is needed with an affirmative vote of two-thirds (2/3) of the members present in person, and voting, provided the Parish Advisory Board has previously considered the merits of the amendments.

No amendments shall be put to vote, unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered personally to each member of the Parish Advisory Board at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

I have read and agree to abide by the rules set forth in this constitution and by-laws. I further agree to hold harmless St. Joseph Catholic Church from any liability that might result in my actions. I fully understand that this is a voluntary position and I will perform my obligations in the truest context of my Catholic faith. I will also at all times maintain an ethical code of conduct that is reflective of the teachings of The Catholic Church and the Diocese of Corpus Christi's CMSE directives.

St. Joseph Parish Advisory Representative

Name or Organization or elected member

President of St. Joseph Advisory Board

Secretary of St. Joseph Advisory Board

Date

Pastor of St. Joseph Church