

**ST. ALBERT CATHOLIC PARISH PASTORAL COUNCIL
CONSTITUTION
PROPOSED AMENDMENTS – February 2007**

(Changes are noted in bold italics - see existing Constitution attached)

To be voted on at February 25th annual general meeting

PREAMBLE

1. The name of this organization shall be “The St. Albert Parish Pastoral Council.”
2. Hereinafter,
 - a) The St. Albert Parish Pastoral Council shall be called “the Council.”
 - b) St. Albert Parish shall be called “the Parish.”
 - c) “Parishioners” shall be defined as members of St. Albert Parish as defined geographically by the Archdiocese, or as registered in the parish.
 - Line (d) deleted as unnecessary since the parish team is not referred to anywhere else in the document.*
3. The Mission of the Council is *that of the mission of the parish: (the following has been changed in accordance with this statement):*

Daring to walk in the footsteps
of those who came before us to this mission hill,
we, St. Albert Catholic Parish,
strive to become the living presence of Christ
by being a sacramental and socially active
community of faith.
We gather together on a prayerful journey
to nurture one another and
together with our youth,
we further enrich our tradition.
United as God’s people,
we care for the sacred universe
created for the benefit of all.

CONSTITUTION

ARTICLE I

ROLE AND RESPONSIBILITIES OF THE COUNCIL (Articles II, “Objectives,” III, “Annual Meeting” and IV “Duties of the Council” have been combined under this heading)

1. The role of the council is to support the mission statement of the parish through:
 - a) Reflection,
 - b) Planning,
 - c) Coordination,

d) *Animation*, and

e) Evaluation

2. *The council shall establish, review, and implement such policies as are deemed necessary for the effective management and operation of the parish. (see former Article IV, #1)*

3. *The council shall establish such standing committees as deemed necessary for the pastoral good of the parish. Notwithstanding the above, the parish shall have a finance committee as mandated by canon law and a maintenance committee which is mandated by the Archdiocese of Edmonton. (see former Article IV, #2)*

4. *An annual meeting of the parish shall be held once during each calendar year at which time the Council shall present an annual report of its activities and that of its committees. (see former Article V and Article IV #3)*

5. The council shall establish by-laws and other policies in order to operate with effectiveness and integrity.

ARTICLE II (formerly Article III)

ELIGIBILITY AND ELECTION

1. All parishioners having attained the full age of sixteen (16) shall be eligible for election to the Council, provided that one full year has elapsed since the expiration of a previous term on council. *The one year requirement will not apply if the person has served less than one year on the council (added).*

2. All parishioners having attained the full age of sixteen (16) shall be eligible to vote in an election to fill vacancies on council.

3. An election shall be conducted annually on a date to be determined by the Council, to fill vacancies resulting from the expiration of terms of office.

4. *Every attempt shall be made to recruit candidates from a broad cross-section of the parish, e.g. gender, age, geography, cultural diversity, etc. (added)*

5. Voting shall be by secret ballot and each eligible parishioner shall be entitled to one vote for each vacancy on the Council.

6. Vacancies caused by the resignation (*words "or removal" deleted*) of an elected member of council shall be filled by appointment to the Council. Such vacancies shall be filled, firstly, from the list of candidates who were not elected during the most recent election and, secondly, from other eligible parishioners. Persons so appointed shall have the same powers and duties as if elected and the appointments shall be for the duration of the vacated term of office. A vacancy need not be filled if it occurs within 120 days of the expiration of the term of office.

ARTICLE III (formerly Article VI)

MEETINGS OF THE COUNCIL

Parishioners may attend meetings of the Council, may request to be placed on the agenda in order to bring matters to the attention of the Council, may participate in discussion with leave and permission of the chair. However, parishioners may not make motions nor vote on a matter before the council.

ARTICLE IV (formerly Article VII)

AMENDMENT OF THE CONSTITUTION AND BY-LAWS

1. The Constitution of the St. Albert Parish Pastoral Council may be amended only at a parish meeting, by two-thirds of the eligible parishioners in attendance. Any parishioner wishing to propose an amendment to the Constitution must provide written notice to the Council twenty-one days prior to the parish meeting.
2. By-laws may be amended by the Council at any regular meeting provided fourteen (14) days notice has been given to the members.

RATIFICATION

The foregoing Constitution has been ratified by the parishioners of St. Albert Parish at a parish meeting held on _____ and approved by the pastor.

Date

Signature _____

Chairperson, St. Albert Parish Pastoral Council

Signature _____

Pastor, St. Albert Parish

BY-LAWS

ARTICLE I

THE COUNCIL AND EXECUTIVE COMMITTEE

1. The Council shall be comprised of the following:
 - a) The Pastor
 - b) Nine members elected by the parishioners.
 - c) Associate pastors and Pastoral Associates, ex-officio.
2. The executive Committee of the Council shall be comprised of the Chairperson, the Vice-Chairperson, the Secretary, and the Pastor.

ARTICLE II

TERMS OF OFFICE, RESIGNATIONS AND VACANCIES

1. a) The term of office of an elected member of the Council shall be three (3) years.
 - b) Terms of office on the Council shall be rotated so that three new members are elected each year.
 - c) The council shall appoint a nominating committee whose responsibility it will be to recruit candidates. However nominations will also be accepted from the parish at large.
2. Newly elected members of the Council shall take office in the month following their election.
3. Any member of the Council who leaves the parish shall vacate his/her seat on the Council.
4. The resignation of a member of the Council shall become effective upon the receipt of a written notice from the member to the Chairperson and when the resignation has been accepted by the Council.

ARTICLE III MEETINGS

Part I: Meetings of the Council

1. The Council shall establish a schedule of regular meetings that includes a minimum of eight (8) meetings a year.
2. Upon giving seven (7) days notice, the Chairperson may call extraordinary meetings of the Council:
 - a) to deal with emergent matters OR
 - b) at the request of the Executive Committee OR
 - c) at the request of a quorum of the Council OR
 - d) at the request of the Pastor
3. a) A quorum of the Council shall consist of a majority of the elected members in office.
b) Council may pass a motion outside of a meeting provided that the consent of all the elected members is obtained.
4. a) The Council shall employ a decision making model based on majority vote. It is understood that decisions are made in an atmosphere of prayer and reflection.
5. Parishioners wishing to be placed on the agenda must give at least one week advance notice of such to the chairperson.

Part II: Meetings of the Executive Committee

1. The executive committee shall meet whenever necessary to fulfill its duties.

Part III: Parish Meetings

1. Parish meetings shall be called from time to time as determined by the Council.
2. All parishioners having attained the full age of sixteen (16) shall be entitled to make motions and to vote on matters before parish meetings.
3. A quorum for parish meetings shall be fifteen (15) parishioners.
4. A notice of the meeting of thirty (30) days shall be given prior to all parish meetings. Information regarding the purpose of the meeting shall be made available to parishioners.
5. Parish meetings shall be conducted in accordance with standard parliamentary procedures.