

**BY LAWS
ST. GEORGE PARISH COUNCIL**

ARTICLE I – Name

The name of the body shall be St. George Parish Council, Guilford, Connecticut
(Hereinafter referred to as the “COUNCIL”).

ARTICLE II –Purpose and Function

The Purpose of the Council is:

- A. To encourage a more active “lay” involvement in the life of the parish community.
- B. To establish and serve as a medium of communication between the priests and laity in the spiritual and material needs of the parish community.
- C. To cooperate with other churches and civic organizations in serving the community-at-large.
- D. To advise and assist the Pastor in a consultative role in the administration and development of spiritual and material matters in the parish.

ARTICLE III – Membership

Section I:

The members of the Council shall be nominated by the eligible members of St. George Parish. Eligible members are those parishioners who have received the Sacrament of Confirmation and are members of the parish.

The Council shall consist of a maximum of fourteen (14) members, nine (9) of whom shall be selected members and three (3) members appointed by the Pastor. Two of the members of the council shall be Peer Ministers who shall be selected by the Peer Ministers. The priests and trustees shall be ex officio members of the Parish Council.

- A. The term of office for selected and appointed members shall be three (3) years. No member may serve more than two (2) consecutive terms of three (3) years after which such members shall be ineligible for one (1) year.
- B. Each year one third of the Parish Council (3 selected and 1 appointed) member’s terms shall expire.
- C. The regular parish selection of the new Council members shall be held in May of each year. New members will be seated at the June meeting. The nomination and selection of

Council members shall be conducted under the supervision of a selection committee appointed by the Council President and the Pastor.

Section II: Nomination and Selection of New Members

- A. At each annual selection, one-third of the adult members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.
- B. Announcement to Parishioners – For two weeks, starting in mid-April parishioners are informed through bulletin and pulpit announcements about the council and the selection process for becoming a member of the Council. They are asked to give prayerful consideration to nominating parishioners or themselves for the Council.
- C. Nomination – Following the education process, nomination forms are distributed at all liturgies for two consecutive weekends. Parishioners are invited to write down the names of persons they feel have the essential characteristics of a Council member.
- D. Notification – After the eligibility of all candidates is verified, nominees must express a willingness to serve on the Council. Nominees will also be informed about the required orientation meeting for prospective Council members.
- E. Orientation – Eligible nominees interested in joining the Parish Council must participate in a preparatory workshop. The time and date of this workshop will be announced in the parish bulletin shortly after the completion of the list of potential nominees. Upon completion of the scheduled training, those wishing to serve on the Council will place their names in nomination. Special consideration may be given to a nominee unable to attend the preparatory workshop.
- F. Final Slate of Nominees – The final slate of nominees for Parish Council shall be by discernment of those successfully completing the orientation workshop that shall include present parish council members, priests, trustee(s) and nominees for Parish Council.
- G. Selection of New Parish Council Members – During the third week of May three new adult Parish Council Members shall be selected by lottery from the final slate of nominees. The Pastor shall appoint one new adult Parish Council Member from the final slate of nominees.
- H. Those nominees not selected or appointed to the Parish Council shall be invited by the President and Pastor to join a specific committee or ministry suited to the interests and talents of the nominee.
- I. Vacancies on the council will be filled by discernment of the most recent list of nominees for Parish Council and then by lottery of those nominees. Each member so chosen shall fill such vacancy for the remainder of the existing term.

Membership on the Council requires attendance at all regularly scheduled meetings. Any member unable to attend a Council meeting must notify the Pastor or the President prior to the meeting. Any unexcused absence may be grounds for removal from the Council. A member can be removed from the Council at the discretion of the Pastor for any reason.

ARTICLE IV – Officers

Section I:

The officers shall be President, Vice-President, and Secretary. They shall be elected by ballot each June by members of the Council. Two thirds of the members of the Council must be present for the election of officers.

Section II:

The election of the President, Vice-President, and Secretary shall take place at the regular meetings of the Council each June and Officers so elected shall serve until their successors are duly elected. The newly elected Officers shall take possession of their office immediately upon election.

Section III:

In case of a vacancy in any office for any cause, the members of the Council by the election procedure provided in Section I of this Article IV shall elect a successor to the unexpired term of the vacant office.

Section IV:

The duties of the Officers shall be:

President:

To meet with the Pastor to formulate an agenda for each Council meeting, to preside at all meetings, to review and discuss requests from Council members and place them on the agenda and to perform all other duties usually associated with this office.

Vice-President:

To preside at meetings in the absence of the President and to perform such duties as the President shall designate.

Secretary:

To keep and record the minutes of regular and special meetings, including attendance of Council members and to be responsible for distribution of meeting notices and agendas for all Council meetings in accordance with Article VI, maintain Council records and submit pertinent information for publication in the parish bulletin or parish web site. Said minutes shall be available for review no later than one month after each meeting.

ARTICLE V – Committees

Section I:

All members of the Council shall serve as liaison to and actively participate in at least one parish organization. The standing sub-committees of the Parish Council shall include but not be limited to the following: Liturgy, Social, Parish Life, Building and Education.

Section II:

The Council may direct the President to appoint special committees from time to time to serve and advise the Council.

Section III:

Membership on any parish organization or committee is open to any parishioner.

ARTICLE VI – Meetings

Section I:

There will be eight (8) regular meetings per year with more frequent meetings if so determined by the Pastor and the President. The regular meetings of the Council shall be held on the third Sunday of each month during the months of October, November, January, February, March, April, May and June. The regular meetings will be open to members of the Parish and notice of said meetings shall be published in the parish bulletin and/or on the parish web site on the preceding Sunday.

Section II:

The Secretary shall provide Council members with at least five (5) days of written or electronic notice for any meeting. The notice requirement may be waived at the discretion of the Council.

Section III:

Parishioners who wish to address the Council must notify the Pastor or President at least two (2) weeks prior to the meeting and identify the subject matter to be placed on the agenda. The notice requirement may be waived at the discretion of the Council. There shall be an open forum at the end of any Council meeting.

Section IV:

Minutes of the most recent Parish Council meeting shall be sent to all members prior to the next scheduled meeting.

Section V:

The Parish Council President shall send to all Parish Council members a proposed agenda at least one week prior to the next scheduled meeting.

Section VI:

A simple majority of voting members of the Council constitutes a quorum on all voting issues to come before the Council.

Section VII:

The Parish Council reserves the right to hold a closed meeting at any time.

ARTICLE VII – Quorum

Section I:

A majority of selected and/or appointed members of this Council shall constitute a quorum for all meetings and no issues requiring decision making may be decided in the absence of a quorum.

ARTICLE VIII – Decision Making

Section I:

All selected and appointed members shall participate in the decision making of the Parish Council. The Parish Council shall use a consensus model of decision making, which implies that members of the Parish Council are able to move beyond self-will into a focus on the mission or purpose of the Parish Council and to keep that mission in mind as they discern consensus in decision making.

ARTICLE IX – Amendments

Amendments to this document may be made at any meeting of the Council by two-thirds majority of the Council membership, provided that a written notice of the proposed amendment is mailed to all members at least two (2) weeks prior to the meeting. Upon two thirds majority vote of the council the notice provision may be waived. Amendments shall be published in the bulletin and/or on the website.