

**BYLAWS
OF
THE PARISH PASTORAL COUNCIL FOR
CORPUS CHRISTI CATHOLIC CHURCH OF TUCSON**

ARTICLE I – MISSION

The mission of the Parish Pastoral Council for Corpus Christi Catholic Church of Tucson is to assist the pastor of the parish in promoting the life of the gospel among the people of the parish.

ARTICLE II - PURPOSES

The purpose of this council shall be exclusively charitable and primarily for the accomplishment of the above-mentioned mission, to wit:

1. To advise and assist the pastor in pastoral planning.
2. To give counsel to the pastor on all relevant issues, as required and requested. This body is called upon to reflect and consider pastoral issues for the common good and for the future of the parish.
3. To support the pastor and pastoral guidance throughout the parish and to all the parishioners.

ARTICLE III - MEMBERSHIP

Section 1. General. The Parish Pastoral Council, heretofore known as the Council, is to be a representative body of the parish community and reflect the entire community, including its beliefs, joys, needs, sorrows, concerns, gifts, and the pursuit of the parish mission.

Section 2. Number of Members. The number of members of the Council shall not be less than 8 and will not exceed 15, including all officers.

Section 3. Assignment of Members and Term of Office.

Members of the Council serve at the discretion of the pastor. Once appointed, members will serve for a three-year term. Consecutive terms are discouraged as one full year should pass prior to being considered for another three-year term.

In March of each year, existing council members should provide names to the pastor of potential new members of the council. In April, the pastor should announce the new members of the council early enough so that they may participate in the annual “Day of Recollection.”

Ex officio non-voting members may be assigned by the pastor at any time and serve up to a full year term.

Section 4. Removal. Any member of the Council may be removed at any time at the discretion of the pastor.

Section 5. Resignations. Any member of the Council may resign at any time by delivering written notice to the Council. The resignation shall take effect at the time specified in the notice and acceptance shall not be necessary to make the resignation effective.

Section 6. Compensation. No member shall receive compensation for their services or committee membership.

ARTICLE IV – MEETINGS OF THE COUNCIL

Section 1. Regularly Scheduled Meetings. The Council year will begin with an annual “Day of Recollection” which will take place in early May of each year. At the annual “Day of Recollection,” the Council will welcome new council members and establish the Council’s annual goals and objectives. Thereafter, the Council will meet every month except in July and December. All monthly meetings will be open to any parish member though only Council members may participate in discussions. All meetings of the Council are considered a spiritual gathering of the faithful and as such will begin with a prayer or reflection on scripture, to be offered by a member designated for that meeting.

Section 2. Special Meetings. A special meeting of the Council can be called at the request of the pastor or the Council Chairperson. These meetings may be deemed sensitive or confidential at the discretion of the Council Chairperson and/or the pastor. If so, these meetings will not be open to non-Council members.

Section 3. Notice of Meetings. Notice of the time and place of each scheduled or special meetings of the Council shall be sent to each member by any form of communication at the address provided to the Council Secretary. Any notice shall be sent at least five (5) days prior the date the meeting is to be held, provided, however, that notice of special meetings to discuss matters requiring prompt action be sent no less than forty-eight hours before the time at which such meeting is to be held, unless the meeting must be held within forty-eight hours.

Section 4. Waiver of Notice. Any member may waive notice of any meeting. The attendance by a member at a meeting shall constitute waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 5. Quorum and Voting. A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council. Except as otherwise provided by these bylaws, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Council. If at any meeting of the Council, there shall be less than a quorum present, the members present may adjourn the meeting until a quorum is obtained.

Section 6. Action by the Council. Any action required or permitted to be taken by the Council or any committee thereof may be taken without a meeting if all the members of the Council or the committee consent in writing to the adoption of a resolution authorizing the action and the consent is filed with the minutes of the proceedings of the Council or committee. Any one or more members may participate in a meeting of the Council or a committee thereof by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear from each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 7. Minutes of the Meetings. The Secretary of the Council, or any individual assigned in his or her absence, shall record minutes of each meeting of the Council and the Executive Council. These minutes will be shared with the Council or Executive Council within 7 days of the meeting and shall be approved by the Council or Executive Council at the next regularly scheduled meeting. Once approved, the minutes will be filed and subject to future review.

Section 8. Information Sharing by the Council. The Council will share their annual goals and objectives with the other ministries of the parish upon adoption. Other information from the Council should be shared with the ministries and the parish, as appropriate.

ARTICLE VI – OFFICERS, EMPLOYEES AND AGENTS

Section 1. Officers of the Council. The officers of the Council shall consist of a Chairperson, Vice-Chairperson and a Secretary, and other officers as the Council may from time to time elect. These officers along with the pastor of the parish shall comprise the Executive Committee. One person may hold more than one office in the Council except no one person may hold the offices of Chairperson and Secretary. No instrument required to be signed by more than one officer may be signed by one person in more than one capacity.

Section 2. Election, Term of Office and Vacancies. The officers of the Council shall be elected for a one-year term at the annual meeting of the Council held each May, and each shall continue in office until his or her successor has been elected and qualified. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Council for the unexpired portion of the term. Any officer may be re-elected to a position the following year provided that their term as a member of the Council has not expired.

Section 3. Other Agents and Employees. The Council shall not have the authority to appoint or hire agents or employees to perform duties within or outside the Council authority.

Section 4. Compensation of Agents and Employees. No officer of the Council shall receive compensation.

Section 5. Removal. Any officer of the Council may be removed by the Council or the pastor, whenever in their judgment the best interests of the Council will be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 6. Chairperson Powers and Duties. The Chairperson is responsible for conducting meetings of the Council. The Chairperson shall act as facilitator, working to draw all members into active collaboration and discussion. The Chairperson is an Officer on the Executive Committee which plans the agenda with the pastor. The Chairperson will follow-up on all assignments given to individual Council members. Foundation. The Chairperson shall perform all the duties incident to the office of the Chairperson and shall perform all duties as from time to time may be assigned by the Council and/or the pastor.

Section 7. Vice Chairperson Powers and Duties. In the absence of the Chairperson, or in the event of his or her death, instability, or refusal to act, the Vice Chairperson, unless otherwise determined by the Council, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform all the duties incident to the office of the Chairperson and shall perform all duties as from time to time may be assigned by the Council and/or the pastor.

Section 8. Secretary Powers and Duties. The Secretary shall (a) record the minutes of the meetings of the Council and all Executive Committee meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws; (c) be custodian of the official documents of the Council to include these by-laws, rosters and other such documents, as required; (d) perform all duties customarily incident to the office of Secretary; and (e) shall perform all duties as from time to time may be assigned by the Council and/or the pastor.

ARTICLE VII – GENERAL PROVISIONS

Section 1. Council Year. The Council year shall be from 1 May until 30 April of the following calendar year.

Section 2. Council Conduct. In carrying out its purpose, members of the Council shall be called to live as examples of Christian leadership, service, humility, and spirituality to the parish community.

Section 3. Amendments. Except as otherwise provided herein, these bylaws may be amended or repealed by the affirmative vote of two thirds of the entire Council at any regular or special meetings of the Council, provided that at least ten (10) days written notice is given to the intention to alter, amend, or repeal these bylaws.