

# Church of the Resurrection Parish Council

## By-Laws

### Article I

#### NAME AND LOCATION

The name of the organization shall be Church of the Resurrection Parish Council (hereinafter referred to as "Parish Council"). The principal office of the Parish Council shall be located at the Church of the Resurrection, but meetings of members and officers may be held at other places as designated by the members.

### Article II

#### DEFINITIONS

**SECTION 1.** "Parish Council" shall be defined as a group of Church of the Resurrection members who meet with the Pastor to assist and recommend actions to help the church fulfill its ministry

**SECTION 2.** "Member" means those persons who have been selected to serve on the Parish Council.

**SECTION 3.** "Parish Council Year" means the period time that shall represent the beginning and end of the Parish Council year. The year shall begin in November and end in October.

**SECTION 4.** "Officers" identifies the group of elected members for the positions as Chairperson, Vice Chairperson and Secretary.

### Article III

#### PURPOSE

In bringing together the Pastor, the Staff, and representatives of the parish community, the purpose of the Parish Council is to see that the spiritual and pastoral needs of our community are met:

- To spread the Faith and promote the love of God and neighbor;
- To serve as an open forum where parish related information, ideas, suggestions and concerns can be discussed and acted upon;
- To serve in an advisory capacity, counseling the Pastor and Staff in the planning and operation of our parish;
- To act as responsive representatives of the community of the Church of the Resurrection;
- To promote effective communications among the members of the parish and between the parish community and the community at large; and
- To serve in a leadership role in the ongoing development of the parish.

## **Article IV**

### **COUNCIL MEETING**

**SECTION 1. Regular Meetings.** The Council shall, at a minimum, meet every other month. Meetings can be held more frequently, as determined by the members. The Annual meeting of the Parish Council Year shall be in November, when the Officers are selected for the next year.

**SECTION 2. Special Meetings.** The Pastor, Officers, or the majority of the Members may call special meetings at any time.

**SECTION 3. Notice of Meetings.** Notice shall be given in writing or by electronic communication for each meeting. The secretary or person authorized to call the meeting, shall be responsible for notice going out to all Members not less than five (5) days before the meeting. The notice shall specify the place, day and hour of the meeting and should include an agenda of the meeting. In the case of special meetings, the notice shall state the purpose of the meeting. Notice of each meeting shall be posted in the parish documents, so that any parishioner can attend.

**SECTION 4. Quorum.** The presence at the meeting of Members to cast a simple majority of the votes of the Members shall constitute a quorum for any action or recommendation made by the Parish Council. From time to time, in emergencies, a Member may attend via phone or electronic communication.

**SECTION 5. Attendance.** The meetings are open to all parishioners of The Church of the Resurrection. Attendance by the Members of the Parish Council is important and necessary to perform the function of the Parish Council. Members are encouraged to attend every meeting and to notify the Pastor and Council President if unable to attend.

## **Article V**

### **MEMBERS**

**SECTION 1. Number.** The Parish Council shall consist of not less than 10 members and no more than 20 members, not including the Pastor. All Members shall be members of the Church of the Resurrection and be in good standing.

**SECTION 2. Term of Office.** The term of office for each Member shall be three (3) years beginning November 1 and ending October 31. All Members will serve only three (3) years and must be off the council for at least one (1) year before applying for another term. The initial establishment of the Parish Council shall have Members serving one (1) year, two (2) years or three (3) years so that approximately one third of the Members are replaced each year. Those serving 1 and 2 years respectively on the first Council shall be eligible for another 3 year term.

**SECTION 3. Removal.** Any Member may be removed by the Pastor and by a majority vote of the Members. The remaining Members shall continue to serve without a replacement, unless the total number of Members drops below ten (10) and then a replacement will be selected by the Pastor and a majority of the Members.

**SECTION 4. Compensation.** No Member shall receive compensation for his/her services on the Parish Council

## **Article VI NOMINATION AND ELECTION OF OFFICERS**

**SECTION 1. Nomination.** Nomination for Officers shall be made prior to the first meeting of the new Parish Council Year. Nominated members shall be presented at the first meeting. Nominations shall be accepted from any Member prior to the first meeting or during the first meeting.

**SECTION 2. Election.** Election of the Officers shall be made by voice or hand vote by the Members present or their proxies. The Member with the majority of the votes shall be elected to that Officer position.

## **Article VII OFFICERS AND THEIR DUTIES**

**SECTION 1. Enumeration of Officers.** The three (3) Officers shall be elected from the Members of the Parish Council

**SECTION 2. Election of Officers.** The election of Officers shall take place at the first meeting of the Parish Council Year.

**SECTION 3. Term.** The Officers of the Parish Council shall be elected annually and shall hold office for one (1) year, unless such officer shall resign or otherwise be disqualified to serve.

**SECTION 4. Special Appointment.** The Members may elect other officers, as the affairs of the Parish Council requires. Each of whom shall hold office for such period, have such authority, and perform such duties as the Parish Council may determine.

**SECTION 5. Resignation and Removal.** Any officer may be removed from office with or without cause by the majority of the Members. Any office may resign at any time by giving written notice to the Members or any other officer.

**SECTION 6. Vacancies.** A vacancy in any office may be filled by election of the Members. The officer elected to replace the vacancy shall serve the remainder of the term of the officer replaced.

**SECTION 7. Duties.** The duties of the officers are as follows:

### **CHAIRPERSON**

(a) The Chairperson shall preside at all meetings of the Members and the Officers and shall see that all actions, recommendations, and resolutions of the Parish Council are carried out.

Approved April 26, 2012

### **VICE CHAIRPERSON**

(b) The Vice Chairperson shall act in the place and stead of the Chairperson in the event of the Chairperson's absence.

### **SECRETARY**

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Parish Council, serve notice of meeting of the Parish Council and Officers, keep appropriate current records showing the Members and their contact information, and develop summary documents for communication to the parishioners of the church.

## **Article VIII COMMITTEES**

The Parish Council may appoint committees as deemed appropriate in carry out its purpose.

## **Article IX BOOKS AND RECORDS**

The books, records and papers of the Parish Council shall at all times, during reasonable business hours, be subject to inspection by any Member, Officer or parishioner. The By-Laws and the minutes of all Council meetings shall be available for inspection by any parishioner and copies will be made available upon request.

## **Article IX AMENDMENTS**

These By-Laws may be amended, at a regular or special meeting of the Members, by the holder of two-thirds (2/3rds) of the votes of the Members present or by proxy at the meeting, which the vote is taken. Any amendment will be documented as an addition to the By-Laws, listing the date of the amendment and a list of the deletions or additions made.

## **Article IX MISCELLANEOUS**

**SECTION 1. Parish Council Year.** The Parish Council year shall begin on the first day (1<sup>st</sup>) of November and end on the 30<sup>th</sup> day of October of every year.