



*In Nomine Patris & Filii & Spiritus Sancti. Amen.*

PARISH COUNCIL CONSTITUTION & BY-LAWS OF  
SAINT PETER'S ROMAN CATHOLIC PARISH  
KINGSTON, NEW YORK

**THE CONSTITUTION**

**Article I**

The name of this body shall be **THE PARISH COUNCIL OF SAINT PETER'S PARISH, KINGSTON**, hereafter, "the Council".

**Article II**

The objectives and purposes of the Council shall be:

A. To consult with the Pastor for the good of the Parish. ("Pastor" shall be understood to indicate any priest designated as priest in charge of the Parish.)

B. To promote in spirit and by example parishioner participation in the work and worship of the Parish.

**Article III**

The Council shall be composed of not more than twelve (12) members, all of whom shall have received the sacrament of Holy Confirmation, be registered members of the Parish, and be at least eighteen (18) years of age.

Nine (9) members of the Council shall be elected by the members of the Parish, and the remaining three shall be, *ex officio*, the Pastor and the Trustees of the Parish.

#### Article IV

The officers of the Council shall be President, Vice-President and Secretary, to be elected annually by the members of the Council itself.

#### Article V

Terms of office for Council members shall be for three (3) years. (A first election shall be held during which nine qualified candidates shall be elected, three to serve for three years, three for two years, and three for one year. Who shall serve which term will be calculated by lot at the Council's first subsequent meeting.)

The election of Council members shall take place annually on the first Sunday of Advent, ballots being distributed and cast at each celebration of that Sunday's Mass.

**All properly registered parishioners 18 years of age and older may qualify as voters.**

#### Article VI

Meetings of the Council shall be held regularly, as determined by the Council.

The Constitution By-Laws of the Council may be amended at any meeting of the Council by a simple majority, a minimum affirmative vote of seven members, provided written notice of the meeting accompanied by a copy of the proposed amendments, shall have been **distributed** to each member of the council at least one week prior to the meeting. No amendment may be approved unless it has been previously offered at a meeting of the Council.

#### Article VII

No provision of the Constitution and By-Laws of the Council, or any of the amendments thereof, and no action or decision of the Council shall be, or be understood to be, in conflict with and/or beyond the

requirements of Canon and Civil Law or archdiocesan policy and procedures.

## THE BY-LAWS

### Article I

The **Pastor** shall preside at all meetings and shall have the general management of the business of the meeting; **the President** shall be charged with the duty of seeing that all orders and resolutions are executed; and shall appoint the chairmen of all sub-committees; and shall be an ex-officio member of all such committees.

### Article II

The Vice-President, in the absence of the President, shall preside at meetings and shall, for the purpose of such meetings, have the duty, and exercise the powers of, the President.

### Article III

The secretary shall conduct all official correspondence of the Council, and shall make a permanent record of the minutes of every meeting. **He may be assisted in this by a clerk, who need not be an elected member of the Council.**

### Article IV

The terms of all members of the Council shall commence immediately upon their election. Any subsequent vacancy among the elected members may be filled by the Pastor until the next regular election, when all vacancies shall be filled by election.

### Article V

A nominating committee consisting of the Council President and his two appointees, also members of the Council, shall solicit the names of qualified parishioners interested in election to the Council, reporting them to the Pastor, who shall assure their publication in the Sunday

bulletin prior to the annual election. On the Sunday of the election, **ballots shall have been prepared, and three blank spaces provided for the names of write-in candidates,** listing the names of the nominees alphabetically by the last name, with the provision for three to be chosen, although at the first election, nine (9) must be selected, and at the second, six (6).

#### Article VI

There shall be standing committees *at least* of Finance, Program, **Property, Activities & Events,** and one for the Cemetery. Other Committees may be formed as seem best to the Council. Committee chairmen must be members of the Council, who may themselves select others from the general membership of the Parish. Appointments to committee chairs shall be made annually, at the first meeting after the annual election.

#### Article VII

Regular meetings of the Council are open to the general membership of the Parish.

#### Article VIII

The Pastor shall always enjoy the freedom of the Council, and no decision of the Council may be taken without his concurrence.

#### Article IX

Resignations from the Council, or from any of its committees, may be made to the President, as need arises. Any member of the Council, or of its committees, shall be deemed, *de facto*, to have resigned after three consecutive absences from meetings.

#### Article X

No Council meeting may be convened, and no Council business may be conducted, in the absence of a quorum. Nor may any meeting of the Council convene without verbal or written communication of it directly to the members from the President of the Council.

## **Article XI**

**A quorum shall consist of a simple majority of the full Council, *i.e.*, any seven (7) members, which must include the President and the Pastor. Nor shall any meeting of the Council members be considered a meeting of the Council otherwise than these By-Laws allow.**

## **Article XII**

**The terms "year" and "annual" shall be understood to refer to that period beginning the First Sunday of Advent.**

## **Article XIII**

**The conduct of all meeting shall be guided by Roberts Rules of Order, when not in conflict with the Consitution and By-Laws of the Council itself.**

**02/23/10**