

(DRAFT)
Constitution of Finance Council

Article I

Name: Parish Finance Council of said Parish.

Article II

Purpose:

To offer counsel/advice to Pastor on finance matters of the Parish.

Areas covered included but are not limited to, school budget, parish budget, faith formation budget, review of same while effected, stewardship efforts, financial reporting (school/parish/faith formation), year-end financial report, and capital campaign.

To represent parishioners' ideas/concerns regarding financial matters.

Article III

Voting members (5), members of the parish at large which includes the Trustees.

Ex-officio and non-voting: Pastors, other attendees to be invited to specific meetings on an as-needed basis

Appointed by Pastor

18 years or older

Member of the Parish

Article IV

Term of office:

Trustees are appointed for two years. Other three members are appointed for 3 year terms.

Term to begin July 1 and end June 30

A member guilty of absenteeism for 3 meetings without just cause to be replaced by appointment for remainder of term.

Maximum 2 terms

Article V

Officers:

Chairperson

Conducts monthly meetings and is familiar with parish structures, committee guidelines and activities and consensus decision-making so as to provide continuity for the group.

Prepares meeting agendas along with the pastor.

Distributes minutes and meeting agendas to council members and pastor.

Works cooperatively with the pastor, parish committees and staff members.

Works with the pastor to determine yearly parish council calendar.

Vice Chairperson:

Conducts monthly meetings (in absence of chairperson) and is familiar with the parish

structures, committee guidelines and activities and consensus decision-making so as to provide continuity for the group.

Become chairperson in case of vacancy.

Performs special tasks consistent with the office as assigned by the chairperson.

Secretary – take minutes of the mtgs.

Term of office shall be one-year

Officers elected by Council members

Elected annually at first meeting in July

Article VI

Meetings:

Held every other month on a time which works best for all.

Time and location to be determined

Additional meetings if necessary (by written notice of chair)

A quorum would be a majority of the voting members

Article VII

Committee oversight:

Other ad hoc committees as necessary

Each committee must have a minimum three members

Article VIII

By-Laws (if so adopted):

By-laws governing conduct of the business of the Finance Council may be adopted by 2/3 majority vote of the voting members

By-laws may be approved at any regular meeting

Roberts Rules of Order shall prevail at all meetings

Article IX

Amendments:

Amendments to the Constitution may be made at regular meetings, providing that there be a 2/3 majority of voting members

Three weeks written notice shall be provided each member

