

**BY LAWS OF THE FINANCE COUNCIL
of St Mary of the Immaculate Conception Catholic Parish
Rushville, Indiana**

MISSION: The Mission of the council is pastoral in nature. The council is convened to engage in prayerful and informed discernment of financial policies and activities as they affect the pastoral life of the parish.

ARTICLE I

PURPOSE

Section 1. **NAME:** This organization will be known as *The Finance Council of St Mary of the Immaculate Conception Catholic Parish*, Rushville, Indiana. Henceforth in this document, the name “Council” shall be synonymous with the above referred Finance Council.

Section 2. **PURPOSE:** In accordance with Canon 537 of the code of Canon Law, it shall be the responsibility of the council to “aid the pastor in the administrative of parish goods” possessing a consultative voice only and governed by norms determined by the archdiocesan bishop, (#536.2)

Section 3. **RESPONSIBILITIES:** The council shall have the responsibilities, which include but are not limited to developing and overseeing a parish budget process, providing for financial controls and analysis of financial reports, review and approval of annual operating budgets and new facility expenditures, review of extraordinary expenditures exceeding \$5,000 and review of investment policies for liquid assets of the parish. The council shall provide necessary assurances and periodic reports to the parish relative to the parish finances.

ARTICLE II

MEETINGS OF THE COUNCIL MEMBERS

Section 1. **ANNUAL MEETINGS:** The annual meeting of the council members shall be held at the regular June meeting of each year, or on such date as may be designated by the council members.

Section 2. **SPECIAL MEETINGS:** Special meetings of the council may be called by the pastor, chairperson, or any of the council members, of which two thirds of the members must request such a meeting. Written notice stating the place, day and hour of any meeting of the council, and in the case of these special meetings, the purpose for which any such meeting is called, shall be delivered, mailed, or emailed by the secretary of the council to each council member at such an address as appears upon the records of the council and at least two (2) days before the date of such said meeting.

Section 3. **REGULAR MEETINGS:** Regular meetings of the council will be held monthly at a date and time to be agreed upon by the council at the annual meeting.

Section 4. WAIVER OF NOTICE: Notice of any meeting may be waived in writing by any council member if the waiver sets forth in reasonable detail the time and place of the meeting and the purpose thereof.

Section 5. VOTING RIGHTS: Each member of the council shall have one vote.

Section 6. QUORUM: A simple majority (51%) of the membership shall constitute a quorum. A quorum shall be necessary for the transaction of any business by the meeting.

Section 6. ATTENDANCE AT MEETINGS: Attendance at meetings is mandatory. Three unexcused absences in succession may constitute removal from the council. The chairperson or the Pastor may excuse members from attending. Attendance at special meetings is not mandatory, but a quorum is required to conduct the business of the council. Members will notify the council chairperson or pastor of any anticipated tardiness or absences at least twelve (12) hours before the start of such said meeting.

ARTICLE III

COUNCIL MEMBERS

Section 1. DUTIES AND QUALIFICATIONS: All council powers shall be exercised by and under the authority of, and the business and affairs of the council shall be managed under the direction of the council except as otherwise provided by archdiocesan or canon law. Membership must include individuals who have a working knowledge in the areas of business, finance and administration. In addition, members should be:

- *Baptized and confirmed Roman Catholics in good standing with the Church.
- *Registered and supporting members of the parish.
- *Participants in parish life.
- *In possession of an understanding and commitment to the Church in accord with the principles of Vatican II.
- *Committed to prayer, study, listening and dialogue.
- *Committed to giving the time needed for participation.

Section 2. RECOMMENDATIONS FOR MEMBERSHIP: Recommendations for membership in the council may be made by serving council members to the pastor for further appointment to the council.

Section 3. NUMBER AND TERMS OF OFFICE: There shall be three (3) to seven (7) council members. The size of the finance council is to be reflective of the size of the parish. Members of the finance council are appointed for a three (3) year term with the option for a second term of three (3) years. Members may not serve more than two (2) consecutive terms. Terms should be staggered so that one-third of the members' terms end each year. Such members shall serve until their end of term, removal, resignation or death. If the annual meeting of the council is not held at the time designated by these articles, the council persons then in office shall hold over until their successors are chosen.

Section 4. EX-OFFICIO MEMBERS: In addition to the pastor, the chairperson of the Stewardship Council, Parish Business Manager or Staff Accounting Manager, the Chairperson of Fund Drives and such other persons that may contribute special expertise or qualifications required by the council, may be appointed as ex-officio, non-voting members to the council. Ex-officio members or not bound by mandatory attendance requirements.

Section 5. ROLE OF THE PASTOR: The pastor is an ex-officio, non-voting member of the council. He may assist the council in developing a consensus around a particular issue by common elements or areas of agreement that seem present in the council's discussion. The pastor, as minister of governance in the parish, is the final approval authority on any recommended course of action.

Section 6. VACANCIES: Vacancies in the council caused by death, resignation or incapacity may be filled by recommendation of the remaining council members to the pastor for appointment. Council members appointed to fill such vacancies shall hold office for the balance of the term of the person replaced.

Section 7. SUB-COUNCILS: The council, by resolution adopted by a majority of the council members, may designate from among its members an operations sub-council and one or more other sub-councils, each of which, to the extent provided in such resolution, may exercise the business of the council except as otherwise be provided by diocesan or canon law.

Section 8. STANDING SUB-COUNCILS: A standing sub-council, consisting of the Pastor, chairperson, and secretary, here-to-fore known as the Executive Council, shall exist to prepare the agenda for the meetings and monitor the By-laws for changes. Other standing sub-councils may be appointed at the discretion of the executive council.

ARTICLE IV

OFFICES

Section 1. OFFICES AND QUALIFICATIONS THEREFORE: The officers of the council shall consist of a chairperson, vice chairperson and secretary and such assistant officers as the council members may designate. The chairperson shall be chosen from among the council members.

Section 2. TERMS OF OFFICE: Officers of the council shall be elected annually by the other council members at its annual meeting and shall hold office for the term of one (1) year or until his/her successor shall be duly elected and qualified.

Section 3. VACANCIES: Whenever any vacancies shall occur in any of the offices of the council for any reason, the same may be filled by other council members at any meeting thereof. Any officer so elected and approved by the pastor, shall hold office until the next annual meeting of the council and until his/her successor shall be duly elected and qualified.

Section 4. REMOVAL: Any officer of the council may be removed, with or without cause, by the other members of the council whenever a majority of such members shall vote in favor of removal. A removal must be initiated by the executive council. A removal must be approved by the Pastor.

Section 5. COMPENSATION: Each Officer of the council shall receive no compensation for his or her service in office.

ARTICLE V

POWERS AND DUTIES OF OFFICERS

Section 1. CHAIRPERSON: Subject to general control of the council members, the chairperson shall manage all the affairs and personnel of the council and shall discharge all the usual functions of the office so long as they are not in violation of any archdiocesan or canon law. He or she will preside at all the meetings of the council and shall have other powers and duties as these articles or the other council members may prescribe. He or she will represent the council as a member of the Parish Council and shall represent or assure liaison is maintained with other councils and specified councils of the Parish.

Section 2. VICE-CHAIRPERSON: The vice-chairperson, in the order designated by the council, shall have all the powers of, and perform all the duties incumbent upon the chairperson during his or her absence or disability and shall have such other powers and duties as these Articles or other members of the council may prescribe.

Section 3. (ADMINISTRATIVE) SECRETARY: The administrative secretary shall attend all meetings of the council, and keep or cause to be kept a true and complete record of the proceedings of such meetings, and he/she shall perform a like duty as required for all standing councils appointed by the council. The administrative secretary shall attend to the giving and serving of all the notices of the council required by these Articles, shall be responsible for the books (except books of accounts) and records of the council and in general, perform all these duties pertaining to the office of administrative secretary and such other duties as these Articles or the council may prescribe.

Section 4. ASSISTANT OFFICERS: The council may, from time to time, designate and elect any other officers who shall have such powers and duties as the officers whom they are elected to assist shall specify and delegate to them, and, such powers and duties as these Articles or the council may prescribe. An assistant secretary may, in the event of the absence or the disability of the secretary, attest the execution of all documents of the council.

ARTICLE VI

AMMENDMENTS

Subject to Diocesan or Cannon Law and these Articles, the power to make, alter, amend or repeal all or any part of these Articles is vested in the council members. The affirmative vote of a majority of the council members and the concurrence of the Pastor shall be necessary to effect such changes in these Articles.

Revised and edited by Rev. Jeremy M. Gries
Parish Administrator
Approved by the Parish Finance Council
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