

**OUR LADY OF VICTORY PARISH COUNCIL  
CONSTITUTION**

**REVISED: 2010  
MISSION STATEMENT**

We are a group of people bound together by our belief in Jesus Christ. Through our baptism we are called to share in His work. We pledge through the ideal of shared ministry to build a community where all are welcomed, loved, needed, and appreciated.

**I. NAME**

The name of this organization will be Our Lady of Victory Parish Council (Council), Diocese of Columbus, State of Ohio.

**II. PURPOSE AND DUTIES OF COUNCIL**

- A. Except where explicitly limited by Church Law, Council will deliberate and act on matters pertaining to spiritual, financial, educational matters, and operation and management of the Parish.
- B. Council will function under the guidelines of the Second Vatican Council to inspire and demonstrate leadership and enthusiasm in and for matters relating to the spiritual and temporal affairs of Our Lady of Victory Church.
- C. Council will serve as an agent whereby members of the Parish may make known their views on matters both spiritual and temporal relating to the Parish.

**III. MEMBERSHIP**

- A. Non-voting members:
  - 1. Pastor. The Pastor will be a non-voting member with veto power as described in Section VIII;
  - 2. Director of Religious Education;
  - 3. Deacon assigned to the Parish;
  - 4. Advisory Members requested by the Council to serve in an advisory capacity.
- B. Voting Members:
  - 1. Council will include nine voting members. Three or more voting members will be elected annually for a term of three years.
  - 2. The following will be eligible for election to the Council: registered members of Our Lady of Victory Parish, or their spouses (Catholic or Non-Catholic)

who are not less than eighteen years of age. No voting member will be elected for more than two consecutive three-year terms.

#### **IV. NOMINATION AND ELECTION OF VOTING MEMBERS**

##### **A. Nominating Committee**

1. Selection of the Nominating Committee will be conducted in March each year.
2. The immediate past President, out-going Council members and at-large parishioners willing to serve will comprise the Nominating Committee. The Nominating Committee will then elect, by secret ballot, its Chairperson.
3. The Nominating Committee is directly responsible to Council. It is the duty of the Nominating Committee to implement the election procedures.

##### **B. Nominations**

1. The Nominating Committee will submit names of at least two eligible parishioners for each Council vacancy. The slate of candidates will be published by the Nominating Committee.
2. In addition to the slate of candidates presented by the Nominating Committee, other petitions for nominations may be submitted to the Nominating Committee. These petitions must be signed by at least five members of the Parish, and by the Nominee indicating his/her willingness to serve if elected. The petitions must be presented to the Nominating Committee not less than thirty days prior to the date of election in order to be added to the ballot.

##### **C. Elections**

1. Elections will be conducted on the third Sunday of May.
2. Ballots will be made available at all Masses on election days. Absentee ballots will be made available at the Rectory and on the OLV web site.
3. All registered parishioners, eighteen years of age and older are eligible to cast a ballot.
4. Completed ballots will be collected after Liturgy at all Masses on election days.
5. The Nominating Committee will count and confirm the election results.
6. The Nominating Committee will provide election results to the Pastor, Council and all candidates within twenty four hours. Notification will be given orally and in writing to the newly elected Council members.
7. Newly-elected Council members are expected to attend all Council meetings held after the elections. The actual term of office will commence with the September Council meeting.

## **V. VACANCY OF VOTING MEMBERS**

- A. A vacancy in the elected membership of Council will be filled by the person who, in the previous election, received the greatest number of votes after those elected; or he/she may be selected by a majority vote of Council if no such condition exists.
- B. Unexcused absences at two consecutive meetings require inquiry by the President of Council. If that member is unable or unwilling to participate in Council activities he/she may be asked to resign or be voted out of office by a two-thirds vote of Council. Any member whose removal has been proposed will have the opportunity to be heard at the meeting prior to the voting. He/she will be excused from chambers during the voting. The vacancy created will be filled by the procedures in Section V, A.
- C. Any elected member of Council may resign by filing a written resignation with the Corresponding Secretary of the Council.

## **VI. OFFICERS**

- A. The officers of Council will be: President, Vice President, Corresponding Secretary, and Parliamentarian.
- B. Duties of Council Officers
  1. The President will be the Chief Executive Officer of Council and will, if present, preside at all the meetings of Council. He/she will sign all documents and instruments which require the signature of the President, and will have the power and duties usually vested in the Office of the President as well as duties assigned by Council.
  2. The Vice President will be vested with all powers and perform all duties of the President when the President is unwilling or unable to perform his/her duties.
  3. The Corresponding Secretary will issue or cause to be issued notices of all meetings of Council and its committees; prepare, with the President, the agenda for the coming meeting and publish the agenda with the notice of the meeting. He/she will sign such documents or instruments as require the signature of the Secretary. He/she will perform such other duties as Council properly requires of the Secretary including preparation of all notices to be published in the Parish Bulletin. He/she will be a member of the Communications Committee.
  4. The Parliamentarian will be responsible for arranging the location of all meetings of Council, maintaining adherence to the Constitutional provisions and maintaining order at meetings.

### C. Election of Officers

1. Officers, as defined in Section VI, will be elected at the end of the September Council meeting.
2. No person will be eligible to serve as President of the Parish Council unless he/she has served at least one year immediately prior to the election as either a voting or non-voting member of Council.
3. Only voting members of Council are eligible to serve as an officer. Except as noted in C.1., any elected member of Council may be elected to any office. Voting for all offices and election of each office, beginning with President, shall be concluded before subsequent offices are acted upon.
4. Terms of office will be for one year.

## VII. MEETINGS

### A. Regular Meetings

1. Regular meetings of Council will be held once each month at the discretion of Council.
2. All regular meeting of Council and its committees are open to members of the Parish. Reasonable opportunity will be given to express views on matters under discussion so long as the progress of the meeting is not unduly impeded.
3. Notice of all regular meetings of Council, together with the proposed agenda will be given in writing to each member of Council and advisors to Council five days prior to the date of the meeting. The date, time and place for the next Council meeting will be published in the Parish Bulletin, and the agenda posted on the bulletin board the Sunday prior to the meeting.
4. At each regular meeting, a date for the next regular meeting will be agreed upon prior to adjournment.
5. Cancellation of a monthly meeting, change of meeting date, or notice of change may be approved by a majority of the members present.

### B. Special/Emergency Meetings

Special meetings of Council may be held at any time at the request of the President, at the request of any three members of Council, or by petition of ten parishioners, stating the reason for the proposed special/emergency meeting. This petition must be presented to Council Members five days prior to the proposed special/emergency meeting.

### C. Quorum

Two-thirds of the voting members of Council will constitute a quorum.

## **VIII. PROCEDURES**

- A. The order of business at all regular meeting will be:
  - 1. Call to order and Opening Prayer
  - 2. Roll Call
  - 3. Review of Minutes of prior meeting.
  - 4. Revisions, additions, and approval of minutes.
  - 5. Reports of officers
  - 6. Reports of Committee Chairpersons
  - 7. Deferred Items
  - 8. New Business
  - 9. Establishment of date for next meeting
  - 10. Adjournment and Closing Prayer
  
- B. Votes: All questions and matters proposed for consideration of Council at its meetings will be decided by a majority of the votes cast, unless otherwise specified by this Constitution and By-Laws. The presiding officer at the meeting will not vote except in the case of a tie.
  
- C. The Pastor will have veto power over the decisions of Council. Should the Council override the veto by a four-fifths vote of the entire voting membership, Council will have recourse to the designated Diocesan Arbitration Body for a final decision.
  
- D. Concurrence by the Pastor in a decision of Council will be presumed thirty days after notification of a motion passed by the Council in his absence.
  
- E. Except as otherwise provided, Robert's Rules of Order will govern the proceedings at all meeting of Council and its Committees.

## **IX. FUNCTIONAL COMMITTEES**

- A. Council, under the direction of the Pastor, will designate appropriate committees, and appoint members to committees. Each committee will have a written charter approved by the Pastor and Council.
  
- B. Committees will consist of one or more members of the Parish.
  
- C. Committees will function in the areas of parish activities such as finance, education, parish life, family life, and social action.
  
- D. Each Committee will elect a chairperson and a secretary. The deliberations and actions of the committee will be recorded by the secretary. A written summary of the committee's activities will be presented by the chairperson and/or Council liaison to Council.

- E. Dismissal: Any member of a functional committee may be removed by a majority vote of the voting Council members whenever, in their judgment, the best interest of the Parish will be served by such removal.

**X. AMENDMENTS TO THE CONSTITUTION**

- A. When deemed necessary by Council, a Committee will be appointed to review the Our Lady of Victory Parish Council Constitution, By-Laws and Amendments. The Constitution must be reviewed at least every three years.
- B. All proposed constitutional changes must be submitted to Council members at least fourteen days prior to the date on which the matter is to be decided.
- C. All proposed constitutional changes must be published to the Parish at least eight days prior to the date on which the matter is to be decided.
- D. Upon review, changes may be made to the Constitution by a two-thirds vote of the votes cast.