



St. Thomas More Newman Center Parish Pastoral Council Bylaws

Article I: NAME & PURPOSE

Section 1: Name

The name of this organization is the St. Thomas More Newman Center Parish Pastoral Council, hereinafter referred to as the “Council.”

Section 2: Mission

The Council, in conjunction with the Pastor and the St. Thomas More Newman Center (hereinafter referred to as “Newman Center”) community, will strive to live out the Mission Statement of the Newman Center:

We are called to be a living Church: A Catholic faith community on fire with the love of Jesus Christ; passionate about what happens to individuals; disturbed by injustice and impatient for the kingdom of God.

The Newman Center is a campus ministry parish comprised of those affiliated with the academic community and Columbia area residents. We challenge and console each other within a welcoming environment of dynamic worship, fellowship, hospitality and witnessing to Gospel values. We seek to know God’s will through Eucharist, prayer, scripture and teaching. Through the Holy Spirit, we are refreshed and become empowered to minister and to serve.

Section 3: Purpose

The Newman Center Pastoral Council, in conjunction with the pastor and on behalf of the Newman Center community, will be a visioning, policy-making body, and a directing force for parish efforts and activities. The main framework for planning and promoting the activities of the parish will be the necessary commissions. The Pastoral staff will assist the commissions and the council in carrying forward the mission of the Newman Center. The goal of the interaction between the Council, commissions, and staff is to foster a coordinated effort of developing and implementing a total pastoral plan for the parish.

Article II: MEMBERSHIP

Section 1: Eligibility for membership

Only registered members of the Parish are eligible to serve on the Council. Members shall support the Mission and Purpose (as listed in Article I, Sections 2 and 3, respectively) and fulfill all duties associated with Council members, as outlined in the Council Commitment Form. Council service will be determined by the process described in Article IV.

Status as a resident or student member shall be determined by the registration status in official parish records. Graduate students ~~who are over the age of 25 and/or are married~~ can fill either a

resident parishioner or student parishioner role. If filling a resident role, they are expected to meet meeting attendance expected of resident parishioners as described in Article III, Section 4.

Section 2: Member expectations

All members shall be expected to:

- A. ~~Sign a Commitment Form, which details~~ Fulfill the duties of their specific position, as outlined in Article III, Section 7.
- B. Attend Council meetings, as outlined in Article III, Sections 3 and 4.

Article III: GOVERNANCE

Section 1: Size

The Council will be comprised of the Pastor, and up to twelve (12) volunteer lay members. At least four (4) members shall be reserved for resident parishioners and at least (4) members shall be reserved for student parishioners.

Section 2: Terms

~~The council year All positions except the President shall serve a one-year term starting begin on May 1 and ending on April 30 of the following year. Resident members are appointed for an initial term of two years, renewable to a total of four consecutive years. Student members are appointed for an initial term of one year, renewable to a total of four consecutive years. After serving four consecutive years, a member must wait one year prior to rejoining the council. Terms may be renewed for up to three additional consecutive terms in the same position. The President shall serve a two-year non-renewable term starting on May 1 and ending April 30 of the second year with the expectation of serving one term as the Past President immediately following their term as President.~~

Section 3: Meetings and Notice

The Council shall ideally meet monthly, but no less than 8 times in a calendar year. The President shall designate the specific date, time, and location of the meeting. Additional meetings and work sessions may be called by the President, Pastor, or by one-third of the members.

~~An official Council meeting requires that each Council member receive notice at least two weeks in advance.~~ In the event that a Council meeting must be cancelled, the Council can decide if and when the meeting should be rescheduled. In the event that a meeting is cancelled, this will not count against a member's attendance record.

All meetings of the Council shall be open to all parish members ~~the public~~ and allow for reasonable input from non-members of the Council.

Section 4: Attendance

To remain on the Council, members are expected to attend all meetings. Excused absences will be approved by the President or Pastor. More than 2 unexcused absences in a term-council year

may lead to dismissal from the Council. More than 4 total absences may lead to dismissal from the Council. Absences will be recorded by the Secretary.

Student parishioners on the Council will not be expected to attend meetings that are scheduled during school breaks, though attendance is encouraged if the member is in town.

Section 5: Quorum

A Council meeting must be attended by at least fifty percent of Council members for business transactions to take place and motions to pass. If a meeting is scheduled during a school break, quorum may be defined as fifty percent of the resident members. If vacancies exist on the Council, quorum shall consist of filled positions, not all available positions. At no time should quorum be less than four members.

Section 6: Positions

The Council shall be comprised of the following positions, to be assigned during the appointment process, as described in Article IV. Positions will be:

A. President

~~B. Past President (only in first year of a President's new term)~~

~~C.~~B. Secretary

~~D.~~C. Liaison to a Commission:

1. Hospitality/Fellowship

2. Worship

3. Faith Formation

4. Service & Justice

5. Campus Ministry

~~5-6.~~ Other Liaisons as determined necessary (e.g. Korean Community)

Section 7: Position Duties and Requirements

~~All Council members are expected to follow all expectations as outlined in their Commitment form. In addition,~~ Council members are expected to fulfill the duties and requirements ~~outlined byof~~ their specific position as stipulated below.

Duties and requirements of the *President* shall include:

A. Convene regularly scheduled Council meetings, setting the date, time and location.

B. Call for agenda items and establish meeting agendas.

C. Serve as the liaison between Council and Pastor.

D. Meet with the Pastor as necessary between each regularly scheduled Council meeting.

E. Facilitate the appointment process for new Council members, as outlined in Article IV.

F. Serve on ad-hoc committees, as needed.

~~G. Serve immediately after as Past President.~~

~~H.~~G. Have served on Parish Council at least one term-year prior to taking on the role as President In the event that a candidate for President has not served at least one term, they must receive official approval from the Pastor to bypass this requirement.

~~Duties and requirements of the Past President shall include:~~

~~A. Serve as an advisor to the President and Council.~~

- ~~B. Assume the responsibilities of President in the absence of the President.~~
- ~~C. Service only during the first year of a new President's term.~~
- ~~D. Serve on ad-hoc committees, as needed.~~
- ~~E. Must have served as President immediately prior to serving as Past President.~~

Duties of the *Secretary* shall include:

A. Preside over meetings in the absence of the President

~~A.B.~~ Publish meeting times, dates, and locations electronically to all Council members and Newman staff.

~~B.C.~~ Record minutes of the meeting and electronically send minutes to the Council, Commission Chairs, and Newman Center staff ~~within one week of the meeting~~. A copy of the minutes should be sent to the Newman receptionist to be kept as the permanent record and made available to staff and parishioners.

~~C.D.~~ Facilitate the review and revision process for bylaws as established in Article V.

~~E.~~ Maintain a record of Council attendance at meetings. Alert Pastor and President if a members absences fall outside of established attendance requirements as outlined in Article III, Section 4.

~~D.~~

~~E.F.~~ Serve on ad-hoc committees, as needed.

Duties of the *Liaison to a Commission* shall include:

A. Attendance and participation in meetings as established by the Commission.

B. Meeting with the staff member(s) prior to upcoming Council meetings to learn of updates and/or needs to be shared with the Council.

C. Direct Council conversations based on the needs of the represented Commission.

D. Serve on ad-hoc committees, as needed.

Section 8: Confidentiality

In performing their duties, Council members may be privy to confidential information. Council members must exercise prudence in discussing council business outside of meetings. Should sensitive information be discussed, it is important that confidentiality shall be maintained, and not discussed with others in private or public settings and is not disclosed or used for any other purposes.

Section 98: Newman Staff

The Pastor of the Newman Center shall serve as a non-voting member of the Council. The Pastor shall direct the function of the Council in accordance with the mission and values of the Catholic Church and the Newman Center. The Pastor has the authority to veto any decisions made by the Council.

The Newman Center staff shall serve in advisory roles for the Council. They will have non-voting status but are invited to participate in discussions related to their ministry area(s). Attendance at meetings is not expected unless requested by the Pastor or the President based on the meeting's agenda.

Article IV: MEMBER APPOINTMENT

Section 1: Recommitment Procedures

At the end of a ~~term~~Council year, current Council members are eligible to recommit for another ~~term~~year, pending fulfillment of the following criteria:

- A. They are within the consecutive term limit, as identified in Article III, Section 2.
- ~~B. They have fulfilled their duties as outlined in their active Commitment Form.~~
- ~~C. They agree to and sign a new Commitment Form by the second to last meeting of the term.~~
- D.B. The Pastor approves their recommitment.

Section 2: New Member Selection Procedures

In the event that there are vacancies on the Council, eligible individuals interested in Council membership, as outlined in Article II, Section 1, may apply for service on the Council through an application process established by the Council. The ~~Pastor~~current Council, along with the ~~Pastor~~current Council and staff liaisons to the commissions, shall fill vacancies by reviewing applications and selecting applicants based upon the needs of the Council and the skills of the applicants. Applicants who are not selected for a particular application cycle will be kept in the file of applicants and re-contacted in the event that a vacancy occurs or for the next term.

Section 3: New Term Selection Procedures

Current Council members who wish to recommit will complete the criteria listed in Article IV, Section 1. The Pastor will approve or deny their recommitment before the last meeting of the term.

New Council members shall be selected by the last meeting before the end of the ~~term~~Council year. Council candidates will be approved by joint consideration of the Pastor, the Council, and Newman Center staff liaison(s) associated with the position to be filled.

Section 4: Mid-Term Vacancies

When a vacancy on the Council exists mid-term, the President shall call for applications through regular parish communication channels ~~at least one month in advance of a Council meeting~~ and leave nominations open for at least two weeks. These ~~nominations~~applications shall be sent out to Council members, Pastor, and appropriate staff liaison(s) ~~a week~~ prior to the meeting at which the candidate is to be selected. The newly appointed member will serve only to the end of the vacated term. Partial terms will not count towards an individual's consecutive term limit. If a vacancy occurs within three months of the end of a term, the Council and Newman staff will have the option to jointly decide that the position may remain vacant until the end of the term. The position will then be filled at the new term, as described in Article IV, Section 3.

Section 5: Resignation and Termination

Resignation from the Council must be in writing and received by the President or Pastor. A Council member may be terminated from the Council by the Pastor due to a violation of the ~~se~~bylaws ~~Commitment Form.~~ ~~A Council member can have their position terminated by the Pastor~~ at any time.

ARTICLE V: AMENDMENTS

Section 1: Bylaws Review

The Council will review these bylaws at least every two years. Proposed changes to the bylaws may be submitted by any staff member, parishioner or member of the Council to the President and must be submitted ~~at least one month~~ in advance of the scheduled Council meeting in which the bylaws are to be reviewed. Votes on The President shall communicate all proposed changes no less than two weeks prior to the bylaw review meeting; proposed changes must take place in a subsequent regular meeting of the Council.

Section 2: Bylaw Amendments

These bylaws may be amended by a two-thirds majority vote of the full Council, ~~including student members. The Council will vote on all properly presented amendments to the bylaws during the biennial review.~~

ARTICLE VI: INDEMNIFICATION

Section 1: Indemnification

Except as otherwise provided by the Bylaws of the Parish Pastoral Council ~~of~~ the St. Thomas More Newman Center shall indemnify Council members ~~or~~ officers; ~~Newman Center employees and volunteers~~ against expenses of suit and liabilities actually and necessarily incurred by him or her in connection with any legal action to which he or she may be a party, defendant or any claim of liability asserted against him or her by reason of such a person being or having been ~~an~~ Council member ~~or~~ officer; ~~employee or volunteer~~ of the Newman Center to the extent that such a person's activity is covered by Newman Center's liability insurance and to the extent to which the parish is permitted by law.

Adopted September 26, 2017

Donna Blauch, President

Fr Richard Litzau, O.P., Pastor

Patrick Pullins, Acting Recorder