

Parish Council (Constitution)

Article I Government

The Bishop

1. In the diocese, the Archbishop is legally responsible of the administration of all ecclesiastical goods that come under his jurisdiction. He has a right of control over these goods and must exact a rendering of accounts.
2. In conformity with Canon Law, the Archbishop is assisted by a diocesan finance and administration Committee.

The Pastor

1. The pastor is the personal representative of the Archbishop in the parish. He is a full member 'ex officio' of the Parish Council and all Committees and has the obligation of administrating the parish in conformity with the civil, canonical and diocesan regulations.
2. In the discharge of such duties, the pastor is assisted by a lay Parish Council and Committees composed of competent and devoted persons.

Article II The Parish Council

Name and location:

The Name is 'The Council of the Catholic Community St. Albertus Ottawa', and its office shall be located at 416 Parkdale Ave., Ottawa.

Objects:

The objects of the council are:

1. To create, inspire and demonstrate leadership and enthusiams in and for all matters relating to the participation by the laity in the renewal of the Parish.
2. To serve as the medium whereby any and all members of the Parish may make known their views and all matters both spiritual and temporal affecting the Parish.
3. To help the parish priest in the financial administration of the Parish.

Membership

The Parish Council is composed of eight members and minimum representation of two women in the council is compulsory. The officers of the Parish Council are:

1. President
2. Vice President / Treasurer
3. Secretary
4. Counselor and building administrator
5. Counselor and recreation leader
6. Counselor and committee relation leader
7. Counselor and committee relation leader
8. Counselor and committee relation leader

Duties of officers:

1. **The President** shall preside at all meetings of the council. He can sign cheques in payment of authorized accounts and bills with the pastor, after such cheques have been prepared by the treasurer. He shall sign the minutes upon their confirmation.
2. **The Vice President/Treasurer** fullfills the same duties as the President in his absence. He shall receive all moneys; issue cheques for payment of authorized expenditures and present these cheques for signature, report at the request, the state of finances and submit books and vouchers for audit. He presides all meetings of the finance committee with the following responsibilities:
 - Consider and make recommendations concerning all aspects of the financing and administration of the parish such as: expenses, loans, contracts, selling or buying of properties, building renovations, bookkeeping, salaries, etc. in conformity with diocesan regulations.
 - Prepare the budget.
 - Prepare the monthly, quarterly and annual reports.
 - Report to the parishioners on the finances of the parish.
 - See to the enforcement of the ordinaries of the ordinary.
3. **The secretary** shall record all proceedings, receive and conduct correspondence, and shall prepare and read the minutes, and having signed the minutes shall present them after their confirmation to the president for signature.
4. **The Building Administrator** shall see to the proper maintenance of the building. He keeps records over the use of the recreation hall. He acts as secretary at all meetings of the Finance and Administration committee.
5. **Counselor and Recreation Leader** shall help and counsel the divers groups in their recreation activities. He reports to the council over all future activities.
- 6-8 **The Counselors** bring to the work of the committee their experience, their suggestions and their interest in the affairs of the parish.

Article III Nominations and Elections – Time of Elections

Nominations and elections shall take place at the November/December Parish Assembly. Nominations shall be made from the floor.

Term of Office:

- a) The term of office of the members of the parish council shall be three years from the beginning of the fiscal year.
- b) At the first election, four members shall remain in office three years, two members two years, two members one year.
- c) Any member of the parish council shall cease to act as such and his office shall become vacant:
 - if he ceases to be a parishioner
 - if he resigns to be a parishioner
 - if he has a direct interest separate from that of the other parishioners in a contract to which the parish is a party
 - if it is proven that he has taken advantage of a contract to which the parish is a party.
- d) If the office of a Council member becomes vacant, his successor shall be elected for the balance of the term by a meeting of parishioners held for that purpose.

Article IV The Parish Committees

- a) The Parish Committees are made up of five members, including at least one consultant appointed by the Council.
- b) Their term of office is the same as the members of the Council.
- c) All parish committees shall report every three months to the Council.
- d) The following parish committees are to be established as soon as possible:
 1. Liturgical Committee
 2. Catechetical and religious education Committee
 3. Finance and Administration Committee
 4. Youth Committee
- e) The role of these Committees is to be determined by the corresponding diocesan

Article V Order of Business

A meeting shall observe the following order:

1. Minutes
2. Report of Officers and Committees
3. Correspondence
4. Accounts and Bills
5. Unfinished Business
6. New Business
7. Adjournment

Article VI The Parish Assembly

1. A General Assembly of the parishioners is called annually, in November or December, by the parish priest, either orally or by writing, the Sunday preceding the date set for the meeting. The notice showed indicate the place, the day and hour of the meeting.
2. The assembly is presided over by the pastor or by any other person nominated for the purpose.
3. The secretary of the council keeps the minutes of the assembly (he has no voting right).
4. The assembly
 - a) elects the members of the council
 - b) sets the general policy to be followed by the council
 - c) examines the annual report given annually by the council.
5. At all meetings of members of the assembly, every question shall be determined by a majority of votes. In the event of a tie or equality of votes, the chairman has a deciding vote.

Article VII Meetings

- a) The Parish Council meetings are called by the secretary.
- b) The President and the secretary prepare the agenda of all meetings.
- c) The secretary calls the meetings and keeps the minutes of the proceedings.
- d) Every question shall be determined by a majority of the votes, the president having a deciding vote in the event of a tie.
- e) The committees decision need the approval of the council

Article VIII Committees

The chairman of a Committee can be invited to attend the council meeting but has no voting right.

Article IX Audit

The auditors shall be elected at the General Assembly, and shall report at the annual meeting next following. Nothing, however, shall prevent a special audit, provided that this audit is approved on resolution at a regular meeting.

Article X Members Ex Officio

The pastor or his representative is a member 'ex officio' of the Council and all Committees with full voting right.

Article XI

The office of council or committee members are to be gratuitous.

Approved on the 24th of November 1968