

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

These By-laws of the St. Jeanne Jugan Parish Council were adopted on March 5, 2024, and supercede all previous By-laws of St. Raymond of Penafort, St. Martha and St. Jeanne Jugan Parishes.

ARTICLE I – Name

Whereas, effective as of July 1, 2022, the parishes of St. Martha, St. Raymond of Penafort (formerly St. Patrick and St. Adalbert), and St. Jeanne Jugan (formerly Holy Family and St. Bernard) merged into one corporate entity, St. Jeanne Jugan Parish Corporation, and

Whereas, as a result of the consolidation, the Parish Councils of the prior parishes have been combined into one Parish Council for St. Jeanne Jugan Parish, and

Whereas it is for the good of the entire newly formed Parish that the communities be represented by a single Parish Council,

Now therefore, in order to perform its advisory role to the Pastor, in an efficient and fair manner, the Parish Council of St. Jeanne Jugan adopts the following bylaws:

The name of this body shall be the St. Jeanne Jugan Parish Council of Enfield, Connecticut (hereinafter referred to as “The Council”). It shall consist of and include the Churches of St. Patrick, St. Bernard, Holy Family, and St. Martha.

ARTICLE II – Purpose and Function

The purpose and function of The Council is:

- A. To serve as an advisory body in determining policy and to assist the Pastor in administration and development of such policy, relative to the spiritual and material welfare of the Parish Community.
- B. To encourage a more prominent lay involvement in the life of the Parish Community.
- C. To establish and serve as a means of communication between the Priests, Deacons and laity in the spiritual and material needs of the Parish Community.
- D. To cooperate with other Churches and civic organizations in serving the Community at large.

ARTICLE III – Membership

Section I: The members of The Council shall include 12 Elected Members, Ex-Officio members and Clergy.

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

A. Elected Members:

There shall be twelve (12) members elected by the Parish. The term of office for Elected Members shall be for three (3) years. No member may be elected to serve more than two (2) consecutive terms of three (3) years each, after which such member shall be ineligible for one year. Elections shall be held for four (4) members each year for overlapping three (3) year terms.

Any elected member absent from two meetings (not special meetings) within one year (September to September) without having notified the Pastor or any member of the Executive Committee in advance of the meeting shall forfeit their membership in The Council. In this case, the position shall be filled by the nominee from the previous election who received the greatest number of votes.

B. Ex-Officio members shall be the Director of Religious Education, the Youth Minister, the Principal of the Parish school, Worship and Parish Life Committee chair, the Facilities Committee chair, Pro-Life Committee chair, a member of each St. Vincent de Paul Society, and a member of the Women's Guild.

C. All members of The Council shall be voting members except for Clergy.

Section II: The list of election results will be provided to the Pastor by the Election Committee, and shall include a list of candidates in descending order of votes received. Actual vote counts will be redacted from this list. This is described in more detail in Article V of these By-laws.

To fill a vacancy of an elected member of The Council, the vacancy shall be filled by the nominee who received the greatest number of votes in the previous year's election. If unable or unwilling to fill the vacancy, the President will continue to look to the nominee with the next highest vote total and continue in this fashion until someone has accepted the vacancy or the list is exhausted. If the list becomes exhausted, and the vacancy has not been filled, The Council shall nominate and elect a qualified parishioner to complete the unexpired term.

If a vacancy of an elected member of The Council occurs with three months or less remaining in the elected member's term, then The Council shall leave the vacancy open until the next Council election.

Article IV – Interim Election Procedures (Election Years 2024, 2025, 2026)

It is The Council's intention to provide for a three-year transition period in Council elections to assist in the integration of St. Raymond of Penafort and St. Martha members into The Council. Therefore, the following procedures have been adopted:

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

2024 Council Election

- A. The terms of all appointed members from St. Raymond Penafort and St. Martha shall terminate as of September 2024.
- B. Elections will be held at St. Martha Church for two Council members. These members shall be nominated from former registered members of St. Martha Parish, and elections shall be held at St. Martha Church for and by St. Martha registrants. Those elected shall begin a regular three-year term, as described in Article V.
- C. Elections will be held at St. Raymond of Penafort Church for two Council members. These members shall be nominated from former registered members of St. Raymond of Penafort Parish, and elections shall be held at St. Raymond of Penafort Church for and by St. Raymond of Penafort registrants. Those elected shall begin a regular three-year term, as described in Article V.
- D. No new members shall be elected from the former St. Jeanne Jugan Churches (Holy Family and St. Bernard). Any Council members from these Churches whose term is expiring shall leave The Council at the end of their term, in September 2024.

2025 Council Election

- A. Elections will be held at St. Bernard/Holy Family Churches for four Council members. These members shall be nominated from former St. Bernard/Holy Family registered members, and elections shall be held at both Churches for and by registrants of those Churches. Those elected shall begin a regular three-year term, as described in Article V.
- B. No new members shall be elected from the former St. Martha or St. Raymond of Penafort Churches. Any Council members from these Churches whose term is expiring shall leave The Council at the end of their term, in September 2025.

The procedures outlined in Article V shall be followed for these election cycles, as they pertain to the specific Churches holding the elections. This includes formation of a Nominating Committee, the election schedule, the election itself, and provision of election results.

This procedure will result in the 12 Elected Members of The Council to include 7 members from Holy Family/St. Bernard, 3 members from St. Raymond of Penafort, and 2 members from St. Martha at the end of the 2025 election cycle.

2026 Council Election

The 2026 Council election will be Parish-wide, and will follow the normal election procedure outlined in Article V.

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

ARTICLE V – Elections of Council Members

- A. An Election Committee shall be formed no later than the second weekend in March. The Executive Committee of The Council shall choose up to four (4) parishioners to serve on this committee to distribute, collect and count nomination and election ballots cast by parishioners. Members of the Election Committee are not eligible to run for council membership. Any Council member who is not eligible for re-election may serve on the Committee.
- B. Nominations are to take place two consecutive weekends in March/April, adjusted for Easter schedule. The right to nominate shall be open to all parishioners in good standing. A list of candidates' names with a brief biographic sketch shall be published in the Parish bulletin and/or posted in the Churches two weekends prior to the election.
- C. Elections shall take place on two consecutive weekends no later than the third weekend in May. The members of the Election Committee shall count the ballots. The candidates' names shall be reported to the Pastor in order of votes received, with the first name listed being the candidate who received the highest number of votes. No balloting tally is to be reported. The report shall be presented to the Pastor by Monday evening following the close of the election. All candidates shall be notified after the election as to the outcome by the Pastor. The winners of the election shall be published in the Parish bulletin as soon as possible following the election. Newly Elected Members shall be invited to attend the June meeting and will take office in September.
- D. The Election Committee will ensure that a sufficient number of paper ballots with pens and/or pencils are available in all pews at all Churches during the nominating and election weekends, replenishing them as necessary to include all Masses. All voting shall be by paper ballot only.

ARTICLE VI – Officers and the election thereof

- Section I: The officers of The Council shall be President, Vice President and Secretary. They shall be elected annually from Elected Members of The Council. A simple majority of present voting members of The Council shall be required for elections. Only Elected Members of The Council shall be eligible to hold office in The Council.
- Section II: The election of the President, Vice President and Secretary shall take place at the regular meeting of The Council in September of each year, and officers so elected shall serve until their successors are duly elected. The newly elected officers shall take possession of their office immediately.
- Section III: In case of vacancy in any office for any cause, the members of The Council shall elect a successor to the unexpired term of the vacant office.

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

Section IV: The duties of the Officers shall be:

- President:** To preside at all meetings; to develop the agenda for all meetings; to arrange for meeting places and times, including coordination with the Church offices; to publish notice of Council meetings 2 weeks prior to the meeting in the Bulletin and on the Parish website; to monitor the Parish Website for email communications with the Council (see Article VII) to appoint chairpersons for Council committees; and to perform all other duties requested by the Pastor as associated with this office.
- Vice President:** To preside in the absence of the President; to maintain the list of Council and Committee members, along with their contact information and terms of office; to perform such duties as the President shall designate; and to serve as Parliamentarian during Council meetings.
- Secretary:** To record and file the minutes of all meetings; to distribute copies of the minutes to all Council members; to keep attendance and absentee records; and to be responsible for all non-website correspondence directed to The Council.

ARTICLE VII – Procedures

- Section I: The Council may receive proposals/requests in four ways: directly from a member of the Parish in writing; by recommendation from the chairperson or representative of a Standing Committee of The Council; in-person at a Council meeting after contacting the President prior to the meeting (to be handled on the Agenda as “New Business”); email available on the Parish website (www.sjjenfield.org) which will be monitored by The Council’s President.
- A. Any item presented by a member of the Parish at a Council meeting will be discussed for merit. It will then be referred to the appropriate committee for review, research and proposed recommendation to The Council at a later meeting.
- B. All proposals/requests will be recorded in the minutes, along with the disposition of the item.
- Section II: Before any decision of The Parish Council becomes final, it must be accepted by the Pastor. He shall not do so when Church Law, the theology of the Church or known policy of the Archbishop are in question, or when he feels it is not prudent to do so.

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

ARTICLE VIII – Committees

Section I: Standing committees

The chair of Standing Committees shall be Ex-officio members of The Council:

- A. **The Facilities Committee** shall be concerned with and make recommendations regarding all aspects of the properties.
- B. **The Worship and Parish Life Committee** shall be concerned with the ongoing development of Liturgical Celebration, so that all members of the Parish Community may worship in a more meaningful and active way. In addition, this committee will oversee programming directed toward the spiritual enrichment of the entire parish. Further, this committee will support the needs of all families of the Parish, develop programs, plan social events and provide family resource information to all members of the parish.

Section II: Executive Committee

The members of the Executive Committee shall be the President, Vice President, Secretary, and Pastor. The Executive Committee shall review and evaluate plans and programs undertaken by The Council and shall assist The Council in its work.

Section III: Nominating Committee (See Article V)

Section IV: It is expected that the President will create ad-hoc committees and additional standing committees to deal with short range projects and parish needs.

ARTICLE IX – Meetings

Section I: Regular meetings of The Council will be held in September, November, January, March, May and June on the first Tuesday of the month at 7:00 p.m. in a meeting room at one of the Churches, or at a place, date and time designated by the President, in consultation with the Pastor.

Section II: Special meetings may be called by the Pastor, President or Executive Committee.

Section III: Except when waived by the Pastor or President, notice of a Special meeting must be given before the preceding weekend so that it can be announced at the Masses.

ST. JEANNE JUGAN PARISH COUNCIL BY-LAWS

ARTICLE X – Voting on Parish Council business

A simple majority of Elected, and Ex-officio council members shall constitute a Quorum for all meetings. Under special circumstances a council member will be considered present if participating in the meeting by telephone or another electronic device. This will be noted in the meeting minutes. All voting members (elected, ex-officio) shall be entitled to one (1) vote to approve any motion. Voting by proxy is prohibited.

ARTICLE XI – Amending the By-laws

These By-laws may be amended, altered, or repealed by a 2/3 majority vote of those voting members in attendance at a meeting that includes the amendment of By-laws as an agenda item, in accordance with the following procedures: Any proposed amendment, alteration, or repeal shall appear on the agenda of the meeting following the meeting at which it was proposed. Amendments of the Bylaws may be submitted to the Parish Council at any regular meeting. Any proposed changes shall be in writing. Amendments shall be acted upon within two (2) scheduled meetings after the meeting at which they were first received in writing by The Parish Council.

ARTICLE XII- General Rules

- A. Roberts Rules of Order shall be construed as applicable, controlling and conclusive on parliamentary issues except as herein otherwise provided.
- B. The vote for officers, as provided in Article VI, shall be by ballot. All other votes shall be by show of hands or by roll call vote, if the members present and voting call for a roll call vote.

These By-laws Adopted March 5, 2024

Amendments and Revisions:

Article	Section	Page	Date	President Initials