

By-Laws of Mary Queen of the Holy Rosary

Parish Finance Council

2/17/08

ARTICLE I: Name

This organization, henceforth, will be called Mary Queen of the Holy Rosary Parish Finance Council (PFC).

ARTICLE II: Purpose and Function

The purpose of the PFC shall be to provide consultation, advice and assistance to the Pastor in the financial administration of the Parish, the safeguarding of its temporal goods and services and oversight of internal controls. In this capacity, the functions and duties of the PFC shall include:

- Approval of all bank accounts including check signers and controls
- Development and approval of the Parish budget and financial reports
- Approval of School Budget
- Approval of all extraordinary expenditures
- The purchase or sale of property
- Insurance policy coverage and adequacy
- Review of all internal controls

ARTICLE III: Composition

The PFC shall be composed of:

- No fewer than three voting members
- No more than twelve voting members
- Associate members as deemed appropriate by the PFC
- Ex-officio members are:
 - Pastor
 - Business Manager
 - Auditor

ARTICLE IV: Membership

PFC members are to be elected by a Parish vote on an annual basis. Each year two members will be voted on. All PFC members are to have the ability to accomplish the main tasks of the PFC. In particular, members shall have appropriate financial, management, legal, human resources, or related skills and/or experience. There will be two standing members – a liaison from the School Board and a liaison from the Parish Pastoral Council both of whom shall not be voting members. The Pastor has the right to appoint additional members as needed. All PFC members are to be:

- Baptized Catholics in good standing with the Church,
- Registered parishioners of Mary Queen of the Holy Rosary Parish,
- Participants in the on-going life of the parish, particularly the Sunday Eucharist and,
- A minimum of eighteen years of age
- Approved by the Pastor

Article V: Length of Service

Members shall serve a term of three years. Ex-officio members are permanent positions on the PFC. Voting members may serve a maximum of two consecutive terms. Then, after a one year break, may join again as voting members for another three year term. Should a member resign from the PFC, a new member may be appointed to fulfill that members' term by the Pastor based on a recommendation from the PFC. Each year a new set of three year term individuals should be added to the PFC with the goal that each year a new three year class is elected.

Other than voluntary resignation, a member may only be removed for cause as determined by the PFC. A lack of attendance at more than 50% of PFC meetings during any fiscal year may be considered cause for termination. Such termination requires a majority vote of the PFC members and must be approved by the Pastor.

Article VI: Officers

The officers of the Council shall be a Chairperson, a Co-Chairperson (the previous Chairperson), a Secretary, the liaison from the School Board and the liaison from the Parish Pastoral Council. These members shall form the Executive Committee. The Chairperson shall be elected at the first PFC meeting of each fiscal year and shall serve for a term of one year. The secretary shall be elected at the first PFC meeting of each fiscal year and shall serve for a term of one year. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the PFC. The PFC will elect its own officers.

Article VII: Meetings

The PFC will normally meet monthly, but the PFC has the option of eliminating one or more meetings during the year. The date and time for the next meeting will be set at the previous meeting. Special meetings may be called by the Pastor or the Chairperson upon two days notice.

A parishioner who is not a member of the PFC has the right to bring business to the PFC provided he/she has submitted a written description of the aforementioned business to the Chairperson not less than ten business days prior to the next meeting. The Chairperson will decide to bring the matter before the upcoming meeting or schedule it for another time in their sole discretion. A parishioner who is not a member of the PFC may discuss motions within a meeting that they attend provided the parishioner is recognized by the Chairperson. PFC members have the responsibility to relay any conversations, suggestions or concerns about the Parish from the parishioners.

A simple majority of the voting members shall constitute a quorum. In case of emergency votes may be obtained through e-mail.

All PFC meetings shall be open to any member of the Parish. The PFC recognizes the fact that, at times, the agenda will contain matters of sensitivity and privacy. At these meetings when discussing such matters, that part of the meeting will be closed to all except PFC members. Meeting dates will be published in the Parish weekly bulletin.

Article VIII: Committees

The PFC will be organized around the following structure:

- Executive Committee
- Governance, Financial Records, Internal Control
- Human Capital
- Building and Grounds Maintenance
- Resource Enrichment
- School Finance Committee

Each of the voting members of the PFC will serve on one Committee.

The Chairperson, with the consent of the Pastor, may establish standing or ad hoc committees as are necessary to conduct the PFC's business.

ARTICLE IX: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PFC in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order adopted by the PFC.

ARTICLE X: Amendment of By-laws

These by-laws may be amended at any regular meeting of the PFC by a two-thirds vote of all voting members provided that the proposed amendment shall have been previously presented to and discussed with the Pastor.

APPROVALS:

Finance Council RLD? Date 2/20/08

Jan I. Spill
Julian Gordon
Charles L. ...
Steve M. ...
Fr. Joseph H. ...
Jim ...
...
...
...
...

The Mary Queen Finance Council will be structured around the following Committees

Executive Committee

Ryan Van Daniker - Chairperson

Jeri Isbell – Co-Chairperson

Rick Stephan - Secretary

Dan Bork – Liaison from School Board, non-voting member

Steven McCauley – Liaison from Parish Pastoral Council, non-voting member

This Committee's duties will include the authority to vote on matters during extraordinary circumstances.

Governance, Financial Records, Internal Controls

Jason Ivy

Scott Vogt

Jon Terhune – Associate Member

Bill Drane – Associate Member

Reviews and advises on matters of financial management including the annual budget formulation. Reviews, analyzes, and advises on matters of finance, accounting, and internal controls. Oversee the nomination process for Parish new member election.

Human Capital

Chuck Garr

Andrea George – Associate Member

Joe Melody – Associate Member

Reviews and advises on matters of human capital management.

Building and Grounds Maintenance

Ben Edelen

Julian Gorman

Trent Murphy – Associate Member

Ron Wedding – Associate Member

Reviews and advises on all matters covering the physical being of the Parish including – Education Life Center, Church, Parish Grounds, Parish Office, Priest Home.

Resource Enrichment

Tony Pescatore –Associate Member

David Wheatley – Associate Member

Advises and consults on all matters of debt management, revenue generation, grant writing, investment strategies, and portfolio management. Will also serve in the capacity of strategic and long-range planning support.

School Finance Committee

Scott Vogt

Jason Ivy

Advises the Principal and the School Committee on matters of financial management including the annual budget formulation. Reviews, analyzes, and advises on matters of finance, accounting, and internal controls for the school.

Ex-Officio Members

Fr. Joe Muench, Parish Pastor

Walter Leachman, Business Manager

Wayne Rickert, Parish Auditor

Each voting member of the Finance Council will serve on one of these Committees. Associate members will also serve on a committee.