

# **POLISH APOSTOLATE ADVISORY BOARD BYLAWS**

**Provisions of the Bylaws shall not be in conflict with Archdiocesan policy of the Code of Canon law.**

## **ARTICLE I. PURPOSE**

**The Polish Apostolate Advisory Board provides consultation and advice to the Chaplain on the management of the Apostolate's fiscal resources.**

## **ARTICLE II. MEMBERSHIP, SELECTION, TERMS AND OFFICERS**

**The Advisory Board will number three regular members appointed by the Chaplain. Council members must be registered parishioners who support the parish by their stewardship of time, talent and treasure.**

**A newly assigned chaplain has the option of confirming the membership of the advisory board or recreating it. A member should be free of perceived conflicts of interest in view of other services rendered to the Apostolate and should not serve at the same time as a closely related person; conflicts should be disclosed to the Chaplain for consideration.**

**Since it is an advisory board to the chaplain and not a decision-making finance committee, the advisory board cannot meet in the absence of the chaplain, and a quorum is not required for meetings.**

**Advisory Board members will serve terms of three years. The Chaplain would always retain the right to remove a member of the Advisory Board prior to the expiration of his or her term of appointment.**

**A member who ceases to be an active parishioner in good standing or who no longer supports the parish by stewardship of time, talent and treasure ceases to be a member of the Advisory Board.**

**A member who is absent from three consecutive meetings ceases to be a member of the Advisory Board.**

## **ARTICLE III. OFFICERS**

**The Chaplain presides over the Advisory Board.**

**A Chairman:**

**Sets meeting dates in consultation with the Chaplain.**

**Notifies members of meetings and activities.**

**Facilitates meetings.**

**Sign the annual report to parishioners in the apostolate bulletin.**

**On a monthly basis, reviews bank reconciliations and archdiocesan deposit.**

**Participates in the St. Marguerite Finance Council meetings.**

**Secretary:**

**Records meeting minutes summarizing the discussion and decisions.**

**Circulates the minutes for review and approval.**

**Assists with retention in the permanent archives of the Apostolate.**

## **ARTICLE IV. MEETINGS**

**Meetings will be held quarterly following the closing of accounts of the previous quarter, and at other times as deemed necessary by the Chaplain.**

**At each meeting, members should approve the minutes from the previous meeting and review the Apostolate financial statements since the previous meeting.**

**Members of the Advisory Board should observe strict confidentiality concerning all matters discussed at Board meetings or provided to them in confidence including parishioner contributions.**

**Members shall always speak and act, inside and outside of Advisory Board or its subcommittee meetings, in a manner supportive of the Chaplain and Polish Apostolate. While honest and healthy reflection is respected, comments of derision or embarrassment to the Chaplain or Apostolate shall be avoided.**

## **ARTICLE V. SPECIFIC RESPONSIBILITIES**

**The Advisory Board will:**

**Review financial statements consisting of a summary cash flow statement; cash account balances, and detail expense analysis.**

**Identify any items that may warrant attention by the Chaplain.**

**Assist in the timely submission to the Year End Certification letter to the Archbishop.**

**Review an annual financial statement and analysis for publication in the Apostolate bulletin.**

**Review and accept the annual Polish Apostolate operating budgets; and make recommendations to the Chaplain for changes as appropriate.**

**Provide the Chaplain with financial advice and recommendations as needed.**

**Consult with the Chaplain regarding apostolate expenditures of more than \$20,000, as required by archdiocesan policy.**

**At the request of the Chaplain, the Advisory Board should review the audit and assist in communicating results to the Polish Apostolate Community.**

**At the request of the Chaplain, the Advisory Board should review the rental basement rooms and provide update equipment for office and kitchen.**

**Adopted May 26, 2026**