

THE SACRED HEART

PARISH COUNCIL CONSTITUTION

Vicarage Road, Henley-on-Thames, Oxfordshire, RG9 1HT

Introduction

This document sets out the objectives and the constitution of the parish council (the "Council") of parish of The Sacred Heart Church, Henley-on-Thames (the "Parish").

Objectives

The objectives of the Council are:

- to offer support, advice and to consult with the Parish Priest in the development of policies to support those activities and programmes which foster the spiritual, intellectual, moral and temporal well-being of the Parish;
- to engage in a continuous process of planning to meet the needs of the Parish and the broader community; and
- to undertake its role by fostering growth within the parish family and encouraging positive relationships among all members of the Parish, and by collaborating with other parishes and the wider community. The Parish Council shall strive to unite all members of the parish.

PARISH OF THE SACRED HEART
HENLEY-ON-THAMES
CONSTITUTION OF THE PARISH COUNCIL

1. Council Membership

- a. The Parish Council (the "Council") shall consist of the Honorary Officers and the Ordinary Members (together, the "Council Members" or "Members").

The "Honorary Officers" shall consist of:

- i) the Parish Priest as President;
- ii) the Honorary Chairperson;
- iii) the Honorary Secretary;
- iv) the Honorary Treasurer;
- v) the Head Teacher of Sacred Heart School or such deputy as he or she may from time to time appoint on their behalf;

and the "Ordinary Members" shall consist of:

- vi) up to twelve (12) lay members of the Parish
- b. Nominations must be made for the Honorary Officers and Ordinary Members by not less than two members of the Parish and forwarded to the Honorary Secretary, so as to reach him or her at least seven days before the Council's Annual General Meeting ("AGM").
- c. Any person nominated must indicate their willingness to serve, if elected, by signing a form of nomination.
- d. At the AGM of the Council, to be held in or about the month of May, the officers and members shall be elected by ballot to serve for one year. All adult members of the congregation shall be entitled to attend and vote. All Council Members (except for the President) shall be elected on the basis of a simple majority.

2. Officers

- a. The Honorary Chairperson, Honorary Secretary and Honorary Treasurer shall assume the duties of their respective offices at the conclusion of the AGM. The Honorary Chairperson shall not hold office for more than 3 years. A further term of office is not permitted until at least two years thereafter.
- b. The first meeting of the Council will be called by the Honorary Secretary and shall be presided over by the Chairperson who shall preside at all Council meetings at which he or she is present
- c. In the event that the Chairperson is absent or is unable to act at any meeting of the Council, the Council Members present at the relevant meeting shall appoint an appropriate Council Member to chair the meeting.
- d. The Honorary Treasurer shall chair all meetings of the Parish Finance Committee.
- e. The Honorary Secretary will keep a written record of the proceedings of the Council and the AGM.

3. Casual Vacancies

In the event of the death or resignation of any Honorary Officer, the Council may select any Ordinary Member of the Council to fill the vacancy.

4. Meetings

- a. The Council shall endeavour to meet four times between each AGM but may meet as often as the Chairperson shall deem necessary.
- b. Every meeting of the Council shall be notified to all Council Members not less than fourteen days in advance on the instruction of the Chairperson (or the Secretary in the absence of the Chairperson).
- c. Five Council Members shall constitute a quorum
- d. Every meeting of the Council shall include the following matters as standing agenda items for consideration at each meeting:
 - Capital Expenditure
 - Parish Hall
 - Eucharistic Ministers
 - Readers
 - Choir
 - Church Cleaning
 - Flower Arranging
 - Childrens' Liturgy
 - Churches Together
 - Justice & Peace Group
 - Social Group
- e. All decisions of the Council shall be by simple majority of those present and voting. In the event of a tie, the Chairperson will have a casting vote.
- f. All minutes of the Council's meetings shall be made available to all members of the Parish by the Secretary in a timely manner via publication on the Parish website or other such method as decided by the Council from time to time.

5. Powers and Duties

- a. The role of the Council is essentially an advisory one, providing help and support to the Parish Priest in all matters connected with the Parish, and providing a forum for the legitimate views of parishioners to be heard.
- b. The Council may delegate any of its powers to a committee of its Members selected in that behalf by the Council and may appoint to 3 such committee members (or may empower any such committee members to co-opt) additional members of the Parish who are not members of the Council.
- c. At every Annual General Meeting of the Parish, the Chairperson shall on behalf of the Council report to the meeting upon the decisions reached and actions taken by the Council during the preceding year.

6. Amendment of Constitution

This Constitution may be amended by a simple majority of those present and voting at any AGM provided that a written notice of intention to move such amendment has been forwarded to the Secretary for not less than fourteen days before such a meeting and is publicised through the Parish Newsletter and website on at least two Sundays prior to the AGM.