

Parish Council Constitution

1. Name

This Council will be known as All Hallows Parish Pastoral Council (hereinafter referred to as the “Parish Council”).

2. The purpose of the Parish Council will be:

To provide the opportunity whereby the people of God meet to share the responsibility of the whole parish life and of the whole community by:

- (i) Discerning and responding to the needs of parish and community.
- (ii) Co-ordinating activities of parish organizations.
- (iii) Endeavouring to involve the whole of the parish in the work of the Church in response to the present and future needs.
- (iv) Being a means of fostering a sense of community in the parish.
- (v) Being a vehicle for communication between all parishioners of All Hallows as well as liaison between parish and diocesan bodies.
- (vi) Evaluating its projects.

3. The Parish Council will consist of:

Ten (10) members as follows:

- (a) Two (2) ex-officio members:
 - The Parish Pastor
 - School Principal
 - (Or substitute/alternative representatives of these);
- (b) Eight (8) members nominated/elected by parishioners for a term of two (2) years.

4. Election of the Parish Council:

Method of election of members:

- (i) Elections will be held on the first convenient Sunday in June of each year.
- (ii) Half the nominated/elected members shall resign, that is members that have served for one (1) term, i.e. two (2) years.
- (iii) Nominations will be taken approximately four (4) weeks before the June elections.
- (iv) In the event that there is no nomination or insufficient nominations the unfilled position may be filled by retiring members as resolved by the Parish Council through consensus or by ballot.
- (v) No elected member shall serve for more than two (2) consecutive terms, i.e. four (4) consecutive years in total. Except in the case of being appointed by resolution of the Parish Council under clause 4 (iv) or if there has been a break of one (1) year since last serving on the Parish Council.
- (vi) Formal election will be conducted by secret ballot under the supervision of returning officers appointed by the Parish Council; where there are more nominations than vacancies. Otherwise, the nominees will be deemed to have been elected to fill the vacancies in the Parish Council.

- (vii) A member shall be deemed to have resigned in the event that the member fails to attend three (3) consecutive meetings of the Parish Council, without an apology, unless excused by the Parish Council.
- (viii) If an elected member leaves the Parish Council, the Parish Council may resolve by ballot to appoint another parishioner as a replacement. Such replacement shall serve out the remainder of the term, i.e. two (2) years, of the ex-member they are replacing.

5. Parish Council procedure:

- (a) The Parish Council will meet monthly, unless otherwise determined by the members of the Parish Council. However, a period of not more than two (2) months shall pass between each meeting. The Chair of the Parish Council shall give members at least seven (7) days notice in writing of each meeting by way of itemized agenda.
- (b) Each meeting will begin and close with a prayer to guide the members in the ministry of the Parish Council. Each Parish Council meeting will last for not more than two (2) hours, unless the Parish Council decides on an extension of time.
- (c) Members will be allocated duties which will include arranging and chairing meetings, keeping minutes and records, receiving, ordering and distributing agenda items and reports, informing parishioners of the Parish Council's activities and appropriate liaison.
- (d) The Parish Council will cause minutes to be taken at each Parish Council meeting, and will require that these minutes be confirmed at the subsequent meeting.
- (e) A summary of each Parish Council meeting will be made available to parishioners on the Church notice board and/or Church bulletin.
- (f) The Parish Council will have power to appoint parishioners as ad hoc members to the Parish Council or individuals to committees at such times and for such purposes as it deems fit. Such ad hoc members or individuals to committees shall not have Parish Council voting rights.
- (g) Parishioners may attend a Parish Council meeting. Parishioners wishing to have any matter considered at a Parish Council meeting will be required to submit such a matter in writing to the Parish Secretary not less than fourteen (14) days before the meeting.
- (h) A quorum of the Parish Council shall be half of the number of members plus one. As the Parish Council is an advisory body to the Parish Pastor, should voting be equally divided on any given issue then the Parish Pastor shall have the casting vote.
- (i) Members of the Parish Council shall annually elect a Chairman at the first meeting of the newly nominated/elected members.
- (j) A representative from the Finance Committee will attend the Parish Council meetings on a quarterly basis to address the Parish Council on Parish financial arrangements.

6. Reimbursement of Parish Council expenses

Members may, with the approval of the Parish Council, be reimbursed from parish funds for any expenses incurred while on Parish Council business.

7. The Annual General Meeting

- (a) An Annual General Meeting (Parish Assembly) will be held on the first convenient Sunday in February or March of each year.

- (i) A full report from the Parish Council will be given at the Annual General Meeting.
- (ii) It will consider any other matter for which not less than fourteen (14) days' notice has been given to the parishioners.
- (b) Parishioners wishing to have any matter or notice of any motion to be put to the Annual General Meeting for consideration, will be required to submit such matter or notice of motion in writing to the Parish Secretary not less than twenty-one (21) days before the Annual General Meeting.
- (c) Advance notice of at least twenty-eight (28) days of the Annual General Meeting will be given in the parish notices, from the pulpit and in any other convenient way the Parish Council deems proper.

8. Special General Meetings

A Special General Meeting shall be called at any time on a requisition signed by twenty (20) members of the Parish or on the authority of the Parish Council. Parishioners are to be given fourteen (14) days notice thereof via parish notices, the pulpit and in any other convenient way the Parish Council deems proper. The object of the meeting is to be stated in such Notice of Special General Meeting.

9. Quorum

A quorum for an Annual and Special General Meeting shall include at least twenty (20) parishioners (including a minimum of 6 Parish Council members and 14 other parishioners).

10. Changes to Constitution

The Constitution of the Parish Council may only be changed at an Annual General Meeting, providing that the conditions contained in clauses 7 (a) (ii) and 7 (b) are observed in submitting a proposal for constitutional change to an Annual General Meeting, and that at least two-thirds of those present at the Annual General Meeting who are eligible to vote, agree to such a change.

11. Voters

Voters shall consist of those committed to a Catholic way of life as people of God, who consider All Hallows is their home Parish and who are sixteen (16) years of age and over.

12. Life of Constitution

The Parish Council Constitution shall remain in force until a motion for abolishing the Parish Council and its Constitution is passed at an Annual or Special General Meeting, providing that the conditions contained in clauses 7 (a) (ii) and 7 (b) or clause 8 are observed in submitting such proposal for abolishing the Parish Council and its Constitution to an Annual or Special General Meeting; and that at least two-thirds of those present at such meeting who are eligible to vote, agree to so abolish the Parish Council and its Constitution.