

BY-LAWS
ALTAR AND ROSARY SOCIETY OF ST. PATRICK
ST. PATRICK CATHOLIC CHURCH
COUNCIL BLUFFS, IOWA

Article 1: NAME: The organization shall be known as Altar and Rosary Society of St. Patrick.

Article 2: PATRONESS The patroness shall be the Blessed Virgin Mary under the titles of Our Lady of Good Counsel and Our Lady of Champion.

Article 3: MISSION The mission of the Altar and Rosary Society of St. Patrick is to enhance the spiritual growth of the parishioners by demonstrating care of the altar and the church environment, by promoting the praying of the rosary, and growing in community as Catholic women.

Article 4: MEMBERSHIP

A. ELIGIBILITY:

1. Membership is open to all females of St. Patrick parish, including those who have received the sacrament of Confirmation.
2. Women over 80 years of age are honorary members and are no longer required to pay dues.
3. Attendance at monthly meetings is encouraged.

B. YEAR: The membership year begins in September and ends in August.

C. BENEFITS OF MEMBERSHIP:

1. Members have the right to nominate themselves or others for a position on the Governing Board.
2. Each member has one vote when business is transacted.
3. All members are expected to take a role on the Governing Board at some time.
4. A Rosary will be said by the membership for the deceased member at the next meeting.

D. DUES

1. Dues are \$25 per household.
2. Dues are payable by October 1 to the Finance Chair to be included in the membership listing.
3. Dues are payable at the time someone joins.

4. Dues are used to pay for the activities that support the mission of the organization.
5. No one will be denied membership due to financial hardship.

E. AFFILIATIONS: The Society will continue to affiliate with the Diocesan Council of Catholic Women (DCCW) and the National Council of Catholic Women (NCCW).

Article 5: MEETINGS

A. FREQUENCY: The Governing Board will determine the date and time of the meetings for the current year; this calendar will be published and posted on the website.

B. VOTING: To transact business, there shall be a simple majority of voting members present at a regular or special meeting, including at least two governing board members.

Article 6: GOVERNING BOARD MEMBERS AND DUTIES

A. The Governing Board and their associated duties are as follows:

1. LEADERSHIP:

a. Chairperson

- Officiate(s) at monthly business meetings, governing board meetings, and any special meetings;
- Prepare(s) the agendas for all meetings;
- Chair(s) the Nominating Committee for the upcoming Governing Board;
- Act(s) as spokesperson(s) for the organization;

b. Co-Chairperson

- Officiate(s) at meetings in the absence of the Chairperson;
- Promote(s) to the Chairperson for the next term when her term ends, or should the Chairperson becomes incapacitated or resign(s);
- Conduct(s) the Installation Ceremony as needed.

c. The Secretary/Finance/Membership Chair

- Records the minutes of all meetings and publishes the minutes in print and on the Society portion of the Parish website with Parish Communications Coordinator;
- Serves as corresponding secretary;
- Documents expenditures and requests payments from the Church office
- In coordination with the Church office, prepares monthly financial reports with income/expenditures;

- Is responsible for collecting the dues and maintaining a current list of active members and member information (phone numbers, email addresses, etc.).

d. Hospitality Chair

- The Governing Board determines annually if one is needed;
- Serves as hostess for monthly meetings and special Society events;
- Is responsible for acquiring refreshments for the meetings.

e. Public Relations Chair/Rosary Chair

- Role may be filled by one or two members, could be a co-chair position;
- Communicates and promotes the Society and its meetings, activities and events through various channels;
- Is responsible for coordinating with the Parish office to publicize the upcoming meetings, speakers, and events;
- Takes photos of Society events and maintains historical records of the Society;
- Is responsible for leading the Rosary prior to all meetings and the innovative promotion of the praying of the rosary to the parish community;
- Provides ongoing education and promotion of the rosary throughout the year.

f. Altar Chair

- Is responsible:
 - to care for the altar linens, vessels, and candles;
 - to provide an attractive decor for the altar and the church;
 - to maintain the vestments and altar servers garments;
- Receives advice/training from Pastor and prior Altar Chairs and attends monthly Liturgy Committee meetings;
- Takes photos of altar and church to maintain a record of decorations, supplies, and articles in the church.

2. SPIRITUAL DIRECTOR

- He will be the pastor or a deacon who is appointed by the pastor.
- He may attend Governing Board meetings and Society meetings.
- As Spiritual Director, he has one vote.
- His term is ongoing until reappointment by the pastor.

B. The Governing Board will be formed by a volunteer process through discernment with the Holy Spirit.

1. PROCESS

a. In January of each year, the Governing Board will review the status of current Board members and the continuation of their position. The Public Relations Chair will publicize through the Parish Communications Coordinator that we are seeking volunteers for the next Governing Board. There will be an opportunity for candidates to petition for a position on the upcoming Governing Board. Members of the Society in good standing may be nominated. It is expected that all positions will be filled by the end of the March meeting.

C. Co-Chairpersons will honor and give recognition and appreciation to any outgoing board members and will welcome new members at the April meeting.

Article 7 AMENDING THE BY-LAWS The By-Laws may be amended by a simple majority of the members present at either a regular or special meeting. A notice of such meeting must be made prior to the meeting and announced through the Parish Communications Coordinator. The intended By-Law changes must be stated in writing in the announcements.