

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.~~
~~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. ~~to be a member in good standing.~~

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 Mass will be said in the memory of a deceased member on her birthday following her death.~~
- ~~5. A Rosary will be said by the membership for the deceased member at the next meeting.~~
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D. DUES

1. Dues are \$~~25~~20 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: ~~Monthly general meetings are to be held September through May, excluding the month of December.~~ 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, officers and two chairpersons.~~

Article 6: GOVERNING BOARD MEMBERS AND DUTIES

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

1. ~~Officers:~~ LEADERSHIP:

a. ~~Chairperson~~The PRESIDENT(S)

- 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, ~~as the Presidential term(s) come(s) to an end;~~
- Act(s) as spokesperson(s) for the organization;
- ~~Promote(s) to the position of Immediate Past President when her one year term ends.~~

b. ~~Co-Chairperson~~ The VICE PRESIDENT(S)/PROGRAM CHAIR(S)

- Officiate(s) at meetings in the absence of the ~~Chairperson~~President;
- ~~Chair(s) the Program Committee and introduce(s) the speakers at the meetings;~~

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- Promote(s) to the ChairpersonPresident(s) for the next term when her ~~one year~~ term ends, or should the ChairpersonPresident(s) becomes incapacitated or resign(s);
- Conduct(s) the Installation Ceremony as needed.;

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c. The Secretary/Finance/Membership Chair
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.).
- _____
- ~~Serves for a one year term.~~

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d. The IMMEDIATE PAST PRESIDENT(S)

- ~~Advise(s) the Board for a one year term;~~
- ~~Supervise(s) the election of officers and chairpersons and the discernment process for selecting specific positions on the Governing Board;~~
- ~~Conduct(s) the Installation Ceremony for the new governing board in May.~~

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2. Chairpersons (each has a one year term)

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a. Finance Chair/Membership

- ~~Documents expenditures and requests payments from the Church Business Manager.~~
- ~~Prepares a budget for the upcoming year and gains approval from the Governing Board and the Church Business Manager.~~
- ~~In coordination with the Church Business Manager, prepares monthly financial reports with income/expenditures and at least quarterly a comparison of actual vs. budget.~~

- Chairs the Membership committee, which is responsible for collecting the dues, growing the membership and maintaining a current list of active members and member information (phone numbers, email addresses, etc.).

db. Hospitality Chair

- The Governing Board determines annually if one is needed;
- Serves as hostess for monthly meetings and special Society events;
- Chairs the Hospitality Committee, which is responsible for acquiring refreshments for the meetings and welcoming program speakers.

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c.e. Publicity/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;
- Chairs the Publicity/Public Relations Committee, which is responsible for maintaining coordinating with the Parish office the Society portion of the parish website; to and publicizing the upcoming meetings, speakers, and events;
- Takes photos of Society events and maintains historical records of the Society; in the bulletin and on the website and by other means, as appropriate; and assists the secretary with publishing the minutes of all meetings.
- 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.

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d. Rosary Chair

- Chairs the Rosary Committee, which 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 educational programs, especially during October, which is Rosary Month, and May, the Month devoted to Mothers and especially Mary.
- Supervises and promotes May Crowning.

fe. Altar Chair

- ~~Chairs the Altar Committee, which is~~ 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.~~

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32. 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.~~selected by a combination of an election (voting) and a discernment process.~~

1. ~~ELECTION~~-PROCESS

- a. ~~In January-February of each year, a nominating committee, chaired by the current President, will be appointed to nominate 15 or more candidates for the upcoming Governing Board. 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. Any member may nominate herself or make a nomination from the floor at the March meeting.~~
- b. In March, the Nominating Committee will present the slate of candidates to the Governing Board for approval.
- c. In April, the candidates will be presented to the Society at their regular meeting.

~~d. In April, the election will take place among the members and the top vote getters would be announced.~~

- ~~• The Immediate Past President will preside over the election process to determine the most efficient method of voting, so every member has the opportunity to vote, ie. homebound members.~~
- ~~• The ballot will identify the candidates and the number of selections to make.~~

~~2. DISCERNMENT PROCESS~~

~~During the first week of May, the Immediate Past President will conduct a discernment process, including prayer, reflection, and discussion to discern which role is most suitable for each member of the upcoming Governing Board. In the event of a vacancy or indecisions, the Immediate Past President will make an appointment based on her assessment and the election results.~~

- ~~• NOTE: Officers may not serve consecutive terms in the same office.~~
- ~~• A Chairperson can only serve in the same position for two consecutive terms.~~

~~3. INSTALLATION~~

~~The Immediate Past President will conduct the installation of the incoming Governing Board members at the regular May meeting.~~

- ~~• C. Co-Chairpersons The Past President will honor and give recognition and appreciation to the any outgoing board members and will welcome new members at the April meeting.~~
 - ~~• The Spiritual Director or his appointee will honor the Past President for her three years of Leadership.~~

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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 ~~at least one month~~ prior to the meeting and announced ~~through the Parish Communications Coordinator both in the bulletin and at the previous regular meeting.~~ The intended By-Law changes must be stated in writing in the announcements.

~~Article 8:—Robert's Rules of Order, Newly Revised shall be the authority of parliamentary procedures. A Parliamentarian may be appointed by the president, if requested by one or more Society members.~~