

Saint Alphonsus Altar and Rosary Society

Since 1942

Constitution and By-Laws 2022

Article I: Name

St. Alphonsus Altar and Rosary Society

Article II: Mission

The Altar and Rosary Society works to promote devotion to the Blessed Mother while assisting the parish and community through spiritual, social, and service activities and events – the corporal and spiritual works of mercy in action.

The Altar and Rosary Society is a multi-faceted Ministry:

1. Promotes devotion to the Most Holy Rosary of the Blessed Mother, Mary
2. Dedication to the upkeep of the Altar and Sacristy
3. Provides an opportunity to be part of a community within the church, to build Christ centered friendships and at the same time be apostles with time and talent.

Article III: Membership

1. St. Alphonsus Altar and Rosary Society welcomes all women of the parish as members. Members are invited to attend meetings of this Society, to participate in activities and works of charity.
2. The Officers of this organization shall be:
 - a. President:
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. The Pastor (ex-officio)The term of office shall be (2) years.
3. Election of Officers – The President will appoint at least 3 members to the Nominating Committee. This committee will provide a slate of officers at the first meeting of the new year. The Official installation of the new officers shall take place in the first regular meeting of the start of the new year.

Article IV: Officers

1. President:
 - a. Presides at regular and special meetings plus be an ex-officio member of all committees.
 - b. Sets up quarterly and special committee meetings.
 - c. Appoints 3 members to the Nominating Committee.
 - d. Appoints 2 members to an Audit Committee

- e. Acts as the official Spokesperson for the Altar and Rosary Society for matters pertaining to the Altar and Rosary Society business.
- 2. Vice President:
 - a. Shall be responsible for the activities of the President in her absence.
 - b. Shall welcome and invite new members of the Parish to the Society.
- 3. Secretary:
 - a. Record the minutes of each meeting and will review the minutes of the last meeting at the succeeding meeting. These minutes shall be posted to the Altar and Rosary Society webpage on the parish website.
 - b. Maintains a record of all members and contact information.
- 4. Treasurer:
 - a. Handles the money – deposits income and pays bills.
 - b. When checks are written the Church Office Manager will also sign the check next to the Treasurer.
 - c. An audit of the treasury books will be done at the end of each year by the Audit Committee. A report will be submitted to the President and recorded in the minutes.
 - d. The Treasurer will give a report of income and expenditure at each Society Meeting.
 - e. The Audit Committee will audit the treasury books at the end of each year.

Article V: Meetings

- 1. The Altar and Rosary Society will hold quarterly meetings for officers and members. Additional meetings of the Officers or Membership may be held to tend to new business or plan responses to events.
- 2. Two Members and two Officers shall constitute a quorum for the transaction of business.
- 3. Parliamentary Procedures – Robert's Rules of Order, Revised.

Article VI: Order of Business at Meetings

- 1. Call to Order by the President
- 2. Opening Prayer
- 3. Minutes of the last meeting
- 4. Treasurer Report
- 5. Committee Reports
- 6. Correspondence
- 7. Old Business
- 8. New Business
- 9. Pastor's comments
- 10. Date of next meeting
- 11. Closing prayer

Article VII: Committees

1. Altar and Sacristy Committee
2. Funeral Committee - Provides lunch for families of a parishioner who has died.
3. Nominating Committee - Provides a slate of officers for the next year.
4. Audit Committee – Reviews the Treasurer’s books and submits the report.
5. Circle Leaders
6. Quilting Group

Article VII: Amendments

This Document may be amended by a 2/3 vote by Members present.

Article IX: Authority

This Document supersedes any previous Constitution and By-Laws.

Signed:

Date:

President _____

Vice President _____

Secretary _____

Treasurer _____