

St. Henry Catholic Church Altar Society

Constitution and Bylaws

(2015)

ARTICLE I: NAME

The name of this organization shall be St. Henry Altar Society.

ARTICLE II: PURPOSE

- A. St. Henry Altar Society provides many services for the parish.
- B. St. Henry Altar Society also provides the satisfaction of working and growing together as fellow parishioners and friends.

ARTICLE III: MEMBERSHIP

- A. All women of St. Henry parish shall be considered members of the Altar Society.

ARTICLE IV: MEETINGS AND DUES

- A. The regular meeting shall be held the first Tuesday night of each calendar month from September through May unless otherwise specified.
- B. Dues are not required for membership.

ARTICLE V: FISCAL RESPONSIBILITY

- A. The fiscal year shall be July 1 through June 30 of the following year.
- B. An audit committee of 3 members shall be appointed at the May meeting. The committee shall audit the Altar Society financial records and return the records to the treasurer within 30 days after the close of the fiscal year.
- C. The audit committee is responsible for gathering all inventory and other records by the end of the fiscal year.

ARTICLE VI: OFFICERS AND ELECTIONS

- A. All elected officers - must be active participating members of St. Henry Parish.
- B. The elected officers shall be President, Vice President, Secretary, and Treasurer.
- C. Officers shall be elected annually in the month of April except for the President. The office of Vice President is elected for a 2 year term, assuming the responsibility of the office of the President the second year.
- D. Officers shall be installed during the May meeting.
- E. Officers shall assume their official duties July 1.
- F. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board. If a vacancy occurs in the office of President, the Vice President shall assume the duties of that office.

ARTICLE VII: DUTIES OF OFFICERS

- A. The President shall preside at all Altar Society and Executive Board meetings. The President can appoint all committee chairpersons and shall be an ex-officio member of all committees, except the nominating committee. The President can only vote to break a tie at any meeting. The President shall sign checks in the absence of the Treasurer.
- B. The Vice President shall assume the duties of President in her absence. She shall serve as President her second year. The Vice President shall coordinate programs and childcare as deemed necessary.
- C. The Secretary shall keep the records and minutes of all meetings of the organization and shall perform such other duties as may be delegated to her.
- D. The Treasurer receives all monies of the organization, pays all Altar Society bills, and keeps an accurate record of receipts and expenditures. The organization's books shall be closed and made available to the Audit Committee at the close of the fiscal year.

ARTICLE VIII: EXECUTIVE BOARD

- A. The Executive Board shall consist of the current officers. The immediate past President, when present, shall act in an advisory capacity only.
- B. The Executive Board shall meet at the discretion of the President. A quorum of the Executive Board shall be 3 members.
- C. The president shall also be the chairman of the Executive Board.
- D. The Executive Board can approve emergency expenditures within the limits of the approved budget. Any non-emergency expense in excess of \$100.00, other than the normal operating expense for ongoing activity, must be approved by the general membership.
- E. Solicitation requests within the guidelines and limits of the budget are to be decided by a majority vote of the general membership. If time is restricted, solicitation requests will be decided by the Executive Board and reported to the general membership at the next regularly scheduled meeting.

ARTICLE IX: NOMINATING COMMITTEE

- A. The President shall form a volunteer committee of 3 or 4 members to serve on the Nominating Committee at the regular meeting in March. If on one volunteers, the President will appoint the committee members.
- B. The Nominating Committee shall report at the April meeting. Elections shall be held at the April meeting.
- C. A majority vote of those members present shall constitute an election.
- D. Nominations may be made from the floor after the report of the Nominating Committee.
- E. Only persons who have signified their consent to serve, if elected, shall be nominated.

ARTICLE X: SCHOLARSHIP COMMITTEE

- A. The President shall ask for 3 or 4 volunteers to serve on the Scholarship Committee at the regular meeting in February.
- B. The committee will follow established guidelines to determine the winner(s).
- C. The winner(s) will be announced at the May meeting.

ARTICLE XI: BUDGET COMMITTEE

- A. The President shall ask for 3 or 4 volunteers to serve on the Budget Committee at the regular meeting in February.
- B. The committee will submit an annual budget for the following year to the general membership for approval at the March meeting.

ARTICLE XII: BYLAW REVIEW COMMITTEE

- A. The President shall ask for volunteers to serve on the ^{Bylaw} Budget Committee at the regular February meeting every 5 years. Beginning in 2015 and continuing in 2020, 2025, 2030, etc.
- B. The committee will submit any suggested changes at the March meeting.
- C. The Constitution and Bylaws can be amended by a majority vote of the members present at the April meeting.

ARTICLE XIII: COMMITTEES

Standing Committees may include, but are not limited to the following:

1. Church Decorating
2. Bazaar
3. Crafts
4. Funeral
5. Scholarship – see Article X
6. Bylaw Committee – See Article XII
7. Audit Committee – see Article V
8. Nominating Committee – see Article IX
9. Receptions

ARTICLE XIV: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable.