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# CONSTITUTION AND BYLAWS OF HOLY SPIRIT ALTAR SOCIETY

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Approved September 17, 2019



## **HOLY SPIRIT ALTAR SOCIETY**

### **CONSTITUTION**

#### Article I Name

The name of this organization shall be the *Holy Spirit Altar Society* (“Altar Society”).

#### Article II Objectives

The objectives of the Altar Society shall be:

- To labor for the proper adornment and cleanliness of the House of God at Holy Spirit Catholic Church in Mustang, Oklahoma.
- To foster and contribute to the works of the Lord.
- To take care of the immediate needs of the altar and to supply the needs of the sacristy.
- To provide for altar wine, altar breads, and candles.
- To unite the women of the Parish as devout persons working for the good of the parish.
- To organize, provide and serve bereavement dinners to the family of deceased parishioners.
- To host events in the parish for special occasions.
- To work together to raise the necessary funds to carry out the stated objectives of the Altar Society.

#### Article III Membership

All women of the parish, 18 years of age or older whether or not they pay dues, are members of the Altar Society and are encouraged to take an active part in the proceedings  
The Pastor or his designee shall be the Spiritual Director.

#### Article IV Officers and Their Election

The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and President Emeritus (the immediate past President who shall serve as Advisor.) These officers shall comprise the Executive Board of the Altar Society.

The Pastor or his designee shall serve as an ex-officio member of the Executive Board.

Officers shall be Catholics in good standing.

The officers shall be elected by dues paying members of the Altar Society at a general meeting in May and shall assume the duties of their office in July.

Article V  
Meetings

Regular meetings of the Altar Society shall be held, according to the schedule, parliamentary authority and quorum requirements outlined in the Bylaws.

Article VI  
Guilds

Guilds shall be formed to support the objectives of the Altar Society.

Article VII  
Spiritual Benefits

A Mass shall be offered once each month for the spiritual and temporal welfare of the members of the Altar Society. A Mass shall be offered for each member following her death. The stipend for these Masses shall be provided from the treasury of the Altar Society.

Article VIII  
Amendments

This Constitution may be amended in the same manner as outlined for amendments in the Bylaws.

**BYLAWS**

Article I  
Membership Dues

1.1 The dues for membership in the Altar Society shall be determined annually by the Executive Board.

1.2 Only dues paying members are qualified to serve in any of the elected or appointed positions and to have the right to vote on Altar Society business.

Article II  
Terms of Office

2.1 All officers shall be elected for a one-year term and shall hold the same office no more than two consecutive terms. If no other nominee can be found, then the current officer may be nominated and duly elected for an additional term of office.

2.2 Any officer shall be automatically removed from office if she does not comply with the *Constitution and Bylaws of the Holy Spirit Altar Society*.

2.3 Any officer shall be automatically removed from office if she is absent for three consecutive meetings.

2.4 The one-year term shall begin July 1 and end June 30 with the provision that all officers (incoming and outgoing) shall meet at least once each summer.

### Article III Elections

Nominations may be made beginning in March. The slate of nominees shall be presented to the membership at the next general meeting. Additional nominations may be made from the floor at the May meeting provided the nomination is for a member who has been previously approved by the Executive Board. Election shall take place at the May general meeting.

### Article IV Duties of Officers

4.1 Duties of President. The duties of the President shall be as follows:

- The President shall conduct all meetings and appoint all committees not otherwise provided for in the *Bylaws*.
- The President shall set an agenda and provide it to members at large at least one week prior to each meeting of the Altar Society.
- Any vacancies of offices shall be filled by appointment with the approval of the Executive Board and the Pastor of the parish.
- The President (or her designee) shall attend *Parish Pastoral Council* meetings on behalf of the Altar Society.
- The President shall inform the Pastor of the parish of all Board decisions.
- The President has the authority to approve expenditures of up to \$150 without the approval of the Board. Any such expenditure must be reported at the next general meeting.
- The President shall oversee an annual audit of the Treasury of the Altar Society.
- The President has the authority to sign checks in the absence of the Treasurer.

4.2 Duties of Vice-President. The Vice-President shall be Membership Chairman of the Altar Society. In the absence of the President, she shall exercise the authority of the President. It is her duty to notify Board members of Board meetings. She shall keep a full list of all dues paying members, and provide a copy to the Secretary.

4.3 Duties of Secretary. The Secretary shall keep a record of the minutes of each meeting – Board, regular, and called. She is the custodian of all Altar Society records of minutes and correspondence.

4.4 Duties of Treasurer. The Treasurer shall be the custodian of the funds of the Altar Society. She shall deposit all monies and pay all bills at the direction of the President. She shall develop an annual budget to be presented and voted on for approval at the September meeting. She shall provide a

written account of all financial activity at each regular and special meeting and make an annual report of all activity as it compares to the approved budget.

4.5 Duties of Parliamentarian. The Parliamentarian shall keep informed regarding *Rules of Order* and shall give rulings when requested to do so and she shall be able to cite the *Constitution and Bylaws, Robert's Rules of Order*, meeting procedures, and act as consultant.

4.6 Duties of Historian. The Historian shall keep a record of events pertaining to the Altar Society.

4.7 Duties of President Emeritus. The President Emeritus shall act as an advisor to the Executive Board.

#### Article V Order of Business Meetings

The Executive Board will determine the date and time of regular meetings prior to the first regular meeting in September and will communicate their decision to the membership in advance.

Parliamentary authority shall be the most current version of *Robert's Rules of Order*.

All motions approved or rejected at any meeting must be carried by a majority vote of those dues paying members who are present.

A quorum shall consist of at least three officers and seven paying members to conduct business.

#### Article VI Guilds

Guilds shall be formed as extensions of the Altar Society. Membership in the Guilds shall be open to all women of the parish. The purpose of the Guilds is to connect with other women, make friends and share in the love of Christ.

6.1 Each Guild shall exist under patronage of a saint and have a Chairman and Vice Chairman.

6.2 The Guild Chairman shall:

- a. Serve as a non-voting advisor to the Executive Board of the Altar Society
- b. Attend the Altar Society meetings
- c. Be in charge of her respective Guild activities and projects
- d. Serve as Chairman for no more than two consecutive years.

6.3 The Vice Chairman shall:

- a. Serve as Chairman in the absence of the Chairman
- b. Assist the Chairman in all Guild activities and projects or as needed
- c. Serve as Vice Chairman for no more than two consecutive years.

6.4 Guild meetings are to:

- a. Be informal and may occur monthly from September through May
- b. Include a spiritual activity.

6.5 Guilds are encouraged to participate in Altar Society activities such as receptions, bake sales, bereavement dinners, Annual Craft Fair, etc.

6.6 The formation of any new Guild must be approved by the Executive Board.

Article VII  
Committees

7.1 Fundraising Committees:

- a. The Arts & Craft Fair Committee
  - The Arts & Craft Fair held each fall shall be the main fundraiser for the year.
  - The committee shall be responsible for the organization, advertising, and management of the Craft Fair.
- b. The Bake Sales Committee
- c. Any other fund raising activities must be approved by the Executive Board prior to being initiated.

7.2 Martha Committees:

- a. Bereavement Dinner Committee
  - This committee shall be responsible for providing a meal for the families of the deceased.
  - The Altar Society is responsible for providing the meat and drinks. All other food shall be donated by the members.
  - The committee will be responsible to contact members to solicit those donations.
- b. First Communion Reception Committee
  - This committee shall be responsible for planning and preparing for the reception after the First Communion Mass each year, including recruiting of volunteers to prepare for and serve the reception.
- c. Confirmation Reception Committee
  - This committee shall be responsible for planning and preparing for the reception after the Confirmation Mass each year, including recruiting of volunteers to prepare for and serve the reception.
- d. Special Hospitality Events Committee
  - This committee shall be responsible for planning and preparing for the special receptions or other events as requested by the Pastor or approved by the membership at large, including recruiting of volunteers to assist.
- e. Altar and Sacristy Committee
  - This committee shall be responsible for maintaining the cleanliness of the Altar and Sanctuary, and providing for the needs of the Altar and the Sacristy at the church.

7.3 Mary Committees:

a. Retreats Committee

- This committee shall be responsible for planning and carrying out an annual retreat for the members of the Altar Society.

b. Devotional Committee

- This committee shall be responsible for planning and carrying out devotional activities for meetings (special reflections, prayers, etc.), and devotional activities outside of meetings (Rosaries, Divine Mercy Chaplets, etc.).

Article VIII  
Amendments

Any and all amendments to the Constitution or Bylaws are to be submitted to the Executive Board in written form for consideration and approval before being sent to the membership for their consideration. All dues paying members of the Altar Society are to receive a copy of the proposed amendment in advance of the meeting in which the amendment is to be discussed.

After discussion and any suggestions for word change or revision, it is to again receive the approval of the Executive Board before the vote is taken. All members are urged to be present for the vote, which may be taken at that meeting.

A two-thirds vote of the dues paying members present at the meeting in which the amendment is voted on is required for adoption of any amendment.

## **Constitution of the Holy Spirit Catholic Church Altar Society**

### **Summary of Amendments History:**

Original Constitution Adopted September 8, 1997

Current Constitution (with all amendments incorporated) Adopted May 8, 2000

First Amendment Approved May 13, 2002

- Article III – Terms of Office: modified to provide for term of office to begin June 1;
- Article IV – Elections: modified to provide for officers to assume duties in June
- Article V – Duties of Officers: modified to provide for approval of treasury by at least three officers and two trustees of the Executive Board

Second Amendment Approved March 10, 2003

- If no other nominee can be found, the current officer may be nominated and duly elected for an additional term of office.

Third Amendment Proposed March 15, 2011: (Date of approval unknown)

- Article IV, Elections, Section II: modified to provide for slate of nominees at April general meeting and nominations from the floor at May meeting.
- Article V, Duties of Officers: modified to provide for review and approval of treasury by at least three officers and two dues paying members at large (instead of two trustees).
- Article VI, Order of Business Meetings: provided for regular meeting date and time to be set by Executive Board prior to the first regular meeting in September and communicated to the membership in advance.

Amendments proposed April 19, 2016 and approved May 17, 2016):

Amendments proposed August 2019 and approved September 17, 2019:

- To the Constitution, a new Article VI, Guilds was added and the remaining articles were renumbered to accommodate this addition.
- To the Bylaws, a new Article VI, Guilds was added and the remaining articles were renumbered to accommodate this addition.