

St. Patrick's Altar, Rosary & Activity Society By-Laws

ARTICLE I – MISSION

As an organization within and of St. Patrick's Parish, Bloomington, Illinois, the mission of the society is to promote Catholic, Christian faith, charity and fellowship through service, organization and support of parish activities. Our Blessed Mother is the Patroness of the Society with the title of Our Lady of the Snows.

ARTICLE II – OBJECTIVES

Section 1. To promote an attitude of friendship, fellowship and belonging within the parish.

Section 2. To promote frequent attendance at Mass, reception of the Holy Sacraments, practice of Catholic devotions, and the education and development of members regarding the Catholic faith.

Section 3. To work with the Pastor to determine, prioritize and plan projects to help meet the needs of the parish and execute an annual calendar of events.

Section 4. To raise funds for general operating expenses, spiritual projects, and parish service projects.

ARTICLE III – MEMBERSHIP, DUES & BENEFITS

Section 1. Membership is open to all registered families or individuals of Historic St. Patrick Parish.

Section 2. There are not dues to belong to the Society.

Section 3. Benefits:

- A. Membership provides a venue for fellowship among parishioners and the opportunity to share time, talents, and treasures in service to the parish community.
- B. A Mass is said for the living members once a year.
- C. When a parishioner dies, the Society has a Mass said for the parishioner. Members will attend and recite the Rosary at the next general meeting.
- D. In November, a Mass is said for all deceased members.

ARTICLE IV – OFFICERS AND THEIR ELECTION

Section 1. The Society's fiscal year is July 1 through June 30.

Section 2. The officers shall be President, Vice-President, Secretary and Treasurer. Only members of the Society living in accord with God's Commandments of the Church shall be eligible for election to these offices. No person shall hold more than one office at a time.

Section 3. The Vice-President shall automatically assume the office of President at the conclusion of the President's first term. If, however, the Vice-President declines the Presidency, the President may, at his or her discretion and with the approval of the Pastor, serve a consecutive second term. A Vice-President that declines succession to Presidency, shall vacate the office of Vice-President and a nomination and election of a new Vice-President shall be conducted. If at the end of the President's second term, the new Vice-President declines succession of office, nomination and election for both offices shall take place. The offices of Secretary and Treasurer are one-year terms and elected annually. Officers shall not serve more than two consecutive terms in any one office. The pastor must approve the selection of the Officers.

Section 4. The Nominating Committee shall prepare a list of nominees for such offices to be filled, along with biographies of the nominees. The ballot for officers will be distributed at a general meeting. In addition, write-in votes may be made on the ballots.

Section 5. Officers shall be elected no later than the May general meeting of each year and shall take office July 1. Officers shall hold office until June 30, unless the term of the office is terminated.

Section 6. Officers shall be elected by a majority vote of all ballots cast. The Election Committee shall be responsible for tabulating the ballots.

Section 7. If a vacancy occurs in any office by reason of death, resignation, or otherwise, the pastor in consultation with the president or president pro-tem shall appoint an individual for the unexpired term of the office vacated. The appointed officer must meet the eligibility requirements for election.

ARTICLE V – DUTIES OF OFFICERS

Section 1. In executing their individual duties, the officers shall work collaboratively to carry out the Society's mission and objectives. The officers shall work in consultation with the Pastor.

Section 1. July is devoted to developing and planning a budget and calendar of events.

Section 3. The **President** of the Society shall:

- A. Be the executive head and preside at all meetings.
- B. Be responsible for the enforcement of the by-laws and ensure a review every two years.
- C. Prepare an agenda for the Pastor prior to general meetings prior to meetings subject to his approval, and for distribution to the members at the meeting.
- D. Respond to Committee reports and recommendations in a timely manner.
- E. Prepare an annual calendar to be presented at the August general meeting.
- F. Inform members of the by-laws and calendar events.

- G. Turn over to the successor all relevant records, papers, books, documents and all other property of the Society. “Property of the Society” is part of the temporal goods and property of St. Patrick’s Parish, Bloomington, Illinois, henceforth in these bylaws.

Section 4. The **Vice-President** of the Society shall:

- A. Perform duties as delegated by the President.
- B. Perform duties of the President in her/his absence or disability.
- C. Send welcome cards to new parishioners.

Section 5. The **Secretary** of the Society shall:

- A. Record all proceedings, distribute copies of the minutes and make corrections as needed.
- B. Organize and maintain records of the Society.
- C. Provide information about the Society and activities to the Pastor for inclusion in the church bulletin in a timely manner.
- D. Turn over to the successor all relevant records, papers, books, documents and all property of the Society.

Section 6. The **Treasurer** of the Society shall:

- A. Be responsible for the custody of the funds and their proper disbursement.
- B. Maintain the membership roster.
- D. Prepare a budget. The budget shall be presented to the membership for approval at the August general meeting.
- E. All expenditures shall be presented to the membership.
- G. Present Mass cards, as stipulated elsewhere in the by-laws to the Pastor.
- H. Submit a monthly report to the parish office.
- I. At the end of the Treasurer’s term, turn over to the Auditing Committee all funds, records, papers, documents and all property having to do with financial of other transactions and business of the Society.

ARTICLE VI – ROLE OF THE PASTOR

The pastor is, by virtue of his assignment, Ex-Officio Head of the Society. He will also be called upon to help determine Society activities and responsibilities, particularly with respect to the parish calendar, fund expenditures and event planning, and to provide guidance with respect to alignment of activities with the Society’s mission, and the Church’s teachings and missions. The Pastor, as steward of all temporal goods of St. Patrick’s Parish, Bloomington, Illinois, has final say on all expenditures and activities, real and proposed. The pastor may amend these By-Laws at any time.

ARTICLE VII – COMMITTEES AND THEIR FUNCTIONS

Section 1. There shall be operating and standing committees appointed from the Society membership by the officers. Appointments will be made in the context of general or executive meetings.

Section 2. Operating Committees:

- A. **Auditing Committee** of two non-officers with financial experience. Auditing Committee will audit the Treasurer's reports before turning the books over to the successor.
- B. **Nominating Committee** of four, consisting of: the current President unless considering re-election, in which case another officer will take her/his place instead, two members not considering office, and the Pastor. The Pastor's to ensure nominees meet the paschal precepts.
- C. **Election Committee** of two members who shall tabulate ballots and report the results during the May meeting.
- D. **Executive Committee** will include the pastor and officers whose function as a committee is to review and execute all matters involving the Society, within the guidelines of the by-laws and the functions of each office, and with knowledge and consent of the Pastor.

Section 3. Standing Committees:

- A. **Supply Committee** will maintain a list of cleaning supplies, paper goods and incidentals used in the parish hall and church; conduct monthly inventories of existing supplies and determine what needs to be replenished; contact vendors to place orders for delivery or pick-up; and account for quantities and provide copies of invoices to the Treasurer for payment.
- B. **Cleaning Committee** is responsible for cleaning the church, completing a list of tasks on a weekly or monthly basis as directed by the Pastor. Also, committee leaders will organize an annual cleaning crew to complete a more thorough cleaning of the church as directed by the pastor, such as washing pews and cleaning carpets. The leaders are also responsible for organizing a cleaning committee, notifying the Supply Committee chairperson and/or Pastor of equipment repair, cleaning supplies and special needs.
- C. **Sunshine Committee** is responsible for acquiring information from the Pastor on a weekly basis regarding cards for parish shut-ins and/or hospitalized parishioners. Coordinate efforts with the representative of St. Patrick's Eucharistic Minister program on a regular basis.
- D. **Funeral Luncheon Committee** is responsible for assembling a group to manage the logistics of and serve funeral luncheons as requested by the bereaved and/or Pastor.
- E. **Parish Events Committees** will organize and coordinate events identified in the Society's annual calendar of events. Each event will have a separate Parish Event Committee.
- F. **ASTA Nursing Home Committee** is responsible for extending Catholic Christian fellowship to the Catholic residents of ASTA minimally at Christmas.
- G. **Mission Committee** coordinates projects to help in the community.

Section 4. There shall be other committees authorized and directed by the Officers as needed. All Committee chairpersons are responsible for providing the Parish Secretary with the correct and pertinent information for the Sunday bulletin.

ARTICLE VIII – MEMBERSHIP MEETINGS

Section 1. Meetings are ordinarily held at 6:15 p.m. of the second Tuesday of each month in the parish hall.

Section 2. At Society meetings, a quorum is required to pass any proposals or requests, except those provided elsewhere in the by-laws. A quorum shall consist of three of the four officers plus a minimum of six additional members.

Section 3. Written agendas are provided for all members to follow during the meeting.

Section 4. The general meeting is opened with a prayer for intentions followed by a decade of the Rosary and a petition for our Patroness to pray for us.

Section 5. Attendance will be taken and all new members and guests will be recognized.

Section 6. Roberts Rules of Order will be followed.

Section 7. The Agenda will include:

- A. Prayer
- B. Old business.
- C. New Business
- D. Announcements

ARTICLE IX – AMENDMENTS TO BY-LAWS

These by-laws may be amended and repealed subject to two-thirds vote of members present at a general meeting. The Pastor must approve the amendment prior to its being placed before the membership for voting. The Bishop reserves the right to amend in part or whole these By-Laws at any time at his own discretion.

Altar, Rosary & Activity Society By-Laws

Adopted: _____

Approved by Pastor: _____

Date: _____