

Saint Agatha's Altar Society

Constitution

2-3-2019

God assures us it is His delight to be with his children. This, His abode, should be a worthy place, a beautiful and clean Sanctuary. It shall be the duty, therefore, of this worthy Society to provide for the needs of this Sanctuary within the House of God. Thus, we wish also to sanctify our hearts that He may find within us a worthy and beautiful dwelling place.

ARTICLE I The name of the organization shall be Saint Agatha's Altar Society under the patronage of OUR LADY OF GOOD COUNSEL.

ARTICLE II PURPOSE

Section 1 To further our own spiritual sanctification as the means necessary for success in the work of the Lay Apostolate.

Section 2 To provide all articles pertaining to the Sanctuary, including vestments, candles, wines, altar breads, linens, flowers and incense.

Section 3 To continue our affiliation with the Archdiocesan Council of Catholic Women in furthering the work of the Archbishop and the Clergy

Section 4 To create interest and aid in the solution of current problems, which concern the welfare of the parish and the community.

Section 5 To serve as an instrument through which the society members of the parish may speak and act as a unit.

ARTICLE III MEMBERSHIP

Section 1 All members of the parish are eligible to be members of the Altar Society. Dues will be set for the coming year by a majority vote of the members present at the monthly meeting.

Section 2 Members are asked to pay yearly dues, beginning in January of each year.

Section 3 Honorary members may be nominated at any meeting and approved by a majority vote of members present.

ARTICLE IV BENEFITS

Section 1 Members shall be entitled to Spiritual Benefits as follows:

- a. Holy mass will be offered once a month for all living and deceased members.
- b. At least one mass will be offered for the repose of the soul of a deceased member.
- c. Members are encouraged to attend the Rosary and Funeral of a deceased member.

ARTICLE V ORGANIZATION

Section 1 The Altar Society shall be governed by the elected officers.

Section 2 A Board of Directors, composed of the President, Vice-President, Secretary, Treasurer, and the immediate Past President, shall have the privilege and power to act in emergencies.

ARTICLE VI OFFICERS AND THEIR DUTIES

Section 1 The elected officers of the Altar Society shall be: President, Vice-President, Secretary, and Treasurer.

Section 2 Altar Society President

The Altar Society President is the executive of the total organization. She shall preside at all regular meetings and Board of Directors meetings. Shall act as the contact between the Altar Society and the Parish Priest in regard to the use of the parish facilities. The President shall be an ex-officio member of the Altar Society Committees except the Nominating Committee. The President shall perform all duties as required by the office. The President shall, within thirty days after her term of office has completed, turn over the records pertaining to the office to the incoming President.

To run for the office of President, a candidate must have served at least six (6) months as a Saint Agatha's Altar Society officer.

Section 3 Altar Society Vice-President

The Altar Society Vice-President shall take the place of the President if the President is absent and shall at all times assist the President in furthering the purposes of the Altar Society. Shall be the primary coordinator of the Altar Care. At the end of the Vice-President's term, shall turn over to the incoming officer all records pertaining to the office.

Section 4 Altar Society Secretary

The Altar Society Secretary shall keep the minutes of the regular meetings and Board of Directors meetings and shall preserve these records for the successor. Shall furnish a copy of the minutes of any meeting within two weeks to the President. Shall maintain membership records. At the end of the Secretary's term, shall turn over to the incoming officer all records pertaining to the office.

Section 5 Altar Society Treasurer

The Altar Society Treasurer shall receive, record and deposit all funds collected for any purpose in the bank account within three business days. Collecting and counting of funds received shall include the Treasurer and an additional member in good standing. Shall pay by check all approved bills. Two signatures shall be required on all checks issued, with the Treasurer and the President as designated signatories. The Pastor to act as alternate for either of the signatories. A monthly bank statement is reviewed by the Pastor first, then it is distributed to the Altar Society Treasurer. A copy is kept on file in the Parish Business Office. A written report shall be given at each meeting to the Secretary and President and in addition an oral report shall be given to the members at each meeting. A yearly review shall be made after the First of July by the President. At the end of the term of office, the Treasurer shall turn over all records to the incoming Treasurer.

ARTICLE VII MEETINGS

Section 1 The Altar Society shall hold regular meetings from September to June Inclusive.

Section 2 A quorum of ten (10) members, which must include three officers of which the immediate Past President may be one, shall be required to hold a regular Altar Society meeting.

Section 3 The election of Officers shall be held at a regular meeting in June. Installation is to be held at the regular meeting in September.

Section 4 Outgoing Officers shall meet with the incoming officers before the September installation meeting to turn over all papers pertaining to the offices and to explain their duties.

Section 5 Board of Directors meetings shall be called by the President to plan and transact the business that cannot be managed during the monthly meetings.

ARTICLE VIII TERMS OF OFFICE

Section 1 The Term of office of all elected members of the Altar Society shall be two years. They may be re-elected for another term of two years but shall not remain in any office for more than two consecutive terms.

ARTICLE IX AMENDMENTS

Section 1 This constitution may be amended at any regular meeting by a two-thirds vote of those present, provided the proposed amendment has been submitted in writing to the Board of Directors for the prior approval thirty days before a regular scheduled meeting. The Board of Directors shall review the constitution annually.