

Sacred Heart Altar Society Constitution & Bylaws

CONSTITUTION

MISSION STATEMENT

The Altar Society exists to enhance worship at Sacred Heart Catholic Church by devoting time, talent, and treasure to create an altar and sanctuary that bespeaks the glory of God; to care for the needs of the altar and the Sacristy, to promote spiritual fellowship and friendship among all women of the parish.

1. NAME.

The name of this organization shall be the Sacred Heart Altar Society, hereinafter referred to as The Altar Society.

2. PURPOSE.

- 2.1. To promote hospitality, prayer, formation, and service.
- 2.2. To cultivate and promote a greater devotion and appreciation of our Lord Jesus Christ present in the Eucharist and the Most Blessed Sacrament, and of Mary, the Blessed Mother of our Lord.
- 2.3. To promote the integrity of the parish liturgical celebrations of the church.
- 2.4. To make expenditures of funds (e.g., liturgical, church hall, school, rectory, and to provide and care for linens, vestments, candles, host, and wine) with a majority vote of its members present at the monthly meeting of The Altar Society and/or the expressed request and/or permission of the Pastor of Sacred Heart Catholic Church.
- 2.5. To provide full and prompt disclosure to the Pastor and the Pastoral Staff of Sacred Heart Catholic Church of all operations and functions of The Altar Society, actual or proposed, that may affect the spiritual and temporal well-being of the parish.

3. **MEMBERSHIP.**

- 3.1. All women of Sacred Heart Catholic Church, who have attained at least eighteen years of age shall be eligible to be members of The Altar Society.

4. **OFFICERS.**

- 4.1. The Altar Society officers shall be the President, Vice President, Secretary, and Treasurer.

BYLAWS

5. **DUTIES.**

- 5.1. The President shall be the lay executive of The Altar Society. The President shall schedule meetings, set the agenda, preside over all meetings, preserve order, and enforce the Constitution and the Bylaws of The Altar Society.

- 5.1.1. Shall call special meetings when deemed necessary.

- 5.1.2. Shall be a non-voting member of the parish council and shall perform all other duties ordinarily attached to the Office of The President.

- 5.1.3. Should an office become vacant for any reason, The President shall fill such vacancy for the remainder of the term by appointment.

- 5.2. The Vice President shall preside over any meetings when The President is absent and shall perform all the duties of the President.

- 5.2.1. Shall be eligible for the office of the President when The President's term expires.

- 5.2.2. Shall serve as President for the remainder of the term should the office of The President become vacant for any reason.

- 5.2.3. Shall act as Parliamentarian of The Altar Society.

- 5.2.4. Shall be responsible for maintaining an accurate, up-to-date list of all Circles and the members of each Circle.
- 5.3. The Secretary shall maintain an accurate written record of the proceedings, acts, and transactions of The Altar Society.
 - 5.3.1. Minutes will be read and approved at the next monthly meeting.
 - 5.3.2. Minutes of each monthly meeting are to be filed with the parish office.
 - 5.3.3. Maintain an accurate, up-to-date listing of all members of The Altar Society, circle members, and leaders of each.
 - 5.3.4. Shall act as Secretary for all minutes of The Executive Board.
 - 5.3.5. Shall assist The President with correspondence.
 - 5.3.6. All written records shall be made available upon request by any member of The Altar Society.
- 5.4. The Treasurer shall be responsible for the finances of The Altar Society and shall deposit all monies in the bank account(s) approved by the Pastor of Sacred Heart Catholic Church.
 - 5.4.1. All bank accounts shall be held in the name of The Sacred Heart Altar Society.
 - 5.4.2. Shall be provided with adequate working funds to take care of necessary incidentals.
 - 5.4.3. The President and The Treasurer shall be authorized signatures on all bank accounts.
 - 5.4.4. All disbursements shall require the signature of The President and The Treasurer.

- 5.4.5. Shall prepare and submit a financial report at each monthly meeting of The Altar Society.
 - 5.4.6. Shall keep accurate records of receipts and expenditures.
 - 5.4.7. The Executive Board reserves the right to audit the finances of The Altar Society when deemed necessary.
 - 5.4.8. The Treasurer will not provide reimbursement of any expenditure without a majority vote of The Altar Society at the monthly meeting.
- 5.5. All Officers shall provide all records and data about the office at the end of their term to the newly elected officers.

6. ELECTIONS.

- 6.1. The elections shall take place in accordance with the procedures set forth and established in the Bylaws of The Altar Society. An officer shall be elected every two (2) years in April made by ballot.
- 6.2. The term of office for all officers shall be two (2) years not to exceed a total of four (4) consecutive years.
- 6.3. The offices of The President and The Vice President shall not be occupied by the same individual for a term exceeding a total of four (4) consecutive years.
- 6.4. No former officer of The Altar Society shall be eligible for re-election to the office for two (2) calendar years following the expiration of said former officer's term in office. Notwithstanding the restrictions outlined in this section, The Vice President shall be considered eligible for election of The President.
- 6.5. Election ballots will be counted by three (3) members of The Executive Board.
- 6.6. Officers of The Altar Society, severally and collectively, shall serve with the approval of the Pastor of Sacred Heart Catholic Church and may be removed from office at any time upon written notification of the Pastor or the Pastor's duly appointed representative.

- 6.7. Any Altar Society members wishing to run for office must submit their names to the authorized Pastoral Staff by March 1st of the election year.
- 6.8. The names of all candidates running for office shall be published in the parish bulletin, at least two (2) weeks before the election at the April monthly meeting. If the meeting is canceled for any reason, the elections will be held within three (3) days of the cancelation.
- 6.9. The installation of the newly elected Officer shall take place during the May meeting.
- 6.10. Officer shall assume their new duties effective on July 1st.

7. **DUES.**

- 7.1. The annual dues of The Altar Society shall be established by a majority vote of the members present at the May meeting for the next fiscal year.

8. **MEETINGS.**

- 8.1. A monthly meeting will be held on the third (3) Monday of every month except June and July to conduct the business of The Altar Society.
- 8.2. Written notification of a meeting will be published two (2) weeks before the meeting is held. A meeting shall not be held without prior written notification.
- 8.3. Non-voting special meetings may be called by The President as circumstances require. Written notice of special meetings is waived.
- 8.4. Executive Board meetings may be called by The President as circumstances may require. Actions taken by The Executive Board must be ratified during a monthly meeting of The Altar Society.
 - 8.4.1. An Executive Board shall consist of the duly elected officers and a representative from each Circle. A Quorum of The Executive Board shall consist of no less than seven (7) in-person at a meeting within forty-eight (48) hours of the request.

- 8.4.2. An Executive Board meeting will be called in the event the Pastor of Sacred Heart Catholic Church has requested expenditures of The Altar Society before the next monthly meeting.
- 8.4.3. An Executive Board may, with the approval of the Pastor of Sacred Heart Catholic Church, carry out emergency decisions between monthly meetings of the members.
- 8.4.4. Actions taken by The Executive Board must be ratified during the next monthly meeting of The Altar Society.
- 8.4.5. The Pastor of Sacred Heart Catholic Church is an ex-officio member. He shall serve as the Spiritual Director.

9. **Campaign.**

- 9.1. Members of The Altar Society shall determine the number(s) and timing of appropriate opportunities to proactively maintain financial stability when deemed necessary.
- 9.2. All opportunities must be discussed with and approved by the Pastor of Sacred Heart Catholic Church.

10. **Benefits.**

- 10.1. The Altar Society shall have a Mass offered in May for all living members and a Mass said in November for all deceased members.
- 10.2. Upon the death of a member of The Altar Society, a member(s) shall attend the Mass to honor the deceased member.

11. **CIRCLES.**

- 11.1. A Circle shall be responsible for a short activity or devotion at the monthly meeting on a rotating basis.

- 11.2. A Circles' membership shall be established no later than August 1st of each calendar year.
- 11.3. The total number of Circles shall not exceed twelve (12), one (1) for each calendar month.
- 11.4. At which time, an additional twenty (20) Circle members have been added collectively, an additional Circle shall be created. Shall a Circle fall below fifteen (15), that Circle shall be evenly divided among the remaining Circles.
- 11.5. Each member of a Circle may request a copy of the Circle's membership, including names, addresses, telephone numbers, and email addresses, if available.
- 11.6. Each Circle will include a Circle Leader and a Co-Leader to oversee the activities of their Circle. The Circle Leader shall be agreed upon by the Circle members.
- 11.7. Circle Leaders and Co-Leader shall attend six (6) monthly meetings of The Altar Society annually.
- 11.8. Each Circle shall meet quarterly or as called by the Circle Leader and/or The Vice President.
- 11.9. Shall be responsible for providing food (e.g. bread, desserts, and salad) and/or hosting funeral dinners on a rotating basis.
- 11.10. Shall be responsible for providing desserts at the annual Knight of Columbus Lenten Fish Fries. The Circle members will be responsible for working the dessert, enchilada sales table, and cleaning up as needed on a rotating basis.
- 11.11. Circle Leaders will be responsible for contacting current members of their Circle Member by October 1st to confirm the Circle members' continued activity with the Circle. Shall a Circle Member request to be removed from a Circle, the Circle Leader will notify The Vice President.

12. PARLIMENTARY AUTHORITY.

- 12.1. Robert's Rule of Order, Newly Revised, shall be the authority of parliamentary procedure for all meetings, when not consistent with the Bylaws.


13. AMENDMENTS AND BYLAWS.

- 13.1. The Pastor of Sacred Heart Catholic Church may propose a review of the Constitution and Bylaws as deemed necessary.
- 13.2. The Constitution and Bylaws shall be reviewed every five (5) years from the date of execution. The President may propose a review of The Constitution of The Altar Society as deemed necessary. The Constitution and Bylaws may be amended at the March meeting by a two-thirds (2/3) vote by The Altar Society members present, provided the amendment has been communicated in advance to all The Altar Society members. In the case of an extraordinary circumstance, a special meeting may be held if needed to consider something without advance notice.
- 13.3. The Executive Board shall complete a review of the Constitution and Bylaws. Upon approval from the Pastor of Sacred Heart Catholic Church, suggested changes will be submitted at the next monthly meeting for approval.
- 13.4. The Constitution and Bylaws can be ratified by two-thirds (2/3) of The Altar Society members present.

This Constitution is subject to all the regulations Code of Cannon Law, His Holiness the Pope, and the Bishop of Wichita.

The Sacred Heart Altar Society Constitution and Bylaws have been implemented this 18th day of March, in the year of our Lord 2024 at Sacred Heart Catholic Church, Frontenac, Kansas 66763.


Father Josh Evans (Pastor)


Teri Kinyon (President)


Lucinda Bonine (Vice-President)


Janis Shaffer (Secretary)


Marilyn Taylor (Treasurer)