

**CONSTITUTION AND BYLAWS OF THE ROSARY ALTAR SOCIETY
OF THE CHURCH OF ST. CATHERINE OF SIENA, FARMINGDALE, NEW JERSEY**

CONSTITUTION

ARTICLE 1 – NAME

Section 1: The name of this organization shall be the Rosary Altar Society of the Church of St. Catherine of Siena, Farmingdale, New Jersey, hereinafter referred to as the Society.

ARTICLE 2 – MISSION

Section 1: St. Catherine’s Rosary Altar Society works to spread devotion to the Blessed Mother while assisting the parish and community through spiritual, social, and service activities and events, the corporal & spiritual works of mercy in action.

ARTICLE 3 – PURPOSE

Section 1: To honor our Blessed Mother by regular reception of the Holy Eucharist.

Section 2: To recite the Rosary as requested by the Confraternity rule as well as in church before each meeting.

Section 3: To assist the Sacristan, as needed, in caring for the Church/Altar.

Section 4: To promote spiritual growth, Christian charity, and fellowship among its members and in the home, the church and the community.

Section 5: To provide ways and means of raising money for projects initiated by the Society and to assist in parish activities.

ARTICLE 4 – MEMBERSHIP

Section 1: All women of the parish are eligible for membership.

Section 2: Regular members shall pay dues, recite the Rosary weekly, attend meetings and take part in activities of the Society.

Section 3: Supporting members shall pay dues, recite the Rosary weekly, take part in activities of the Society, but are not required to attend meetings.

Section 4: To receive the spiritual benefits of membership, the members must be officially received and enrolled, with their names inscribed in the Register of the Society.

Section 5: Official reception into the Society will take place during the month of October and any other time at the discretion of the Spiritual Director.

ARTICLE 5 – MEETINGS

Section 1: Regular meetings shall be held September to June inclusive.

Section 2: Executive board meetings shall be held a minimum of three times a year.

ARTICLE 6 – VOTING

- Section 1:** Each member shall have the right to cast one vote on each motion or action brought before a meeting of the membership for their determination in accordance with the Bylaws adopted by this Society.
- Section 2:** Voting shall be by voice vote. Requests for other than a voice vote shall be in accordance with the Bylaws of the Society and Robert’s Rules of Order.
- Section 3:** A simple majority of voting members is all that is necessary for these motions or actions.

ARTICLE 7 – ELECTIONS

- Section 1:** A Nominating Committee shall compile a list of eligible candidates for office and submit it to the membership.
- Section 2:** Elections shall be held as provided for in the Bylaws.
- Section 3:** The candidate receiving a majority vote for the designated office shall be considered elected to that office.

ARTICLE 8 – OFFICERS

- Section 1:** The officers of the Society shall be a Spiritual Director, President, Vice-President, Secretary and Treasurer.
- Section 2:** The term of office shall be two years for each officer.
- Section 3:** Officers may serve no more than two consecutive terms in the same office.
- Section 4:** In the event of the death or resignation of an officer, a successor shall be appointed by the Spiritual Director and the President.

ARTICLE 9 – DUTIES OF OFFICERS

- Section 1:** The Spiritual Director of the Rosary Altar Society is the pastor of the Church or his designated appointee. The Pastor is the true source of authority for the administration of the activities of the members.
- Section 2:** The President shall preside at all meetings of the Society.
- Section 3:** The Vice President shall work closely with the President and shall act for the President in case she is absent. She will also perform such duties as the President may delegate within the authority of the Bylaws of this Society.
- Section 4:** The Secretary shall keep a record of all proceedings of all meetings of the Society, handle all correspondence pertaining to the Society, and any other duties as given in the Bylaws of the Society.
- Section 6:** The Treasurer shall receive all funds and deposit them in the bank designated by the Society. She shall prepare a report on the financial condition of the Society for presentation at the meetings.

ARTICLE 10 – COMMITTEES

Section 1: The President shall appoint all committee chairs as needed.

Section 2: Committee chairs shall be selected from among the membership of the Society.

Section 3: The term of office for each Committee Chair shall be a minimum of one year.

ARTICLE 11 – DUTIES OF COMMITTEES

Section 1: The chairs and members of all committees shall abide by the guidelines in the Bylaws of the Society.

ARTICLE 12 – EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers and the Spiritual Director. Committee Chairs are welcome at Executive Board meetings, but are not required to attend.

Section 2: The Executive Board shall meet at the discretion of the President to plan the overall activities of the Society.

Section 3: The Executive Board shall have the authority to establish the dues for membership in the Society.

ARTICLE 13 – AMENDMENT

Section 1: The membership of the Society may amend this Constitution by a two-thirds majority vote of the members voting. The proposed amendment(s) shall be presented to the general membership at least two weeks before the deadline by which the vote to adopt will take place.

Section 2: The members of the Executive Board shall approve the recommended changes before they are presented to the general membership.

ARTICLE 14 – AUTHORITY

Section 1: Robert's Rules of Order, Revised, shall constitute the Parliamentary Authority for all matters not addressed by this Constitution and Bylaws.

Adopted:

September 12, 2018

BYLAWS

ARTICLE 1 – MEETINGS

- Section 1:** At least three regular membership meetings shall be held each year (September through June).
- Section 2:** Additional membership meetings shall be held as needed.
- Section 3:** Membership meetings shall include reports from the Secretary, the Treasurer and all applicable committees.
- Section 4:** Smaller, working groups shall meet as needed to accomplish the work of the Society.
- Section 5:** Executive board meetings shall be held a minimum of three times a year.

ARTICLE 2 – DUES

- Section 1:** The amount of the annual dues shall be set by the Executive Board of the Society and will be due in September or at the time of joining the Society.

ARTICLE 3 – QUORUM

- Section 1:** The quorum for a regular membership meeting shall be the members present.
- Section 2:** The quorum for an executive board meeting shall a minimum of three members and shall include at least two of the officers.

ARTICLE 4 – DUTIES OF OFFICERS

- Section 1:** The Pastor may, at his discretion, decree the election of any official or dispense with same.
- Section 2:** The President shall preside over all meetings of the Society, appoint all committees not otherwise provided for and shall be a member ex-officio of all committees except the Nominating Committee.
- Section 3:** In the absence or disability of the President, the Vice President shall perform all the duties of the President. She shall directly oversee all the functions and committee chairs of the Society's functions. She shall also be the delegate, if there is a Parish Council.
- Section 4:** The Secretary shall keep a record of all proceedings of all meetings of the Society.
- Section 6:** The Treasurer shall receive all funds and deposit them in the bank designated by the Parish. She shall prepare a report on the financial condition of the Society for presentation at the meetings. All bills approved for payment by the Society shall be paid by checks signed by the Pastor.

ARTICLE 5 – COMMITTEES

Section 1: Committees appointed by the President may include Program, Sunshine, Membership, Ways & Means, Hospitality, Publicity and Nominating. She may also appoint a Financial Secretary and any committees needed for activities throughout the year.

ARTICLE 6 – DUTIES OF COMMITTEES

Section 1: The Program Chair shall arrange interesting and suitable programs for one or more meetings subject to the approval of the President and Spiritual Director of the Society.

Section 2: The chair of the Sunshine Committee shall arrange for an announced Mass to be offered by the Society for the repose of the soul of any deceased member, parent, husband or child of a member. She shall send a sympathy card to the bereaved family of a parishioner upon notice of the person's death.

Section 3: The chair of the Membership Committee compiles a complete roll of the members of the Society, welcomes new members and takes pertinent information from new members to be filed with the Financial Secretary. She also collects an initiation fee for a medal and candle and turns the fee over to the Treasurer. She shall also introduce all new members to the membership.

Section 4: The chair of the Ways & Means Committee shall take charge of any 50/50 raffles at meetings. She shall also suggest new money-making projects with the approval of the President and Spiritual Director.

Section 5: The chair of the Hospitality Committee shall contact members whose turn it is to provide refreshments (cake, cookies or something similar) for the meeting. She will also check before the meetings to make sure there is a sufficient supply of coffee, tea, napkins, spoons, sugar and creamer for refreshments.

Section 6: The chair of the Publicity Committee shall oversee all publicity pertaining to the Society including the Rosarian newsletter if one is published.

Section 7: The chair of the Nominating Committee shall present a slate of officers to the membership in alternate years before the end of the Society year.

Section 8: The Financial Secretary shall keep a record of dues paid and attendance of members at meetings and special events.

ARTICLE 7 – ELECTIONS

Section 1: Officers shall be elected in May and assume office at the end of the June meeting.

Section 1: Only paid members shall be eligible to vote in the election of officers or any other voting that shall arise throughout the year.

ARTICLE 8 – FISCAL YEAR

Section 1: The fiscal year of the Society shall be July 1 to June 30. The financial records of the Society shall be reviewed annually.

ARTICLE 9 – AMENDMENTS

Section 1: The membership of the Society may amend these Bylaws by a two-thirds majority vote of the members voting. The proposed amendment(s) shall be presented to the general membership at least two weeks before the deadline by which the vote to adopt will take place.

Section 2: The members of the Executive Board shall approve the recommended changes before they are presented to the general membership.

ARTICLE 10 – EFFECTIVE DATE

Section 1: These Bylaws shall become effective and in force immediately upon promulgation to the membership at a regular meeting.

Adopted:

September 12, 2018

POLICIES

1. The dues for 2018-2019 shall be \$10 per member, but no member will be barred from membership due to inability to pay. This yearly dues amount shall remain in effect until revised by the Executive Board.
2. St. Catherine's Rosary Altar Society shall contribute to the liturgical costs of the parish such as candles, altar linens, vestments, etc. in an amount to be determined by the Executive Board and as funds are available.