**SAINT JOSEPH’S CATHOLIC CHURCH**

**ROSARY ALTAR SOCIETY BYLAWS**

**MISSION**

**The Rosary Altar Society is Catholic women doing spiritual and corporal works of mercy whenever and wherever needed. The ladies will provide support to our pastor focusing on the beautification and maintenance of the altar and worship space in conjunction with the other parish groups. There are many activities and projects that will be completed which will unite members and build a strong bond in the parish.**

**MEMBERSHIP**

**All ladies of Saint Joseph’s Catholic Church are considered members of the Rosary Altar Society. Annual dues of $5.00 are payable at the January meeting or at the time of joining. Attendance at the monthly meetings is important but not mandatory to be a member in good standing.**

**SPIRITUAL REWARDS**

**All members will share in the offering of the Mass held once a month for the living and deceased members of the Rosary Altar Society. Two Holy Masses will be offered for each deceased member at the time of their death.**

**OFFICERS**

**At least four women serve as officers for a two-year term commencing in January. The positions are President, Vice President, Treasurer, and Secretary. There shall be alternate elections of officers with the President and Secretary one year and the Vice President and Treasurer the next year. At the end of the President’s term a new yearbook will be established with new committee chairmen appointed.**

**At the January meeting the President asks for nominations from the floor. There needs to be at least one candidate for the positions presented to the membership. A verbal vote is held; it can be by position or for the entire slate of officers. The installation of the new officers takes place following the election.**

**OFFICERS DUTIES**

**President: The President shall preside at all meetings and see that the rules and regulations of the Society are carried out and appoint necessary committees. She may call an executive meeting of fellow officers for special meetings. She may cancel a meeting in an emergency. She shall perform all other duties of the office.**

**Vice President: The Vice President shall perform the duties of the President in her absence and be the Membership Chairman. Membership Chairman shall promote membership in the Society.**

**Secretary: The Secretary shall keep a record of proceedings of all meetings and shall attend to all correspondence of the Society at the direction of the President.**

**Treasurer: The Treasurer shall receive all income of the Society, pay bills authorized by the membership, and keep an accurate account of all paid members. She shall give a written report at the regular meetings and provide a copy to the Secretary. The books shall be closed for Audit December 31. The officers plus two appointed members will audit the books and set a new budget to be presented at the January meeting.**

**Executive Committee: The Executive Committee consists of the elected officers and the Immediate Past President. The Executive Committee will review the Bylaws as needed and will make recommendations for change when necessary. There shall be two readings of the Bylaws before a verbal vote shall be taken.**

**MEETINGS**

**The Altar Society will meet on the third Tuesday of the month in the basement of the church at 7 pm. A spiritual program will be presented after completing the agenda. The committee of that month will provide refreshments and fellowship.**

**A summer parish picnic may be held at the park in July.**

**AGENDA**

**Typical meeting agenda includes:**

 **Opening Prayer**

 **Call the meeting to order**

 **Minutes**

 **Correspondence**

 **Treasurers Report**

 **Bills**

 **Committee Reports**

 **Altar Linens/Cleaning**

 **DCCW**

 **Courtesy**

 **Funeral Dinner**

 **CCD/CYO Food**

 **Manor Bingo**

 **Lenten Luncheons**

 **Liturgical Flowers**

 **Christmas Social**

 **Visiting Clergy Host/Food**

 **Purchasing**

 **Fall Dinner**

 **DRE**

 **Prayer Chain**

 **Spiritual Program**

 **Scholarship**

**Old Business**

**New Business**

**Business items for next meeting**

**Adjourn**

**Closing Prayer**

**Spiritual Program**

**Refreshments and Fellowship**

 ***Secretary’s Report***

***At each meeting the Secretary makes available to the membership the minutes of the prior meeting and asks for corrections and then approval. The Secretary reads to the membership any communications received since the last meeting.***

***Treasurer’s Report***

***At each monthly meeting the Treasurer makes available to the membership the balance of all accounts, the previous month’s expenses and income, and the fiscal year-to-date expenses and income verses budget. A copy will be given to the secretary to be filed with the minutes.***

***The books will be audited in December and a budget prepared for the January meeting. The audit and budget preparation will be done by the officers plus two members appointed by the president.***

**Budget Report**

***The budget committee (officers and two members appointed by the president) in special session will audit the books and set the budget for the next year. The budget contains anticipated income and proposed expenses by category for the year. The budget must be approved by membership by a verbal vote at the January meeting.***

***Expenditures that are normal, routine, within budget, and fall with-in the guidelines of the mission statement do not need prior approval from membership. All other expenditures will need approval by membership. If time does not permit, a majority of officers must approve the expenditure, not to exceed $200.***

***Committee Reports***

***All committee chairwomen are appointed for two years by the president before the January meeting. Expenses incurred by committees that are within budget are reimbursed by the Altar Society. All chairwomen having a report are called upon by the president at the monthly meeting to share their report with the membership. Roles and responsibilities of the committees are vital.***

***Monthly Committee Activities***

***Funeral Dinners, CCD and CYO snacks, Hostess at monthly meetings, Provide refreshments at monthly meetings, Lenten Luncheons, picnics, meals, etc.***

***SCHOLARSHIP***

**A scholarship will be given each year to a senior. The application must be received by March 15. The Scholarship Committee will select the student and report at the April meeting. The amount of $500 shall be awarded at the completion of the first semester of college.**

**AFFILIATIONS**

**The St. Joseph’s Rosary Altar Society shall be affiliated with the National Council of Catholic Women and the Diocesan Council of Catholic Women. The Rosary Altar Society shall send a delegate or alternate to the D.C.C.W. and Deanery meetings. The delegates shall give a report at the following meeting.**

**The Rosary Altar Society President or delegate may be sent to the N.C.C.W. and D.C.C.W. Conventions. The conventions expenses may be paid by the Rosary Altar Society, the amount to be determined by the membership.**

**Revised 12-17-2013**