

## **CONSTITUTION AND BY-LAWS**

### **Sacred Heart Altar Rosary Society**

#### **Holy Angels Church**

#### **Sidney, Ohio**

### **Approved at December 5th, 2022 Meeting**

#### Article I Name of the Society

This Society shall be known as the Sacred Heart Altar Rosary Society of Holy Angels Church, Sidney Ohio

#### Article II Object of the Society

Section 1 – The object of this Society is for all women of the parish to unite in one body to promote devotion to the Sacred Heart of Jesus; to support projects decided upon by the Society to met the needs of the parish; and to create and foster a spirit of friendliness and sociability among the women of the parish. More specific details of our activities are listed in section XI.

Section 2 – Spiritual Benefits. The Society shall have a Holy Mass offered annually for the living and deceased members on the Feast of the Sacred Heart, or a designated day in June.

#### Article III Membership

Section 1 – Every woman of good religious standing of the parish, who is 18 years and older, is entitled to membership and all privileges of the Society.

#### Article IV Duties of Members

Members are encouraged to attend the Society meetings and to actively support the operation of the Society by serving on committees. All members are encouraged to attend the anniversary Mass in June and to receive Holy Communion.

#### Article V Officers of the Society

The affairs of the Society shall be conducted by a corporate body of officers consisting of Co-Presidents, Co-Vice Presidents, Secretary, Treasurer, Chief Communication Officer and Historian.

#### Article VI Nominations

Section 1 – The Co-Presidents, during the first quarter of the year, shall solicit a slate of candidates for the various officers of the Society. The annual election and installation of officers shall take place at the May meeting of the Society. All officers will take charge of their office June 1<sup>st</sup> and will serve for a term of one year.

Section 2 – Any office vacated mid-term will be filled by another member by vote of the officers at their next scheduled officer's meeting.

## Article VII Meetings

The Society shall meet on the first Monday of May and December and the second Monday of September. The agenda will include opening and closing devotions, a regular business meeting with reports from committees and social time.

## Article VIII Parliamentary Procedures

The rules contained in Robert's Rules of Order shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the constitution and by-laws or special rules of this Society.

## Article IX Amendments

Amendments to this constitution or by-laws must be presented at regularly scheduled meetings. If two-thirds of the members present approve, it shall become a law or amendment. Proposed amendments shall be communicated to members for their review no less than 30 days prior to the meeting utilizing electronic methods available to the Society leadership.

## Article X Duties of Officers

Section 1 – The Co-Presidents shall schedule and preside at all member meetings. An agenda shall be created and approved by the leadership team prior to the meeting. Additionally, the Co-Presidents shall schedule and preside at officer meetings held at regular intervals to ensure proper oversight of the organization. The Co-Presidents shall ensure that executive leadership is operating within the established constitution and by-laws.

Section 2 – The Co-Vice Presidents shall ensure that membership committees are operating within the established constitution and by-laws, solicit members to serve on all membership committees and work closely with the Chief Communication Officer to ensure membership activities are appropriately publicized. Co-Vice Presidents are also responsible for the solicitation of donated items for raffles. Co-Vice Presidents shall ensure that refreshments, entertainment/speakers, opening and closing devotions are arranged for membership meetings.

Section 3 – The Secretary shall keep minutes of all meetings of the Society and ensure their approval by the executive committee and shall answer all communications addressed to the Society. She shall work closely with the Chief Communication Officer to ensure membership meetings are appropriately publicized.

Section 4 – The Treasurer shall keep an accurate account of all the finances of the Society and prepare an annual report. She shall dispose of the money as designated by the Society. She shall keep an up-to-date record of all members of the Society and work closely with the Chief Communication Officer to ensure that women of the parish are encouraged to actively support the Society's mission. A review of the treasurer's books will be conducted annually by an independent accountant and approved by the executive committee.

Section 5 – The Historian shall keep an orderly and up-to-date record of the Society's activities. She shall keep pictures, articles, news releases and other memorabilia of all the Society's activities which would be of interest.

Section 6 – The Chief Communication Officer, at the discretion of the executive committee, shall direct the flow of press release information related to the Society to interested parties and distribute content to promote our brand and activities utilizing blog posts, newsletters and emails.

#### Article XI Membership Activities

Section 1 – Ways and Means: Fund raising is accomplished through periodic raffles, winners drawn at membership meetings, as well as periodic bake sales. Raffle items are solicited throughout the year and members are asked to support the raffle by purchasing tickets. Additionally, members are asked to donate items for the bake sales. The frequency of raffles and bake sales can vary based on financial planning needs.

Section 2 – Bereavement: The Society offers bereavement support to parishioner families by providing volunteers who, at the direction of the family arranged catering service, will support set-up and clean-up of food and beverage items in local community halls.

Section 3 – Social Activities: The Society will schedule social membership outings from time to time that will focus on providing devotion to the Sacred Heart of Jesus.

Section 4 – Receptions: The Society supports many receptions throughout the year at the direction of the parish staff. Examples of these receptions include 25th and 50th wedding anniversary celebrations, church dignitary visits and parish liturgical events. Receptions may include providing and serving coffee, punch, cookies, etc. by Society members. Committees should submit expenses to Society Treasurer.

Section 5 – Parish Picnic: The Society provides financial support for the Parish Picnic by providing a sandwich and dessert stand and donating 100% of the proceeds to the Parish Picnic committee.

Section 6 – Sanctuary Expenses: The Society provides financial support for items utilized in the Sanctuary. Examples include: refurbishing chalices, purchasing altar cloths, purchasing vestments when needed, donating funds to purchase candles and financially supporting the purchase of hosts.

Section 7 – Sanctuary Flowers: The Society provides funding for Christmas and Easter Sanctuary flowers.

Section 8 – Religious in Training: The Society provides financial support for religious in training.

Section 9 – Lehman Chapel Fund: The Society provides financial support to the Lehman Chapel Fund.

Section 10 – Holy Relics Chapel: The Society provides an annual financial donation to the Maria Stein Shrine of the Holy Relics chapel.

Section 11 – Soup Kitchen: The Society provides financial support to the soup kitchen in Sidney Ohio.

Section 12 – Clergy Christmas Gifts: The Society provides Christmas gifts to parish clergy.

Section 13 – First Communion Gifts: The Society provides gifts to parish communicants.