

BYLAWS

OF THE ST. MARY'S ALTAR SOCIETY

ARTICLE I – NAME

The title of this organization shall be the St. Mary's Altar Society of Bismarck, North Dakota, in the Diocese of Bismarck. Hereinafter the organization shall be referred as the Altar Society.

ARTICLE II – OBJECTIVES

The objectives of the Altar Society will be:

- A. To promote Christian charity, friendship, and unity among its members;
- B. To offer Masses and prayers for the living and the deceased members;
- C. To offer members spiritual guidance and support;
- D. To provide St. Mary's Church with articles used in the celebration of the sacraments;
- E. To assist in providing materials to enhance the physical environment of St. Mary's Church and parish.

ARTICLE III – MEMBERS

Section 1: Membership

Membership is granted to all registered members of the St. Mary's Parish Family.

Section 2: Dues and Finances

- A. Members shall pay dues each January, the amount to be determined.
- B. At age 80, members may be excused from all donations and dues.
- C. The Fiscal Year shall be: July 1 to June 30 of the following year.

Section 3: Spiritual Advisor

The Pastor of St. Mary's Parish or a priest appointed by him shall be the Spiritual Advisor of the Altar Society.

ARTICLE IV – OFFICERS, ELECTIONS AND DUTIES

Section 1: Officers and Terms of Office

- A. The permanent officers shall be President, Past President, Secretary, and Treasurer.
- B. The term of office shall be two years.
- C. Officers may not serve more than two consecutive terms.

Section 2: Elections

- A. A Nominating Committee will be appointed by President, with approval of the Executive Committee, in October to present a slate of officer candidates at the November meeting to be elected at the December meeting.
- B. Election of officers will occur during the December meeting. Newly elected officers will assume their offices as of the close of the December meeting.
- C. President and Secretary will be elected in odd number years, to assume office January 1 of the following year.
- D. Treasurer will be elected in even number years.
- E. Vacancy of officer due to resignation or other reasons
 - 1) Officer will be elected by the general membership to fulfill the unexpired term of the vacated position.

Section 3: Duties

- A. The duties of the President shall be to:
 - 1) Preside at the meetings of the Altar Society;
 - 2) Preside at the meetings of the Executive Committee;
 - 3) Authorize the Treasurer for payment of bills;
 - 4) Appoint an Auditor in December;
 - 5) Perform such duties as are incumbent of this office.
- B. The duties of the Past President shall be to:
 - 1) In the absence of the President, perform all the duties of the President;
 - 2) Perform such duties as are incumbent of this office or otherwise assigned.
- C. The duties of the Secretary shall be to:
 - 1) Record the minutes of each meeting and present them at the next meeting for correction and approval;
 - 2) Keep a current membership roster;
 - 3) Notify members of regular and special meetings;
 - 4) Report on, respond and fill all communications as directed by the Altar Society.
- D. The duties of the Treasurer shall be to:
 - 1) Collect yearly dues;
 - 2) Keep an accurate record of all money received and disbursed;
 - 3) Pay authorized expenses and file accordingly;
 - 4) Submit a financial report at each meeting;
 - 5) Prepare and submit an Annual Financial Report at the end of the fiscal year;
 - 6) Submit all records for an annual audit for the fiscal year (July 1 to June 30) to St. Mary's Finance Council within two weeks of the audit.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1: Membership

The Executive Committee shall consist of the President, Past President, Secretary, and Treasurer.

Section 2: Duties

Transact any business of the Altar Society during times the Altar Society is unable to meet.

Section 3: Quorum

A quorum of the Executive Committee shall be a simple majority of the committee members.

ARTICLE VI – MEETINGS

Section 1: Regular Meetings

- A. Regular Meetings are to be held September through May.
- B. The locations of the meetings are designated by the President in advance.
- C. For Regular Meetings, members present shall constitute a quorum.
- D. Cancellation or postponement of meetings for a good cause is at the discretion of the President.

Section 2: Special Meetings

- A. Special Meeting may be called at the discretion of the President.

Section 3: Meeting Agenda

- A. Each meeting shall open and close with a prayer;
- B. Agenda shall include:
 - 1) Review of minutes of previous meeting;
 - 2) Treasurer's report;
 - 3) Committee report(s);
 - 4) Old Business;
 - 5) New Business.

ARTICLE VII – COMMITTEES

- A. Temporary committee may be appointed by the President as needed.
- B. Committees serve as long as need.
- C. Each committee will have a designated chairperson.

ARTICLE VIII – YEARLY ACTIVITIES

Section 1: Activities (may include, but not limited to--)

- A. Yearly Mass for all members;
- B. Yearly Fall Dinner & Silent Auction;
- C. Spring Breakfast for members and families;
- D. Christmas Dinner for members and one guest.

Section 2: Expenditures of funds (to include, but not limited to --)

- A. Altar linens;
- B. Supplies for enhancement of the celebration of Sacraments;
- C. Decorations and flowers for special liturgies throughout the year;
- D. Grants of financial assistance requested from various entities within the parish and community.

ARTICLE IX– PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Altar Society Bylaws.

ARTICLE X – AMENDEMENT OF BYLAWS

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present provided notice has been given at the previous regular business meeting.

Updated & revised: 4/1995

Proposed update: 1/2001

Updated & revised: 8/2003

Updated & revised: 12/2008

Updated & revised: 10/19/2014