

2015
STATUTES
OF THE ST. CATHERINE OF SIENA
ALTAR SOCIETY

ARTICLE I: NAME

Inasmuch as this association of the faithful was founded under the patronage of St. Catherine of Siena Parish, Veneta, it will retain St. Catherine as its patron saint and be known as the St. Catherine of Siena Altar Society.

ARTICLE II: OBJECT and NATURE OF THE SOCIETY

As an association of the faithful of this Parish, the nature of this Society is understood to be a ministry of the Parish of St. Catherine of Siena, Veneta which is overseen by and under the pastoral authority of the Pastor/Pastoral Administrator for the purpose of assisting him in the fulfillment of his overall responsibility for the life of the Parish.

The object of this Society shall be to help provide for the religious welfare of the St. Catherine Parish community, under the direction of the Pastor/Pastoral Administrator.

These goals shall be accomplished by doing as follows:

- A. Fund raising for the purchase of such parish liturgical needs as candles, communion breads, wine, vestments, altar linens and funding for other liturgical needs of all the Liturgies of the Parish and to provide for the ongoing care for what is provided.
- B. Participating in bereavement support for the members of our Parish and their loved ones by organizing luncheons following a Funeral celebrated in the Parish. In the aggregate, this effort is a self-funding activity provided entirely from the donations given to the Society by those served.
- C. Offering support to others in the parish in times of need such as illness and loss, particularly by sending a card and other efforts of outreach.
- D. Fund raising for other charitable purposes as may be determined by a two-thirds majority vote of the active members in attendance at a meeting, and with the approval of the Pastor. Said fund raising must be clearly designated and announced in advance of the activity so as to avoid confusion with the primary fund raising purposes of the Society.

ARTICLE III: MEMBERSHIP

- A. Membership in the Society is open to all adults of the Parish.

- B. Active membership in the Society is enjoyed by those who have identified their desire to do so when making a donation to the Society.
- C. Only Active membership entitles a member to both active and passive voice in all votations. Active voice means I can cast a vote in a votation; passive voice means I can be elected in a votation.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1: Officers

- A. The Pastor/Pastoral Administrator of the Parish serves as the primary advisor and Spiritual Director of the Society.
- B. Other Officers shall include a President, Treasurer and Secretary.
- C. The Parish Bookkeeper is not an Officer, but shall serve the Society as a sort of financial staff person for the duties listed below .

Section 2: Duties

- A. President - the President shall:
 - 1. Represent the Society in all its activities.
 - 2. Preside at all meetings of the Society.
 - 3. Fill any vacancies among the Officers by appointment.
 - 4. Appoint all committees.
 - 5. Have the right to call extra meetings of the Society as needed.

- B. Secretary - the secretary shall:
 - 1. Keep written minutes of each meeting of the Society.
 - 2. Read all correspondence and communications at each meeting.

- C. Treasurer - the treasurer shall:
 - 1. Discharge the duties of the president when the president is unable to fulfill the office.
 - 2. At each meeting, report on all monies deposited and expended since the previous report.
 - 3. Work with the Pastor, the President and the Administrative Council to prepare and present a proposed annual budget to the membership by the last meeting of the old fiscal year. The membership is then invited to offer their input.
 - Note: Final approval of the Society Budget is the prerogative of the Pastor alone who acts in keeping with the requirements of Canon Law regarding his role in the Parish. Normally this approval is included in the approval of the overall Parish Budget.

- D. Parish Bookkeeper - the Parish Bookkeeper shall:
 - 1. Although the Society's funds are kept in parish accounts, the Bookkeeper shall keep distinct records of all monies received by and spent by the Society. Therefore these are treated as "designated funds"

in parish bookkeeping.

2. Prepare monthly and annual financial statements to be given to the Treasurer for reporting to the membership as well as to the Administrative Council at the end of the respective fiscal period.

ARTICLE V: ELECTIONS

Section 1: Nominating Committee

A. There shall be a nominating committee, composed of two members who shall be appointed by the President at the third last meeting of the fiscal year in election years.

B. The nominating committee shall recommend one or more candidates for each office at the second last meeting of the fiscal year in election years. Nominations may also be accepted from the floor at this latter meeting.

Section 2. Process/Terms of Office

A. Planned elections shall be well publicized in the Parish Bulletin prior to the date on which they occur.

B. Election of Officers shall be held at the last meeting of the Fiscal Year in election years.

C. Election shall be by written secret ballot.- An election takes place when a candidate reaches a simple majority [one more than $\frac{1}{2}$] of those with active voice who are present and voting at the meeting.

D. Newly elected officers shall assume their duties July 1st of that year.

E. Beginning with the first election after these Statutes are adopted, [ie 2016] an elected officer shall serve for two years. No officer shall then be eligible to serve more than three consecutive terms in the same office without the approval of a two thirds majority of those voting and only with a dispensation from the Pastor.

ARTICLE VI: MEETINGS

A. Regular meetings will be held monthly except in July and August or as necessary.

B. The quorum for regular meetings shall consist of an officer and any two other members from among the active membership.

C. Between regular meetings of the Society, the management of Society affairs shall be entrusted to the Officers.

ARTICLE VII: COMMITTEES

A. There may be such committees as will further the work of the Society and promote special projects which may be undertaken.

B. Committees may be created and the members appointed by the President.

C. Committees may be discontinued by the President.

ARTICLE VIII: DONATIONS

- A. Donations for active membership in the Society shall be collected by the end of October of each year.
- B. Any member of the parish can make a donation and thereby become a supporter of Society ministries without thereby wishing to be an active member of the Society.

ARTICLE IX: BENEFITS

The following benefits shall be accorded to the members of the Parish/Society:

- A. The active living and all deceased members of the Society shall share in the benefits of the Holy Sacrifice of the Mass offered especially for them on a monthly basis.
- B. Upon the death of a member of this Parish, a special Mass shall be offered for the repose of the deceased member's soul.
- C. Upon agreement of two thirds of the active members present at a meeting, a Mass may be offered for any other person.
- D. The customary offerings for these Masses shall be taken from the treasury of the Society.

ARTICLE X: AMENDMENTS

Only the Pastor/Pastoral Administrator has the authority under Canon Law to grant pastoral recognition [see canon 305] to a parish society and promulgate its Statutes. This promulgation would follow the adoption of the Statutes by the membership of the Society.

These Statutes may be adopted initially and/or subsequently amended by a two thirds affirmative vote of the active members present at a regular meeting, provided the membership has received written notice in the Bulletin of any proposed amendment.

ADOPTED BY THE MEMBERS ON: September 7, 2015

PROMULGATED FOR THE PARISH
BY FR J. MICHAEL MORRISSEY ON: September 7, 2015