

Constitution of St. Elizabeth Altar Society of Our Lady Queen of Heaven Church Macdona, Texas

Preamble:

We, as living members of the Mystical Body of Christ, as concerned about expressing our role in the mission of saving souls for the Kingdom of God, as sharers in the hope that through Our Lady Queen of Heaven Parish people will follow Christ, do declare ourselves to be active in all the functions and duties of The Altar Society.

In making this declaration we submit to the authority of the Church in general and to the authority of our Pastor in particular.

In being faithful members of the Altar Society we wish to aid our Pastor and every member of our Parish by responsible and beneficial work in our Society.

Article One:

The name of this society shall be "The Saint Elizabeth Altar Society of Our Lady Queen of Heaven Parish"; hereinafter simply referred to as "The Altar Society".

Section 1) a meeting of the members of The Altar Society shall be held every month, September through May, unless otherwise designated by the President. Notice of the date, time and place of the meeting shall be published in the Parish Bulletin. The President, moreover, shall notify the other officers.

Section 2) The Feast Day of St. Elizabeth is celebrated on the 5th day of November.

All members of the Society should acquaint themselves with the history and life of St. Elizabeth, and strive to imitate her holiness.

Article Two: The purpose of the Altar Society:

Section 1) Church Work:

- A. The Altar Society shall take care of the needs of the Sanctuary and the Altars. This includes: vestments, linens, candles, altar breads, altar wine and all other things needed in the Sanctuary and for the celebrations of all the Sacraments.
- B. Flowers and other decorations to be used on the Altars and in the Sanctuary shall be decided by those in charge at the particular time. Live flowers are recommended for special occasions like: Christmas, Easter, the Feast day of St. Elizabeth and onto the occasions as determined by the majority vote of the members present at any meeting of the Altar Society.
- C. When needed, the Altar linens shall be changed and washed by members of the Altar Society.

Section 2) the spiritual Purpose:

- A. All members of The Altar Society shall strive to faithfully obey the Laws of God and of the Church, and thus be an example of good Christian living.
- B. The Holy Eucharist of the Mass shall be offered on the first Saturday of the month for the intentions of all members of The Altar Society. Praying of the Rosary shall take place before this monthly Mass; it will begin at 5:00 pm. The rosary will be led by the assigned member for that month.

Article Three: The Altar Society Membership

Section 1) all parishioners are possible members of The Altar Society. (A parishioner is here defined as a person who regularly attends our Mass and supports our parish.) Other Catholics may be admitted into the Society as Honorary Members; (see this article, section 2.)

- A. The minimum age of a member shall be that of a junior in High School (16 years)
- B. The reception of new members shall be in a formal ceremony at the Mass of the first Saturday of each month as necessary.

Section 2) Honorary Membership;

- A. Any member who is regularly not able to attend the meetings shall be considered an Honorary Member of the Altar Society.
- B. Requirements for Honorary membership are paying the yearly dues, helping in whatever way possible and attending the monthly Mass offered for the Living and Deceased members of The Society.

Section 3) when members of The Altar Society (active or honorary) dies, a special Mass shall be offered for the repose of their soul. All members of the Society, if possible, should attend the Wake, pray the Rosary there, and be present at the Funeral Mass.

Article Four: Officers

Section 1) the officers of The Altar Society shall be: the President, the Vice-President, the Treasurer and the Recording Secretary.

Section 2) the election of officers shall take place in the month of May of each year, The President and Recording Secretary shall be elected in even numbered years. The Vice-President and Treasurer shall be elected in odd numbered years.

Section 3) Duration in office: a person elected shall be in office for two years, she may be re-elected for a second term.

Section 4) if a vacancy shall occur among the officers, this vacancy shall be filled by the appointment of a substitute for the remainder of the term. This appointment is made by the President and with the approval of the Pastor.

Section 5) Duties of the Officers:

- A. The President shall preside as chair lady at all meetings of The Society; call meetings and inform the Pastor and officers at least one week before the meeting is to take place; and to appoint committees as needed.
- B. The Vice President shall inform new candidates for The Society about the functions, activities, and duties of the members. She shall in the absence of the President act as chair lady at meetings and perform the duties of the President in the transaction of any business
- C. The Treasurer shall be in charge of all monies of The Altar Society; collect the annual dues; pay by check for all expenses; bank all monies received; and keep a ledger of all receipts and all expenditures.
- D. The Recording Secretary shall keep the minutes of all the proceedings for the meetings, including the Treasure's Report, and the reports of committees.
 - These minutes shall be kept as permanent records and given to the Pastor at the end of every year. The Pastor shall preserve these minutes in the archives of the Parish.
 - At the meetings the Secretary shall call the roll of active members
 - Shall conduct a meeting in the absence of the President and the Vice-President
 - Keep a list of the names and addresses of the honorary members
 - An assigned member for two years shall be responsible for official Society correspondence such as sympathy & get well cards. The Society shall provide for postage

Article Five: Revenues: Monies shall receive from:

Section 1) Dues: The dues of the members (active and honorary) shall be \$1.00 per month. Members should pay as they can.

Section 2) the annual Games Party, It shall be held on the 2nd Sunday of November of each year, unless decided otherwise at a meeting. The President of The Altar Society or an elected chair lady shall be in charge of the Games Party. All members (active and honorary) are the helpers and workers, unless they are legitimately excused. All shall contribute to the Games Party according to their means.

Section 3) The Sanctuary Lamp: The 14 day candle in front of the Blessed Sacrament Altar may be requested to burn for a special intention

Article Six: About changes, additions, deletions. Or any modifications of this constitution:

A motion and discussion on such an item shall take place at any meeting; but the voting on this motion must not take place until the next regular meeting. A two-thirds majority vote of the members present is needed to carry such a motion.

This constitution was accepted by all members present at the meeting on April 9, 2001 and as of this date shall be in effect.