Guardian Angels Altar Society

Standing Policy Procedure

All Standing Policies must be presented by a Motion.

The Executive Board can present a Motion for a new Standing Policy at a General Membership meeting without previous discussion.

Any General Membership member may initiate discussion on a potential new Standing Policy at any General Membership meeting.

Adoption of a Standing Policy does not require previous notice.

A Standing Policy Motion can be passed by a simple majority of people in attendance at a General Membership meeting.

An adopted Standing Policy can be changed by revision with a NEW motion.

Adopted 1/12/23

Standing Policies

Any member of Guardian Angels Parish may volunteer for and be on a Committee of an Altar Society sponsored event. He or she does not need to be a dues-paying member of the Altar Society. However, any person who volunteers to be an Altar Society sponsored event *Committee Chairperson*, must be a dues-paying Altar Society member.

Adopted 1/12/23

A volunteer (any person who donates their time or services to an Altar Society sponsored event) may NOT receive a monetary or material gift from Altar Society funds. Only those persons/entities who are hired to perform a service for a fee can receive monetary compensation from Altar Society funds.

Adopted 1/12/23

In the event that a current, dues-paying member of the Altar Society passes away, the Altar Society will sponsor and fund a one-time Mass Offering in the amount of $10.00. The Altar Society Secretary will manage and execute this Mass Offering program

Adopted 5/11/23

The Membership term is ANNUALLY, commencing on September 1 through the following August 31. Any parishioner wishing to join the Altar Society after the beginning of the Membership term will not receive a prorated rate adjustment in their dues.

Adopted 5/11/23

In the event that the Society Treasurer is unavailable to receive and participate in counting revenue acquired by the Society, the following individuals may be substituted as official representatives:

(2) Executive Board members and (1) Parish staff member (assigned by the Pastor) OR

(1) Executive Board Member, (1) Committee Chairperson, and (1) Parish staff member

(Assigned by the Pastor).

Adopted 7/19/23 and **Revised 5/21/2024**

All revenue acquired by the Society shall be remitted to the Rectory safe immediately after collection until monies can be counted and deposited through the Policy set forth in the By Laws.

Adopted 7/19/23

The frequency of counting and depositing of monies from the Membership Drive, Society sanctioned events, or fundraisers will be based on the length of the Membership Drive, event, or fundraiser in accordance with Diocesan guidelines. Dues received from the Membership Drive will be counted on Mondays along with other Parish collections. Event or fundraiser income can be counted every other week on Monday.

Adopted 7/19/23

The Altar Society checkbook is the property of the Parish and must be maintained at the Parish rectory in a safe. The Altar Society treasurer will have unlimited access to the checkbook:

a. during normal rectory business hours.

b. after normal rectory business hours with assigned key card to the rectory. The Pastor must be notified of the Treasurer’s intended time to access the checkbook if it’s after hours.

Adopted 7/19/23

The Treasurer will present the following at all bimonthly Executive Board meetings:

a. The previous and current balance of funds in the (a) Altar Society account and (b) each

line item in the Annual Budget.

b. All debits and credits incurred since the last Treasurer report was filed.

The above numbers must be reviewed & verified by the members of the Executive Board after the Treasurer has given his/her report.

Adopted 7/19/23

**Revised Policy to the counting revenue policy adopted 7/19/23**

In the event that the Society Treasurer is unavailable to receive and participate in the counting of revenue acquired by the Society, the following individuals may be substituted as official representatives:

1. Executive Board member and (1) Parish staff member (assigned by the pastor)

OR

1. Altar Society Member who is a trained collection counter (assigned by the Pastor) and (1) Parish staff member (assigned by the pastor).

Adopted May 21, 2024