

**CONSTITUTION AND BYLAWS**

Approved

July 16, 2024

**GUARDIAN ANGELS ALTAR SOCIETY**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of this organization shall be the Guardian Angels Altar Society (hereinafter referred to as the “Society”), functioning under the direction and guidance of the Pastor and the Executive Board of elected officers.

**ARTICLE II: MISSION**

The mission of the Society shall be as follows:

**Section 1.** To unite and promote spirituality and sociability among all women and men of Guardian Angels in the works of the Catholic Church, responsible for care of the Altar and assisting the Pastor.

**Section 2.** To take care of the needs and requirements of the Sanctuary, kitchen and gathering hall and interior of the church.

**Section 3.** To host events in the Parish as needed by the Pastor, Executive Board, and members of the church.

**Section 4.** To assist the needy in our surrounding communities through various service projects.

**Section 5.** To work together to raise the necessary funds to fulfill the needs of the mission of the Society.

**BYLAWS**

**ARTICLE I:** **MEMBERSHIP**

Membership in the Society shall be open to all women and men who are registered members of the Parish, 18 years of age or older. Members of the Parish who meet these requirements may apply for membership in the Society by contacting the Church Office and paying annual dues established by the Executive Board. Youth of the Parish aged 15-17 are honorary members, and although not voting members, they are encouraged to participate in Society objectives under the supervision of their parents or guardian.

**ARTICLE II:** **OFFICERS AND DUTIES**

**Section 1.** The officers of the Society shall be President, Vice President, Secretary, Treasurer and one Past President. The Pastor shall serve as an ex-officio member of the Society.

**Section 2.** President: shall preside at all meetings of the Society, in accordance with Roberts Rules of Order; consult with the Pastor on all matters of importance; set the agenda for Society meetings; appoint the Chair of all committees provided in the Bylaws as well as appointing all ad hoc committees; fill any vacancies of offices with the approval of the Executive Board and Pastor; if needed between meetings, approve expenditures of up to ($250) two hundred and fifty dollars without the approval of the Executive Board and report at the next general meeting; request access to the Society membership data in the overall Parish database for the Secretary and Treasurer via the Parish Business Manager; and oversee an annual audit of the Finances and Society as necessary.

**Section3.** Vice President: shall preside and exercise the authority of the President in his or her absence.

**Section 4.** Secretary: shall keep a record of the minutes of each Board, general membership or special meeting as well as other Society records and correspondence; serve as custodian of all Society minutes; provide copies of minutes to the Executive Board within one week following a general membership meeting and to the membership at the next scheduled general membership meeting; have the Society Constitution and Bylaws available at all meetings of the Executive Board and general membership; and keep a full list of all dues paying members of the Society by requesting access to the Guardian Angels membership database from the Parish database via the Business Manager. Access and training on the use of the database will be provided via the Parish Business Manager. This must include any parishioners who joined online or via hardcopy applications during the month.

**Section 5.** Treasurer: shall be the financial manager of all Society funds. The Treasurer and an Executive Board member OR Committee Chairperson will participate in counting and recording any income received along with a member of the Parish staff (Assigned by the Pastor) per Diocesan guidelines. The Treasurer shall dispense checks as necessary, perform monthly account reconciliation in accordance with the Guardian Angels and Diocesan guidelines for reporting, assist in the development of the annual budget with the Executive Board prior to the start of the Fiscal Year and present the budget for the General Membership’s review and approval, participate in Parish and Society audits at the request of the Business Manager in conjunction with the Society President, and provide detailed financial reports at all Executive Board and General Membership meetings. The Treasurer shall turn over to his/her successor all financial books to the incoming Treasurer upon completion of his/her term.

**ARTICLE III: NOMINATION AND ELECTIONS**

**Section 1.** The Nominating Committee appointed by the President shall meet and prepare a slate of proposed nominees for officer positions at the March general membership meeting. Nominations may also be made from those present at the meeting.

**Section 2.** A special election meeting will be held in April with the general membership at which time elections shall be held, and each officer position chosen by majority vote of the members present.

**Section 3.** Installation of the newly elected officers shall occur at the May general membership meeting and all applicable records turned over to them.

**Section 4.** All officers shall be elected every two years and may not serve for more than two consecutive terms in the same office, unless approved by the Pastor and Executive Board.

**Section 5.** If an officer cannot fulfill his or her responsibilities for the full two-year term, the President is authorized to appoint a new officer to serve the rest of the term, with the approval of the Executive Board and Pastor.

**ARTICLE IV: MEETINGS**

**Section 1.** Regular Society meetings of the general membership shall be held **every other month** at 6:30 p.m. in the Guardian Angels Gathering Hall.

**Section 2.** A quorum shall consist of at least 2 officers and 4 paying Society members to move on any motions or approve previous minutes at general membership meetings.

**Section 3.** All motions shall be approved, tabled, or rejected by a simple majority of those officers and paying Society members present.

**Section 4.** All meetings shall be conducted in accordance with Roberts Rules of Order.

**ARTICLE V: EXECUTIVE BOARD**

**Section 1.** The officers of the Society, including the President, Vice President, Secretary, Treasurer, and one Past President as well as the Pastor shall comprise the Executive Board.

**Section 2.** In the event of a special need for action, the Executive Board shall have the authority to meet outside of a scheduled general membership meeting to discuss the issues; to make executive decisions or resolve special confidential issues; to authorize urgent expenditures up to ($500) five hundred dollars, which will be reported at the next general membership meeting.

**Section 3.** May remove an officer as necessary due to neglect of duties; however, this must be approved by the Pastor and two-thirds of paying members present at a general membership meeting. The officer involved must be afforded the opportunity to present their case at the general membership meeting under which this action is being recommended.

**Section 4.** Executive Board meetings must have at least 3 officers present.

**ARTICLE VI: COMMITTEES**

**Section 1.** Committees shall consist of a Chair appointed by the President, who will solicit volunteers to assist.

**Section 2.** Standing committees may include the following:

1. Church & Altar Decor
2. Coffee & Sweets Weekends
3. Lenten Supper
4. Annual Parish Picnic
5. Giving Tree Service Project
6. Breakfast with Santa
7. **Scholarship Committee**

**Section 3.** Ad Hoc committees may be formed by the Society President or Executive Board from time to time to fulfill a specific need or program.

**Section 4.** Expenditures recommended by the committees must be in the annual budget or approved by the President or Executive Board within their authorities, or at a general membership meeting.

**ARTICLE VII: ANNUAL DUES**

**Section 1.** The dues for membership in the Society shall be established annually by the Executive Board.

**Section 2.** Members must be current in their dues to serve in an elected position and have the right to vote on Society business.

**ARTICLE VIII: RESPONSIBILITY**

To the extent allowable by the law, the Society shall not be held responsible for unauthorized statements by its officers, members or volunteers, no matter how or where expressed.

**ARTICLE IX: AMENDMENTS**

**Section 1.** Proposed amendments to the Constitution and Bylaws may be made by any paying member of the Society. The proposed amendment must be submitted to the Executive Board in writing for consideration and initial approval.

**Section 2.** Upon approval, the Executive Board must send the proposed amendment in the form of a motion to the Society general membership for consideration two weeks prior to the next general membership meeting at which time the motion shall be voted upon.

**Section 3.** A two-thirds vote for approval by the dues paying Society members present at the meeting is required for adoption of the amendment.

**ARTICLE X: GOVERNMENT**

The decision of the Pastor shall be final on all matters pertaining to a Religious and Spiritual nature.