

Saint Anthony's Church

**CONSTITUTION AND BY-LAWS OF THE
ALTAR AND ROSARY SOCIETY
OF ST. ANTHONY CHURCH
Des Moines, Iowa**

CONSTITUTION

ARTICLE I
NAME

The name of this Society shall be Altar and Rosary Society of St. Anthony Church, Des Moines, Iowa. This Society shall be a unit of St. Anthony's Parish of Des Moines, Iowa.

ARTICLE II
NATURE AND PURPOSE

This Constitution is subject to all the regulations of the Canon Law.

The Society, its officers, acts and funds are completely subject to the authority of the Ordinary and the Pastor from whom the officers receive their delegation.

This general Constitution and its By-Laws as exercised by the individual parish may be suited to the particular parish at the discretion of the Pastor.

The purpose of this Society is to cultivate and promote a greater devotion to Our Lord in the Most Blessed Sacrament of the Altar through Our Lady as Queen of the Most Holy Rosary: likewise to employ such ways and means to secure the adornment of the Sanctuary of the Most Blessed Sacrament and Our Lady's Shrine; also to co-operate with the activities of the Des Moines Diocesan Council of Catholic Women.

ARTICLE III
MEMBERSHIP

All women of the Parish are expected to be members, but only persons in good standing with ecclesiastical law may hold office.

All members are encouraged to seek membership in the Canonical Confraternity of the Most Blessed Sacrament (Canon 711) and the Confraternity of the Rosary, and to have their names enrolled in their own proper parish or the Headquarters of these Confraternities.

ARTICLE IV OFFICERS

The officers of Altar and Rosary Society are (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer.

The Executive Committee will consist of all elected officers and our Pastor.

The Board will consist of the officers and all chairmen and co-chairmen of all standing committees, and the outgoing President.

ARTICLE V MEETINGS

Section 1. Monthly Communion – Members, wearing badges, receive Holy Communion in a body on the First Sunday of each month at the appointed Mass in accord with the Parish plans.

Section 2. The Regular Meeting is held on the first Thursday of the month with the exception of June, July and August. Each member is encouraged to attend the recitation of the Rosary in the church before each monthly meeting.

Section 3. Special meetings. As circumstances require, special meetings of the Executive Committee shall be called by the President.

Section 4. The election of officers will be held in April each year. Installation of the officers will be at the May Breakfast with the Vice-President to be in charge of planning and conducting the installation.

ARTICLE VI AMENDMENTS

These articles may be amended at a Board meeting of the Altar and Rosary Society by a quorum of ten members present. Notice of the desired change to be presented in writing to the President and then voted upon at a general meeting – quorum to be two-thirds of the membership present at the meeting. Pastor and Rosary President will sign all changes.

BY-LAWS

ARTICLE I **ELECTION**

Section 1. At the March meeting the President shall appoint a Nominating Committee of five members, two of whom must be members of the Executive Committee.

Section 2. At the April meeting, the Nominating Committee shall present to the members of our Society a list of one or more names of members for each office to be filled. Following the report of the Nominating Committee, additional nominations may be made from the floor. Any member nominated, but not present, must give her consent in writing. Nominees must be a member in good standing (active and paid up dues). The President shall appoint two tellers to collect and count votes.

Section 3. The term of office for an elected officer shall be for a period of one year. If re-elected to the same office, no officer may serve more than two consecutive terms.

Section 4. Vacancies in office shall be appointed by the Executive Committee in accordance with Roberts' Rules.

Section 5. If an officer is absent three consecutive meetings, unless excused, she will forfeit her office and the Executive Committee will fill this vacancy.

ARTICLE II **OFFICERS**

Section 1. The President shall preside at all general and Executive meetings of the Society. She shall call special meetings of the Society. She shall call special meetings when requested to do so by the Executive Committee or by the Spiritual Director. She shall perform all other duties that are usually attached to the Office of President. She shall be thoroughly familiar with the rules of procedure of this Society and its By-Laws.

Section 2. The Vice-President shall have all the powers and perform all the duties of the President in the absence of the latter. She shall be the caretaker of the various properties of the Society. She shall be in charge of the May Breakfast.

Section 3. The Secretary shall submit the order of business to the President at each meeting. She shall keep a fair and impartial record of the proceedings at each meeting and be the custodian of the records. She shall keep a correct list of all standing and special committees. She shall keep an up-to-date index of the members and provide an identical index for each of the officers. She shall keep one bound book in which By-Laws, rules of order and policies shall be written, leaving every other page blank and whenever an amendment is made to any one of them, in addition to being recorded in the minutes, it should be immediately entered on the page opposite to the article amended, with reference in red ink to the date and the page of the minutes where it is recorded.

Section 4. The Treasurer is responsible for the finances of the Society. She shall deposit all money in its bank account, keep record of dues, and submit annual financial report to the Executive Committee or whenever requested to do so by the President. The bank account must be held in the name of the Parish with signing privileges for President, Treasurer, and Spiritual Director, with any two of the above signatures. Within ten days after the March meeting she shall furnish the Nominating Committee with the names of members eligible to vote or hold office.

Section 5. Each officer, Board member and special Committee Chairman shall submit a written annual report at the end of her term.

ARTICLE III COMMITTEES

Section 1. Within two weeks after the May meeting each year, the President shall appoint or reappoint the chairman of each standing committee. The chairman of each committee shall choose said committee and call its meeting as often as necessary.

Section 2. The Standing Committees shall be: Program, Membership, Church Cleaning, Liturgy, Hospitality, Publicity and Funeral Dinners. The Executive Committee may appoint special committees when it is deemed necessary.

ARTICLE IV DUES

Section 1. The dues of the Society shall be five dollars per year, payable to the Treasurer. This payment shall be due at the September meeting of each year and if not paid by the March meeting following, the member forfeits the privilege of voting at the annual election and is not eligible to hold office.

ARTICLE V QUORUM

Section 1. At regular meetings for the transaction of business, the quorum shall be two-thirds of the general membership present. At the Executive meetings the quorum shall be three members. At Board meetings the quorum shall be ten members present.

ARTICLE VI

Section 1. The parliamentary authority shall govern all meetings in accord with the Roberts' Rules of Order (revised edition).

Section 2. The annual enrollment of new members will be optional to be held when the President and her Board members want it.

Section 3. The immediate Past President will be invited as a guest to the Annual May Breakfast.

ARTICLE VII

The order of business shall be: (1) Prayer; (2) Reading of the minutes; (3) Treasurer's report; (4) Committee reports; (5) Unfinished Business; (6) New Business; (7) Closing Prayer; (8) Social Hour.

ARTICLE VIII

The Altar and Rosary Society is mainly a spiritual group – we are also responsible for the Sanctuary linens and articles and other necessary needs in the Sacristy and Church. Since our membership dues do not cover the cost of all our needs, it is permissible to have one money-making project during the year – unless the Pastor and President desire to do otherwise.

ARTICLE IX BENEFITS

Section 1. The members of this Society shall participate in the Holy Sacrifice of the Mass offered for them and deceased members on the First Sunday of each month. Stipend is arranged by the Treasurer.

Section 2. Upon the death of a member in good standing the members shall assemble at the wake to recite the Rosary (if so desired by the deceased's family) at one-half hour before parish services, usually 6:30 p.m.

Section 3. For the repose of the soul of each deceased member one Mass shall be offered at a Communion Sunday following their death. To receive above benefits, a member is defined as one showing continued interest in the Rosary Society, whether active or inactive.

Section 4. Through enrollment of the Rosary Confraternity and Most Blessed Sacrament Confraternity members gain the many indulgences granted by our Holy Mother Church to these societies, as stated in the literature emanating from their Headquarters.

Constitution approved by membership 1/7/54.

By-Laws approved by membership 2/4/54

Constitution and By-Laws approved by Reverend Pastor 2/8/54

Constitution and By-Laws effective 2/4/84

Rewriting of Constitution and By-Laws with added amendments 8/1/67

Rewriting of Constitution and By-Laws with added amendments 3/1/74

Rewriting of Constitution and By-Laws with added amendments 3/4/82

Rewriting of Constitution and By-Laws with added amendments 8/1/85

Rewriting of Constitution and By-Laws with added amendments 11/4/93

Rewriting of Constitution and By-Laws with added amendments 3/4/99

Rewriting of Constitution and By-Laws with added amendments 11/3/16