

**The Constitution and Bylaws of the Altar and Rosary Society
of St. Anthony of Padua Catholic Church**

Article 1 – Name

The name of the Society shall be the Altar and Rosary Society of St. Anthony of Padua Catholic Church.

Article 2 - Purpose

The purpose of the Altar and Rosary Society is to aid in supplying needs for the Sanctuary, to encourage a friendly spirit among the women of the parish, and to support the parish and various philanthropic activities.

Article 3 – Membership

Membership in the Society shall be open to all ladies who are permanent or temporary residents of St. Anthony of Padua Parish

Article 4 – Duties and Benefits of Members

The members are to attend as regularly as possible all meeting of the Society.

A Mass shall be offered once a month for all living and deceased members of the Society.

Article 5 – Officers

The officers of the Society shall be: Pastor (Spiritual Director), President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Membership Coordinator. Positions will be voted on yearly by the members. Any of these positions may be shared by two or more members of the Altar and Rosary society when the members decide it is necessary.

A vacancy in any office shall be filled by the Officers.

Article 6 – Duties of Officers

The Pastor watches over the spiritual needs of the Society, and in cases of appeal, decides all questions.

The President shall preside over all meetings of the Society, preserve order and decorum at the meetings, appoint all committee chairman, and carry out the resolutions adopted by the Society.

The Vice-President shall preside in the absence of the President and shall exercise the same power as the President.

The Recording Secretary shall keep a record of the proceedings of the meetings of the Society, take care of all communications pertaining to same.

The Corresponding Secretary presents the exterior voice of the organization to individuals and/or other organization, through notes of concern and empathy.

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The Treasurer shall collect all dues and other monies of the Society, and deposit same in an authorized depository; keep a record of all monies received and dispersed; and present a record on the financial condition of the Society at all meetings.

The Membership Coordinator will maintain all records and communications related to maintaining an informed and active membership.

Article 7 – Meetings

Meetings shall be held regularly once a month on the second Tuesday of each month, unless members are notified otherwise. Special meetings may be called by the President or by the Spiritual Director.

Article 8 – Dues and Finance

The dues of the organization shall be five dollars per year. All monies raised by benefit affairs shall be turned over to the Treasurer. Disposal of such funds shall be subject to the wishes of the majority of the Society and the Pastor.

Article 9 – Quorum

A simple majority of members present shall constitute a quorum for the transaction of business at any meeting of the Society.

Article 10 – Amendments

The Constitution and By-Laws of the Society may be amended at any regular meeting by a two-thirds majority vote, provided all such amendments have been presented and approved by the Officers, and read to the Society at the previous meeting.