Constitution & Bylaws

CONSTITUTION AND BYLAWS FOR ST. GERALD HOLY NAME SOCIETY

Effective September 2017 Supersedes 2012

CONSTITUTION

ARTICLE I-NAME

This organization shall be known as the St.Gerald Holy Name Society.

ARTICLE II-PURPOSES

The general purposes of the Holy Name Society are:

1. To promote the spiritual welfare of all men of the parish and to assist them in becoming more intimate in the life of the church.

2. To promote social, educational, and civic activities among the men and women of the parish.

3. To perform such special works as approved by the membership. This may take the form of financial or hands-on support. All levels of financial support must be approved by majority of membership at monthly meeting at which the support is requested.

4. To raise the necessary funds for the betterment of the St. Gerald school and students, including, but not limited to technology.

ARTICLE III-MEMBERS

1. All men of the parish are welcome to become members of the Holy Name Society.

2. An official roster shall be maintained which will consist of those members who have formally requested inclusion and have paid the yearly dues.

3. Those members listed in the Official Roster shall be entitled to all the benefits of the

Holy Name Society.

4. All voting members must be 18 years of age or older.

ARTICLE IV- OFFICERS

SECTION 1

MODERATOR
The Reverend Pastor or his delegate(s) shall hold the office of Moderator(s) of the Holy Name Society.

SECTION 2
Elective The President, Vice President, and Secretary shall be the elected officers of the Holy Name Society.

Section 3

Appointed Treasurer and Sargent-at Arms shall be appointed by the Executive Board with approval of membership.

ARTICLE V- STANDING COMMITTEES

SECTION 1
The Standing Committees shall be: Spiritual Committee and Technology Committee. The Executive Board will solicit chairperson(s) for these committees and present to membership for approval.

SECTION 2
The President may establish additional committees as deemed necessary.

Effective May 2012 Supersedes 2008

ARTICLE VI – EXECUTIVE BOARD

The Moderator(s), elective and the appointive officer of the Holy Name Society shall constitute the Executive Board.

ARTICLE VII – GOVERNMENT

The administration and operation of the Holy Name Society shall be entrusted to the Executive Board.

ARTICLE VIII – NOMINATIONS, ELECTIONS AND APPOINTMENTS

SECTION 1
Nominations

a.) Names may be submitted to the Nominating Committee for consideration as candidates for officers of the Holy Name Society

b.) Candidates for office shall be selected by nominations made from the floor at the April meeting.

SECTION 2
Elections The membership shall elect a Secretary each year. Nominations shall be held in April and election shall be held in the May meeting. The position of Treasurer shall not follow same rotation. It shall be filled on either a three year cycle or may be extended or shortened by request of Executive Board and approved by membership. Only members in good standing, listed in the Official Roster of the Holy Name Society, and who are present at the meeting shall be eligible to vote. A simple majority of the ballots cast (show of hands) shall decide an election. The tenure of office shall be three years. The official will serve one year in each office beginning with the office of Secretary and culminating with the office of President. The officers-elect shall take office at the general meeting in the month of September. In the event of death or resignation of an officer, a successor shall be appointed by a vote of the membership.

ARTICLE IX-MEETINGS

SECTION 1
A regular meeting of the Holy Name Society will be held monthly. The regular meeting shall be omitted during the months of July, and August.

SECTION 2
The Executive Board shall meet upon the call of the President.

SECTION 3
Special meetings of the Holy Name Society shall be held upon the call of the President in consultation with the officers and Moderator(s).

ARTICLE X-FINANCES

SECTION 1.
Dues 1. Each member shall be asked to make an annual contribution. Effective 2012 dues will be increased to $20.00. Any future changes must be approved by a majority of members at monthly meeting change is voted on.

SECTION 2
Financial Reporting

A written report of every activity or event under the sponsorship of the Holy Name Society, whether for profit or not for profit, shall be given to the officers and communicated to the membership. Said report will become an official record of the Holy Name Society.

Annually or as requested by the membership, the Treasurer shall provide a summary of all disbursements to organizations approved through the year.

ARTICLE XI- AMENDMENTS

No amendments shall be made to this Constitution or its By-Laws except at a regular meeting of the Holy Name Society. A two-thirds vote of the present members in good standing is required for an amendment to pass. No amendments shall be made unless a formal notice of the proposed amendment has been given at the previous meeting of the Holy Name Society.

Roberts Rules of Order shall govern wherein they do not conflict with the rules of the Holy Name Society.

BYLAWS

ARTICLE I—DUTIES OF THE OFFICERS

SECTION 1.
The President shall:

a.) Preside at all meetings of the Holy Name Society and of the Executive Board;

b.) Plan the meetings and activities of the Holy Name Society in consultation with the officers

c.) Sign official documents and papers of the Society

d.) Give the highlights of the Executive Board meeting at the regular meeting of the Holy Name Society

e.) Perform such other duties as are usually attached to the office of the President.

SECTION 2
The Vice President shall have all the powers and duties of the President in absence of the latter and will preside over membership related activities. As such the Vice President will keep an accounting of all members, their contact information, and the status of their membership.

SECTION 3
The Secretary shall:

a.) Record the minutes of the proceedings of the Holy Name Society and Executive Board meetings. He shall send an electronic copy of minutes through Holy Name Society email account within one week of the meeting. He will read the minutes of the previous meeting at subsequent meetings.;

b.) Conduct the correspondence of the Holy Name Society;

c.) Notify the Executive Board of the date and time of its meetings;

d.) Receive and file the reports of all committee chairmen;

e.) Sign documents, resolutions, and papers of the Society.

SECTION 4
The Treasurer shall:

a.) Collect the annual contributions and all other monies of the Holy Name Society and deposit the same in an authorized depository;

b.) Pay out disbursements from obligations of the Holy Name Society which have been authorized by the officers

c.) Only make disbursements or commitments in excess of $150 subject to the prior approval of the Executive Board and may be subject to approval by the general membership; Disbursements or commitments in excess of $500 must be approved by the general membership.

d.) Keep all receipts, invoices and cancelled checks for all disbursements and all bank statements in a permanent file;

e.) Keep a record of all disbursements and receipts, for the purpose of any audit and preparation of the monthly financial statements; reconcile the monthly bank statement regularly before preparing a financial report and permanently file it with all other records.

f.) Present a report on the financial condition of the Society, which is to include cash on hand as well as any other assets and outstanding obligations known, in addition to a list of receipts and disbursements for the month, at all the meetings of the Holy Name Society and the Executive Board.

g.) Retain a copy of this written report as a permanent record which will be available for inspection by any interested member. h.) Provide a summary, at least annually, for all disbursements to other organizations or commitments separate from operating events, etc.

SECTION 5
The Chairman of the Standing Committees shall coordinate with the members of their committees. They shall direct the work entrusted to the committee, and present a report on their activities at the meetings of the Holy Name Society and the Executive Board.

ARTICLE II- COMMITTEES

SPRITUAL COMMITTEE

a. This committee will coordinate the activities of the membership in the event of the death of a member or a member's immediate family. See Appendix A.

b. This committee will coordinate the Holy Name Society Monthly Masses.

c. This committee will explore and coordinate events and activities to promote the spiritual welfare of the organization.

Technology Committee

a. This committee will coordinate communications and fundraising through various electronic media.

b. This committee will be responsible for maintaining the online presence of the Holy Name Society.

c. This committee will, with information provided by the Vice President will maintain the membership email contact information on the electronic mailing list.

d. This committee will be responsible for identifying opportunities and working with the executive board to further the mission of the Holy Name Society through electronic media.

APPENDIX A

The St. Gerald HNS will respond as follows to the death of an HNS member or an immediate family member.

Death of an Active HSN Member

• Spiritual Committee chair will send e-mail notification of death and arrangements to membership.

• The HNS will purchase flowers for the wake.

• The HNS will purchase a Mass card.

• A HNS pin will be placed in the casket.

• A representative from the HNS will coordinate the timing of the procession with the family/funeral home.

• At a specified time the HNS membership will attend the wake wearing HNS shirts and pins, proceed as a group to the casket and recite the Holy Name Pledge.

Death of an HNS member's immediate family. (Wife/Children)

• Spiritual Committee chair will send e-mail notification of death and arrangements to membership.

• The HNS will purchase a Mass card.

• The HNS membership who can will attend the wake wearing HNS shirts.

Death of an HNS member's extended family. (Parents, Siblings, etc.)

• Spiritual Committee chair will send e-mail notification of death and arrangements to membership.

• The HNS membership who can will attend the wake wearing HNS shirts.