



# **St. Andrew Catholic Church**

## **ALTAR SOCIETY BYLAWS**

---

### **MISSION**

Our mission is to provide support to our pastor focusing on the beautification and maintenance of the altar and worship space in conjunction with other parish groups and within liturgical guidelines. We support the mission of our church through our love, labor and prayers for all who participate in the body of Christ which comes to us on the altar and draws us all together.

### **MEMBERSHIP**

The Altar Society is open to all women of St. Andrew parish. Annual dues are payable at the September meeting or at time of joining. Attendance at the monthly meetings is not mandatory to be a member in good standing.

### **OFFICERS**

At least four women serve as officers for a one-year term commencing in May. The positions are President, Vice President, Treasurer, and Secretary. Roles and responsibilities of the officers are in the Altar Society Charter.

At the April meeting, at least one candidate for each of the four positions are presented to the membership. Optionally, two women can share a position (i.e., co-Presidents, co-Vice-Presidents, etc.) The President also asks for nominations from the floor. A verbal vote is held; it can be by position or for the entire slate of officers. The installation of the new officers takes place at the May meeting.

### **MEETINGS**

The Altar Society meets the second Thursday of the month from September through May at noon in the Parish Hall. Optional socializing begins at 11:30 a.m. Duration of meeting is approximately two hours.

A summer picnic may be held in July. A formal business meeting is usually not conducted; announcements and information is shared.

Members pay a nominal fee for lunch. First time guests and church staff members receive a complimentary lunch. Hostesses from the Luncheon Committee do not pay a lunch fee for the month they serve. Members who are unable to act as a hostess during the year may volunteer a donation. The December and May meetings are potlucks; lunch fees are not collected.

## **Agenda**

Typical meeting agendas include:

Welcome and Introduction of Guests  
Grace and Lunch  
Parish Update  
Program or Guest Speaker  
Treasurer's Report  
Secretary's Report  
Committee Reports  
Old Business  
New Business  
Miscellaneous Action Items  
Closing Prayer

### ***Treasurer's Report***

At each monthly meeting the Treasurer makes available to the membership the balance of all accounts, the previous month's expenses and income, and the fiscal year-to-date expenses and income versus budget.

### ***Secretary's Report***

At each monthly meeting the Secretary makes available to the membership the minutes of the prior meeting and asks for corrections and then approval. The Secretary reads to the membership any communications received since the last meeting.

### ***Committee Reports***

All committee chairwomen are appointed or reappointed for the year by the President before the September meeting. Expenses incurred by committees that are within budget are reimbursed by the Altar Society. All chairwomen having a report are called upon by the President at the monthly meeting to share their report with the membership. Roles and responsibilities of the committees are in the Altar Society Charter.

The committees are as follows:

- Communications Committee
- Luncheon Committee
- Sunshine Committee
- Vigil Candle Committee
- Flower Committee

- Linens/Vestments Committee
- Photograph Committee
- Nominating Committee

Altar Society groups appointed by the President may also present reports at the monthly meetings under “Old” or “New Business.” These groups are as follows:

- Fundraising Groups
- Research Groups for Special Projects

## **BUDGET**

The Treasurer presents a proposed budget to the membership at the September meeting for the fiscal year beginning September 1. The budget contains anticipated income and proposed expenses by category for the year. This budget, or a budget modified by the membership, must be approved by the membership by a verbal vote at the September meeting.

### **Approval of Expenditures within Budget**

#### *Routine Items*

Expenditures that are normal, routine, within budget, and fall within the guidelines of the Mission Statement do not need prior approval from membership.

#### *Non-Routine Items*

Expenditures that are non-routine, within budget, and within the Mission Statement should be discussed at a regularly scheduled meeting. A vote is optional. If time does not permit, a majority of the officers must approve the expenditure.

#### *Gifts and Contributions*

Gifts and contributions should be discussed at a regularly scheduled meeting. A vote is mandatory if the budget has been exceeded in this category.

If a meeting is not scheduled, and the gift or contribution is within budget, a majority of the officers must approve the gift or contribution.

If a meeting is not scheduled, and it is not within budget, the President should request from the Communications Committee that a vote be taken from the membership.

### **Approval of Expenditures Outside of Budget**

#### *Special Projects*

A “Special Project” is a request for funds from a staff member or other parish groups that is outside of our approved budget. These requests must be discussed by the officers prior to a monthly meeting. The officers will make a determination if the project is within the guidelines of the Mission Statement and if funds are available. The officers will ask for the Pastor’s input and permission to proceed. The

project is then placed on the agenda under “New Business” and opened for discussion at a monthly meeting. A group may be formed to research the Special Project further. A vote by the membership is mandatory to authorize funds.

A written statement describing the project and the cost is required prior to funding for all Special Projects. Formal bidding is required for Special Projects exceeding \$500. A “Letter of Agreement” between the Altar Society and the requestor of the funds for projects exceeding \$500 will be prepared specifying agreed upon terms. Funding can be withdrawn if agreed upon time limits are exceeded, bidding procedures are not followed, or other agreed upon items are not met.

### ***Unexpected Expenditures***

Unexpected expenditures that are outside of budget and within the Mission Statement are to be discussed at a regularly scheduled meeting. It must be an agenda item and a vote by the membership is mandatory. If a meeting is not scheduled, the President should request from the Communications Committee that a vote be taken from the membership.