

**THIS CONSTITUTION AS AMENDED
HOLY NAME SOCIETY OF ST. ANTHONY'S CHURCH**

ARTICLE I- NAME

This organization shall be known as the Holy Name Society of St. Anthony of Padua Parish, Rockford, Illinois.

ARTICLE II- PURPOSES

Section 1- General. The general purpose of this society shall be:

1. Promoting the spiritual welfare of the men of the Parish by encouraging and assisting them to observe the practices of the Confraternity of the Most Holy name of Jesus, namely the frequent reception of Sacraments, the honoring of the Most Holy Name by an active religious life, and the working against all things which offend the Most Holy Name.
2. Fostering the observance of the promises contained in the Holy Name Pledge.
3. Assisting the members to participate more intimately in the life of the Church, the actions of which are Catholic Action.
4. Cooperating with the Diocesan Union of the Holy Name Societies of the Diocese in the execution of all works entrusted to it by the Most Reverend Pastor of the parish.
5. Performing such special works as are assigned to it by the Reverend Pastor of the parish.

Section 2- Specific. The specific purpose of this society shall be:

1. Receiving corporate Holy Communion on the **SECOND** Sunday of each month.
2. Promoting closed retreats for members and sponsoring an annual retreat for all men of the parish.
3. Encouraging the distribution of Catholic literature and working against the display and sale of immoral literature.
4. Doing all other things in the apostolate of lay according to the mandate given by the Most Reverend Bishop.

ARTICLE III - MEMBERS

Section 1. All practicing Roman Catholic men in communion with the Church, whose applications for membership have been approved by the Reverend Pastor, who have been formally received, and whose names have been inscribed in the official register, shall be members of this Society.

Section 2. All members must be 16 years of age or older, or high school graduates.

ARTICLE IV - OFFICERS

Section 1. Ex Officio. The Reverend Pastor who, either personally or by his delegate, shall hold the office of Spiritual Director, and shall be an ex officio, officer of the Society.

Section 2. Elective. The President, Vice President, Secretary, Treasurer, Marshall, Corresponding Secretary, Financial Secretary, (2) Assistant Financial Secretaries, Assistant Marshall, and four delegates shall be the elected officers of the Society. I

Section 3. Appointive. The Past Presidents and the Chairmen of the Standing Committees shall be the appointive officers of the Society.

ARTICLE V - STANDING COMMITTEES

Section 1. The Standing Committees shall be the Membership and Attendance Committee, Retreat Committee, Program Committee, Sick and Vigil Committee, and Resolutions Committee.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Ex Officio, Elective, and Appointive Officers, all past Presidents, and Committee Chairmen of the Society shall constitute the Executive Board.

Section 2. A quorum for the Executive Board shall consist of eight or more members.

Section 3. The Executive Board is authorized to spend anything under two hundred fifty dollars (250.00) without General Approval.

ARTICLE VII - GOVERNMENT

Section 1. The *Government* of the Society shall be *vested* in the *Executive* Board, but all its actions shall be subject to the approval of the *reverend* Pastor.

Section 2. All expenditures in excess of two hundred fifty dollars (250.00) must be referred to the *Executive* Board for consideration and recommendation. The Board's recommendation must be made at the following monthly meeting for consideration by the general assembly.

ARTICLE VIII - ELECTIONS AND APPOINTMENTS

Section 1. Elections

1. All *elective* officers shall be elected annually at the regular meeting in the month of December.
2. A majority shall decide an election. In the *event* of a *tie vote* for any Office, the breaking of the tie shall be by *independent vote*.
3. All elections shall be subject to confirmation by the Reverend Pastor.
4. The tenure of office of President and Treasurer shall be one year, and they may succeed *themselves* once.
5. The officers-elect, upon confirmation by the Reverend Pastor, shall take office at the regular scheduled meeting in the month of January.

6. Candidates for office shall be selected by a Nominating Committee. Additional nominations may be made from the floor during the regularly scheduled meeting in November by any member in good standing.
7. The Nominating Committee shall be appointed at the regular meeting in the month of October. The Reverend Pastor shall be , ex officio, a member of this Committee. The Nominating Committee shall be appointed by the President with the approval of the *Executive* Board.
8. In the *event* of death, long term illness, or resignation of an officer, a successor shall be appointed by the *Executive* Board, with the approval of the Reverend Pastor.

Section 2. Appointments

1. The Chairman of the Standing Committees shall be appointed by the President, to the Committees as named in Article **VI**, subject to the confirmation by the *Reverend* Pastor.
2. Delegate to the Parish Pastoral Council shall be appointed by the *Executive* Board and approved by the *Reverend* Pastor. The President shall act as Delegate to the Pastoral Council if no Delegate is named.

ARTICLE IX - MEETINGS

Section 1. The regular meetings of the Society shall be held on the second Sunday of each month unless changed due to a conflict with other Church activities.

Section 2. The *Executive* Board shall meet on the last Thursday of each month.

Section 3. Special meetings of the Society and the *Executive* Board shall be held when called by the President.

ARTICLE X- FINANCES

Section 1. Dues shall be approved by the General Membership and shall be due January 1 of every year.

Section 2. A member who is in arrears in payment of dues *over* three months will be considered an inactive member and shall not be eligible for any social benefits.

Section 3. If a member has been declared inactive and would like to rejoin the *active* Society, he will be required to pay one years dues in *advance*.

Section 4. A deceased Holy member will be enrolled as a perpetual member in the Holy Mass League. A deceased member of the Holy Man's family (father, mother, wife and children) shall be enrolled in the Holy Name Mass League for three (3) years.

Section 5. To transfer funds from one account to any other, the Treasurer of the Holy Name Society must *have* the consent of the sitting President.

ARTICLE XI- AFFILIATION

This Society shall be a member of the Diocesan Union of Holy Name Societies of the Diocese.

ARTICLE XII- AMENDMENTS

No amendments shall be made to this Constitution except at a regular meeting of the Society and by a three-fourth's vote of the members present and voting. No amendment shall be made unless a formal notice of the proposed amendment has been presented to the Executive Board and approved by the Reverend Pastor. No amendment shall be made to this constitution which shall conflict with the Constitution of the Diocesan Union of Holy Name Societies of the Diocese.

BY-LAWS

ARTICLE 1- DUTIES OF OFFICERS

Section 1. The Reverend Pastor shall be the supreme authority of this Society. He shall plan and direct the religious activities, including an Annual Retreat for the Society members.

Section 2. The President shall:

1. Preside at all meetings of the Society and of the Executive Board;
2. Appoint the Chairman of the Standing Committees;
3. Plan the meetings and activities entrusted to them;
4. Represent the Society at meetings of the Diocesan Union and of the district, and present a report of the transactions of these meetings to the Society and Executive Board;
5. Sign all official documents and papers of this Society;
6. Perform such duties as are usually attached to the office of President;
7. Appoint three (3) members at the beginning of his term whose duties shall be to keep and examine books, records, finances of the Society during his term, or at any time deemed necessary by the Executive Board, and submit a year-end report;
8. Appoint all special and standing committees and their chairmen;
9. The President shall be an ex-officio member of the Parish Pastoral Council.

Section 3. The Vice-President shall have all the powers and perform all duties of the President in the absence of the latter. He shall also be the Chairman of the Membership and attendance Committee. The Vice-President's further duties shall included attending meetings of all special committees, and be coordinator and record keeper of all social activities.

Section 4. The Office of Secretary shall consist of Recording Secretary and Corresponding Secretary.

The duties of the Recording Secretary shall be:

1. Keep a record of the proceedings of the Society and Executive Board meetings and read these minutes at the following meetings. The minutes of the Executive Board meetings shall be read at the meetings of the Executive Board and at the regular meeting of the Society;
2. Sign all documents, resolutions and papers of the Society;
3. Attend all meetings of the Diocesan Union and of the district.

The duties of the Corresponding Secretary shall be:

1. Conduct the correspondence of the Society.
2. Notify the members of the date and time of the monthly Communion and meetings;
3. Notify the members of the date and time of the Executive Board meetings;
4. Maintain an accurate membership roster.

Section 5. The Office of Treasurer shall consist of a Treasurer, Financial Secretary, and two (2) Assistant Financial Secretaries, and their duties shall be:..

1. Notify the members of the time for paying the annual contributions;
2. Collect the annual contributions and all other monies of the Society and deposit the same in an authorized depository (duty of the Treasurer);
3. Pay all obligations of the Society after they have been authorized by the Executive Board (duty of the Treasurer);
4. Keep vouchers for all disbursements (duty of the Treasurer);
5. Keep a record of all monies received and disbursed (duty of the Treasurer);
6. Present a report on the financial condition of the Society and shall read all disbursements at all meetings of the Society and of the Executive Board (duty of the Treasurer);
7. Assist Financial secretary in all his duties (duty of Assistant Financial Secretaries).

Section 6. The Marshals shall direct all processions of the Society and maintain order at all its meetings. They shall also keep under custody, all supplies of the Society and distribute them to the proper officers upon their request. He shall also direct the Assistant Marshals as needed.

Section 7. The Delegates shall represent the Society at all meetings of the Diocesan Union of Holy Name Societies of the Diocese.

Section 8. The Executive Board shall, under the authority of the Reverend Pastor, supervise and promote the activities of the Society.

Section 9. The Chairmen of Standing Committees shall direct work entrusted to the committee and present a report on their activities to the regular meetings of the Society and the Executive Board.

ARTICLE 11- MEMBERSHIP AND ATTENDANCE COMMITTEE

Section 1. The Membership Committee shall:

1. Conduct the membership recruiting of the Society;
2. Promote the attendance of members at the activities of the Society;
3. Keep a record of all members and of their attendance at the corporate Communion and meetings of the Society.

Section 2. The Membership Committee shall consist of a Chairman, who shall be the Vice-President of the Society, and two (2) members.

ARTICLE 111- SICK AND VIGIL COMMITTEE

Section 1. The Sick and Vigil Committee shall:

1. Visit the sick members of the Society;
2. Promote the attendance of the members at the vigils for deceased members;
3. Arrange to have deceased members of the immediate family enrolled in the Mass League for three years. Members of the immediate family shall include only the father, mother, wife, and unmarried children (living at home), of members of the Society.

Section 2. The Sick and Vigil Committee shall consist of a Chairman and one (1) member.

ARTICLE IV- RESOLUTIONS COMMITTEE

Section 1. The Resolutions Committee shall prepare and for adoption by the Society, resolutions as occasions may deem necessary.

Section 2. All resolutions shall be signed by the President and Secretary of the Society and Chairman of the Resolutions Committee.

Section 3. The Resolutions Committee shall consist of a Chairman and two (2)

members appointed by the President.

ARTICLE V- PUBLICITY COMMITTEE

Section 1. The Publicity Committee shall consist of a Chairman and members appointed by the President.

ARTICLE VI- QUORUM

A quorum shall consist of a majority in attendance.

ARTICLE VII- AMENDMENTS

No amendments shall be made to these By-Laws, except at the regular meetings of the Society and by a two-thirds vote of the members present.

No amendment shall be made unless a formal notice of the proposed amendment, approved by the Reverend Pastor, has been presented at the previous regular meeting.

ARTICLE VIII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised edition) shall govern in all cases wherein they do not conflict with the rules

STANDING RULES

The following order of business shall govern the meetings of the society.

- 1 . Call to order.
2. Prayer and Roll Call.
3. Recitation of the Holy Name Pledge.
4. Recitation of the Pledge of Allegiance.
5. Minutes of the previous regular meeting of the Society.
6. Minutes of the Executive Board meeting.
7. Correspondence.
8. Treasurer's Report
9. Reports of Standing Committees.
10. Reports of Special Committees.
11. Old Business.
12. New Business.
13. Speakers, including representatives from Lecture Bureau and Spiritual Director.
14. Adjournment with prayer.

THIS CONSTITUTION AS AMENDED AND PRINTED OCTOBER 2009

We gratefully acknowledge all past Presidents and Future Presidents of St. Anthony Holy Name Society who through their efforts have made and will make this society an organization whose members can faithfully honor the Holy Name of Jesus Christ.

RESOLUTION COMMITTEE

AL PUMILIA D.D.S.

ANTHONY BOVE

JAMES HANKINS