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# CONSTITUTION AND BYLAWS

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**St. Charles Parish Society**



AUGUST 28, 2024

# CONSTITUTION

## Article I

Name

Saint Charles Parish Society

## Article II

Patron Saints

St. Vincent de Paul, Patron of Charitable Societies  
St. Teresa of Calcutta, Patron of Missionaries of Charity

## Article III

Mission Statement

We serve God and provide for the needs of our parish by performing  
Spiritual and Corporal Works of Mercy while sharing in prayer and  
fellowship with each other.

### Spiritual Works of Mercy

1. To admonish the sinner.
2. To instruct the ignorant.
3. To counsel the doubtful.
4. To comfort the sorrowful.
5. To bear wrongs patiently.
6. To forgive all injuries.
7. To pray for the living and the dead.

### Corporal Works of Mercy

1. To feed the hungry.
2. To give drink to the thirsty.
3. To clothe the naked.
4. To visit the imprisoned.
5. To shelter the homeless.
6. To visit the sick.
7. To bury the dead.

# BYLAWS

## Article I

### Membership

1. All parishioners of St. Charles, ages 18 and over, are considered a member of the St. Charles Parish Society.
2. It shall be the duty of each member to encourage others to participate as members of the Society.
3. A copy of the Constitution and Bylaws will be available upon request and will be posted on the St. Charles website.

## Article II

### Organizational Structure

#### 1. Officers

The officers of the Society shall be President, Vice President, Secretary, Treasurer, and Past President. All registered members of St. Charles are eligible to hold office.

#### 2. Duties of Officers

- a. **President:** President shall preside at all meetings; see that the rules and regulations of the Society are carried out according to the bylaws; appoint and oversee necessary committees; make logistical arrangements for Society meetings; be responsible for holding and returning the key for the social center; hold authorization to approve purchases with the Treasurer; and function as the liaison between the Society as a whole and the Pastor. The president or designated representative shall attend and present a report at the meetings of the Parish Council as requested; be responsible for promotional information necessary to advertise Society activities and functions; and be responsible for arranging and initiating communications to members outside of the regular meeting. President shall move to position of Past President at the end of his/her term.
- b. **Vice President:** Vice President shall perform the duties of the President in the event of his/her absence; hold authorization to approve purchases with the Treasurer. Vice President holds the right to move into the vacated office of President at the end of his/her term as Vice President.
- c. **Treasurer:** Treasurer shall gather all receipts for purchases made for the purpose of the Society's needs and submit receipts to church secretary for record keeping and/or individual reimbursement. Treasurer will give financial report at each regular meeting.
- d. **Secretary:** Secretary shall keep an accurate record of the proceedings of all regular and Executive Committee meetings, as well as other records of the Society, including correspondence, and perform other duties that pertain to the office. Said records cannot include speculation or opinion but must simply be a factual narrative. Minutes

for any regular meeting shall be provided for the members prior to the next regularly scheduled meeting.

- e. **Past President:** Past president shall serve as an advisor to the executive committee.

### 3. Election of Officers

- a. Elections will be held at the August meeting.
- b. Nominations from the floor shall be taken and each officer chosen by a simple majority vote of the members present.
- c. The new officers shall assume their duties at the beginning of the next regularly scheduled meeting following elections. All applicable records shall be transferred from the outgoing officer to the incoming officer within two weeks after the August meeting.
- d. All elected officers shall serve a two year term and shall not serve for more than two full consecutive terms (four years) in the same office. Vice President holds the right to move into the vacated office of President. President (in the event of a vacancy) and Treasurer elections will be held on odd years, while Vice President and Secretary elections will be held on even years.
- e. In the event of a vacancy, a special election may be held.

### 4. Executive Committee

Current officers shall comprise the Executive committee. At the discretion of the Executive Committee, a meeting may be called to issue any executive decision(s) required outside of regularly scheduled meetings. A quorum of three officers must be present to issue any executive decision. Such decisions can include, but are not limited to the following:

- a. Authorization for the disbursement of funds up to the amount of two hundred fifty dollars (\$250) from the Treasury. However, a complete report must be given at the next general meeting regarding any such expenditure.
- b. Arbitration dealing with conflicts within the membership.
- c. Exceptionally confidential matters that are deemed inappropriate to share with the general membership. The committee shall, in this instance, determine what information can be shared.
- d. Appointment of replacement officers if any current officer is unable or unwilling to continue serving.

5. Standing Committees

- a. Fall Dinner: Decide date, advertise (local, church bulletins, TV, radio, Facebook, etc.), menu creation and ordering of food, organize and call for volunteers to staff the event.
- b. Funeral: Chairman will be contacted by the funeral home and seek information on what the family would like served, order food supplies specific to funeral, and call for volunteers to help prepare and serve food at funeral.
- c. Special Meals: Committee chair will be contacted by Parish Society officer or individual, plan meal and order food supplies specific to special meals, utilize other committee (funeral or kitchen) for additional supplies needed, call for volunteers needed, maintain list of supplies provided for all church events. Examples of Special Meals for the parish or for the benefit of the Parish include but are not limited to: Confirmation or First Communion retreats and celebrations, Lenten suppers, taco nights, and BINGO nights. Expenses necessary for special meals will be the responsibility of the event organizer.
- d. Safety: Develop a safety plan for emergencies at church: tornadoes, medical, fire, active shooter, etc.; collaborate with Parish Council; utilize community law enforcement and medical emergency professionals to aid in creation of plan; delegate tasks to appropriate individuals and provide information to them to ensure their comprehension of tasks and ability to follow through with said tasks; first aid kits stocked and easily located in appropriate areas of church.
- f. Kitchen: Order supplies for all events (coffee, creamer, salt/pepper, lemonade, napkins, paper placemats), ensure plates, cups, and silverware are all in good condition and useable; create list for utilizing kitchen; create and adhere to method for items borrowed or rented out from church.
- g. Bylaws: Review the constitution and bylaws annually prior to the August meeting and present a report to the Society at the August meeting.
- h. Welcome: Greet new attendees in church, give registration form if interested in joining our parish, make welcome basket for distribution, Father or welcome committee member will contact newly registered members to schedule time/location for visit, Father and representative will meet with new member, and give welcome basket and a blessing.
- i. Additional standing committees may be added or removed at the discretion of the Society as a whole.

### **Article III**

#### **Meetings**

1. Frequency

Weather permitting, there shall be regularly scheduled meetings from August through May. Meetings cancelled due to weather may or may not be rescheduled. A quorum of 3 officers and 3 members from three different families is required to conduct any official business of the Parish Society. If a quorum is not met, actionable items may be put out for an electronic vote.

2. Procedure for conducting regular meetings

- a. Call to Order and opening prayer
- b. Approval of Minutes
- c. Treasurer's Report
- d. Standing Committee updates
- e. Unfinished Business
- f. New Business
- g. Setting of next meeting date and time
- h. Closing prayer and adjournment

### **Article IV**

#### **Amendments**

1. A motion made regarding any proposed amendment(s) to the Constitution or Bylaws must be made at a regular monthly meeting at least two months prior to the regular meeting at which such amendment(s) are to be voted upon. A committee may be appointed from volunteers to draft the specific wording for said proposed amendment(s).
2. Notice of each proposed amendment must be provided to all members via electronic means and published on the church website.
3. Amendments shall become part of the Constitution and Bylaws when approved by a vote of two-thirds of the members present at the meeting during which the vote is held.

**Article V**

Authority

Ratified on this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_, President

Lindsey Courtney

\_\_\_\_\_, Vice President

Gabrielle Pioske

\_\_\_\_\_, Treasurer

Toni Brummund

\_\_\_\_\_, Secretary

Denise Awender