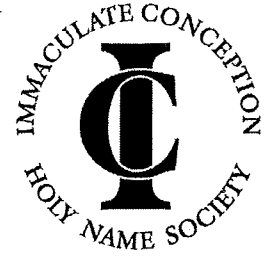


**IMMACULATE CONCEPTION HOLY NAME SOCIETY
CONSTITUTION AND BY-LAWS**

Adopted: May 11, 2023

MISSION STATEMENT



This organization shall be known as the Holy Name Society of Immaculate Conception Parish (referred to herein as the Holy Name Society, Society, or Organization). The Holy Name Society promotes reverence for the Sacred Names of God and Jesus Christ, obedience and loyalty to the Magisterium of the Catholic Church, and the personal sanctification and holiness of its members. Members are called to contribute to the evangelization mission of the Church and to make perpetual acts of reverence and love for our Lord and Savior. The apostolate of the society is to assist in parish ministries by performing the Corporal Works of Mercy: to feed the hungry, to clothe the naked, give drink to the thirsty, shelter to the homeless, tend the sick, visit those in prison, and bury the dead; as well as the Spiritual Works of Mercy: to convert sinners, instruct the ignorant, counsel the wayward, comfort the sorrowing, bear adversity patiently, forgive offenses, and pray for the living and the dead.

The Holy Name Society of Immaculate Conception Parish shall honor the name of Jesus through its members intentional and active membership in the community of the parish.

This organization's operational name shall be the Immaculate Conception Holy Name Men's Club.

ARTICLE I – Membership

Section 1. Eligibility. Membership in the Holy Name Society of Immaculate Conception Parish shall be open to all adult males affiliated with Immaculate Conception parish or school. Individuals who are or have been members of this organization are eligible for continued membership even if they are no longer active parishioners or parents at the school.

Section 2. Privileges of Membership. The active membership of the Holy Name Society of Immaculate Conception Parish shall consist of all dues paying members in good standing with the organization. Only active members are eligible to stand for office in the organization, vote in officer elections, and vote on open motions presented at organizational meetings.

Section 3. Revocation of Membership. Each member understands that in all Society functions they represent the community of Immaculate Conception Parish. Membership in the Immaculate Conception Holy Name Society may be lost if a member is determined to be guilty of any grave or scandalous conduct. Revocation of membership must be approved by a two-thirds majority of the Executive Board.

ARTICLE II – Dues

Section 1. Membership Year. The annual membership year will coincide with the organization's fiscal year which starts on July 1st.

Section 2. Benefits. Dues-paying membership shall afford members opportunities and discounts for events as decided by the chairs of the standing committees listed in Article V.

Section 3. Membership Cost. The annual membership dues for the upcoming fiscal year will be established at the last meeting of each fiscal year. The dues rate will be set at a rate that does not establish unnecessary hardship for members.

ARTICLE III – Meetings

Section 1. Monthly Meetings. The regular meetings of the Holy Name Society shall be held on the first Thursday of each month from September through June. Meetings may be held in the months of July and August as called for by the President of this organization. Meeting dates may be rescheduled when required by the parish calendar.

Section 2. Executive Board Meetings. The President may, at any time, call for a meeting of the organization's Executive Board to discuss organizational business, goals, finances, or other matters as he deems necessary.

Section 3. Quorum. No business may be undertaken unless there is a quorum present at the meeting. A quorum shall constitute five (5) active members of which at least three (3) must be Executive Board members.

Section 4. Motions. Any active member of the Society can introduce a new piece of business or propose a decision or action by making a motion for consideration but the motion must be seconded to be brought to a vote. After limited discussion, a vote will be taken from the membership present. A simple majority vote is required for the motion to pass. Motions can be tabled for a future vote if additional discussion is required.

ARTICLE IV – Officers of the Holy Name Society

Section 1. The Ex-Officio. The Pastor of Immaculate Conception Parish shall hold the office of Spiritual Director of the Society and shall subsequently serve in the role of Ex Officio of the Society. The Pastor may appoint an Associate Pastor as his delegate in the role of Ex Officio of the Society.

Section 2. Executive Board. The Executive Board of the Holy Name Society shall consist of the following elected officials.

- A. The **President** shall have the following responsibilities.
 - a. He shall serve as the presiding official at all meetings of the Society and of the Executive Board;
 - b. He shall appoint the Chairmen of the Standing Committees;

- c. He shall assist with planning the meetings and activities of the Society and hold the officers responsible for the activities entrusted to them;
 - d. He shall ensure communication between the Society and the Immaculate Conception School Board, Parents' Club, Athletic Committee, and Parish Council;
 - e. He shall sign all official documents and papers of the Society;
 - f. Cannot make a motion at meetings and shall refrain from voting except when required to break a tie; and
 - g. He shall perform such other duties as are usually attached to the office of President.
- B. The **Vice-President** shall have all the powers and perform all the duties of the President in the absence of the President.
- C. The **Corresponding Secretary** shall have the following responsibilities.
- a. He shall publish the official business of the Society;
 - b. He shall announce any upcoming events or business of the Society through the appropriate notification methods;
 - c. He shall maintain the Society's social media accounts;
 - d. He shall periodically check the Society's incoming mail at the parish rectory;
 - e. He shall send approved letters and/or gifts on behalf of the Society to acknowledge service to the organization; and
 - f. He shall send approved letters and/or gifts on behalf of the Society to acknowledge weddings, births, funerals, or other sacramental events related to the Society's membership or faith community.
- D. The **Recording Secretary** shall have the following responsibilities.
- a. He shall keep a record of proceedings at all official organizational meetings;
 - b. He shall keep a record of the attendance at all monthly meetings;
 - c. He shall present the official minutes of all organizational meetings for approval at the scheduled meeting of the Society;
 - d. Provide the Ex-Officio with the minutes and agenda for all meetings;
 - e. He shall maintain the Society's by-laws and official record archives; and
 - f. He shall draft and publish the Society's official newsletter.
- E. The **Treasurer** shall have the following responsibilities.
- a. He shall deposit the organization's annual dues payments and all other monies of the Society in an authorized depository;
 - b. He shall maintain the Society's electronic payment accounts;
 - c. He shall pay all obligations of the Society after they have been authorized by the Executive Board or through a vote of the membership;
 - d. He shall keep an official record of all monies received and disbursed from the Society's authorized accounts;

- e. He shall present a report on the financial condition of the Society at all meetings of the Society and of the Executive Board;
- f. He shall oversee the disbursement of all approved monetary gifts to the Immaculate Conception Parish and School;
- g. He shall immediately notify the Executive Board if the organization's accounts fall below the minimum required balance; and
- h. He shall provide monthly bank statements and an annual report on the organization's finances to the parish Business Director or Director of Operations.

F. The two (2) **Membership Chairmen**, of whom one must be a parent of an active Immaculate Conception student, shall have the following responsibilities.

- a. They shall announce to the membership the reset of membership dues at the start of each organizational fiscal year;
- b. They shall maintain an accurate roster of all paid members and their contact information;
- c. They shall present the President with an up-to-date membership roster at each meeting of the Society;
- d. They shall conduct a transparent monthly membership raffle drawing at each monthly meeting;
- e. They shall ensure that the Society maintains a membership table at all Society events for the purpose of encouraging membership enrollment;
- f. They shall ensure that the Society maintains a membership table at appropriate parish or school events for the purpose of encouraging membership enrollment; and
- g. They shall organize and host at least two (2) membership events throughout the year for the purpose of encouraging membership.

G. The **Bowling Alley Manager** shall have the following responsibilities.

- a. He shall provide for the routine maintenance of the bowling alley facility;
- b. He shall maintain the calendar of events for the bowling alley;
- c. He shall coordinate all bowling alley rentals;
- d. He shall establish the fee schedule for bowling alley at the beginning of each fiscal year and present it for the approval of the Society at the last meeting of the fiscal year;
- e. Collect and deposit bowling alley rental fees; and
- f. He shall provision the bowling alley with the appropriate supplies as authorized by the Society.

Section 2. Remuneration. No member of Holy Name Society Executive Board shall receive any remuneration from the Society except for the Bowling Alley Manager. At the end of each fiscal year, the Executive Board will approve a monthly stipend for the upcoming fiscal year to be paid to the Bowling Alley Manager for services rendered in that role.

ARTICLE V – Elections

Section 1. Nominations and Eligibility for Office. Candidates for each office listed in Article IV shall be nominated from the floor during the regular meeting in the month of April. Only active members in good standing are eligible to stand for office in the Society. Candidates for office may self-nominate or be nominated by another active member. Nominees must accept their nomination either verbally at the April meeting or in writing prior to the election. Members of the Executive board cannot hold an Executive Board position within any other parish organization.

Section 2. The Election. Officer elections shall take place bi-annually at the May monthly meeting. Only active members of the Society present at the election meeting may cast a vote in an officer election.

- A. The organization shall conduct a vote by secret ballot for each office. The votes shall be counted and certified by the Corresponding Secretary and Recording Secretary. The winner shall be the nominee that receives the most votes.
- B. In the event that either secretary is a candidate for a contested office in the election, the president shall assign an alternate executive board member(s) to certify that vote.
- C. Any disputes regarding the election results shall be resolved by the Ex Officio.

Section 3. Term of Office. Members shall be elected to office for a term of two years. Newly elected officers shall assume their roles on July 1st. The office of President must change hands at the end of each two-year term.

Section 4. Expulsion from Office. An elected officer may be expelled from their elected office for failure to perform the duties of the office. Such an expulsion must be approved by a two-thirds majority of the Executive Board.

Section 5. Vacancies. In the event of the death, resignation, or expulsion of an officer, a temporary replacement shall be appointed by the Ex Officio. The Society will then hold a special election within two months to identify a permanent replacement.

ARTICLE VI – Finances

Section 1. Bank Accounts. The Holy Name Society shall maintain at all times a standard bank account for the deposit of all money received by the Society and the payment of all obligations.

Section 2. Bank Card(s). The Treasurer is authorized to maintain a bank card(s) for use by the officers or standing committees of the Society in the furtherance of the organization's activities. All bank card activity must be approved by the Treasurer in advance of the charge.

Section 3. Online Payment Applications. The Treasurer is authorized to maintain online payment accounts (e.g. PayPal, Venmo, Zelle) to facilitate the collection of membership dues, ticket sales, or any other financial activity of the Society.

Section 4. Financial Expenses.

- A. No member of the Holy Name Society shall conduct financial transactions or obligate the treasury of the Society unless the expense has been approved in advance by the Executive Board.
- B. The Executive Board may grant blanket expense authorization to the standing committees of the organization for the purpose of holding a Society event. In these instances, the committee shall submit a full expense report, along with receipts, at the next monthly meeting.
- C. The President and Treasurer may, by mutual agreement, authorize any emergency expense up to \$500 without the concurrence of the Executive Board.

Section 5. Operating Balance. The Executive Board shall ensure that the Society maintains at all times a minimum operating balance of \$10,000 to ensure the availability of funds for future activities. The organization shall also ensure that the Society ends each fiscal year with a minimum of \$20,000 in funds.

Section 6. Escrow Account. The organization shall establish and deposit funds into an emergency escrow account which shall hold \$20,000 by no later than July 1, 2033.

- A. This account shall remain deposit-only until the date the account is fully funded or July 1, 2033, whichever comes first.
- B. In the event of an emergency requiring access to these funds prior to the account being fully funded, a withdrawal may be made if approved by a three-quarters majority vote of the membership at a regular meeting and with the approval of the Ex Officio or principal.

Section 7. Fiscal Year. The Holy Name Society's fiscal year shall begin on July 1st and conclude on June 30th.

ARTICLE VII - Standing Committees

Section 1. The Holy Name Society shall maintain standing committees for the purpose of planning and hosting the Society's fundraising and parish community events. The Executive Board shall appoint a committee chair(s) for each of the following Society events. The chair(s) shall have the authority to appoint additional members to the committee.

- A. Fundraising
- B. Fall Golf Outing
- C. Daddy-Daughter Dance
- D. Turkey Smoker
- E. Christmas Party
- F. Super Bowl Party
- G. Saint Patrick's Day Party
- H. Any additional ad hoc committee as determined by the Executive Board

ARTICLE VIII – Social Media Policy

Section 1. The President may authorize the use of social media accounts to conduct the business of the Society. Authorization to post content to the Society’s social media accounts will be strictly limited to the following individuals.

- A. The President
- B. The Vice President
- C. The Corresponding Secretary
- D. Any person explicitly authorized to post content by the Executive Board


Section 2. Bowling Alley Media. The Bowling Alley Manager is authorized to operate a social media account or webpage for the purpose of advertising the bowling alley or facilitating rentals.


Section 3. Prohibition on Marketing. Materials posted to the Holy Name Society social media accounts shall be strictly limited to content related to the activity of the Society, parish, or school. The Society’s social media accounts shall not be used for the purpose of promoting any person, political campaign, business, organization, or service.

ARTICLE IX – Amendments

Section 1. No amendments shall be made to this Constitution except by a three-fourths vote of the members present and voting at a regular meeting of the Society. No amendment shall be made unless a formal notice of the proposed amendment has been given at the previous regular meeting of the Society and the membership was provided with an opportunity for deliberation.

Adopted by:

 6/27/23
Immaculate Conception Men’s Club President Date

 6/27/23
Immaculate Conception Pastor Date

Original Signature Copies:

- Pastor
- Parish Office
- Recording Secretary of IC Men’s Club