

St. Joseph Sodality



Constitution & By-Laws

OUR LADY OF PURGATORY CHURCH
11 FRANKLIN STREET
NEW BEDFORD, MASSACHUSETTS 02740

ST JOSEPH SODALITY
OF
OUR LADY OF PURGATORY CHURCH

CONSTITUTION

ARTICLE I NAME AND PURPOSE

- 1.1 This Sodality shall be called the St. Joseph Sodality and is established under the patronage of St. Joseph, the foster father of Our Lord and Patron Saint of the Universal Church.

- 1.2 The purpose of this Sodality is to strengthen the faith of its members and their commitment to their religious traditions resulting in the upbuilding of their parish community.

- 1.3 The Pastor/Administrator of the Parish shall be designated Chaplain of the Sodality in order to achieve these objectives.

ARTICLE II CHAPLAIN

 The Chaplain, who is designated by the Bishop, has direct authority over all actions of the Sodality.

ARTICLE III PRESIDENT

The President, who is elected by the membership, is the lay leader of the Sodality.

ARTICLE IV VICE-PRESIDENT

The Vice-President, who is elected by the membership, shall assist the President in conducting Sodality Affairs.

ARTICLE V TREASURER

The Treasurer, who is elected by the membership, shall oversee all financial business of the Sodality.

ARTICLE VI SECRETARY

The Secretary, who is elected by the membership, shall record all business of the Sodality and shall maintain the Sodality Archives.

ARTICLE VII BOARD OF DIRECTORS

The Board of Directors shall consist of all past Presidents of the Sodality.

ARTICLE VIII MEMBERSHIP

The membership of the Sodality is open to all members of the Parish Community of Our Lady of Purgatory, eighteen (18) years and older.

ARTICLE IX ELECTIONS

Elections shall be held every three (3) years at a time specified in the By-Laws.

ARTICLE X AMENDMENTS TO CONSTITUTION

Article II of this Constitution may never be amended. All other Articles of this Constitution shall be approved or amended by majority vote of the entire membership present provided a quorum of fifty (50%) of the entire membership in good standing is present throughout the vote.

ST JOSEPH SODALITY
OF
OUR LADY OF PURGATORY CHURCH

BY-LAWS

1. DUTIES OF THE CHAPLAIN

- 1.1 The Chaplain shall serve as spiritual advisor of the Sodality and lead the membership in prayer.
- 1.2 The Chaplain shall bring to the attention of the membership certain special needs to further the growth of the Parish and the Church when the occasion arises.
- 1.3 The Chaplain shall have signatory powers for all expenditures of the Sodality.

2. DUTIES OF THE PRESIDENT

- 2.1 The President shall serve a term of three (3) years.
- 2.2 The President shall not serve two (2) consecutive terms.
- 2.3 The President shall serve as the lay administrative head of the Sodality and shall conduct all Sodality meetings.
- 2.4 In all matters which are brought before the membership to be voted upon, the President shall only cast a vote in the event of a tie.
- 2.5 In the absence of the Chaplain, the President shall lead the Sodality in prayer.
- 2.6 The President shall call special meetings of the Board of Directors as the need arises.

- 2.7 The President shall send a letter to the members of the Sodality at the beginning of each year setting forth a proposed schedule of activities, coffee hours and meetings for the upcoming year as well as a listing of all of the officers.
- 2.8 It shall be the duty of the President to present each member with a St. Joseph Sodality Prayer Book and a copy of the Constitution and By-Laws of the St. Joseph Sodality.

3. DUTIES OF THE VICE-PRESIDENT

- 3.1 The Vice-President shall serve a term of three (3) years.
- 3.2 The Vice-President shall not serve two (2) consecutive terms.
- 3.3 The Vice-President shall assume the duties of the President in the President's absence.
- 3.4 The Vice-President shall be Program Chairperson. As Program Chairperson, the Vice-President shall work with the chairpersons of the individualized events to coordinate all social and fundraising activities for the year. The Vice-President shall select hosts or hostesses for each meeting, giving each member a chance to serve as host or hostess.

4. DUTIES OF THE TREASURER

- 4.1 The Treasurer shall serve a term of three (3) years.
- 4.2 The Treasurer shall not serve two (2) consecutive terms.
- 4.3 The Treasurer shall oversee all Sodality finances.
 - 4.3.1 The Treasurer shall serve as treasurer of all social activities of the Sodality and shall keep a separate and detailed financial report of each function on file.
- 4.4 It shall be the duty of the Treasurer to give a financial report at every meeting. Each of the Treasurer's financial reports shall be placed on file as part of each meeting.

- 4.5 At the end of each quarter, the Treasurer shall give a full financial statement to the membership and the Chaplain.
- 4.6 It is the responsibility of the Treasurer to collect dues from all the members the Feast of St. Joseph each year.
- 4.7 The Treasurer shall inform the President of any Sodality members who have not paid their dues.

5. DUTIES OF THE SECRETARY

- 5.1 The Secretary shall serve a term of three (3) years.
- 5.2 The Secretary shall not serve two (2) consecutive terms.
- 5.3 It will be the responsibility of the Secretary to record all meetings of the general membership, all meetings of the Board of Directors and all social activities, and to maintain the Sodality Archives.
- 5.4 The Secretary shall record the attendance at each prayer meeting and business meeting and report to the President any member who has been absent for three (3) consecutive prayer meetings or three (3) consecutive business meetings without a valid reason.
- 5.5 The Secretary will be required to read the minutes of the previous general meeting.
- 5.6 At the end of each business year, the Secretary shall present a summary of the year's activities to the Chaplain.
- 5.7 The Secretary shall be responsible for all Sodality correspondence.
- 5.8 The Secretary shall organize and direct the Telephone Committee.

6. STANDING COMMITTEES

- 6.1 Sunshine Committee

- 6.1.1 The Sunshine Committee will consist of two (2) members of the Sodality who will be elected by the membership.
- 6.1.2 The Sunshine Committee will send cards on behalf of the Sodality to members of the Sodality who are ill.
- 6.1.3 It will be the responsibility of the Sunshine Committee to bring to the attention of the Chaplain, Officers and the membership the names of members who are ill and to request prayers on their behalf.

6.2 Telephone Committee

- 6.2.1 The Telephone Committee shall consist of at least five (5) Members who will be appointed by the Secretary after consultation with the President.
- 6.2.2 The Term of Telephone Committee members shall be one (1) year. Telephone Committee members may serve consecutive terms.
- 6.2.3 Each Telephone Committee member shall be assigned a list of Sodality members they are to contact in the event of meetings, special meetings, the death of a member, and any other activities determined by the Chaplain and/or President of the Sodality.

7. DUTIES OF THE BOARD OF DIRECTORS

- 7.1 The Board of Directors shall serve in an advisory capacity to the President.
- 7.2 The Board of Directors shall meet with the Chaplain, President, and elected Officers prior to the initial meeting of the new business year and shall subsequently meet at the request of the Chaplain or President.

8. MEMBERSHIP

8.1 Rights & Responsibilities

- 8.1.1 Each member the St. Joseph Sodality is expected to recite the daily devotional prayer to St. Joseph.

- 8.1.2 Members should receive Communion as a body on the first Sunday of every month.
- 8.1.3 Members should gather and recite devotional prayers prior to the liturgy on the first Sunday of every month.
- 8.1.4 Each member shall regularly attend all scheduled meetings and is strongly encouraged to attend and support all social and fundraising activities of the Sodality.
- 8.1.5 If both Parents are Sodality members and they have young children, one parent shall attend and the other may be excused with just cause. The member not attending shall notify the Secretary prior to the meeting or his or her planned absence.
- 8.1.6 Each member shall pay his/her dues by the Feast of St. Joseph.
- 8.1.7 Upon the death of a member, the Sodality is required to gather at the Funeral Home, wearing their medals, and offer prayers for the deceased.
- 8.1.8 At the Funeral of a deceased member of the Sodality, the following procedure is to be followed:
- 8.1.8.1 The St. Joseph's Banner is to be carried by the President or a person designated by the President and placed on the altar to the right of main altar.
- 8.1.8.2 All members present, wearing their medals, are to accompany the body of the deceased member proceeding after the pall bearers as an Honor Guard.
- 8.1.9 The Members of the Sodality shall vote on all business properly brought before the Sodality.
- 8.1.10 A quorum consisting of fifty (50%) percent of the entire membership of the Sodality in good standing shall be required to carry on the ordinary business of the Sodality. A simple majority of this quorum is sufficient for all business voted upon.
- 8.1.11 Induction of new Members shall take place at the time of the Feast of the St. Joseph. At the time of induction the new Member shall receive a copy of the

Constitution and By-Laws of the St. Joseph Sodality, a Medal of St. Joseph and accompanying ribbon, a St. Joseph Prayer Card, and a Sodality Prayer Book.

8.1.12 Honorary Members may be designated by agreement of the Chaplain, the President, the Officers and Board of Directors.

8.2 Meetings and Coffee Hours

8.2.1 Business Meetings shall be held after the Liturgy on the first Sunday of September, November, February, March and April. Business Meetings are only open to members of the Sodality and the Chaplain.

8.2.2 Special Business Meetings may be called by the Chaplain or President with 48 Hour telephone notice to the membership of the Sodality.

8.2.3 Coffee Hours shall be held after the Liturgy on the first Sunday of October, January, May and June. Coffee Hours are open to the Parish at large.

8.2.4 Business of the Sodality may not be conducted at a Coffee Hour and shall only be conducted at a duly called Business Meeting.

8.2.5 The Agenda for Business Meetings shall be available for the membership on the Sunday prior to the Business Meeting. Any member wishing to submit an item for the agenda shall do so to the Secretary no later than the Wednesday prior to the Sunday the Agenda is to be made available to the membership. Late filed items may only be addressed at the Business Meeting with the approval of a majority of the Sodality members in attendance.

8.3 Failure to Fulfill Requirements of Membership

8.3.1 If a Member is absent for three (3) consecutive prayer meetings or three (3) consecutive business meetings without just cause, as determined by the President and the Chaplain, the Secretary shall so inform the President. The President acting with the Chaplain, the Officers and the Board of Directors, shall take the action they deem appropriate.

8.3.2 If dues are not paid by the designated times, the Treasurer shall so inform the President. The President acting with the Chaplain, the Officers and the Board of Directors, shall take the action they deem appropriate.

8.3.3 A Member of the Sodality may resign by delivering a letter of resignation to the President. The Sodality Medal and Ribbon, and the Sodality Prayer Book shall accompany the letter of resignation. Upon resignation, the former member shall forfeit all benefits of Sodality membership. Dues which have been paid are not refundable.

9. ELECTIONS

- 9.1 The President shall inform the membership at the January Coffee Hour of the impending elections.
- 9.2 Nominations and Elections of Officers shall take place at the February Business Meeting in the final year of the Officers terms.
- 9.3 The President and Officers shall establish the election procedures.
- 9.4 A quorum consisting of fifty (50%) percent of the entire membership in good standing shall be required for the election of Officers. A simple majority of the quorum is sufficient to elect an Officer.
- 9.5 The newly elected Officers shall be installed during the Liturgy on the Feast of St. Joseph and shall assume the duties of their office at such time.

10. AMENDMENT OF BY-LAWS

- 10.1 In order to amend the By-Laws, a quorum of fifty (50%) of the of the entire membership in good standing is required
- 10.2 A simple majority of the quorum is sufficient to amend the By-Laws.