

ARTICLE 1

Name and Objective

Section 1.

The name of this organization shall be the Blessed Sacrament Usher's Society Incorporated.

Section 2.

The object of the organization is to provide sufficient ushers for services held at Blessed Sacrament Church, to aid the Church in carrying out its social and athletic activities, and to promote the spiritual, moral, social and physical well being of the members of the Society.

ARTICLE 2

Membership

Section 1.

Any male adult, 18 years of age or older, interested in the purpose and aims of the Blessed Sacrament Ushers Society, may apply for membership.

Section 2.

The application for membership shall be submitted to the membership chairman of the Society. The chairman shall submit the application to the Pastor(s) and the Officers of the Society for their approval at a Board of Directors meeting.

Section 3.

A member in good standing is one who pays his dues, or is a Life Member, Ushers, and participates in one or more of the functions as defined under Article 8, Section 1.

Section 4.

Any person received into the Society will share its obligations and enjoy the privileges as a member in good standing.

Section 5.

Any member of the Society with a minimum of ten years (10) becomes a life member at age sixty (60). Any member who joined prior to June 1, 2001 remains eligible for Life Membership after 5 years service and has reached the age of (60).

ARTICLE 3

Dues

Section 1. The dues shall be determined by this Society and payable on or before January 1st of each year. Dues shall be paid to the Membership Chairman. A member who is delinquent in his dues will be suspended.

Section 2. A suspended member may be reinstated upon submission of a new application for membership to the Pastor(s) and the Board of Directors for their approval.

ARTICLE 4

Meetings

Section 1. The regular meeting of the Society shall be held on the third Thursday of every month at 8:00 P.M. A quorum shall consist of 10% of the membership, including three (3) officers.

Section 2. The Board of Directors meeting will be held monthly before the regular meeting. A quorum shall consist of seven (7) members.

Section 3. The Pastor(s) or the President may call meetings in case of emergency.

Section 4. Notices for all regular and special meetings shall be sent to all members in good standing.

Section 5. The July meeting for the Officers Installation shall be held at a time and place determined by the Board of Directors, and is in lieu of the regular July meeting.

ARTICLE 5

Officers

Section 1. The elected officers of the Society shall consist of: A. President, B. President Elect, C. Vice President, D. Secretary, E. Treasurer, F. Three (3) Board of Directors.

Section 2. The Pastor(s) of Blessed Sacrament Church shall appoint a priest as the Spiritual Advisor.

ARTICLE 6

Duties of Officers

Section 1. President

- A. Shall preside at all regular meetings and shall preserve order therein.
- B. Shall appoint Mass Captains, committee chairmen, and outline the duties of all standing and special committees. All appointments shall terminate with the outgoing President's tenure in office.
- C. Shall call special meetings.
- D. Shall decide meeting agenda.
- E. Shall represent the Society in all matters not pertaining directly to subordinate officers.
- F. Shall oversee the publishing of the Blazer and include the notice of regular meetings and special activities.
- G. Shall be authorized to co-sign all checks.

Section 2. President Elect.

- A. Shall assist the President as directed.
- B. Shall be ex-officio member of all committees.
- C. Shall succeed to the office of President at the following election without contest.

D. Shall assume the duties of President in the event of a vacancy in the office of President and shall serve out the unexpired term as acting President. He shall also maintain his status as President-Elect.

E. Shall be authorized to co-sign all checks in the absence of either the President or the Treasurer.

F. Shall preside over the budget committee and draft a budget to be presented to the Board of Directors at the June meeting.

G. Shall present the proposed budget to the membership at the June meeting for its approval and adoption.

H. Shall preside over all Board meetings.

Section 3. Vice President

A. Shall be in charge of all Mass Captains.

B. Shall, within 30 days of assuming office, appoint Mass Co-Captains

C. Shall preside over the spiritual activities of the Ushers Society in the absence of the Spiritual Advisor.

D. Shall be responsible for consulting with the Spiritual Advisor monthly to ensure the attendance of an adequate number of ushers for special functions such as Confirmation, Holy Days of Obligation, processions, etc.

E. Shall, in the absence of the President and President Elect, preside at all meetings.

F. Shall ensure that the name of the past President is engraved on the President plaque and procure a gift for the outgoing President.

Section 4. Secretary

A. Shall keep the minutes of the meetings and the roll call of officers and Mass captains.

B. Shall maintain a separate ledger of the by-laws of the Society. This ledger will have every other page blank for noting date change opposite the by-laws being amended. Each member shall be given written notification of such changes through the Blazer.

C. Shall publish in the Church bulletin all announcements regarding meetings.

Section 5. Treasurer

A. Shall receive all the moneys due the Society and deposit in the bank or trust company as selected by the Board of Directors.

B. Shall co-sign all checks and pay authorized expenditures.

C. Shall submit monthly and an annual financial status report to the Society.

D. Shall keep an accurate account of all the moneys received and disbursed.

E. Shall turn over to his successor all accounts, books and other treasurer related property of the Society in good order.

F. Disbursements should be made exclusively by check and recorded in a check register to clearly show date, check number, payee, amount and purpose.

ARTICLE 7

Board of Directors

Section 1. The Board of Directors will consist of the following individuals:

A. The five (5) elected officers

B. The three (3) elected directors

C. The two (2) immediate past presidents

D. The Athletic Director

E. The Spiritual Advisor

Section 2. Each of the members of the Board of Directors shall have one equal vote.

ARTICLE 8

Committees

Section 1. Standing Committee chairmen shall be appointed by the President. The following shall be the standing committees:

- A. Athletics
- B. Fund Raising
- C. Special Activities
- D. Membership and Welcome
- E. Visitation and Necrology
- F. Budget
- G. Audit
- H. Field House
- I. Refreshments
- J. Public Relations
- K. Historical
- L. Social
- M. Coffee & Rolls
- N. Blazer

Section 2.

All committee chairmen shall keep a record of all yearly activities, including finances, to be turned over to their successor at the end of their tenure.

Section 3.

Committee chairmen shall make a financial report to the Treasurer at the completion of each event.

Section 4.

The Society shall appoint a member to represent them to the Blessed Sacrament School Board and the Blessed Sacrament Parish Council. These representatives shall be appointed by the officers of the Society and approved by the Board of Directors.

ARTICLE 9

Duties of Membership Chairman, Audit Chairman, Immediate Past President and Athletic Director

Section 1. Membership Chairman

- A. Shall be appointed by the President of the Society.
- B. Shall appoint a committee.
- C. Shall keep a record of all members standing. The membership chairman will notify the Board of suspended members in accordance with Article 3, Section 1, and shall also make recommendations for their re-instatement also in accordance with Article 3, Section 2.
- D. All new members will be presented to the Board of Directors for their approval. The applicant will then be presented to the Society at a regular meeting, along with his preferences and qualifications that will contribute to the Society.

Section 2. Audit Chairman

- A. All books of the Society shall be audited annually by an auditing committee consisting of three (3) members, appointed by the President Elect. An audit report shall be presented to the membership at the first membership meeting following the audit period.

Section 3. Immediate Past President

A. It will be the duty of the Immediate Past President to review the constitution and by-laws with the new Officers and the new Board of Directors.

Section 4. Athletic Director

- A. The Athletic Director shall be recommended by the President and approved by the Usher Board.
- B. The Athletic Director can recommend Assistant Athletic Directors to be approved by the Usher Board.
- C. Individual team head coaches shall be appointed and dismissed by the Athletic Director with approval of the Usher Board.
- D. The Athletic Director must follow and enforce the current Blessed Sacrament Athletic Policy and Procedure manual.

ARTICLE 10

Election of Officers

Section 1. The nominating committee shall consist of the immediate two (2) past presidents, the current president and the president-elect. The senior past president will act as the chairman of the committee. If a vacancy should exist in the nominating committee, it will be filled by a member in good standing, and appointed by the President.

Section 2. The nominating committee shall submit to the Board of Directors the list of nominees at the Board meeting on the third Thursday of April. The chairman of the nominating committee shall submit the names of the nominees to the Secretary to be published in the Blazer during the months of April and May. Other candidates may be nominated from the floor at the April meeting. A

member need not be present to be nominated but must give written approval of his intention to run for that office.

Section 3. The election shall be held the third Thursday of May and balloting will take place from 8:00 to 9:00 p.m. The names of the new officers will be published in the Church bulletin and they will take office at the July meeting.

Section 4. Absentee ballots - Any usher having a valid reason such as work, illness, etc. and cannot attend the regular election meeting for the purpose of voting, may request from the Chairman of the Nominating Committee one (1) week before the election an absentee ballot. This ballot must be returned to the same in a sealed envelope prior to the election and only opened on election night for tabulation. Any absentee ballots received after the election, are void.

Section 5. The election is by written ballot. The greatest number of votes determines the winning candidate. The Spiritual Advisor shall serve as Master of Elections, and the President shall appoint two (2) clerks to constitute a board of elections. In the event of a tie vote, another vote will be taken.

Section 6. A member not present can be elected to office providing his name appears on the ballot.

Section 7. No officer can be elected for more than two (2) successive years for the same office. This holds true for all offices except the President and President Elect who serve for one (1) year. In either case an officer may be elected again after the lapse of one (1) year out of office.

Section 8. In the event of a vacancy of a subordinate officer, a successor shall be appointed by the Board of Directors, with the exception of the President Elect. A special election must be held to fill the office of President Elect.

Section 9. Ballots must be issued by the Secretary to each member in good standing who attends the election meeting.

ARTICLE 11

Removal from Office

Section 1. Any elected officer who does not attend three (3) successive board and/or regular meetings and has not been excused by the board is automatically removed from office. He shall be notified in writing by the Secretary and/or President immediately after the third meeting he missed. He is not removed from the Society.

Section 2. If an officer is thought to be derelict in the fulfillment of the duties of his office, any member of the Society may present a complaint in writing to any of the three (3) elected members of the Board of Directors for their investigation and action.

ARTICLE 12

Order of Business

Section 1.

- A. Call to Order
- B. Prayer by Spiritual Advisor or in his absence the Vice President
- C. Roll call of Board of Directors
- D. Reading of minutes of last meeting
- E. Reading of Treasurer's report

- F. Reading of Communications
- G. Report of Committees
- H. Unfinished Business
- I. New Business
- J. For the Good of the Society
- K. Remarks by the Spiritual Advisor
- L. Prayer and adjournment

ARTICLE 13

Amendments

Section 1. Proposed amendments or changes in the by-laws shall be submitted in writing to the Spiritual Advisor of the Society for his approval. If approved the changes shall be read to the Board of Directors and membership, three (3) times at two consecutive regular monthly meetings before going to the body for a vote.

Section 2. To carry any amendment or changes it will require an affirmative vote by at least two-thirds of the members present after the third reading. If passed, it will become effective immediately in the by-laws unless otherwise specified.

ARTICLE 14

Dissolvement

Section 1. In the event this Society dissolves, all property belonging to the Society is to become the property of the Parish after all liabilities have been satisfied.

ARTICLE 15

Rules of Order

Section 1. All business not covered by these by-laws shall be governed by Robert's Rules of Order.

ARTICLE 16

Adoption

Section 1. This Constitution and By-Laws shall go into effect immediately upon adoption.

ARTICLE 17

Oaths

Section 1. All officers shall assume office upon taking the following oath:

I, _____, _____, as the _____ of the Blessed Sacrament Ushers Society, do hereby promise to perform the duties of my office to the best of my ability, to assist the Priests of the Parish in all matters in keeping with the aims of our Society. So help me God.

Section 2. Oaths to be taken by all new members:

I, _____, _____, as a member of the Blessed Sacrament Ushers Society, do hereby promise to perform all the duties assigned to me to the best of my ability and to assist the Priests of the Parish in all matters in keeping with the aims of our Society. So help me God.

Respectfully submitted by the Constitution and By-Laws Committee (June 21, 2001)