

**THE HOLY NAME SOCIETY  
ST. JOSEPH OF CUPERTINO CATHOLIC PARISH**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I. NAME**

This organization shall be known as the Holy Name Society of St. Joseph of Cupertino Parish. The Parish Charter was granted by the Dominican Order on the 21st day of May, 1952.

**ARTICLE II. PURPOSES**

**Section 1: General Purposes**

The general purposes of this society shall be:

- 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 the 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.
- To promote the spiritual welfare of the members 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 the sacraments, the honoring of the Most Holy Name by an active religious life, and by working against all things which offend the Most Holy Name.
- To foster the observance of the promises contained in the Holy Name Pledge.
- Assisting the members to participate more actively in the life of the Church.
- Performing such special works as are asked of it by the Reverend Pastor.

**Section 2: Specific Purposes**

The specific purposes of this Society shall be:

- To receive quarterly corporate Communion at the Mass established as the Holy Name Mass by the Reverend Pastor.
- To educate the members, through lecture and discussion programs, in the works of the Lay Apostolate.
- To promote retreats or other religious activities for members.

- To supply and train members in parish volunteer work and assist in the performance of that work in the parish and Diocese.
- To encourage the distribution of Catholic literature and work against the display and sale of immoral literature.
- To do all other things in the apostolate of lay action according to the mandate given by the Most Reverend Bishop.

### **ARTICLE III. MEMBERS**

All men, 18 years of age and older, who are members of the parish, school or community that have been formally received shall be members of this Society.

In order to maintain good standing as a member of the Holy Name Society of St. Joseph of Cupertino, members are required to attend at least six (6) monthly meetings and perform at least forty (40) hours of volunteer work annually in furtherance of the Society's parish mission. Members who do not maintain "good standing" are prohibited from participating in Holy Name Society social events and activities. Once a member's status returns to "good standing" all prohibitions will be lifted.

Members whose status is not in "good standing" may appeal to the Executive Board and present evidence for the Executive Board to consider in determining whether the standing status should be reversed for cause. The Executive Board will decide on the status based on a simple majority vote and their decision is final.

### **ARTICLE IV. OFFICERS**

#### Section I: Ex-Officio

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

#### Section 2: Elective Officers

The elective officers shall be the President, Vice president, Secretary, and Treasurer

#### Section 3: Appointive Officers

The appointed officers shall be the Chairs of the Standing Committees.

#### Section 4: Board of Advisors

The board of advisors shall consist of the Past Presidents of the Society.

## **ARTICLE V. EXECUTIVE BOARD**

### Section 1: Executive Board

The Executive Board shall consist of the Ex-Officio, elected officers, chairs of the Standing Committees and the Board of Advisors.

## **ARTICLE VI. NOMINATIONS ELECTIONS AND APPOINTMENTS**

### Section 1: Nominations

The nominating committee shall be appointed at the regular meeting in the month before the election is to take place (typically during the regular November meeting). The Nominating Committee shall be appointed by the President with the approval of the Executive Board.

Candidates for each office listed in Article IV, Section 2 shall be selected by the Nominating Committee. Additional nominations may be made from the floor.

### Section 2: Elections

Each officer shall be elected for a term of two (2) years and shall be eligible for re-election to the same office for two successive terms. Officers shall be limited to two successive terms and may be elected to an official position after one full term out of elected office.

At the regular monthly meeting designated for the election, the majority of the ballots cast shall decide the election. The officers elect shall be installed during the December appreciation dinner held to honor the outgoing officers. Newly elected officers shall assume office at the regular monthly meeting following the election (typically at the regularly scheduled January meeting).

## **ARTICLE VII. DUTIES OF OFFICERS**

### Section 1: Ex Officio

The Reverend Pastor or his delegate shall be entitled to exercise supreme authority in this Society. He may plan and direct all religious activities, and require that all other actions of the Society be subject to his approval.

The foregoing power is permissive only, and shall not be deemed to require the Reverend Pastor or his delegate to exercise such close supervisory governance; he may choose, in his prudent discretion, to leave governance to the elected officers and Executive Board.

## Section 2: President

The President shall:

- Preside at all meetings of the Society and of the Executive Board.
- Appoint the Chairs of the Standing Committees.
- Plan the meetings and activities of the Society and hold the officers and chairs responsible for the activities entrusted to them.
- Represent the Society at the meetings of the Deanery (area, cluster, county, region or vicariate) Society and when required at the Diocesan Union meetings and present a report of the transactions of these meetings to the Society and to the Executive Board.
- Sign all official documents and papers of the Society.
- Perform all such other duties as are usually attached to the office of President.

## Section 3: Vice President

The Vice President shall perform such other duties as are assigned by the President.

A Vice President, when designated by the Secretary and according to ROBERT'S RULES OF ORDER, shall preside in the absence of the President, and shall perform such duties normally devolving upon the office of the President.

## Section 4: Secretary

The Secretary shall:

- Keep a record of the proceedings of the Society and Executive Board meetings and have copies of those records available at both the subsequent regular and executive board meetings.
- Conduct the correspondence of the Society.
- Notify the members of the date and time of the quarterly Communion, and all general membership and Executive Board meetings.
- Receive and file the reports of all Committee Chairs.
- Maintain an accurate membership roster.
- Sign all documents and papers of the Society.

## Section 5: Treasurer

The Treasurer shall:

- Collect the annual contributions, membership dues, and all other monies of the Society and deposit the same in an authorized depository.
- Pay all obligations of the Society after they have been authorized by the Executive Board.
- Keep vouchers for all disbursements.

- Keep a record of all monies received and disbursed.
- Present a report on the financial condition of the Society at all meetings of the Society and of the Executive Board.

## **ARTICLE VIII. DUTIES OF BOARD OF ADVISORS AND EXECUTIVE BOARD**

### Section 1: Board of Advisors

The Board of Advisors shall:

Advise the officers on all matters affecting the policy of the Society and they shall be consulted whenever new activities are contemplated by the Society.

### Section 2: Executive Board

The Executive Board shall:

- by a majority vote of the Executive members present, decide all matters coming before it. Five (5) members of the Executive Board shall constitute a quorum;
- fill any vacancy that may exist among the Elective officers.

All actions of the Executive Board shall be subject to the approval of the Pastor or his delegate, to the extent that he chooses to exercise his authority under ARTICLE VII, Section 1.

## **ARTICLE IX: STANDING COMMITTEES**

### Section 1: Committees

The Chairs of the Standing Committees shall appoint the members of their respective committees. They shall direct the work entrusted to the committees and present a report of their activities at the regular meetings of the Society and the Executive Board. Elective officers may also serve as chairs or members of a committee.

## **ARTICLE X: DUTIES OF COMMITTEE CHAIRMEN**

### Section 1: Membership Chair

The Membership Chair shall:

- Conduct and coordinate the Membership recruiting function of the Society.
- Promote the attendance of members at the activities of the Society.

- Keep a record of all members and of their attendance at the meetings and corporate Communion of the Society.

### Section 2: Hospitality Chair

The Hospitality Chair shall:

- Coordinate physical arrangements for the meetings and other special activities of the Society.

### Section 3: Fraternal Chair

The Fraternal Chair shall:

- Coordinate visitations and assistance to the sick members of the Society.
- Promote the attendance of the members at the vigils for deceased members.
- Supply active or honorary pall bearers for the funerals of deceased members.
- Arrange to have an annual Communion Mass offered for the living and deceased members of the Parish Society.

### Section 4: Marshal

The Marshal shall:

- Direct all processions of the Society and maintain order at all its meetings. He shall also keep under his custody all supplies of the Society and distribute them to the proper officers upon their request.
- Be responsible for the distribution of copies of the minutes of the regular and Executive Board meetings as well as reports of the elected officers and the committee chairs. Other members may be appointed to assist the Marshal in this assignment.

### Section 5: Bingo Chair

The Bingo Chair shall:

- Direct and coordinate the activities of the Bingo Committee, including: staffing and scheduling of volunteers, fiduciary and fiscal management and reporting, coordination with other groups overseeing parish bingo operations, coordinating inventory control, policy and procedural development
- Preside over periodic committee meetings
- Oversee general bingo related business operations

- Conduct annual reviews and audits to ensure that bingo operations are efficient and well-coordinated

#### Section 6: Scouting Chair

The Scouting Chair shall:

- Coordinate the Scouting programs within the Parish and report significant scouting events or accomplishments to the members of the Society
- Train people for youth leadership and have them speak to the youth of the Parish to make the youth feel an integral part of parish leadership.
- Encourage older Scouts to take an active part by inviting them to serve on committees, hold office, attend special programs and generally present suggestions and ideas for programs and leadership courses to help them develop into leaders in their Parish.

#### Section 7: School Sports and Activities Chair

The School Sports and Activities Chair shall:

- Attend and/or participate in school sports activities that are closely associated with the goals of the Holy Name Society.
- Keep informed of current events, needs, and issues related to school sporting programs and keep the members of the Parish Society informed of the events, needs, and issues.

#### Section 8: Religious Activities Chair

The Religious Activities Chair shall:

- Schedule and coordinate the quarterly communal Holy Name Society Mass within the parish.
- Promote other related spiritual programs and activities assigned to the Society by the Diocesan Bishop or Pastor.
- If permitted by the Diocesan Bishop, represent the parish at the Chrism Mass on Holy Thursday and bring the Holy Oils back to the Parish, and carry them in procession for the presentation at the designated time.

## **ARTICLE XI. MEETINGS**

### Section 1: Regular Meetings

The regular meetings of the Society shall be held on the first Wednesday of each month, unless otherwise scheduled at the direction of the President or Ex-Officio. At the discretion of the Society, meetings may be omitted during the months of July and/or August.

### Section 2: Suggested Meeting Agenda

- I. Call to Order
- II. Opening prayer
- III. Pledge of Allegiance
- IV. Roll Call (sign-in sheet)
- V. Reading and approval of minutes of previous meeting
  - motion to discuss or make changes
- VI. Correspondence
- VII. Treasurer's Report
- VIII. Standing Committee Reports
- IX. Old Business
- X. New Business
- XI. Motion to close
- XII. Adjournment with Holy Name Pledge

### Section 3: Executive Board Meetings

The Executive Board shall meet as necessary at the discretion of the President.

### Section 4: Special Meetings

Special Meetings of the Executive Board and the Society shall be held on the call of the President.

## **ARTICLE XII. FINANCES**

All members of the Holy Name Society of St. Joseph of Cupertino Parish shall be required to pay membership dues during the first month of each calendar year. Dues for the coming year will be set by the Executive Board and communicated to the general membership by the Secretary during the month of November.

Members who are not able to pay dues due to financial or other hardship may appeal to the Executive Board for a dues deferral or full waiver of the annual dues. The Executive Board will make a decision, based on a simple majority vote, after reviewing and hearing the reasons for the deferral or waiver request. The decision of the Executive Board is final.

**ARTICLE XIII. AFFILIATION**

This Society shall be a member of the Deanery (area, cluster, county, region or vicariate) Society and also the Diocesan Union of Holy Name Societies, if such Society or Union exists.

**ARTICLE XIV. QUORUM**

Except as outlined in Article VIII, Section 2, a quorum at any regular or properly noticed Society meeting shall consist of those who attend.

**ARTICLE XV. AMENDMENTS**

No amendments shall be made to this document except at a regular meeting of the Society and passed by a three-fourths vote of the members present. No amendments shall be made unless a formal notice of the proposed amendment has been presented at the previous regular meeting of the Society.

**ARTICLE XVI. PARLIAMENTARY AUTHORITY**

The parliamentary rules of procedure set forth in ROBERT’S RULES OF ORDER, NEWLY REVISED, shall regulate and govern the procedures and discussions in all matters not specifically covered in the Constitution of the St. Joseph of Cupertino Parish Holy Name Society, by present rules, and by any other special rules which the Executive Board or Regular Meeting may accept.

**ARTICLE XVII. ADOPTION/RATIFICATION**

This Constitution and By-laws document was reviewed and ratified by a majority vote of members present on this **3rd** day of **November, 2010**, as witnessed by the Officers who have affixed their signatures below. The provisions of this document are effective as of this date.

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David Davis, President

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David Tonna, Secretary