

ST. PIUS X

ALTAR & ROSARY JOY!



Caring women working together to nurture the love of Jesus Christ through the intercession of Mary.

Bylaws & Officer Descriptions

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Letter to Leaders.....	4
Bylaws.....	5
Article I - Name.....	5
Article II - Vision and Mission.....	5
Article III - Membership.....	5
Article IV - Elected Officers.....	5
Article V - Appointed Positions.....	7
Article VI - Executive Board.....	8
Article VII - Leadership Team.....	9
Article VIII - Circles.....	9
Article IX -Meetings.....	10
Article X - Nominating Committee.....	10
Article XI - Amendments.....	10
Article XII - Parliamentary Authority.....	10
Robert's Rules.....	11
Making and Handling Motions Following Robert's Rules.....	11
Making a motion is a 6-step process.....	11
Debates and decorum.....	11
Guidelines to run a meeting.....	12
President.....	13
Role.....	13
Qualifications.....	13
Responsibilities.....	13
Vice-President.....	22
Role.....	22
Qualifications.....	22
Responsibilities.....	22
Treasurer.....	24
Role.....	24
Qualifications.....	24
Responsibilities.....	24

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Recording Secretary	27
Role	27
Qualifications	27
Responsibilities	27
Corresponding Secretary	28
Role	28
Qualifications	28
Responsibilities	28
Membership Chairperson	31
Role	31
Qualifications	31
Responsibilities	31
Program Chairperson	34
Role	34
Qualifications	34
Responsibilities	34
Historian	37
Role	37
Responsibilities	37
Parliamentarian	38
Role	38
Qualifications	38
Responsibilities	38
Mentor Coordinator	39
Role	39
Qualifications	39
Responsibilities	39
Communication Coordinator	40
Role	40
Qualifications	40
Responsibilities	40

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Flower/Décor Coordinator 42
 Role 42
 Responsibilities 42
Executive Board Contact for Events.....43
 Role43
 Responsibilities43
Liaison 44
 Role 44
 Responsibilities 44

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Letter to Leaders

Dear Leaders of Altar & Rosary JOY,

This By-laws and Procedure Manual was developed in 2015 as a guideline to the operation procedures and service events of Altar & Rosary JOY. It is your tool of steps and contacts to ease the planning, preparation and implementation of Altar & Rosary JOY events. This procedure manual is reviewed and updated as needed annually by the Executive Board with insight from you, the leaders, and the members in charge of yearly events

Altar & Rosary JOY celebrated 60 years of service to St. Pius X in September 2015. The first St. Pius X Altar and Rosary met in August 1955. Rev. Arthur Ring called together the women of the parish at the Roller-Skating Rink (where Sunday Mass was celebrated) to organize a Rosary Society to help start the parish. Since that time, Altar and Rosary has been an active service organization.

In 2014, Altar and Rosary determined that membership was low. Rev. David Fleming, pastor, met with the officers and encouraged them to seek a new direction to revitalize the organization by including all women at St. Pius X in their activities and service projects. For one year, a transitional team of officers worked tireless hours to fact find and move through processes that developed a new name and readied the organization for a surge in membership. Altar & Rosary JOY (Jesus first, Others second, Yourself last) was born. Since then, there has been a significant increase in membership that has generated renewed enthusiasm.

As we move forward with a positive attitude and enthusiasm, we are grateful to those who have sustained this service organization. We are thankful for their vision and perseverance. We are thankful for our members and all women of St. Pius X who give their time and effort to serve our parish with their gifts and talents.

Executive Board
Altar & Rosary JOY

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Bylaws

ARTICLE I - NAME

NAME:

The name of this organization shall be St. Pius X Altar & Rosary JOY of Urbandale, Iowa and The Diocese of Des Moines.

ARTICLE II - VISION AND MISSION

VISION:

Caring women working together to nurture the love of Jesus Christ through the intercession of Mary.

MISSION:

Our mission is to:

- Pray the Rosary.
- Promote spiritual development.
- Remember deceased members.
- Show love for St. Pius X Catholic Church by assisting in its adornment.
- Support our Priests and Deacons.
- Donate our time and talent to projects, programs and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community and the world.
- Provide hospitality to all.

ARTICLE III - MEMBERSHIP

Membership is open to all women of St. Pius X Catholic Community. Dues shall be paid annually. Paid membership shall have voting privileges and be eligible to hold elected office.

Lifetime membership shall be a one-time payment of lifetime dues.

Honorary membership requires no payment of dues and shall be granted upon the request of a member and with the agreement of the Executive Board.

A membership drive shall be held annually.

ARTICLE IV - ELECTED OFFICERS

Section 1.

The elected officers shall be President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Membership Chairperson and Program Chairperson. All officers shall have access to social media. Elected Officers are encouraged to limit service to two successive terms per office held.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Section 2.

The officers shall be nominated by the Nominating Committee at the February meeting and elected by plurality ballot at the March meeting. Nominations may also be made from the floor. Members who make nominations from the floor must have the permission of the prospective nominee PRIOR to making the nomination. If there is one nominee for an office, election shall be by voice vote. If there is more than one nominee for an office, election shall be by written ballot. Newly elected officers shall be installed at the May meeting. Officers shall serve from July 1 until the following June 30. An elected officer may be nominated and re-elected to serve a consecutive second term for the same office.

Section 3.

In the event an elected officer resigns, she shall inform the President in writing. Her replacement shall be appointed by the Executive Board. In the event an individual in an appointed position resigns, the President shall appoint her successor.

Section 4.

The **President** shall preside at all program and business meetings September through May and facilitate the bylaws and procedures of Altar & Rosary JOY. She shall appoint necessary committees and positions, call special meetings of the elected officers and fulfill such other duties as commonly pertain to the office of the President.

Section 5.

The **Vice President** shall perform the duties designated by the President. In the event of the President's absence, she shall perform the duties of the President. The Vice President shall succeed the President the following year.

Section 6.

The **Treasurer** shall be custodian of all funds. This shall include approving bills for payment; collecting and recording monies for deposit from dues, donations and fundraisers; maintaining an itemized account of receipts and disbursements and submitting an oral and written monthly report at meetings.

Section 7.

The **Recording Secretary** shall keep an accurate record of all program and business meetings, Leadership Team and Executive Board meetings. All minutes from these meetings shall be distributed electronically within two weeks to the appropriate members.

Section 8.

The **Corresponding Secretary** shall conduct the social correspondence of Altar & Rosary JOY. This may include notes of cheer, sympathy, appreciation, honorary membership cards and notification of memorial Masses. She shall also be responsible for scheduling monthly Mass intentions with the parish office. A monthly Mass shall be offered for the living and deceased members of Altar & Rosary JOY and for a member following her death. The stipend shall be paid from the treasury.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Section 9.

The **Membership Chairperson** shall maintain the record of membership, collect all dues for the treasury, record attendance and provide name tags for the program and business meetings

Section 10.

The **Program Chairperson** shall reserve meeting space as needed, arrange and finalize programs, check on necessary audio video equipment for programs and meetings and obtain biographical information on program speakers She. shall obtain an honorarium from the Treasurer and provide a thank you note for the speaker.

ARTICLE V - APPOINTED POSITIONS

Section 1:

The President may appoint the following positions: Executive Board Contacts for Events, Historian, Parliamentarian, Communication Coordinator, Mentor Coordinator, Flower/Décor Coordinator and other positions that are deemed necessary as they arise.

Section 2.

The **Executive Board Contact(s) for Events** shall serve as a contact for events, committees and summer projects. More than one Executive Board Contact may be appointed. This appointment assures communication between the Executive Board and the Circle Leader(s) in Charge or Chairperson(s) of the event or committee. The Executive Board Contact for Events may or may not be an Executive Board member. The Executive Board Contact for Events shall provide a written report upon request.

Section 3.

The **Historian** shall collect and gather photographs of Altar & Rosary JOY programs and service projects. She compiles the memories of the organization and its activities. The Historian shall provide a written report upon request.

Section 4.

The **Parliamentarian** shall assist in drafting and interpreting bylaws and *Robert's Rules of Order (newest edition)*. The Parliamentarian is a resource to the President and assists in the conduct of the meeting. The President shall consult with the Parliamentarian when not certain on how to rule on a question or proceed in the circumstances. The Parliamentarian shall serve as a member without vote of the Executive Board and attend the program and business meetings.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Section 5.

The **Communication Coordinator** shall provide communication to the membership and St. Pius X parish with direction from the President and/or the Executive Board. The Communication Coordinator shall provide a written report upon request and may attend without vote the Executive Board meetings.

Section 6.

The **Mentor Coordinator** shall contact new Altar & Rosary JOY members to acquaint them with the organization and shall facilitate their desire to participate on the level they choose, whether it is Circle membership or not associated with a Circle. The Mentor Coordinator shall provide a written report upon request and may attend without vote the Executive Board meetings. Section 11:

Section 7.

The **Flower/Décor Chairperson** shall oversee the arranging of flowers and seasonal décor in the planter boxes in front and surrounding St. Pius X Church.

ARTICLE VI - EXECUTIVE BOARD

Section 1.

The Executive Board shall be composed of the elected officers, and appointed positions (if applicable).

Section 2.

The Executive Board shall conduct the business of Altar & Rosary JOY that requires immediate attention.

Section 3.

The Executive Board shall establish policies and procedures and have general supervision over the affairs of Altar & Rosary JOY.

Section 4.

The Executive Board may hold monthly meetings. Attendance of Executive Board members is expected for discussion of agenda items and to meet quorum.

Section 5.

The majority of the Executive Board shall constitute a quorum.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

ARTICLE VII - LEADERSHIP TEAM

Section 1.

The Leadership Team shall consist of the members of the Executive Board, President's Appointed Positions and the Circle Leaders.

Section 2.

Meetings of the Leadership Team may be called by the President.

Section 3.

The majority of the Leadership Team shall constitute a quorum.

ARTICLE VIII - CIRCLES

A Circle is a small friendship group that meets monthly to coordinate activities and service projects. A member is not required to join a Circle.

Section 1.

Each Circle shall elect its own leader. There is no limit to how many terms Circle Leaders may serve.

Section 2.

Individual Circle meetings are held on a monthly basis or as deemed appropriate.

Section 3.

Circle Leaders shall be responsible to maintain a current membership list, encourage its members to pray a decade of the Rosary daily, keep members informed of Altar & Rosary JOY business, provide an oral report on current projects at the program and business meetings and submit an electronic report to the Recording Secretary and the President.

Section 4.

Circles may:

- Complete service projects
- Be assigned event duties
- Be assigned church laundry
- Host program and business meeting(s)
- Participate in additional activities as requested

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

ARTICLE IX -MEETINGS

A meeting of the Executive Board and Circle Leaders shall be held prior to the September program and business meeting and as deemed necessary by the President.

Committee meetings shall be held as deemed necessary by individual committees.

Program and business meetings are generally held in the Martha and Mary Fellowship Hall on the fourth Monday evening of the months of September-May with the exception of December. Circles are assigned on a rotating basis to host and provide refreshments for monthly meetings. The May meeting shall include Installation of Officers and an annual budget review. Any changes to the regularly scheduled meeting shall be approved by the Executive Board and announced in a timely manner to the general membership.

ARTICLE X - NOMINATING COMMITTEE

Section 1.

The Nominating Committee shall consist of a member from each Circle and a chairperson selected by the Executive Board. Not Affiliated Circle Members are also welcome to serve on the committee. Current officers are ineligible to serve on this committee. Members of the Nominating Committee shall be determined no later than November 15th.

Section 2.

This committee shall nominate a candidate for each elected office to be filled by an election at the March program and business meeting. All candidates shall have consented to serve.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended after presentation at a program and business meeting, discussion at Circle meetings and by an affirmative vote of the majority of members voting. Circle Leaders shall notify the President of members' votes electronically by Flocknote by a designated date. The amended Bylaws may also be sent to the membership electronically for review and vote.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Altar & Rosary JOY in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules that Altar & Rosary JOY may adopt.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Robert's Rules

MAKING AND HANDLING MOTIONS FOLLOWING ROBERT'S RULES

NOTES:

- The goal of following Robert's rules is to protect the rights of the minority, ensure legality and expedite business. It emphasizes fairness and impartiality.
- Chair should remain neutral, not making motions and not debating. If chair participates in the debate, she should relinquish the chair's position until after the vote.
- When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.

MAKING A MOTION IS A 6-STEP PROCESS

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Member makes a motion. | "I move to purchase a copy of Robert's Rules for Dummies for our president." |
| 2. Another member seconds the motion. | "Second." |
| 3. The chair states the motion, formally putting it before the group. | "It is moved and seconded to purchase a copy of Robert's Rules for Dummies for your president. Are you ready for the question?" |
| 4. The members discuss the motion. | |
| 5. The chair puts the question to a vote. | "Those in favor of adopting the Motion to buy a copy of Roberts Rules for Dummies for your president say 'Aye.'" (pause) Those opposed, say "No." |
| 6. The chair announces the result of the vote. | "The ayes have it, and the motion carries. A copy of Robert's Rules for Dummies will be purchased for your president." |

DEBATES AND DECORUM

- After a motion is made, the floor is open for debate.
- The member making the motion has the right to speak first.
- Each member needs to be recognized by the meeting chair.
- Ideally, speakers should alternate between those in favor of a motion and those opposed.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Each speaker is given a specific time to present her argument, usually 10 minutes according to Robert's Rules of Order. Altar & Rosary JOY meetings typically don't have the luxury of time, so a shorter time limit can be used.
- A longer time can be given, if approved by two-thirds vote.
- A member who has not spoken yet gets precedence over members who have already spoken to the motion.
- No member may speak more than two times.
- The maker of the motion (or Chair) calls for the closure of the debate after everyone who wishes to speak has been heard. If someone calls the question before that, the group must vote on whether to end debate (no discussion) A two-thirds vote is required to end a debate.
- To keep the discussion focused on the motion, avoid discussing personalities of the people involved, questioning the motives of other members, making unkind remarks.

GUIDELINES TO RUN A MEETING

1. **Create an agenda:** Establish the order of business.
2. **Call the meeting to order:** The president or her designee should call the meeting to order.
3. **Approve minutes:** Review and approve the minutes from the previous meeting.
4. **Review reports:** Review reports from officers, the board, and committees.
5. **Address agenda items:** Address high-priority items first, then unfinished business, and finally new business.
6. **Establish a motion as needed:** Consider the reason for the motion, and make sure it's seconded by at least two people.
7. **Debate as needed:** The chair should facilitate the debate, alternating between speakers in support and opposition.
8. **Vote as needed:** The chair should call for a vote, looking for a majority to pass the motion
9. **Announce the result as needed:** Announce the result of the vote, whether the motion is adopted or defeated.
10. **Adjourn the meeting:** The same person who called the meeting to order should adjourn it.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

President

ROLE

The President shall preside at all Program and Business Meetings September through May and facilitate the bylaws and procedures of Altar & Rosary JOY. She shall appoint necessary committees and positions, call special meetings of the elected officers and fulfill such other duties as commonly pertain to the office of the President. (Bylaws, Article IV, Section 4)

The President presides over the Executive Board Meetings to conduct the business of Altar & Rosary JOY that requires immediate attention, establish policies and procedures, and have general supervision over the affairs of Altar & Rosary JOY. (Bylaws, Article VI, Sections 2-3)

Meetings of the Leadership Team may be called by the President. (Bylaws Article VII, Section 2).

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Altar & Rosary JOY business in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules that Altar & Rosary JOY may adopt. (Bylaws, Article XII). The President shall not make motions, second motions, enter into debate or vote unless there is a tie. This preserves the appearance of neutrality and upholds best practices of good leadership.

QUALIFICATIONS

Possesses qualities of a good communicator, organizer, presider, delegator and listener. Works well in a team environment and models appropriate protocol and behavior of a leader. Has technology skills and is prayerful. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Requests the officers and appointed positions to email agenda items prior to the Executive Board Meetings and the Program and Business Meetings.
- Plans the meeting with the Vice-President and emails the agenda prior to the Leadership Team Meeting, the Executive Board Meetings and the Program and Business Meetings.
- Presides over the Leadership Team Meetings, the Executive Board Meetings and the Program and Business Meetings.
- Provides a detailed agenda to the Vice-President and Recording Secretary prior to the Executive Board and Program and Business Meetings to facilitate taking the minutes during the meeting.
- Prepares an agenda for the Program and Business Meetings, September-May.
- Works with the Vice-President and her areas of expertise to share the responsibilities of the presidency to promote a successful and rewarding year of leadership.
- Asks the Treasurer to secure a transaction statement from the St. Pius X Business Manager prior to the November, February, June and July Executive Board Meetings to check on the balance agreement of the records.
- Consults with the Parliamentarian (if the position is filled) regarding procedural matters.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Meets with the Leadership Team in July or August and when deemed necessary.
- Communicates necessary changes to the Bylaws and Procedure Manual.
- Have the Communication Coordinator distribute prepared emails from the Executive Board to the membership.
- Collaborates with the Vice-President or liaison to the President to update the calendar with dates of sacramental events and other events that affect Altar & Rosary JOY.
- Collaborates with the Executive Board to edit and approve all minutes of the Recording Secretary before they are emailed to the membership. Minutes are approved as an agenda item at subsequent monthly meetings.
- Receives the requests for Open Forum, checks the Circles' meeting minutes for Circle concerns to place on the Executive Board agenda and presents Circle or member concerns at the Executive Board Meetings.
- Gives written feedback to a member or the Circles regarding Circle/member concerns after discussion with the Executive Board.
- Receives proposals to place on the agenda, requests for funding, and the tabulation of votes for funding or other needed votes for discussion at the Executive Board Meetings.
- Receives notification of the death of a member or a member's family so the membership is notified, and the Rosary is prayed according to the Operating Procedure, Death Notification of Member or a Member's Immediate Family.
- Receives requests for replacing or mending the purificators, towels and server albs (robes) and presents the information to the Executive Board.
- Gives direction with the Executive Board to service rotation projects such as the Membership Drive & Hospitality Sunday, Nominating Committee, April Spring Fun Event and other events, committees and summer projects that arise.
- Receives the requests for honorary membership, presents the name to the Executive Board, and arranges for an honorary card to be printed and mailed by the Corresponding Secretary. Makes the announcement of a new honorary member at the next Program and Business Meeting.
- May serve as an Executive Board Contact.
- Sends or assigns an Executive Board member to send thank-you notes.
- Makes decisions with the Vice-President regarding inclement weather and cancellations.
- Follows the voting procedure in the Budget and Finances Section of the Operating Procedures in the Bylaws and Procedure Manual if a vote is needed from the membership.

June

- Arranges a transition meeting for the current officers and the new officers of the Executive Board. (Current President)
- Prepares the yearly calendar, sets the dates for the Executive Board Meetings and plans the July Executive Board meeting to discuss programs, operating budget and naming the
- Executive Board Contacts to service projects or events. May direct the Program Chairperson to reserve meeting space for the Executive Board Meetings and other meetings with the Administrative Assistant in the St. Pius X Parish Office. (New President)
- Sets the date for the July or August Leadership Team Meeting and notifies the Executive Board, Appointed Positions, and Circle Leaders. (New President)

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Schedules with the Vice-President a meeting with the Pastor to share membership status, and questions or concerns. This meeting may be in July or August, depending on vacation schedules. (New President and Vice-President)
- Recommends that the new President meet with the new officers individually before the transition meeting to review the officer's position description and the Bylaws and Procedure Manual. (New President)
- Requests the Treasurer to secure a transaction statement from the St. Pius X Business Manager prior to the July Executive Board meeting to check on the balance agreement of the records. (New President)

July

Executive Board Meeting

- Plans the agenda of the Leadership Team Meeting and the July Executive Board Meeting with the Vice-President.
- Plans the speakers for the programs and dates of other events with the Program Chairperson and the Executive Board. The Program Chairperson reserves the dates with the St. Pius X Administrative Assistant.
- Assigns the Vice-President to be a liaison to the Circle Leaders and to track and communicate necessary changes to the Bylaws and Procedure Manual for January updates.
- Assigns an Executive Board Contact to service rotation projects such as Membership Drive & Hospitality Sunday, Nominating Committee, April Spring Fun Event and other events, committees or summer projects that arise. It is best if an Executive Board Contact for Events is not a member of the Circle(s) in charge of the event.
- Discusses and sets with the Executive Board the monies to hold in reserve, the Circle allotment, and other expenses in the operating budget for the new Altar & Rosary JOY fiscal year.
- Sets and approves with the Executive Board the operating budget for the new fiscal year.

Leadership Team Meeting

- Presides over the Leadership Team Meeting and shares facilitating with the Vice-President, so both are active participants.
- Welcomes the Circle Leaders, introduces the officers and appointed positions, informs the Circle Leaders the changes to the Bylaws and Procedure Manual, has the Treasurer present the operating budget, has the Membership Chairperson hand out Circle Membership Packets that include their membership roster and the procedure to turn in membership dues, has the Program Chairperson present the planned programs and other activities.

August

Executive Board Meeting

- Gives direction with the Executive Board to the September Membership Drive & Hospitality Sunday.
- Addresses the needs of the Mentor Coordinator for welcoming new members.
- Addresses the needs of the Vice-President as she attends a meeting of each Circle to become acquainted with the members and to answer questions.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Collaborates with the Executive Board on updates to the Altar & Rosary JOY brochure and the Welcome to Altar & Rosary JOY New Member Packet.
- Arrange to have a hard copy of the scheduled service rotation and the leadership roster placed in the Altar & Rosary JOY Bylaws & Procedure Manual in the St. Pius X Office kept by the Administrative Secretary.
- Have the Membership Chairperson prepare a renewal membership letter to the Not Associated with a Circle members. NAC members who do not have email will be mailed a renewal letter. The Communication Coordinator sends by Flocknote the letter and follow-up reminders to the NAC members as directed by the Membership Chairperson.
- Prepares for the September Membership Drive Hospitality Sunday and the Kick-Off Program and Business Meeting.
- Reminds the Executive Board and arranges for a Flocknote reminder to the Circle Leaders that membership dues and contact information changes are due no later than October 1. The Membership Chairperson turns all dues into the Treasurer as she receives them so checks can be cashed in a timely matter. The Circle membership rosters are updated no later than October 31 and emailed to the Circle Leaders by the Membership Chairperson.
- Discusses possible Chairperson for the Nominating Committee. The Executive Board Contact or the President calls proposed candidates.
- Gives direction with the Executive Board to the Spiritual Reflection program if held in November.

September

Business Meeting

- Introduces appointed positions.
- Reminds Circle Leaders that all dues, changes in contact information and a list of paid members must be turned into the Membership Chairperson no later than October 1.
- Announces the results of the Membership Drive.
- Announces requirements to be a Nominating Committee member and requests members who desire to be a member of the Nominating Committee to submit their name to their Circle Leader or by Flocknote to the President. A Flocknote is also sent to Circle Leaders and the Not Associated with a Circle members.

October

Executive Board Meeting

- Prepares for the October Program and Business Meeting.
- Collaborates with the Vice-President or liaison to the President to update the calendar with dates of sacramental events and other events that affect Altar & Rosary JOY.
- Discusses collection of membership dues, the membership roster and contacting new members by the Mentor Coordinator.
- Assigns the Membership Chairperson to contact the Not Associated with a Circle members and Circle Leaders to contact Circle members who did not renew their membership.
- Seeks and appoints with the help of the Executive Board a Chairperson of the Nominating Committee by November 15.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- A Flocknote is sent to the Circle Leaders with the Nominating Committee requirements asking the Circle Leaders to appoint by a designated date set by the Executive Board a Circle member (if no one has stepped forward) to be on the Nominating Committee. The appointed member also distributes a Flocknote to the Not Associated with a Circle inviting them to serve on the Nominating Committee.
- Reviews the operating budget and assigns Executive Board members to investigate possible suggestions for the allocation of budgeted funds to St. Pius X for the current fiscal year.
- Asks the Treasurer to secure a transaction statement from the St. Pius X Business Manager prior to the November Executive Board meeting to check on the balance agreement of the records.
- Announces the results of the Membership Drive and other membership updates.
- Announces plans for the November Spiritual Reflection program (if held in November). Announces the Nominating Committee Chairperson, who announces the members of the Nominating Committee if the Spiritual Reflection Program is in November. Otherwise, the members of the Nominating Committee are announced in November. Asks members of the committee to be present.
- Reminds Circles to plan the spending of Circle allotment monies now. The deadline for all expenditures to be turned into the Treasurer is May 15. If money remains, it shall become part of the treasury.
- Reminds Circles to take photos when doing service projects and send them to the current Historian or by Flocknote to “President”.

November

Executive Board Meeting

- Prepares for the Spiritual Reflection program if it is held in November or the November Program and Business program.
- Gives direction with the Executive Board to the Nominating Committee.
- Reports the progress of the Nominating Committee.
- Reviews and updates officer position descriptions if necessary.
- Spiritual Reflection Program—may have a brief Business Meeting to announce the Nominating Committee members.

Business Meeting (if no Spiritual Reflection program)

- Announces the Nominating Committee Chairperson, who announces the members of the Nominating Committee. Asks members of the committee to be present.
- Announces an update on membership.

December

Executive Board Meeting

- Reports the progress of the Nominating Committee.
- Gives direction with the Executive Board to the Spiritual Reflection program if held in February.
- Requests that the Executive Board Contact meet with the Circle planning the April Spring Fun Event. Have the theme decided by February 1 or a designated date set by the Executive Board.
- Begins review of the Bylaws and the Bylaws and the Bylaws and Procedure Manual.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

January

Executive Board Meeting

- Prepares for the January Program and Business Meeting.
- Collaborates with the Vice-President or liaison to the President to update the calendar with dates of sacramental events and other events that affect Altar & Rosary JOY.
- Reports the progress of the Nominating Committee.
- Reviews and updates the Bylaws and Procedure Manual. If changes in the bylaws, present the changes to the membership at the March Program and Business Meeting and have the membership vote during the month of April at their Circle meeting or by email. (Do this in March since February's Program and Business Meeting may be a Spiritual Reflection program.)
- Asks the Treasurer to secure a transaction statement from the St. Pius X Business Manager prior to the February Executive Board Meetings to check on the balance agreement of the records.
- The Nominating Committee Chairperson announce the offices of the Executive Board and the duties of these offices. The Nominating Committee Chairperson invites Altar & Rosary JOY members to consider being a nominee for an office or to contact her
- for more information regarding an office. All nominations need to be received by February 1. If the January meeting is cancelled, a Flocknote shall be sent out to the membership asking members to submit nominees for officer positions. Email responses shall have a deadline date, and all responses shall be forwarded to the Chairperson of the Nominating Commit

January

Executive Board Meeting

- Reminds Circle Leaders to plan the spending of their Circle allotment monies and to take photos of their service.
- Announces plans for the February Spiritual Reflection program (if held in February).
- Prepares for the February Program and Business Meeting or the Spiritual Reflection program if held in February.

February

Executive Board Meeting

- Reports the progress of the Nominating Committee. May go into Executive Session and have the Executive Board members make suggestions for officers for the next fiscal
- year. The Executive Board Contact gives the list to the Nominating Committee Chair at the first meeting.
- Plans with the Program Chairperson a March 1 Flocknote to be sent by the Communication Coordinator to the membership for suggestions for programs and themes for the Spiritual Reflection program. Circle Leaders are also emailed to generate suggestions at their March Circle meetings and return the suggestions to the Program Chairperson at the March Program and Business Meeting.
- Follows up with the Executive Board Contact to the April Spring Fun Event for a decision on a theme from the Circle in charge.
- Gives direction with the Executive Board to the April Spring Fun Event.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Spiritual Reflection Program

- A short business meeting for the Nominating Committee Chairperson to present her committee and one nominee for each office to be filled and the President do the necessary announcements.
- Has the Nominating Committee Chairperson present her committee and one nominee for each office to be filled.
- Announces that the membership shall be emailed March 1 for suggestions for programs and themes for the Spiritual Reflection program and the Spring Fun Event for the next fiscal year. Circle Leaders shall also ask for suggestions at their March Circle meetings. Circle Leaders turn in the suggestions to the Program Chairperson at the March Program and Business Meeting.

March

Executive Board Meeting

- Prepares for the March Program and Business Meeting.
- Plans announcement of the bylaw changes (if there are changes) and hands out the revised bylaws and voting tally to the Circle Leaders at the March Program and Business Meeting. Bylaws and voting tally shall also be emailed April 1 to members and Circle Leaders. The completed voting tally is due May 1 or a date designated by the Executive Board.
- Decides if there are sufficient monies in the operating budget to consider purchasing a needed item(s) for St. Pius X. May consider adding to the Altar & Rosary JOY Memorial Fund.
- Reviews the operating budget and approves the monies and the list of priests and permanent deacons to receive monetary gifts at Easter.
- Discusses the DCCW convention. A \$50 donation can be given to a Non-Profit Organization at the convention as determined by the Executive Board. A check is to be obtained from the Business office made out to the organization and arranged to be presented to the organization by a member attending the Convention. Discusses nominating a member of Altar & Rosary JOY for the recognition of service at the Convention.
- Requests a written report from the Mentor Coordinator for the April Executive Board meeting.
- Asks for program suggestions from the Executive Board for the next fiscal year.

Business Meeting

- Has the Parliamentarian (if the position is filled) or the President conduct the election of officers by plurality vote.
- Has blank paper available in case of floor nominations and more than one person to vote upon for an office.
- Announces changes in the bylaws that the membership shall vote on (if there are changes). Gives voting tally and copies of revised bylaws to Circle Leaders to vote upon
- at the April Circle meetings. Bylaws and voting tally are emailed April 1 to members and Circle Leaders. Completed voting tally is due May 1 or a date designated by the Executive Board.
- Announces the results of the tabulation of votes by the membership for the allocation of budgeted funds.
- The Program Chairperson gathers suggestions from the Circle Leaders for programs and themes for the Spiritual Reflection program. Shares the suggestions at the May Executive Board meeting.
- Announces the DCCW convention and encourages members to attend.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Reminds Circle Leaders that all receipts for their service allotment are to be turned in to the Treasurer by May 15.
- Reminds Circle Leaders that new Circle Leaders are to be announced at the May Program and Business Meeting. All Bylaw and Procedure Manuals are turned in at the May Program and Business Meeting.

April

Executive Board Meeting

- Prepares for the April Spring Fun Event.
- Discusses and plans the May installation of officers.
- Begins to prepare for the transition of officers and the end of the fiscal year.
- Spring Fun Event—no Business Meeting

May

Executive Board Meeting

- Prepares for the May Program and Business Meeting and the installation of officers. If in the budget, purchases flowers or some thank you memento to hand out to the current Executive Board members, Circle Leaders and Appointed Positions at the May Program and Business Meeting.
- Has a prepared email sent to the membership by the Communication Coordinator on the bylaws voting (if there were changes).
- Has the Program Chairperson report on the program suggestions and themes for the Spiritual Reflection Evening. Suggestions to be passes onto the next Executive Board.
- Officers prepare for the transition of offices.
- Prepares for the President and Vice-President transition.
- Checks on Circle allotments and payment of expenditures.
- Asks the Treasurer to secure a transaction statement from the St. Pius X Business Manager prior to the June Executive Board meeting to check on the balance agreement of the records.
- Arranges for an audit of the Treasurer's records, usually done by two Executive Board or Appointed Position members.
- Reviews special summer projects (if any) and assignments for watering the planters. May need to assign an Executive Board contact to a summer event, such as a priest's ordination celebration.
- Arrange to update the flash drive to include all necessary documents from the current fiscal year. Includes: Executive Board, Leadership Team and the Program and Business Meeting minutes, the membership roster, officer and Circle Leader roster, pictures and other valuable information to a flash drive for historical value. Gives the flash drive to the incoming President.
- The President holds the flash drives of previous year's data. The information is also saved on Flocknote indefinitely.

Business Meeting

- Has the Parliamentarian (if the position is filled) or the President install the officers.
- Has the Mentor Coordinator provide an oral report.
- Has the Treasurer present an End of the Year Financial Report

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Announces passage of bylaw changes (if there are changes).
- Express gratitude to the outgoing officers and Circle Leaders.
- Reviews special summer projects (if any) and assignments for watering the planters.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Vice-President

ROLE

The Vice-President shall perform the duties designated by the President. In the event of the President's absence, she shall perform the duties of the President. The Vice-President shall succeed the President the following year. (Bylaws, Article IV, Section 5) All officers shall have access to social media. (Bylaws, Article IV, Section 1)

QUALIFICATIONS

Possesses qualities of a good communicator, organizer, presider, delegator and listener. Works well in a team environment and models appropriate protocol and behavior of a leader. Has technology skills and is prayerful. Plans and carries out responsibilities with minimal direction. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Works with the President and her areas of expertise to share the responsibilities of the Presidency to promote a successful and rewarding year of leadership.
- Reviews the monthly Circle minutes on Flocknote to ascertain any circle questions or concerns for Executive Board discussion.
- Emails agenda items to the President prior to the Executive Board Meetings and the Program and Business Meetings.
- Helps plan the meeting with the President prior to the Leadership Team Meeting, the Executive Board Meetings and the Program and Business Meetings.
- Meets with the President upon request to plan agendas and discuss other Altar & Rosary JOY business.
- Collaborates with the President to update the calendar with dates of sacramental events and other events that affect Altar & Rosary JOY.
- Collaborates with the Executive Board to approve and edit all minutes of the Recording Secretary before they are emailed or mailed to the membership.
- Serves as a liaison to the Circle Leaders to give support to their planning of rotation service events, service projects and hosting the Program and Business Meetings.
- Contacts the Circle Leaders before their scheduled rotation service events to check to see if they need assistance or further information from the Executive Board.
- Contacts the Circle Leaders after their scheduled rotation service events to check to see if there are changes that need to be made to the procedure.
- Tracks changes that need to be made to the Bylaws and Procedure Manual.
- Makes decisions with the President regarding inclement weather and cancellations.
- May serve as an Executive Board Contact.
- Attends the Executive Board Meetings, Leadership Team Meetings and the Program and Business Meetings.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

July to August

- Schedules with the President a meeting with the Pastor to share the allocation of funds from the previous fiscal year, membership status, questions or concerns and possible ideas for the allocation of funds to St. Pius X for the coming fiscal year.
- Helps the President plan the agenda for the Leadership Team Meeting and shares facilitating the meeting with the President, so both are active participants.

September to April

- Attends a meeting of each Circle to become acquainted with the members and to answer questions.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Treasurer

ROLE

The Treasurer is responsible for approving requests for payment; collecting and recording monies for deposit from dues, donations and fundraisers; maintaining an itemized account of receipts and disbursements and submitting an oral and written monthly report at meetings. She works in conjunction with the St. Pius X Business Manager. (Bylaws, Article IV, Section 6)

QUALIFICATIONS

Possesses the qualities of honesty, attention to detail, willingness and ability to work with numbers and money, and availability to provide information when needed. Experience and access to Microsoft Excel required. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Prepares the monthly financial report for the previous month prior to the Executive Board meeting using the financial template. This report shows the previous month's income and expenditures (including Circle allocation expenditures) and balance for both the operating and memorial funds. Emails this report to the President prior to the Executive Board meeting so it can be included in the Executive Board and Program and Business Meeting agendas.
- Presents the prepared financial report at the Executive Board and Program and Business meetings.
- Prepares deposits and submits check requests to the Business Manager in a timely manner for processing.
- Receives requests for payment. All submissions must have a Request for Payment form completed with the original receipts attached. Members requesting reimbursement for Circle Service Projects will complete a Request for Payment form including their Circle Leader's signature on it approving the reimbursement. The Treasurer signs the Request for Payment form and submits it to the Business Manager for processing along with a stamped envelope addressed to the recipient of the check.
- Receives from the Program Chairperson a Request for Payment form for the honorarium for the program speaker at the Program and Business Meetings. The Treasurer shall sign the Request for Payment form and submit it to the Business Manager for processing. The Program Chairperson picks up the honorarium from the Altar & Rosary JOY mailbox in the Parish Office. The honorarium amount is determined by the Executive Board in July and placed in the budget each fiscal year. The recommended speaker honorarium is \$50. If the speaker is a priest, a VISA gift card purchased through SCRIP may be substituted.
- Receives cash donations and a Treasury Deposit form from the monthly service project and submits the monies and form to the Business Manager. At the same time, a Request for Payment form is filled out in the same amount as the deposit to the service project's benefactor. These in & out transactions are required for every service project involving cash donations. A letter is completed using the Service Project Letter Template and is included with the check and mailed to the service project benefactor.
- Completed Requests for Payment, receipts, and Treasury Deposit forms will be retained by scanning them and saving them to the Treasury flash drive. Paper copies will be retained until they are scanned and saved.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Records in the Treasury excel datasheet information for each deposit or expense categorizing them according to the budget. The Excel datasheet and other corresponding documents are saved on a flash drive which is held by the Treasurer.
- Turns in financial transactions to the Business Manager during the Parish Office hours or assigns responsibility to an Executive Board member if not available during Parish Office hours.
- Obtains a transaction statement from the St. Pius X Business Manager prior to the November, February, June and July Executive Board Meetings to check that balances agree between the Altar & Rosary JOY records and the Business Office records for Altar & Rosary JOY. Rectifies any discrepancies.
- Prepares and submits a bulletin thank you for participation in a service project and the results of the service project. Bulletin announcements are due to the Parish Activities Team Member at Noon on Friday the week before the publication date. Dates may vary around the holidays.
- Pays the stipends for the monthly Memorial Masses for the living and deceased members when directed by the Corresponding Secretary. Masses are scheduled six months at a time in January and July by the Corresponding Secretary.
- Follows the guidelines for the Memorial Gift Fund in the Forms/Schedules section of the Bylaws and Procedure Manual. Records deposits and expenses earmarked for the Memorial Gift Fund in the Excel datasheet.
- Keeps a record of past and present Memorial Gift Fund donations in the Memorial Gift Fund Book and passes it onto the next Treasurer of Altar & Rosary JOY. Notifies the Executive Board to arrange a thank you note to be sent for donation.
- May serve as an Executive Board Contact.
- Attends the Executive Board, Leadership Team, and Program and Business meetings.

July

- Uses the operating budget worksheet template to prepare, along with the Executive Board, a proposed budget of income and expenditures for the upcoming fiscal year leaving approximately \$2,500 in reserve in the operating budget.

July or August

- Presents the approved budget by the Executive Board at the Leadership Team Meeting.

September

- Receives dues collected from the Membership Chairperson by October 1 and in a timely manner throughout the year.
- Displays the Memorial Gift Fund Book at the Kickoff Program & Business meeting. (See Memorial Gift Fund Guidelines under Forms/Schedules for details.)

November

- Obtains a transaction statement from the Business Manager for the Altar & Rosary JOY account prior to the Executive Board meeting to check that balances agree between the Altar & Rosary JOY records and the Business Office records. Rectifies any discrepancies.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

December

- Plans to be present during the entire Bake and Craft Sale. If unable, secures a replacement. Obtains cash and cash boxes from the Business Manager the week before the Bake & Craft Sale. Coordinates and oversees the collection and counting of money during the sale with volunteers. Provides a detailed report after the event to be shared with the membership.

January

- Prepares a Request for Payment Form for dues to the National Council of Catholic Women (NCCW) and Des Moines Council of Catholic Women (DCCW) if not paid previously.

February

- Obtains a transaction statement from the Business Manager for the Altar & Rosary JOY account prior to the Executive Board meeting to check that balances agree between the Altar & Rosary JOY records and the Business Office records. Rectifies any discrepancies.

March

- Prepares a Request for Payment Form for the Easter gift checks for the St. Pius X priests and permanent deacons for the budgeted amount.
- Makes arrangements with the Corresponding Secretary for pick-up of checks to be sent with Easter cards.

May

- Prepares a Request for Payment Form to be made payable to St. Pius X Church for the budgeted amount for paper products and supplies that Altar & Rosary JOY uses throughout the year.
- Prepares and presents an End of the Year Financial Statement to the members at the May Program and Business Meeting.

June

- Obtains a transaction statement from the Business Manager for the Altar & Rosary JOY account prior to the Executive Board meeting to check that balances agree between the Altar & Rosary JOY records and the Business Office records. Rectifies any discrepancies
- Ascertains that all outstanding bills are paid.
- Obtains a transaction statement for the Altar & Rosary JOY account for the fiscal year of July 1—June 30 from the St. Pius X Business Manager. Saves the information on the Treasurer's flash drive.
- Has the financial records available for an audit. The audit is done by two Altar & Rosary JOY members appointed by the Executive Board. The Treasurer is not present for the audit.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Recording Secretary

ROLE

The Recording Secretary shall keep an accurate record of all Program and Business, Leadership Team, and Executive Board meetings. All minutes from these meetings shall be distributed by Flocknote within two weeks to the appropriate members. (Bylaws, Article IV, Section 7)

QUALIFICATIONS

Possess technology skills and organization skills to keep detailed, accurate reports. Works well in a team environment. Has access to Flocknote and personal email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Emails agenda item(s) as needed to the President prior to the Executive Board, Leadership Team, and Program and Business Meetings.
- Records the minutes at the Executive Board, Leadership Team, and Program and Business meetings.
- Receives a detailed agenda from the President prior to the Executive Board, Leadership Team and Program and Business meetings to facilitate taking minutes.
- A draft of the minutes from the Executive Board meetings will be sent by Flocknote within one week of the meeting to the Executive Board to be reviewed/corrected. The subject line and/or body of the Flocknote should specify the date when corrections/comments need to be received by the Recording Secretary. The reviewed/corrected minutes are sent by Flocknote to the Executive Board. Minutes receive final approval at the subsequent Executive Board meeting.
- A draft of the minutes from the Program and Business meetings will be sent by Flocknote within one week of the meeting to the Executive Board to be reviewed/corrected. The email subject line and/or body of the Flocknote should specify the date when the corrections/comments need to be received by the Recording Secretary. The reviewed/corrected minutes are sent by Flocknote to the Executive Board two weeks following the meeting. The Communication Coordinator (or designated individual) sends out the unapproved minutes (generally in conjunction with the upcoming meeting announcement) by Flocknote to the entire membership prior to the upcoming Program and Business Meeting for review. Minutes receive final approval at the next Program and Business Meeting. Circle Leaders are asked to relay important information from the minutes to their members at their Circle meetings.
- A draft of the minutes from the Leadership Team meeting will be sent by Flocknote within one week of the meeting to the Executive Board, Appointed Positions and Circle Leaders that were present at the Leadership Team Meeting to be reviewed/corrected. The subject line and/or body of the Flocknote should specify a date when corrections/comments need to be received by the Recording Secretary. The reviewed/corrected minutes are sent by Flocknote to the Executive Board, Appointed positions and Circle Leaders. Minutes receive final approval at the next Executive Board Meeting.
- May serve as an Executive Board Contact.
- Attends the Executive Board, Leadership Team, and Program and Business Meetings. If unable to attend, secretary will secure a replacement.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Corresponding Secretary

ROLE

The Corresponding Secretary shall conduct the social correspondence of Altar & Rosary JOY. This may include notes of cheer, sympathy, appreciation, honorary membership cards and notification of memorial Masses. She shall also be responsible for scheduling monthly Mass intentions with the Parish Office. A monthly Mass shall be offered for the living and deceased members of Altar & Rosary JOY and for a member following her death. The stipend shall be paid from the treasury. (Bylaws, Article IV, Section 8)

QUALIFICATIONS

Possesses proficient communication skills that are concise and clear with attention to detail and follow-up. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Emails agenda items as needed to the Presidents prior to the Executive Board and the Program and Business meetings.
- Sends the appropriate greeting cards to members upon request.
- Announces at the Program and Business Meetings the number of get well or thinking of you cards sent and the names of those receiving sympathy cards.
- Receives phone calls or emails regarding the death of a member or a member's family.
- Confirms the death with the St. Pius X Parish Office or the funeral home and follows the Operating Procedure for Death Notification of a Member or a Member's Immediate Family.
- Contacts the President and Communication Coordinator so the membership can be notified according to the Operating Procedure for Death Notification of a Member or a Member's Immediate Family.
- Arranges upon request the praying of the Rosary for a deceased member or a member's family at the wake. Follows the procedure for Death Notification of a Member or a Member's Immediate Family.
- Arranges a Mass for a member following her death by contacting the Administrative Assistant in the Parish Office to change the next monthly Memorial Mass from the Living and Deceased Members to the name of the deceased member. Sends a sympathy card to the family with the date and time of the Mass.
- Sends a sympathy card to the family if there is no record of a woman's membership upon her death, but it is reported that she was a member in her obituary or by another member.
- Arranges the monthly Memorial Masses for the living and deceased members with the Administrative Assistant in the Parish Office. Masses are scheduled in July and December for 6 months. A Mass during the week is generally selected.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Consider (not mandatory) using the following feast days of the Church when selecting Masses for the living and deceased members of Altar & Rosary JOY.

Ave Maria	
January 1	Presentation of the Lord
February 2	Presentation of the Lord
February 11	Our Lady of Lourdes
March 25	The Annunciation
May 13	Our Lady of Fatima
May 31	The Visitation
June 27	Our Lady of Perpetual Help
August 15	The Assumption of Mary
August 22	The Queenship of Mary
September 8	The Birth of Mary
September 12	The Most Holy Name of Mary
September 15	Our Lady of Sorrows
October 7	Our Lady of the Rosary
November 21	Presentation of the Blessed Virgin Mary
December 8	Immaculate Conception of Mary
December 12	Our Lady of Guadalupe
Martha & Mary	
July 29	Feast Day of Martha, Mary & Lazarus
St. Anne	
July 26	Feast Day of St. Anne
St. Bernadette of Lourdes	
April 16	Feast Day of St. Bernadette of Lourdes
St. Elizabeth	
November 5	Feast Day of St. Elizabeth
St. Francis	
October 4	Feast Day of St. Francis of Assisi
Other	
August 21	St. Pius Feast Day

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Fills out a Request for Payment Form and turns it into the Treasurer for payment of the Memorial Mass stipends.
- Sends birthday cards, ordination anniversary cards and other cards deemed necessary to St. Pius X Pastor and Associate Pastor.
- Prints and sends the honorary membership cards after confirmation from the Executive Board.
- Notifies the Executive Board if not available for an extended period so the Executive Board can make alternate arrangements for notification.
- May serve as an Executive Board Contact.
- Attends the Executive Board, Leadership Team, and Program and Business Meetings.

March and April

- Sends Easter cards and gift checks to the priests and permanent deacons after the Executive Board approves them. The monetary amounts are determined by the Executive Board in the budget each fiscal year. The Treasurer obtains the checks, and the Corresponding Secretary purchases and sends the Easter cards.
- Arranges for a card/stamp shower of thinking of you cards or other needed cards when supplies run low.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Membership Chairperson

ROLE

The Membership Chairperson shall maintain the record of membership, collect all dues for the treasury, assist with the annual membership drive, record attendance and provide name tags for the Program and Business Meetings. (Bylaws, Article IV, Section 9)

QUALIFICATIONS

Possesses proficient communication and technology skills with attention to detail. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Emails agenda items as needed to the President prior to the Executive Board, Leadership Team and Program and Business Meetings.
- Maintains current and accurate electronic records of the membership. Member Information to include: name, mailing address, email address, phone number, and Circle affiliation. Shares the information with the Executive Board and Communication Coordinator and notifies them of updates/changes as deemed necessary.
- Notifies the Mentor Coordinator, as soon as possible, the contact information of new members. The Mentor Coordinator follows up with a phone call.
- Keeps a current record of rosters for Active Members, Circle Members, Lifetime Members, Honorary Members, and Deceased Members. Saves information on the Membership Coordinator flash drive.
- Makes nametags for new members and prints any missing or worn-out name tags.
- Purchases additional nametag/envelopes and other supplies as needed and submits receipt(s) to the Treasurer for reimbursement.
- Emails and/or prints membership lists for the Bylaws and Procedure Manual, the Circle Leaders and/or any other requests.
- May serve as an Executive Board Contact.
- Attends the Executive Board, Leadership Team and the Program and Business Meetings.

September to May

Program and Business Meetings

- Requests 3-4 members from the Host Circle to assist with set up of nametag tables, greet and direct members and guests, and assist with clean up after the meetings. The nametags are stored in the West Martha & Mary Fellowship Hall Closet on the top shelf along with a bin of other Membership supplies. The labeled bin includes pens, clipboards, sign in sheets, extra nametag supplies, door signage, etc.
- Counts attendance (including guests) at the Program and Business Meetings and reports to the Executive Board. Number of guests may be communicated at the Program and Business Meetings.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

August

Training and Preparation for the Year

- Helps plan the Membership Drive and discusses any changes in collecting membership dues with the Executive Board.
- Compiles and provides Membership Drive packets for Circle Leaders (to collect their Circle members' dues) at the Leadership Team meeting. A packet consists of a large envelope with two paper copies of the Circle's membership roster and Treasury Deposit forms inside. Each envelope should be clearly labelled with the Circle name.
- Instructs Circle Leaders at the Leadership Team Meeting on collecting membership dues and updating a member's contact information.
- Encourages Circle Leaders to contact members early. Circle Leaders turn in all dues, changes in contact information, and a list of paid members to the Membership Chairperson no later than October 1. Circle Leaders use the Treasury Deposit form to record checks and cash. The Membership roster is updated and distributed to the membership by Flocknote no later than October 31.

September

Membership Drive

- Prepares a renewal letter to the Not Associated with a Circle members and members who are not lifetime members the first week of September (Sample letter is in the Bylaws and Procedure Manual). Sends the renewal notice by Flocknote. A letter is mailed to Not Associated with a Circle members who do not have an active email account. Postage can be obtained from the Corresponding Secretary or President.
- Provides a name tag for all active members.
- Assists with setting up a table in the Narthex for the Membership Drive held after all Masses on the designated weekend (usually held 3rd Sunday of September). A tri-fold posterboard with information on Altar & Rosary JOY is kept in the West Martha & Mary Fellowship Hall Closet to be placed on the table. This may be updated as desired at any time.
- Secures the informational pamphlets/list of Program and Business Meetings from the Program Chairperson or designated member for the Membership Drive table.

October

Collection of Dues and Membership Rosters

- Collects dues from the Circle Leaders and turns monies into the Treasurer in a timely manner as the membership dues are collected.
- Inputs new member information and updates member information in Flocknote and on the Membership Coordinator's flash drive.
- Contacts Circle Leaders to follow up with members who have not paid dues to explore the member's status.
- Contacts Not Associated with a Circle members who have not paid dues to explore the member's status.
- Informs the Executive Board of the membership status of each Circle so contact is made to those who drop Circle membership to explore other membership options (Honorary or Not Associated with a Circle).

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Distributes the updated active membership roster by Flocknote to the Altar & Rosary JOY active membership.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Program Chairperson

ROLE

The Program Chairperson shall arrange and finalize programs, write program advertisements, arrange for the setting up of the tables and chairs, check on necessary audio video equipment and obtain biographical information on program speakers for the Program and Business Meetings and other special events. She shall obtain honorariums from the Treasurer and provide a thank you note for the speaker. (Bylaws, Article IV, Section 10)

QUALIFICATIONS

Possesses enthusiastic personality and communication skills that are concise and clear. Is comfortable with public speaking and has attention to detail and follow-up. Works well in a team environment. Has access to email on a continual basis. All officers shall have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Emails agenda items as needed to the President prior to the Executive Board, Leadership Team and Program and Business Meetings.
- Collaborates with the Executive Board to select and schedule the program speakers. Contacts the speaker again one month and 4-5 days before the program to check on requests and as a reminder.
- Obtains a short biography of the speakers for advertising the programs and for introductions.
- Collaborates with the Executive Board on updates to the Altar & Rosary JOY brochure and the Welcome to Altar & Rosary JOY Membership Packet.
- Submits the Altar & Rosary JOY brochure or program lists to the St. Pius Administrative Secretary to be placed in the Newcomer Packets.
- Submits Altar & Rosary JOY's program calendar for the fiscal year to the St. Pius X website manager in a pdf document format. The website manager places this under Calendar on Altar & Rosary JOY's webpage.
- Prepares and submits bulletin announcements to the Parish Activities Team Member to be included in the bulletin one and two weeks before the Program and Business Meetings or events. The deadline for the bulletin is Noon on Friday the week before the publication date. May vary around the holidays.
- Prepares and submits to the Digital Communications team member a parish-wide announcement of the upcoming Program and Business Meeting or event to be included in the Parish Friday Flock Note one week before the Program and Business Meeting or events. Flocknotes received by Thursday of the week will be published on Friday.
- Prepares and submits information on the upcoming Program and Business Meeting to the Digital Communications Team Member to be put on the St. Pius X marque.
- Prepares and submits information on the upcoming Program and Business meeting to the Parish Activities Team Member to include in the weekend Mass Announcements. Announcements are due by Thursday for the weekend.
- Contacts the Host Circle for information on the monthly service project selected.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Attends to the requests of the program speakers regarding audio visual equipment or other needs. The speaker must provide the computer for his/her presentation. There is a HDMI cable available to use in the AV closet in the Martha & Mary Fellowship Hall to connect a laptop computer to the projector.
- Introduces the speaker with a short biography at the Program and Business Meetings, September-May.
- Emails the Communication Coordinator (or other designated member) the program announcements to be sent by Flocknote to the membership.
- Makes arrangements for adequate seating and the tables and chairs to be set up on the day of the Program and Business Meetings or events.
- Consults with the Executive Board and the Host Circle Leader regarding the arrangement of tables and chairs for programs and events, such as the Spring Fun Event. (See the set-up maps for the various service rotations in the Service Section of the Bylaws and Procedure Manual.)
- Arranges for the honorarium for the speaker with the Treasurer and presents or mails the honorarium with a thank you note. The usual honorarium is \$50. The amount is determined by the Executive Board in July and placed in the budget each fiscal year.
- Makes arrangements for the use of microphone/projector in the Martha & Mary Fellowship Hall. Check out the key (AB-6) from the Office to the storage closet in the Martha and Mary Fellowship Hall that contains the audio-visual controls cupboard. The handheld and lapel microphones are stored in the Vesting Sacristy in the upper cupboard next to the windows. Each is clearly labelled. Obtain a lapel microphone for use in the church for the prayer of the rosary and give it to the host Circle Leader. Turn on the audio switch in the Vesting Sacristy (3rd switch on the North Vesting Sacristy Wall) Assure equipment is returned properly after use.
- Compiles from the membership throughout the year a list of suggested programs.
- May serve as an Executive Board Contact.
- Attends the Executive Board, Leadership Team, and Program and Business Meetings.

July

- Collaborates with the Executive Board on updates to the Altar & Rosary JOY brochure and the Welcome to Altar & Rosary JOY New Member Packet.
- Reserves the Martha & Mary Fellowship Hall for all Program and Business Meetings and other events for the fiscal year as directed by the Executive Board.
- Reserves the meeting space for the Executive Board Meetings and the Leadership Team Meetings, if desired by the President.
- Plans the programs for the fiscal year with the Executive Board.
- Contacts and schedules the speakers for the programs.
- Obtains a short biography of the speakers for advertising the programs and for introductions.

August

- Secures a priest, three Eucharistic Ministers, musician(s), lector, and sacristan for the celebration of the Eucharist at the September Kick-Off Program and Business Meeting.

September

- Emails the Communication Coordinator (or designated person) the program announcement to be sent by Flocknote to the membership.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Confirm with the priest his attendance at the September Kick-Off Mass.
- Confirms the lector, three Eucharistic Ministers, musician(s), and a sacristan for the celebration of the Eucharist at 6:30 p.m.
- Arranges for the music—opening hymn, offertory, Communion and closing hymn—with the St. Pius X Director of Music Ministry as needed.
- Arranges the honorarium for the priest and the musician with the Treasurer. The usual honorarium is \$50 for the priest and \$25 for the music director. The amount is determined by the Executive Board in July and placed in the budget each fiscal year.
- Contacts the priest, the music director, and the program speaker 4-5 days before the program to check on requests and as a reminder.
- Requests that members sit towards the front of the church for Mass.
- Arranges for 2-3 members to assist the sacristan with her duties after Mass.
- Introduces the speaker with a short biography at the Program and Business Meetings, September-May.

March

- Prepares and sends a Flocknote to the membership asking for suggestions for future programs/spiritual reflections. Collects and compiles a list of programs/spiritual reflection suggestions to share with the Executive Board and passed onto the next Program Chairperson.

May

- Compiles and shares program suggestions received from the membership for the next fiscal year with the Executive Board.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Historian

ROLE

The Historian shall collect and gather first-hand accounts, photographs and other memorabilia of Altar & Rosary JOY. She compiles the memories of the organization and its activities. The Historian shall provide a written report upon request. (Bylaws, Article V, Section 3)

RESPONSIBILITIES

Year Round

- Keeps a digital file of photographs and other important memorabilia of events such as the Program and Business Meetings that is emailed to the membership.
- Emails digital files to the Communication Coordinator to have these items placed on a flash drive at the end of the fiscal year.
- Has access to email on a continual basis.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Parliamentarian

ROLE

The Parliamentarian shall assist in drafting and interpreting bylaws and Rules of Order. The Parliamentarian is a resource to the President and assists in the conduct of the meeting. The President shall consult with the Parliamentarian when not certain on how to rule on a question or proceed in the circumstances. The Parliamentarian shall serve as a member without vote of the Executive Board and attend the Program and Business Meetings. (Bylaws, Article V, Section 5)

QUALIFICATIONS

Possesses a basic knowledge of parliamentary procedures. Knows the bylaws and has the ability to use Roberts Rules of Order if there is a need. Works well in a team environment. Has access to email on a continual basis.

RESPONSIBILITIES

Year Round

- Serves as the President's adviser and consultant on procedural matters. Frequently a presiding officer must make a decision quickly and needs the advice of someone who is knowledgeable on parliamentary procedures. The Parliamentarian does not give her advice to the assembly but to the presiding officer.
- Sits next to the presiding officer during meetings and unobtrusively calls the attention of the presiding officer to any serious error in procedure, which she observes. As far as possible, she should anticipate difficult situations and keep the presiding officer advised concerning questions in dispute or points of order. Both the presiding officer and the organization may disregard the advice of the Parliamentarian. Any inquiry on parliamentary procedure is addressed to the presiding officer and after consultation with the Parliamentarian, if the presiding officer wishes, she answers the inquiry.
- Speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.
- Keeps the organization's Bylaws current and ensures that each member has access to a copy.
- May serve as an Executive Board Contact.
- Attends the Executive Board Meetings, Leadership Team Meetings and the Program and Business Meetings.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Mentor Coordinator

ROLE

The Mentor Coordinator shall contact new Altar & Rosary JOY members to acquaint them with the organization and shall facilitate their desire to participate on the level they choose whether it is Circle membership or not associated with a Circle. The Mentor Coordinator shall provide a written report upon request and may attend without vote the Executive Board Meetings. (Bylaws, Article V, Section 8)

QUALIFICATIONS

Possess a friendly and outgoing personality with attention to follow up. Works well in a team environment. Has access to email on a continual basis.

RESPONSIBILITIES

Year Round:

- Calls and/or visits with new members. If there are a large number of new members, she may have a New Member meeting and include the Circle Leaders so they can give information on the activities of their Circles. The Mentor Coordinator shall determine with the Membership Chairperson when to hold this meeting.
- Gives new members a Welcome to Altar & Rosary JOY New Member Packet that explains the organization and ways members can be involved.
- Helps and facilitates new members to connect with Altar & Rosary JOY Circles if they are interested in exploring Circle membership.
- Is available to answer questions and follows up with the needs of new members throughout the fiscal year.
- Notifies the Membership Chairperson of changes in the status of new members so member lists and Flocknote can be updated.
- Collaborates with the Executive Board on updates to the Altar & Rosary JOY brochure and the Welcome to Altar & Rosary JOY membership packet.
- Provides a written report upon request and may attend without vote the Executive Board Meetings.

September:

- Is available to help with the Membership Drive

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Communication Coordinator

ROLE

The Communication Coordinator shall provide communication to the membership and St. Pius X parish with direction from the President and/or the Executive Board. The main form of communication will be through the St. Pius X Flocknote. The Communication Coordinator will update as needed, the online Bylaws and Procedure Manual on the Altar & Rosary website as well as the printed material as directed by the President/Executive Board. The Communication Coordinator shall provide a written report upon request. (Bylaws, Article V, Section 7)

QUALIFICATIONS

Possesses strong writing skills and ability to think strategically. Proficient organizational, communication and technology skills. Plans and carries out responsibilities with minimal direction. Works well in a team environment. Has access to Flocknote and personnel email. All officers should have access to social media. (Bylaws, Article IV, Section 1)

RESPONSIBILITIES

Year Round

- Obtains Membership lists from the Membership Chairperson for the Bylaws and Procedure Manuals as directed.
- Sends Flocknote prepared by the Program Chairperson to the membership about the upcoming Program and Business Meetings or events two weeks prior. An additional reminder may be sent by Flocknote one week prior if desired. Flocknote about the upcoming meeting will also include the previous month's business meeting minutes attached for review. Minutes are approved at the next Program and Business Meeting.
- Sends Flocknote with monthly announcements (includes service rotation information, memorial Mass date and brief information about upcoming meeting and date), and other pertinent information to the membership as directed by the President and the Executive Board.
- Notifies the membership by Flocknote of the death of a member and the funeral arrangements.
- Prints and assembles updates to the Bylaws and Procedure Manuals, the Laundry and Ministry Service Rotation Schedules as directed by the Executive Board.
- Is available to assist with printing any Altar & Rosary JOY documents at the Parish Office.
- May attend without vote the Executive Board Meetings.

September

- A Bylaws and Procedure manual is provided to the St. Pius X office for reference as needed throughout the year. Updates the manual with the current leadership team roster, service rotation schedules and other documents as necessary.

October to December

- Collaborates as required with Circles in charge of the annual Bake & Craft sale to update and prepare bake sale forms and volunteer schedules.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

January

- Assists with updates to the Bylaws and Procedure Manual as directed by the Executive Board.

March

- Prints updates to the Bylaws and Procedure Manual in the Parish Office as directed by the Executive Board. There are manuals for each member of the Executive Board, one for each Circle and one in the St. Pius X Office. The manual is also available digitally on the Altar & Rosary JOY page on the St. Pius X website @ <https://stpiusxurbandale.org>. Documents may be downloaded/printed as needed from the website.

April

- Prints updates to the Bylaws and Procedure Manual as directed by the Executive Board. Prepares hard copy of manuals for:
 - President
 - Vice-President
 - Treasurer
 - Recording Secretary
 - Membership Chairperson
 - Program Chairperson
 - Parish Office
 - One manual per Circle

May

- All Bylaws and Procedure manuals will be collected by the Communication Coordinator (or other designated member) at the May Program and Business meeting. Assists with updating information to the manuals as directed by the Executive Board. Manuals are generally redistributed at the Leadership Team Meeting after being updated.

June

- Assists as needed with storing Executive Board, Business Meeting, Leadership Team and Circle minutes, photos, year-end ledger reports and other important information to a flash drive. All of these documents are also saved in Flocknote for reference year to year.
- The flash drive is held by the current President and is passed on to the incoming President.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Flower/Décor Coordinator

ROLE

The Flower/Décor Coordinator shall be in charge of arranging flowers and seasonal décor in the planter boxes in front and surrounding St. Pius X Church. The Flower/Décor Coordinator shall provide a written report upon request.

RESPONSIBILITIES

Year Round

- Buys flowers and other seasonal décor for the planter boxes in front and surrounding St. Pius X Church.
- Arranges for help in planting and other duties associated with the planters.
- Turns in receipts to the Treasurer for reimbursement from the Memorial Gift Fund of Altar & Rosary JOY.
- Has access to email on a continual basis.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Executive Board Contact for Events

ROLE

The Executive Board Contact for Events shall serve as a contact for events, committees and summer projects. This appointment assures communication between the Executive Board and the Circle Leader(s) in Charge or Chairperson(s) of the event or committee. The Executive Board Contact for Events may or may not be an Executive Board member. The Executive Board Contact for Events shall provide a written report upon request. (Bylaws, Article V, Section 2)

RESPONSIBILITIES

Year Round

- Is assigned by the Executive Board and attends planning meetings for assigned events, committees, or summer projects as necessary. It is best if an Executive Board Contact is not a member of the Circle(s) in charge of the event.
- Shares the Spring Fun Event themes suggested by the membership with the Circle Leader in Charge.
- Reports progress of events to the Executive Board.
- Has access to email on a continual basis.

BYLAWS & OFFICER DESCRIPTIONS
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Liaison

ROLE

The Liaison shall ensure proper communication as well as cooperation between two or more entities by serving as a connector or go-between. The Liaison shall provide a written report upon request and shall attend without vote the Executive Board Meetings. (Bylaws, Article V, Section 4)

RESPONSIBILITIES

Year Round

- Operates under the direction of the President, for example, acts as a liaison between the President and the Pastor and/or the St. Pius X Parish Office staff.
- Has access to email on a continual basis.