

# Bylaws of the Sodality of the Blessed Virgin Mary

SACRED HEART CHURCH  
LA PLATA, MARYLAND

## ARTICLE I

### Name

*Section 1:* The name of this organization shall be the "Sodality of the Blessed Virgin Mary of Sacred Heart Parish in La Plata, Maryland.

*Section 2:* The Sodality of Sacred Heart Parish shall function under the guidance of the Sodality Union of the Archdiocese of Washington, D.C., and our own parish moderator.

## ARTICLE II

**Insignia** (To be voted on)

## ARTICLE III

### Objectives

*Section 1:* The Sodality is composed of a body of Catholic Women to show an outward sign of devotion to the Blessed Virgin Mary.

- a) Wearing of the miraculous medal at all times but displayed outwardly at all Sodality functions.
- b) Spreading devotion to the Blessed Virgin Mary through the green scapular.
- c) Attendance at the monthly Mass and Communion as a body (the first Sunday of each month).
- d) Attendance at the monthly meeting held on the first Wednesday following the first Sunday of each month (excluding July and August).
- e) Senior Sodality will assist the Junior Sodality of Sacred Heart and their moderator whenever needed to include Leadership, Guidance, and Programming activities.
- f) Participation in the spiritual, charitable, social, and fund raising functions of the Sodality.

#### 1) Spiritual Functions

- a) **Family Mass**—a special mass to include all Sodalists and their families, and extended to all parishioners and their families.
- b) **Mother-Daughter Communion Breakfast**—following the May Sodality Mass.
- c) **May Crowning and Procession.**
- d) **Mass in June**—preceeding the monthly Sodality Meeting—installation of new officers at this time.
- e) **Opening Mass in September**—preceeding the monthly Sodality meeting.
- f) **Recitation of the Rosary**—a special service to honor the Blessed Virgin Mary preceeding the October Sodality meeting.
- g) **Mass for Deceased Sodalists**—preceeding the November Sodality meeting.

#### 2) Charitable Functions

- a) We assist the St. Vincent de Paul Society of Sacred Heart Church in their endeavors in aiding needy families of the community.
  - 1) a donation of cash is given every other month to the St. Vincent de Paul Society from a collection taken at our monthly meetings.
- b) Donations of baked goods to Physicians Memorial Hospital Ladies Auxiliary every Thursday. Baking and taking by the scheduled Sodalist each week.
- c) Visiting the sick and aged of the parish at home, and in the hospital (calling the person is not appropriate!)

- d) Reciting the Rosary and prayers
  - 1) at the wake of a deceased Sodalist.
  - 2) at the wake of members of the immediate family of a Sodalist.
  - 3) upon request of any parish member.
- e) Assisting at the Wednesday Mass and at the Charles County Nursing Home.
- f) Sewing Baptismal gowns to be used for Baptism at Sacred Heart Church.
- g) Assisting the Childrens Aid Society of Charles County upon request for clothing, household items, etc. for burn-outs or needy families.
- h) Baking cookies at Christmas time and in June for the Sacred Heart Parish priests to take to the Shut-Ins.

### **3) Social Functions**

- a) Special Reception following Family Mass.
- b) Christmas Party.

### **4) Fund Raising Functions**

- a) Bake Sales.
- b) Dances.
- c) Christmas Bazaar.

*Section 2:* Non-Profit Organization.

*Section 3:* To assist in needs of the parish approved by the Sodalists to include donations and refurbishing of parish properties.

## **ARTICLE IV**

### **Membership**

*Section 1:* Open to any female parishioner over the age of 18 who is willing to abide by the objectives of the Sodality.

*Section 2:* Our Sodality is affiliated with the Sodality Union of Washington, D.C. and our members are invited to participate in the Union's activities.

*Section 3:* You are deemed an active member *unless* you request to be put on the inactive list.

*Section 4:* Dues are \$1.00 per year.

*Section 5:* Membership is divided into Bands List -

- a) The leaders of the Bands are responsible for calling their Bands List for unscheduled changes or notices, or any other information deemed necessary by the Prefect to be announced.

## **ARTICLE V**

### **Government**

*Section 1:* Officers are to include: Prefect, Vice-Prefect, Recording Secretary, Corresponding Secretary and Treasurer.

*Section 2:* Board members include the five elected officers.

- a) The Board shall meet upon request of the Prefect.

*Section 3:* Voting Procedure.

- a) Nominating Committee selected by Prefect in April.
- b) Slate presented and voted upon by secret ballot in May.
- c) Officers installed in June.

*Section 4:* All officers serve a term of 2 years.

- a) Prefect and Corresponding Secretary are elected in the even years.
- b) Vice Prefect, Recording Secretary and Treasurer are elected in the odd years.

## **ARTICLE VI**

### **Duties of Officers**

*Section 1: Moderator*

Spiritual Leader and Presiding Officer of Sacred Heart Sodality.

*Section 2: Prefect*

- a) She shall preside at all meetings of the Sacred Heart Sodality, preserve order according to parliamentary procedure.
- b) She shall work with Vice Prefect, Recording Secretary, Treasurer and Corresponding Secretary as well as standing Committee Chairpersons on all subjects or projects pertaining to Sacred Heart Sodality.
- c) She shall direct the work of the Sacred Heart Sodality with the aid of the other officers and the various committee chairpersons.
- d) She shall keep her Vice Prefect, Recording Secretary, Treasurer, and Corresponding Secretary informed on all matters of the Sacred Heart Sodality.
- e) She shall keep the Moderator informed at all times of the following: Financial status, Membership, activities and any important information pertaining to Sodality.
- f) She will act as Liaison Officer between Sodality and Moderator.
- g) She shall deliver to the incoming Prefect all pertinent files within thirty days from the date of installation.

### **Section 3: Vice Prefect**

- a) She shall preside at all meetings and assume the duties of the Prefect in her absence.
- b) She shall assume the office of the Prefect for the unexpired term of the Prefect upon resignation, removal, or death of Prefect.
- c) She shall assist in all ways and shall perform other duties as may be assigned to her by the Moderator or Prefect.
- d) She shall familiarize herself with the program and objectives of Sacred Heart Sodality, and with the responsibilities of the Prefect.
- e) She shall deliver to the incoming Vice Prefect all pertinent files within thirty days from date of installation.

### **Section 4: Recording Secretary**

- a) She shall record and present for approval all minutes of the meetings.
- b) She shall keep copies of all minutes.
- c) She shall keep in current and good order a permanent file of all records, to include: all Sodality activities, to be kept filed by the year. This serves as a historical file from year to year.
- d) She shall perform such other duties as may be assigned to her by the Moderator.
- e) She shall deliver to incoming Recording Secretary all pertinent files and records within thirty days of date of installation.

### **Section 5: Treasurer**

- a) She shall be responsible for the collection, safekeeping and disbursement of the Sacred Heart Sodality Funds.
- b) She shall disburse funds only upon receipt of original bills.
- c) She shall keep the checks for Sacred Heart Sodality.
- d) She shall present a financial report at each meeting.
- e) She shall deliver to incoming Treasurer all pertinent files within thirty days from date of installation.
- f) Treasurer's books will be audited once per year by an Auditing Committee appointed by the Prefect.

### **Section 6: Corresponding Secretary**

- a) She shall write a newsletter after each meeting to include highlights of the last meeting and coming events, both spiritual and social. Newsletter to be sent out to each Sodalist before each monthly meeting.
- b) She shall keep in current and good order a permanent file of all newsletters and correspondence received by the Sodality. This serves as historical files from year to year.
- c) She shall perform such other duties as may be assigned her by the Moderator or Prefect.
- d) She shall deliver to incoming corresponding secretary all pertinent files and records within thirty days of date of installation.
- e) She shall read correspondence to the Sodality at the monthly meetings.
- f) She will answer any correspondence and also be responsible for thank you notes to be sent out in the name of the Sodality.

The duties listed above are the responsibility of the individual officer, elected to represent Sacred Heart Sodality, and carry out the objectives of the Sodality within Sacred Heart Parish.

## **ARTICLE VII**

### **Duties of the Committee Chairpersons**

*(Committee Chairpersons will be appointed by the Prefect, or will be members who have volunteered for a specific committee)*

**Section 1: Altar Committee** - Altar Linens, Flowers and General Cleaning.

**Section 2: Hospital Representative** — a) As part of our charity the Hospital Representative uses the Sodality Bands List to call one Sodalist each week after schedule has been published in Sodality Newsletter to bake and donate baked items for Physicians Memorial Hospital Snack Bar.

**Section 3: Membership Committee** — a) Keeping a record of Initial Date of Reception into the Sodality. This data may be transferred from one parish to another. b) To collect membership dues each May. This money is turned over to the Treasurer. c) Keep Bands List up to date. d) To extend a personal invitation to all new parishioners regarding membership — has committee to serve as "Welcome Wagon."

**Section 4: Public Relations Representative** — a) Consists of putting announcements of upcoming Fund raising and social activities for the Sodality in the newspaper and contacting radio stations by mail. b) Reporting results of those activities. c) Makes posters (with committee if necessary) for events to be put in local stores for advertising.

**Section 5: Refreshment Committee** — a) Contacts several members of the Sodality to bring refreshments for each meeting. b) Checks cabinets in parish hall kitchen for supplies to serve refreshments.

**Section 6: Sick and Visitation Committee** — a) To visit the sick and shut-ins of the parish and elect to go with one or more Sodalists. b) To send Get Well Cards and Mass Cards to individuals or families depending on need. (It is the responsibility of the Moderator and each Sodalist to notify Chairperson of Sick and Visitation of any illness or deaths within the parish).

**Section 7: Spiritual Committee** — a) A projected plan of Spiritual activities for each meeting, such as Guest Speakers or Church Services. b) Obtaining of Guest Speakers. c) Setting up special services.

**Section 8: Ways and Means Committee** — Suggestions and plans for fund raising and Social activities for Sacred Heart Church.