

# **Bylaws of the National Association of the Holy Name Society**

## **ARTICLE I - Purpose**

Section 1: The National Association of the Holy Name Society (NAHNS) is made up of Individual members, Parish Societies, Deanery, Federation and Vicariate Unions and Diocesan and Archdiocesan Union Holy Name Societies from across the United States, Canada, Puerto Rico and the Philippines.

Section 2: Purpose:

The Confraternity of the Most Holy Names of God and Jesus (Holy Name Society) promotes reverence for the Sacred Names of God and Jesus Christ, obedience and loyalty to the Magisterium of the Catholic Church, and the personal sanctification and holiness of its members. Members are called to contribute to the evangelization mission of the Church and to make perpetual acts of reverence and love for our Lord and Savior. The apostolate of the society is to assist in parish ministries by performing the Corporal Works of Mercy: to feed the hungry, to clothe the naked, give drink to the thirsty, shelter to the homeless, tend the sick, visit those in prison, and bury the dead; as well as the Spiritual Works of Mercy: to convert sinners, instruct the ignorant, counsel the wayward, comfort the sorrowing, bear adversity patiently, forgive offenses, and pray for the living and the dead.

## **ARTICLE II - Officers**

Section 1: Episcopal Moderator

- a) Shall be an ex-officio non-voting Officer of the Executive Board of this Association.
- b) The Episcopal Moderator is appointed to the Association by the United States Conference of Catholic Bishops through a written request.
- c) The term of office of the Episcopal Moderator shall be five (5) years.
- d) Shall serve as this Association's liaison with the United States Conference of Catholic Bishops.
- e) Shall provide spiritual advice to the Officers of this Association concerning apostolates, activities, initiatives, policies and procedures.

Section 2: National Spiritual Director

- a) Shall be an ex-officio Non-Voting Officer of the Executive Board.
- b) The term of office of the National Spiritual Director shall be five (5) years.
- c) The National Spiritual Director shall be nominated by the President, with the approval of the Officers of the Executive Board.
- d) Shall serve as this Association's liaison with the Dominican Order and shall provide spiritual advice concerning apostolates, activities, initiatives, programs, policies and procedures of the Association.
- e) Shall review and approve of all spiritual materials developed by the Association prior to publishing.

- f) Shall coordinate efforts and provide communication between the Dominican Promoters of the Holy Name from all four (4) of the Dominican Provinces located in the United States in an effort to further the objectives of the Association.

#### Section 3: President

- a) Is the Chief Executive Officer of the Association, and shall preside at all meetings of this Association and of the Executive Board.
- b) Shall be an ex-officio member of all Standing Committees and shall assume duties incumbent upon this office, including: seeing that the Association functions in accordance with the Constitution and Bylaws and is executing the policies, plans and directives of the Executive Board.
- c) Shall present all decisions of the Executive Board to the Annual Membership Meeting for notification.
- d) Shall nominate the Chairs of all Standing Committees and Appointed Positions and present them to the Executive Board Officers for approval.
- e) Shall lead the development of key and strategic initiatives, programs, projects and activities of the Association
- f) Shall see that all Officers and Chairs perform the duties and activities assigned to them.

#### Section 4: First Vice President

- a) The First Vice President, in the absence of the President, shall have all the powers and duties of the President.
- b) Shall be an ex-officio member of the Financial Advisory Committee and the Marketing Communications Committee.
- c) Shall perform such other duties as are assigned by the President and normally devolving upon the Office.

#### Section 5: Second Vice President

- a) The Second Vice President, in the absence of the President and the First Vice President, shall have all the powers and duties of the President.
- b) Shall be an ex-officio member of the Regional Vice President Committee.
- c) Shall perform such other duties as are assigned by the President and normally devolving upon the Office.

#### Section 6: Third Vice President

- a) In the absence of superior officers, the Third Vice President shall have all the powers and duties of the President.
- b) Shall directly supervise the arrangements for the Annual Membership Meeting.
- c) Shall be an ex-officio member of the Blessed John of Vercelli Committee.
- d) Shall perform such other duties as are assigned by the President and normally devolving upon the Office.

#### Section 7: Secretary

- a) Shall be responsible for recording the minutes of all meetings, and deliver same when called upon by the Presiding Officer. Within sixty (60) days after each meeting, see to the distribution of the minutes to all members of the Executive Board.
- b) Shall be an ex-officio member of the Marketing Communications Committee.
- c) Shall prepare and send all notices of all meetings, with special emphasis on the Annual Membership Meeting.
- d) Shall be responsible for maintaining the current revisions of the Official Documents of the Association, the Constitution, Bylaws and Policy Manual.
- e) Shall certify all documents on behalf of the Association.
- f) Shall keep a record of all official correspondence sent by this Association.
- g) Shall perform all other duties, as directed, usually pertaining to the Office of Secretary.

#### Section 8: Financial Secretary

- a) Shall be an ex-officio Chair of the Financial Advisory Committee.
- b) Shall notify all members of the time for paying dues and/or assessments.
- c) Shall be responsible for the depositing of all funds coming to the Association and the keeping of an accurate record thereof.
- d) Shall supervise the timely filing of all tax and corporate forms required by all governmental agencies.
- e) Shall supervise the paying of all obligations of the Association, keeping an accurate record thereof with vouchers therefore.
- f) Shall be prepared to render a report of the financial condition of the Association at any meeting.
- g) Shall present a financial report at the Annual Membership Meeting.
- h) Shall see to the deposit of all funds in an insured financial institution or invested as directed by the Executive Board.
- i) Shall certify that the Voting Members' current dues have been paid preceding the Annual Membership Meeting.
- j) Shall prepare a budget for this Association and present to the Executive Board.
- k) In the event of sickness or other temporary incapacity for a period not longer than three (3) months, the President shall appoint a temporary replacement to carry out the duties of the Financial Secretary.
- l) Shall oversee the Office of Treasurer of this organization and shall nominate a person for the Office of Treasurer or Treasurers for a term of two (2) years in accordance with the directives in the Appointed Positions Article of the Bylaws.

#### Section 9: Chairperson of the Regional Vice President Committee

- a) Shall preside over all meetings of the Regional Vice President Committee.
- b) Shall be a voting member of the Executive Board.
- c) Shall represent the interests of the Regional Vice Presidents during meetings of the Executive Board and all business conducted and transacted by the Executive Board.

Section 10: Chairperson of the Executive Advisory Committee

- a) Shall preside over all meetings of the Executive Advisory Committee.
- b) Shall be a voting member of the Executive Board.
- c) Shall represent the interests of the Executive Advisory Committee members during meetings of the Executive Board and all business conducted and transacted by the Executive Board.

Section 11: Chairperson of the Marketing Communications Committee

- a) Shall be a voting member of the Executive Board.
- b) The duties of the Marketing Communications Director are described in Article VI, Section 3.

### **Article III - Regional Vice Presidents**

Section 1: The number of Regional Vice Presidents corresponds with the Regions established by the United States Conference of Catholic Bishops in the United States.

Section 2: Election for Regional Vice Presidents will take place at the same meeting as the Executive Board Officers are elected.

Section 3: Regional Vice Presidents shall be elected for a term of two (2) years and are eligible for reelection to the same office in successive terms.

Section 4: The Regional Vice Presidents shall promote the founding, strengthening and welfare of the Holy Name Society on the Archdiocesan, Diocesan and Parish level.

Section 5: Regional Vice Presidents are ex-officio members of the Regional Vice President Committee. They shall keep informed of the various projects and works being accomplished in the Archdioceses and Dioceses throughout their Region and are to make themselves available to aid them when needed.

Section 6: Regional Assistant Vice Presidents

- a) Regional Vice Presidents may appoint Regional Assistant Vice Presidents for each state in their region. They may appoint more than one Assistant Vice President in a state, if the state's size or number of (Arch)Dioceses would make such additional nominations prudent.
- b) Are nominated by the Regional Vice President and presented to the President.
- c) A simple Majority vote of the Executive Board is required for approval.

### **ARTICLE IV - Elections**

Section 1: The President shall appoint a Nominating Committee at least ninety (90) days prior to the Annual Membership Meeting when elections are to be held. The President shall designate the Chair of this Committee to preside over the activities and meetings.

Section 2: Nominating Committee must be composed of a minimum of three (3) Members.

Section 3: Members of the Nominating Committee are not barred from becoming nominees for office, provided however, that when the said Committee member is nominated for office, they shall be disqualified as a member of this Committee for the vote concerning the nomination.

Section 4: The Communications Office Manger shall notify each Voting Member in good standing of the names and addresses of the members of the Nominating Committee and the positions to be filled and the duties of said offices, not less than fifteen (15) days from appointment of the Nominating Committee.

Section 5: Any candidate for an elected position must submit a biography and a written certification by the Spiritual Moderator or Bishop of the Diocese indicating that the candidate has proper credentials for office in this Association. Any and all nominations not accompanied by certification will not be accepted or considered.

Section 6: Candidates for President must be serving as an Elected Officer, a Regional Vice President or a Standing Committee Chairperson.

Section 7: Nominations for the elected position shall be made in writing at least thirty (30) days prior to the Annual Membership Meeting when elections are to be held.

Section 8: Nominations for the elected positions may also be made from the floor at the Annual Membership Meeting, when elections are to be held, by a Voting Member in good standing with the approval of the nominee.

Section 9: The President, or, in the event of the President's absence, the presiding chair, shall at the Annual Membership Meeting when elections are to be held appoint tellers from among the individuals present for the collecting and counting of the ballots.

Section 10: Each Voting Member at the Annual Membership Meeting where elections are held shall be entitled to cast one (1) vote for a candidate for each office. They shall vote for each position separately.

Section 11: The nominee receiving the majority of votes cast shall be elected. If no nominee receives a majority vote, the members will vote in a run-off election between the two nominees receiving the most votes.

Section 12: The newly elected officers shall be formally installed during the Annual Membership Meeting; they take office immediately following their installation.

Section 13: Nothing shall prevent an unsuccessful nominee from being considered for another office; therefore, the nominations shall not be closed until immediately preceding the election for the respective office.

Section 14: The Voting Members of each Region shall elect their Regional Vice President. Elections will take place at the same meeting as the Executive Officers are elected.

## **Article V – Dominican Promoters of the Holy Name**

Section 1: Dominican Promoters of the Holy Name Society or Confraternity Directors are appointed by the Dominican Order for each of the four (4) Dominican Provinces in the United States.

Section 2: Shall receive requests and issue new Charters for parish Holy Name Societies. Records of chartered Holy Name Societies are maintained within each Province.

Section 3: Shall be an ex-officio member of the Religious and Spiritual Renewal Committee.

## **ARTICLE VI – Appointed Positions**

Section 1: The Executive Board shall approve Members in good standing of the NAHNS as defined in the Constitution and Bylaws to fill the following positions required to carry out the activities and initiatives of the Association. The Appointed Positions are; Marketing Communications Director, Communications Office Manager, Supply Director, Legal Counsel, Public and Media Relations Director, Treasurer, Newsletter Editor, Web Applications Editor.

Section 2: All Appointed Positions shall be nominated by the President, with the approval of the Officers of the Executive Board, for a term of two (2) years, and shall be eligible for reappointment by the incoming President, subject to the same approval process for each successive term.

Section 3: Marketing Communications Director

- a) Shall be an ex-officio Chair of the Marketing Communications Committee
- b) Shall be responsible for making sure the Committee fulfills all of the roles, responsibilities, initiatives and activities of the Committee as defined in the Constitution and Bylaws.
- c) Shall be responsible for nominating the Newsletter Editor and the Web Applications Editor for approval by the Executive Board.
  - a) Newsletter Editor: Editor for the official Newsletter of the Association
  - b) Web Applications Editor: Responsible for developing and maintaining web applications

Section 4: Supply Store Director

- a) Shall be an ex-officio member of the Financial Advisory Committee.
- b) Responsible for managing the sale, distribution of materials in the Supply Store.

Section 5: Legal Counsel

- a) Legal Counsel can be more than one person as knowledge of Secular laws (e.g. Tax Law, Non-Profit Law, Employment Law, etc) and Canon Law may be necessary at times to

- guide the Association.
- b) Shall be an ex-officio member of the Constitution and Bylaws Committee.

#### Section 6: Treasurer

- a) Shall be nominated by the Financial Secretary.
- b) Approval is by majority vote of the Executive Board.
- c) Term of office is for two (2) years, and shall be eligible for reappointment by the incoming Financial Secretary, subject to the same approval process each term.
- d) Shall be responsible for paying the bills of the Association and depositing the receipts of the Association in accordance with the directives of the Financial Secretary.

#### Section 7: Media and Public Relations Director

- a) Shall be an ex-officio member of the Marketing Communications Committee.
- b) Shall be responsible for generating Press Releases on behalf of the Association and for all communications with all Media.
- c) Shall make known the activities of this association and its members, and shall issue press releases of these activities to the National Catholic News Services and other news media channels.
- d) Shall handle publicity and public relations for the association.
- e) Shall advise the NAHNS president, the NAHNS executive board, regional vice presidents and other committee chairs as to proper publicity and public relations procedures.
- f) Shall coordinate all media activities with the Marketing Communication Director.
- g) Shall give guidance to (Arch)Diocesan members as to appropriate local publicity as requested.

#### Section 8: Communications Office Manager

- a) Shall be responsible for day to day operation of the official Communications Office of the organization.
- b) Shall be responsible for maintaining and archiving the official records of the Association.

### **ARTICLE VII – Standing Committees**

Section 1: Committee members are nominated by the Chairperson of each Committee. The Committee members are approved by a simple majority vote of the Executive Board Officers. The number of committee members is determined by the Chairperson, a minimum of three (3) persons is required on each Standing Committee.

#### Section 2: Executive Advisory Committee

- a) All Past Presidents of this Association shall be ex-officio members of this Committee for life.
- b) The Immediate Past President is the ex-officio chair of this committee and is an ex-officio voting Officer of the Executive Board.
- c) Shall act in an advisory capacity to the Executive Board of this Association on matters recommended by the Executive Board.

### Section 3: Regional Vice President Committee

- a) All current Regional Vice Presidents shall be ex-officio members of this Committee.
- b) Shall present a summary report of Regional Vice President activities, successes, needs and important upcoming initiatives at the Annual Membership Meeting.
- c) Shall make recommendations to the Executive Board as needed regarding items, initiative and changes that would enhance the effectiveness of Regional Vice Presidents.

### Section 4: Blessed John of Vercelli Committee

- a) Duties and responsibilities of the Committee are to coordinate all activities of the Blessed John of Vercelli Cause sponsored by the Association.
- b) Shall communicate with the Archdiocesan/Diocesan associations regarding Blessed John activities.
- c) Shall strive to have each Diocesan union member appoint a local chair so as to facilitate the work of this committee.
- d) Shall suggest new ideas for the Cause for Canonization of Blessed John of Vercelli, for presentation to the Executive Board for approval.
- e) Shall coordinate requests and see to the distribution of all medals and cards touched to the relic of Blessed John.

### Section 5: Marketing Communications Committee

- a) The Communications Office Manager, Media and Public Relations Director, Newsletter Editor and Web Application Editor are ex-officio members of this Committee.
- b) Responsibilities of the committee are to develop and communicate a marketing message and Archive official documents of the Association and to broadcast and release the official Press Releases of the Association.

### Section 6: Constitution and Bylaws Committee

- a) The Immediate Past President is the ex-officio member of this committee.
- b) Committee should contain a parliamentarian.
- c) The Legal Counsel/Councilors are ex-officio members of this committee.
- d) Duties and responsibilities of the committee are to review proposed amendments and make recommendations thereon to the Voting Membership.
- e) In accordance with the Constitution and Bylaws, recommend appropriate changes to the Constitution and Bylaws as necessary to meet the objectives of the Association in an efficient and effective manner.

### Section 7: Financial Advisory Committee

- a) Financial Secretary is the Ex-Officio Chair of the Committee.
- b) Treasurer, Supply Director and Newsletter Editor are ex-officio members of the committee.
- c) Members should be selected from other financially oriented persons recommended by the Financial Advisory Committee chair.
- d) Shall explore and create new avenues of fund raising and establish the guidelines and reporting format of financial reporting for the Association.



- e) Shall enforce the financial guidelines set forth and approved by the Executive Board. Ensure that an annual review of the financial records of this association is accomplished in accordance with generally accepted accounting and financial guidelines.
- f) Shall review and determine that the inventory and records of the supply office are maintained in accordance with the policies and procedures of this Association.
- g) Shall periodically review the dues structure of this association and make recommendations as to changes therein to the executive board

#### Section 8: Religious and Spiritual Renewal Committee

- a) The National Spiritual Moderator and the Dominican Promoters of the Holy Name Society from each of the Four Dominican provinces in the United States are ex-officio members of the Committee.
- b) Committee members should be selected from the Spiritual Moderators of (Arch)Diocesan Unions.
- c) Shall promote proper formation of Holy Name Society members through catholic religious education, prayer and worship.
- d) Shall encourage and provide resources for (Arch)Diocesan Unions and parish Holy Name Societies to sponsor prayer vigils, memorial masses, retreats, days of recollection and other devotions.
- e) Shall develop, publish and promote prayer cards and other devotional materials that promote personal and public devotion to the Most Holy Names of God and Jesus and make them available to members, potential members and the Catholic public through the NAHNS Supply Store.
- f) Shall develop resource materials that guide (Arch)Diocesan Unions and Parish Holy Name Societies sponsor and promote Eucharistic Adoration, Benedictions, prayer cenacles and other forms of individual and public worship.
- g) Shall provide education and information to help Spiritual Moderators of (Arch)diocesan Unions and Parish Holy Name Societies guide their members in line with the spirituality of the Confraternity of the most Holy Names of God and Jesus. Update and maintain the Holy Name Societies “Spiritual Directors / Moderators Handbook”

### **Article VIII – Special Committees**

Section 1: Committee members are nominated by the Chairperson of each Committee. The Committee members are approved by a simple majority vote of the Executive Board Officers. The number of committee members is determined by the Chairperson, a minimum of three (3) persons is required on each Special Committee.

#### Section 2: Life Marriage Family Youth Committee

- a) Shall assist Holy Name Society members implement the U.S. Catholic Bishops' Plan for rebuilding a Catholic Culture in accord with a consistent ethic of life, which holds that all life is sacred from the moment of conception to the moment of natural death, protecting the sanctity of the sacrament of marriage, promoting Catholic Social teaching and promoting activities for the proper formation of Catholic Youth and Young Adults.

#### Section 3: Prison Apostolate Committee

- a) Shall develop programs for the establishment of Holy Name Societies in correctional institutions.
- b) Shall work with Holy Name Societies presently established in correctional institutions.
- c) Shall work with (Arch)diocesan and Diocesan units in assisting them in starting programs for correctional institutions.
- d) Shall develop publication of booklets, prayer services, etc. and keep the information current in the booklet “Inside the Walls” as a suitable reference and guide for (Arch)Diocesan and Diocesan union and other HNS counterpart chairs.
- e) Shall provide general information and assistance on working with the prison chaplains who may seek various forms of assistance in this ministry.
- f) Shall develop awareness of federal, state, county and local institutional programs devoted to prison ministry and methods to interact with them.

#### Section 4: Resolution Committee

- a) The Third Vice President is the ex-officio chair of the Committee.
- b) Shall be responsible to canvass resolutions to be officially considered by the Voting Membership.
- c) Resolutions must be submitted in writing to the Resolutions Committee ninety (90) days prior to the National Membership Meeting.
- d) All resolutions must be presented in writing to the Constitution and Bylaws Committee for review, comment and recommendation.
- e) The Resolutions Committee shall notify the Executive Board of any resolutions within thirty-days (30) of receipt and a minimum of thirty-days (30) prior to the Annual Membership Meeting.
- f) The chair of this committee shall present the formal resolution to the Voting Membership at the Annual Membership Meeting.

#### Section 5: Convention Committee

- a) Membership shall include the NAHNS 3rd Vice President, chairpersons of the previous convention, current upcoming convention, next year’s convention, and other individuals as desired.
- b) Shall provide input and guidance to improve the upcoming conventions.
- c) Shall work with the NAHNS 3rd Vice President to prepare a long range convention plan for the NAHNS Executive Board. The long range convention plan shall take into account a variety of considerations including locations (new versus repeat), business needs versus pleasure, and convention sponsorship (union sponsored or NAHNS sponsored).

#### Section 6: Hispanic Outreach Committee

- a) Shall work to promote Holy Name membership amongst Spanish speaking Catholics.
- b) Shall oversee the translation of selected NAHNS materials from English to Spanish.

#### Section 7: Supply Store Committee

- a) The Supply Store Director is the ex-officio chair of the Committee.
- b) Committee membership shall include but not be limited to the NAHNS Financial Secretary and the Manager of the NAHNS Supply Webstore.
- c) Shall provide assistance and guidance to the Supply Store Director regarding all aspects

of Supply Store operations.

### **Article IX - Policy Manual**

Section 1: Policy Manual provides the specific Policies to be used by the Association to carry out the initiatives of the Association as specified in the Constitution and Bylaws.

- a) Policy Manual cannot impose or change any of the contents of the Constitution and Bylaws.
- b) If a conflict exists between the Policy Manual and the Constitution and or Bylaws, the Constitution and Bylaws will control.

Section 2: Policy Manual is written and maintained by the Secretary of the Executive Board and it is the responsibility of the Secretary to make sure all Committee Chairs, Appointed Positions and Executive Board Officers have a current and up to date revision.

Section 3: Policy Manual is adopted, revised and amended by majority approval of the Officers of the Executive Board.

### **ARTICLE X - Parliamentary Authority**

Except where otherwise specified in the Bylaws, all meetings of the Executive Board and of the Annual Membership Meeting will be conducted according to Robert's Rules of Order, Newly Revised, recent edition.

### **ARTICLE XI – Amendments**

Section 1: Amendments to these Bylaws can be submitted by any Voting Member in good standing.

- a) Amendments must be sent in writing to the Chair of the Constitution and Bylaws Committee.
- b) The Chair of the Constitution and Bylaws Committee shall notify in writing all Voting Members of record of the proposed Amendments at least thirty (30) days before the Annual Membership Meeting.
- c) A majority vote of the Voting Members is required for adoption of the Amendments.

Section 2: Amendments to these Bylaws can be made by the Officers of the Executive Board.

- a) A two-thirds vote of the Officers of the Executive Board of record is required for adoption of any Amendment to the Bylaws.
- b) Any changes to the Bylaws approved by the Executive Board may be reviewed if desired by the Voting Members at the subsequent Annual Membership Meeting.
- c) Voting Members may reject any Amendments enacted by the Executive Board by a three-fifths (3/5) vote of the Voting Members of record.

## **ARTICLE XII - Conclusion**

In order to form a Non-profit Religious Corporation under United States (IRS) Internal Revenue Service Code, Section 501(c)(3) as now enacted and hereafter amended, we the National Association of the Holy Name Society do hereby adopt this Revised Bylaws as the basis for our activities.

In the event that there are conflicting terms between the Constitution and Bylaws, the terms of the Constitution shall always control.

We humbly ask for God's blessings and graces on the members and activities of this Association.

Approved: 22 September, 2011  
41<sup>st</sup> Annual National Membership Meeting  
Baltimore, Maryland

Amended:

Article II: Section 11: Marketing Communications Director is a voting member of the Executive Board by constitutional amendment, adopted at the 2013 NAHNS Convention in Pueblo; September 26, 2013.

Article VIII: Section 5: Convention Committee adopted by the Executive Board January 18, 2014.

Article VIII: Section 6: Hispanic Outreach Committee adopted by the Executive Board January 18, 2014. Article VIII: Section 7: Supply Store Committee adopted by the Executive Board July 21, 2015.

Article II: Section 2: Appointment of the National Spiritual Director adopted by the Executive Board September 16, 2015.