

# St. John the Baptist Catholic Church Men's Club

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## Constitution and By-Laws

### Article I

#### Name

The name of this organization shall be:

**SAINT JOHN THE BAPTIST MEN'S CLUB**

### Article II

#### Mission Statement

To provide all men of the Parish the opportunity to promote the spiritual and social welfare of its members and to assist the Pastor in spiritual and material undertakings for the welfare of the Parish.

### Article III

#### General Membership & Meetings

- Section 1** Membership – Membership is open to any man interested in being a part of and supporting the Mission and activities of the Men's Club specifically, and the Church in general. Membership dues shall be thirty dollars (\$30.00) per year, payable by the September meeting.
- Section 2** Meetings – Meetings will be held on the fourth Tuesday of the month at 7 PM in the St. John the Baptist Parish Hall from September through May. The fiscal year shall also be from September through May. Exceptions may be made with proper notice and approval of the Executive Board.

- Section 3** Agenda – The President, in consultation with his officers, will set the monthly agenda for all meetings and may call special meetings if necessary.
- Section 4** Parliamentary Authority – Procedure and debate shall be in accordance with Robert’s Rules of Order, Newly Revised.
- Section 5** Quorum – Twenty active members shall constitute a quorum for the transaction of business at the membership meetings.

## **Article IV**

### **Officers & Elections**

- Section 1** The elective officers of this organization shall be: President, Vice-President, Secretary and Treasurer. The term of office shall be for one year or until a successor is elected. Retiring officers shall deliver to their successors all material pertaining to the office.

**President** – Shall preside over all Board and General Meetings, appoint the chairpersons of the standing and special committees, countersign checks, fill vacancies in office subject to the approval of the Board of Directors and Pastor, and perform all duties that pertains to the office.

**Vice-President** - Shall assist the President in all aspects of the President’s responsibilities and assume the roles and responsibilities of the President in the event of his absence. The Vice-President shall be Program chairman.

**Treasurer** – Shall be custodian of all funds, keep an itemized account of receipts and disbursements, pay bills upon request of the Board of Directors, submit monthly financial reports at the general meetings, and prepare the budget for events and fund-raising activities. Said Treasurer shall keep historical financial statements, reconcile and balance the bank statements on a monthly basis, account and reconcile event proceeds, expenses, and prepare event income statements.

**Secretary** – Shall keep accurate and complete minutes of all meetings of the Board and general membership meetings, and perform all duties that pertain to the office.

**Section 2 Elections** – The President shall appoint two Board Members to the nominating committee, one shall be selected to chair the committee. These two core members, along with the Pastor, will select two at-large members to complete the committee. This committee shall meet in February to select a slate of officers for the following year. All nominees must consent to run. This slate will be presented to the general membership at the March meeting. The annual report and elections of officers shall be held in April of each year. Nominations may be taken from the floor. Only members in good standing are eligible to vote. A majority vote is required for election to office.

## **Article V**

### **Executive Board**

- Section 1** The Board shall consist of the Pastor, all elected and appointed Officers, and Standing Committee Chairpersons.
- Section 2** The Board shall review business items pertaining to the organization, report and give recommendations to the general membership.
- Section 3** Four members of the Board plus the Pastor shall constitute a quorum.
- Section 4** All monies raised by the organization shall be disbursed by a decision of the Board with the approval of the Pastor and an annual report will be submitted to the membership.

## **Article VI**

### **Committees**

Standing Committees shall be:

- Spiritual / Chaplain
- Social / Event Planning
- Communications
- Membership
- Young Adults
- Outreach
- Special Committees will be appointed by the President in consultation with the Board as needed to carry on the work of the organization.

## **Article VII**

### **Amendments**

These By-laws may be amended by a majority of the Executive Board members, and may be ratified by a two-third (2/3) majority vote of the general members present and voting, provided that notice of the amendment has been given in writing at the previous meeting. The By-laws, however, may not be re-written except when authorization is given by the Pastor as well as the Board, and only after the appointment of a special committee for the study of a revision.

## **Article IX**

### **Order of Business**

1. Call to order
2. Opening Prayer
3. Minutes
4. Treasurer's Report
5. Standing Committees
6. Special Committees
7. Unfinished Business
8. New Business
9. Program of the Day
10. Adjournment