

The Constitution of the St. John Vianney Men's Club

Revision 1
05 December 2003

Fr. Peter Daly
Pastor
St. John Vianney Catholic Church

Mike Brock
President
St. John Vianney Men's Club

1.0 NAME

The name of this non-profit organization shall be the St. John Vianney Men's Club, hereinafter referred to as the "Men's Club". This organization and its activities shall be in accordance with the goals of, and sponsored by, the Parish of St. John Vianney Catholic Church, Prince Frederick, Maryland.

2.0 PURPOSE

The purpose for which the Men's Club is formed and operated is exclusively for promoting religious and social camaraderie with the Parish of St. John Vianney as its focal point. The activities shall include, but are not limited to: Men's Club, intra-parish, and inter-parish social and recreational activities; fund raising for the benefit of St. John Vianney Parish; and introduction of new programs and activities to benefit the parish or community youth. These and other activities of the Men's Club are dependent on the approval of the pastor or acting administrator of the parish of St. John Vianney.

3.0 ADDRESS

The post office address of the Men's Club shall be: St. John Vianney Rectory, 105 Vianney Lane, Prince Frederick, Maryland, 20678-4123.

4.0 OPERATION

- 4.1 The Men's Club shall operate without capital stock and will not be operated for profit. If there is a balance of funds greater than \$300 remaining at end of the calendar year, then a donation of the difference shall be made to the Parish at Christmas on behalf of the Men's Club.
- 4.2 The Men's Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth herein.
- 4.3 None of the income of the Men's Club shall solely benefit, or be distributed to, its members, trustees, officers, or other persons without the expressed written consent of the St. John Vianney Church pastor.
- 4.4 In the event of the dissolution of the Men's Club, all assets remaining after the liquidation of all liabilities shall be immediately turned over to the St. John Vianney Church pastor and documented.

5.0 OFFICERS

- 5.1 The officers of the Men's Club shall consist of the following:
 - President
 - Vice President
 - Treasurer

Secretary

- 5.2 Each of the officers shall be elected by the attending membership of the Men's Club by ballot at the Annual Meeting as prescribed in the By-Laws.
- 5.3 Elected officers shall hold office for one year beginning at the meeting following the Annual Meeting.
- 5.4 Officers shall not be eligible to serve for more than two (2) consecutive, elected full terms in the same office unless approved by a two-thirds (2/3) majority of attending membership at the Annual Meeting.

6.0 BOARD OF DIRECTORS

- 6.1 The governing body of the Men's Club between general membership meetings shall be the Board of Directors that consists of the four elected officers of the Men's Club.
- 6.2 The duties and responsibilities of the Board of Directors shall be to implement the purpose of the Men's Club, to conduct the business of the Men's Club, and to report to the general membership via meetings, telephone solicitation and electronic media.

7.0 POWERS

At any meeting of the Board of Directors and/or members of the Men's Club, the votes required to authorize any action shall be a two-thirds (2/3) majority vote cast at such meeting plus valid proxies as provided by the Board of Directors.

8.0 DURATION

The duration of the Men's Club shall be perpetual.

9.0 MEMBERSHIP

- 9.1 Membership in the Men's Club shall be open to any person upon application and payment of the requisite dues, and shall continue from year to year as long as the dues are paid
- 9.2 A regular member is one whom is in good standing and has met the dues requirements as outlined in these By-Laws.

10.0 VOTING AND ELECTIONS

- 10.1 Each dues paying member shall be entitled to one vote for the election of the Men's Club officers and the Board of Directors and shall be entitled to one vote for all other business coming before a Men's Club meeting.
- 10.2 The Board of Directors shall appoint a nominating committee to nominate at least one candidate for each elected office.
- 10.3 Any dues paying member may make additional nominations provided that another dues paying member seconds the nomination.
- 10.4 A preferential ballot will be used in the case of more than two nominees for any one office to ensure that the winning candidate receives a two-thirds (2/3) majority vote.
- 10.5 All ballots presented to the Secretary by the conclusion of the election at the Annual Meeting shall be counted.
- 10.6 The President shall appoint, with the approval of the general membership, nominations for his officers at the opening of the Annual Meeting. A final tally of ballots shall be the first item of discussion with the notification of new officers taking place immediately thereafter.

11.0 DUES

- 11.1 The Men's Club Board of Directors shall fix the amount of dues with the approval of the general membership at the Annual Meeting.
- 11.2 The Board of Directors shall set the rates for programs and recommended donations.
- 11.3 Annual dues are to be paid at the Annual Meeting.

12.0 MEETINGS

- 12.1 All meetings of the Men's Club shall be held the first Monday of every month. If this day arrives on a holiday, the meeting for that month shall be conducted on the Monday of the following week.

- 12.2 The Annual Meeting shall be held in December. The fiscal year, all bookkeeping and all monies shall be dated from the month following the Annual Meeting. The business of the Annual Meeting shall include annual reports from all officers and chairpersons of standing committees, and the election and installation of new officers.
- 12.3 The Board of Directors shall determine the time and place of the Annual Meeting with at least thirty (30) days given to the general membership.
- 12.4 The Board of Directors may call special meetings of the Men's Club at any time providing at least fifteen (15) days notice be given the general membership. The length of notice may be waived with the unanimous consent of the Board.
- 12.5 No business shall be conducted at meetings of the Men's Club or the Men's Club Board of Directors without a quorum present. A quorum for the Men's Club meetings shall consist of one-third (1/3) of the total voting members or fifteen (15) voting members, whichever is smaller. A quorum for the Men's Club Board of Director's meetings shall consist of three fourths of the Board membership. If a quorum is present, the act of the majority voting at the meeting or the Men's Club or Board of Directors shall be the official act of the Men's Club.
- 12.6 The Board of Directors shall make provisions for proxy votes on special matters.

13.0 BOARD OF DIRECTORS

- 13.1 The Board of Directors shall conduct all business of the Men's Club between meetings, approve all appointments and perform the duties dictated in the Men's Club Constitution and Men's Club By-Laws.
- 13.2 Meetings of the Board of Directors shall be called at the discretion of the President, providing all members of the Board have at least seven (7) days notice. The length of notice may be waived with the unanimous consent of the Board.
- 13.3 The President, at the request of three (3) Board members, shall call a special meeting of the Board. At least seven (7) days notice shall be given for a special meeting of the Board unless waived by unanimous consent of the Board.
- 13.4 All Board of Directors' meetings shall be open to the general Men's Club membership. The Board may, however, limit debate by non-members at the Board meeting. Only members of the Board shall vote at a Board meeting.

14.0 OFFICERS

The duties of the officers of the Men's Club shall be as follows:

14.1 President-

- 14.1.1 Shall represent the Men's Club at all Men's Club sponsored activities and monitor all Men's Club activities. If unable to attend a function, he shall appoint a suitable representative. With approval from the Board of Directors he shall appoint committees, committee chairpersons, and committee members as needed to accomplish the goals and objectives of the Men's Club. Such appointments shall run until the completion of the task assigned or at the Presidents discretion.
- 14.1.2 Shall provide an agenda and schedule and preside over all Men's Club meetings, Board of Directors meetings, and Men's Club functions.
- 14.1.3 Shall vote at meetings of the Men's Club and the Men's Club Board of Directors only in case of a tie.
- 14.1.4 Shall appoint interim officers to positions that fall vacant between elections subject to general membership approval.
- 14.1.5 Shall be responsible for the keys to the church hall, CCD room, kitchen, and Men's Club cabinet and shall provide these keys to the incoming president at the beginning of the calendar year.
- 14.1.6 The President shall appoint, with the approval of the Board of Directors at its first meeting after the Annual Meeting, any standing committees necessary to serve at the discretion of the President until the next calendar year.

14.2 Vice President-

- 14.2.1 Shall establish and maintain an active membership drive and a current file of membership.
- 14.2.2 Shall serve as President and assume presidential duties at all functions from which the President cannot fulfill his responsibilities. If, for any reason, the office of the President falls vacant, the Vice President shall assume the duties and titles of the President for the remainder of the elected term.
- 14.2.3 Shall ensure the nominations, the notice of nominations, and election ballots are distributed according to the timetables set forth in the Constitution.
- 14.2.4 Shall be responsible for the provision of food and beverages for the general membership meetings.

14.3 Treasurer-

- 14.3.1 Shall manage all Men's Club financial transactions including collection of dues and timely payments for special events, bills and services rendered on behalf of the Men's Club.
- 14.3.2 Shall establish and maintain an organized accounting of all bank accounts and/or similar financial transactions, arranging for officer signatures as required.
- 14.3.3 Shall prepare and present financial statements to the Board of Directors and membership at each monthly meeting.
- 14.3.4 Shall maintain an organized, permanent file of the financial business of the Men's Club and arrange for an annual audit.
- 14.3.5 Shall prepare, in close coordination with the Board of Directors, an annual budget for consideration by the membership.
- 14.3.6 Shall maintain accountability for all Men's Club owned property, equipment, supplies, and other assets.
- 14.3.7 Shall perform other financial duties as the Board of Directors or President may assign.

14.4 Secretary-

- 14.4.1 Shall organize subcommittees for the sole purpose of direct telephone/ electronic solicitation of meeting and special event attendance.
 - 14.4.2 Shall coordinate with the vice president to maintain and update a complete electronic and address mailing list all current and potential members.
 - 14.4.3 Shall maintain a file of all Men's Club written correspondence.
 - 14.4.4 Shall prepare and maintain records of the general membership Board of Directors meetings and submit regular monthly information regarding the Men's Club activities for release on the St. John Vianney web page or parish bulletin.
 - 14.4.5 Shall provide all correspondence and maintain rosters of active members and distribute them as needed to the membership.
 - 14.4.6 Shall receive and maintain custody of the official ballots at the Annual meeting until such time as the President has appointed a committee of tellers to tally the official vote.
 - 14.4.7 Shall perform other secretarial duties that the Board of Directors and the President may assign. The Secretary may, with the approval of the Board of Directors, appoint assistants deemed necessary in carrying out these functions.
- 14.5 All documentation from each officer related to his duties for the Men's Club shall be turned over to each respective succeeding officer following each election.
- 14.6 The immediate past president, vice president, secretary, and treasurer shall provide guidance, as needed, to the respective incoming officers, immediately following completion of their terms.

15.0 PARLIAMENTARY AUTHORITY

The rules contained in the most recent "Robert's Rules of Order, Newly Revised" shall govern the Men's Club in cases to which they are applicable and in which they are consistent with these By-Laws and any special rules that Men's Club member's may officially adopt.

16.0 REMOVAL FROM OFFICE AND EXPULSION

16.1 An officer may be removed from office for dishonesty, fraud, misrepresentation or other grave act in connection with the affairs of the Men's Club. A two-thirds vote of the members present attending a meeting of which a thirty (30) day notice has been given to the general membership is required.

16.2 A member may be removed from the Men's Club roster for dishonesty, fraud, misrepresentation or other grave act in connection with the affairs of the Men's Club. A two-thirds vote of the members present attending a meeting of which a thirty (30) day notice has been given to the general membership is required.

17.0 AMENDMENTS

17.1 These By-Laws may be amended or revised by two-thirds of the members voting at any meeting after at least thirty (30) days notice of the nature of the proposed amendment or revision.

17.2 Any special rules that may be officially adopted must be recorded in this document via an amendment or revision.

17.3 Any three (3) voting members of the Board of Directors may propose an amendment or revision by providing the Secretary with a statement of the nature at least sixty (60) days prior to a business meeting.

17.4 All revisions or amendments must be dated and signed by the pastor and current Men's Club President.