

THE BY-LAWS OF THE SS. CYRIL & METHODIUS MEN'S CLUB

In the Name of the Father, and of the Son, and of the Holy Spirit, Amen.

PREAMBLE: We, the Catholic men of Ss. Cyril & Methodius Parish, united together in this organization for the purpose of supporting our Church and the parish, do formulate these by-laws, which shall guide our common effort in the spirit of our Catholic Faith for the glory of God.

ARTICLE I. NAME AND PURPOSE.

- Section 1. This organization shall be known as "THE Ss. CYRIL & METHODIUS MEN'S CLUB".
- Section 2. The general purpose of this organization shall be to give our moral, physical, and financial support to our Church, our Pastor, and our Parish.

ARTICLE II. ORGANIZATION

- Section 1. Structure
This organization, referred to in this document as, "the Club", shall be comprised of general members, officers, and directors.
- Section 2. Membership and Dues, and Benefits
- a. All men of the Parish, having attained the age of 18 years, upon payment of dues, may become members of the Club.
 - b. Catholic men belonging to another parish are welcome to join and may become members upon paying their dues and pledging their support for the Club.
 - c. The dues shall be established by the membership at the beginning of each year after the election of the officers.
 - d. A member in good standing (dues paid up) may attain Honorary Membership in the Club when he becomes age 70 and has been a member of the Club for 10 years.
 - e. Honorary Members will be exempt from paying any dues.
 - f. Upon the death of a member in good standing, a Holy Mass will be scheduled at a time and place to be determined by the Officers of the Club.
- Section 3. Officers
- a. The elective officers of the Club shall consist of a President, Vice-President, Recording Secretary, Treasurer, Auditors (2), and a Sergeant-at-Arms.
 - b. The officers and the Pastor shall constitute the Board of Directors, also known as the Executive Board, and they shall be the administrative and management body of the Club.

- c. The President shall automatically act as Chairman of the Board, and as such, shall have the authority to convene the Board for the purpose of considering and acting on any Club issue that demands an immediate resolve.
- d. The presence of a majority of the Directors shall constitute a quorum for the transaction of business.
- e. Ultimately, all powers of the Club shall be vested in the general membership; the Executive Board shall only implement its mandates.

ARTICLE III. ELECTION OF OFFICERS/DIRECTORS

Section 1. An election committee shall be appointed by the President to conduct nominations in November of an odd-numbered year; and to conduct elections in December of an odd-numbered year.

Section 2. All officers shall be elected from the membership, to serve for a period of two (2) years, starting with an even numbered year.

- a. Only members in good standing may be nominated for office. Members casting their ballots must also be in good standing.
- b. Members in good standing are defined as being paid-up members, up to and including, the date of the election.
- c. No member of the Club shall be nominated or elected to any office unless he has been a member of the Club for at least six months.
- d. There shall be no limit as to the number of years a member may serve as an elected officer. Vacancies of remaining terms, may be filled by appointment, or by special election called by the President at any time.
- e. The new officers shall be installed and take office January 1, of an even numbered year.

ARTICLE IV. DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

Section 1. President
The duties of the President shall be to establish agendas for the meetings of the Club; to preside at all meetings, appoint all committees upon approval of the Board of Directors; to maintain order at Club meetings; should his attempts to do so fail, he shall have the power to immediately adjourn the meeting without motion for adjournment.

Section 2. Vice-President
The duties of the Vice-President shall be to assist the President in all matters of the office, and to assume the duties of the President in the event the President is absent or unable to continue in office. The responsibilities of the Vice-President are identical with those of the President.

Section 3. Recording Secretary
The duties of the Recording Secretary shall be to record and prepare the minutes of all meetings; to prepare for signature all official Club correspondence; to receive Club correspondence and channel it to its

proper destination; to maintain all books and records of the Club; to maintain membership lists and, where applicable, to challenge the membership of anyone who brings issues before the Club or votes on any issue; to maintain archives and historical records of the Club; to maintain the Club seal and affix it to any document where needed.

- Section 4. Treasurer
The duties of the Treasurer shall be to maintain all financial records of the Club; to collect and record all monies received; to prepare financial statements; to prepare and read the Treasurer's reports at regular meetings of the Club, and to prepare funds and pay all accounts upon receipt of a warrant from the Secretary duly authorized by the Club. He shall keep all the Club money in a suitable financial institution, except about \$200.00, which he may keep as petty cash. At the January meeting he shall render a report to the officers of all dues in arrears and he shall mail a Notice of Suspension to the members who failed to pay last years dues.
- Section 5. Auditors
The Auditors shall examine all records of the Treasurer quarterly, and shall render at the year's end their report to the membership.
- Section 6. Sergeant-at-Arms
The Sergeant-at-Arms shall check that only members or invited non-members are present at the meeting. He shall maintain order on the floor when there is a speaker on the floor, and shall perform any floor duties that may be requested by the President during meetings. He shall be custodian of all Club property and shall read an inventory of it at the first regular meeting in January.
- Section 7. Pastor (not elected)
The Pastor is our spiritual and every-day advisor. As a member of the Executive Board, he may, just as the President, at any time convene the Board for the purpose of submitting a request or recommendation that may benefit the Church and the Parish.

ARTICLE V. EXPENDITURE OF FUNDS

- Section 1. Funds for the operation of the Club shall be appropriated from the general funds of the Treasury. No officer shall obligate the Club or create any indebtedness in excess of \$200.00, without prior approval of the Board of Directors. The Board, consisting of at least a majority of Board members, including the Pastor, shall approve all expenditures of \$500.00 or more. No expenditure of \$500.00 or more can be approved by the Board without the Pastor present. Expenditures in excess of \$5,000.00 must be approved by the Board, the Pastor, and the Parish Council.
- Section 2. All Club disbursements or bank withdrawals by check must carry two signatures, Treasurer and one other designated officer or the Pastor.

Section 3. All funds and assets of the Club shall belong to Ss. Cyril & Methodius Church. Should the Club for any reason be dissolved or become inactive, all monies and assets shall revert to the general fund of Ss. Cyril & Methodius Church.

ARTICLE VI. MEETINGS

Meetings, both regular and special, shall be held at such times and places as fixed by the Board of Directors. The fiscal year shall run from January 1 through December 31.

ARTICLE VII. QUORUM

A quorum is required for the transaction of business at any meeting of the membership. Fifteen percent (15%) of the membership in good standing shall constitute a quorum.

ARTICLE VIII. ORDER OF BUSINESS AT MEETINGS

Section 1. Opening Prayer

- a. Our Father, Hail Mary, and Glory Be, Ss. Cyril & Methodius pray for us.
- b. An Invocation of the Holy Spirit may be said in place of the above prayers.

Section 2. Roll Call of the Officers

Section 3. Reading of the Minutes

Section 4. Reports of the Officers

Section 5. Reports of the Committees

Section 6. Unfinished Business

Section 7. New Business

Section 8. New Ideas and Proposals—General Discussion

Section 9. After the motions for dismissal, the President shall adjourn the meeting with a prayer or words of thanks to Almighty God.

ARTICLE IX. THE BY-LAWS

These by-laws, after being approved by the general membership, shall be published and distributed to all Club members.