

## **BY-LAWS**

**Amended to April, 2003**

### **ARTICLE I NAME**

The name of this **Council** shall be "The St. Timothy's Men's Club,"

### **ARTICLE II Mission Statement**

The Men's club is an organization that provides an atmosphere for fostering Christian fellowship and a sense of community among the men of the parish aimed at strengthening family life in our parish. We serve as a support group and provide a structure to assist with various parish religious celebrations, social events and provide a service for the maintenance and betterment of church buildings and property.

### **ARTICLE III MEMBERSHIP & MEETINGS**

**Section1.** The Board of Directors shall consist of the following elected officers to wit: President, Vice-President, Treasurer, Secretary, Social Chairman, Spiritual leader, Membership Leader, Sergeant of Arms, and two Board Members at large from the general membership of the church and who shall present themselves and the credentials provided for in these By-Laws. Officers will be elected the first meeting in April, with elections to take place at the first meeting in May. Terms are July 1st - June 30th. The pastor of St. Timothy's Catholic Church shall be known as the Honorary Chief Executive Officer.

**Section2.** All Board and General meetings will be held no less than monthly.

**Section3.** When a member is about to speak, he shall rise and address the Chair and give his name. The presiding Officer shall announce the name of the member entitled to the floor; the member shall then confine his remarks to the subject under consideration. No member shall speak longer than five minutes without permission of the Chair.

**Section4.** Procedure and debate shall be in accordance "Roberts Rules of Order."

**Section5.** All committee reports shall be typewritten, and signed by a majority of the members presenting them.

**Section6.** Any proposed resolutions must be submitted in writing to the Board of Directors, so it can conduct hearings relating to such resolutions, submitting a report to the general meeting on all resolutions, approved or rejected, with recommendations, if any. The Board may refuse to consider any resolution unless the same shall have been typed, and submitted at any previous board meeting.

**Section7.** The Board of Directors shall prepare a budget along with a list of goals and present those items to the general membership at the September Meeting. This budget will be voted on by the general membership and must be approved by majority vote of those in attendance and meeting the voting eligibility requirements as described in Section 8 of this Article.

**Section8.** General Membership is any registered male member of the St Timothy's Catholic Church. Voting rights are permitted to any member who has attended a prior general meeting within 6 months of a meeting of that said meeting or vote.

#### **ARTICLE IV Finances**

**Section1.** The Board will submit a semi-annual report to the Finance Council. The Treasurer will report the financial status of the men's club to the general membership at the monthly general meeting.

**Section2.** The President has authority to spend up to \$100 dollars at his discretion. Any expenditure above \$100 not to exceed \$500 has to be voted on by a majority of the Board in attendance. All other expenditures over \$500 must be voted on by a majority of the general membership in attendance.

#### **ARTICLE V ELECTIONS**

**Section1.** At the general meeting in May officers shall be elected for the following terms:

**Vice President:** 1 Year and to succeed as President the following year for a 1 year term.

**Treasurer:** 1 Year (prior board member with previous 1 year experience).

**Social Chairman** 1 Year

**Sergeant of Arms** 1 Year

**Secretary** 1 Year

**Spiritual Leader** 1 Year

**Membership Leader** 1 Year

**Member at Large** 1 Year

**Member at Large** 1 Year

**Section1.** Vacancies will be filled at the discrepancy of the Board of Directors.

**Section2.** A written or printed ballot with the name or names of the candidates voted for shall be used. Any ballot for delegates which shall contain a greater or lesser number of names of nominees than the full number of delegates to be elected shall be invalid.

**Section3.** Three tellers shall be appointed by the President to canvass the ballot and report the results of their canvass.

**Section 4** Unless candidates are elected by acclamation, a roll call system shall be used with written or printed ballots. The Secretary shall call from the permanent roll the names of those entitled to vote, and as each name is called the member will step forward, and deposit the ballot.

## **ARTICLE VI OFFICERS**

### **President**

Preside over all Board and General Meetings and be the lead communicator to the Pastoral Counsel Representative. Coordinate and schedule all calendar of events with Church staff. Along with VP, set agenda for all Board and General Meetings, coordinate with Secretary the distributions of meeting minutes. Coordinate representation for all Church new welcoming member meetings.

### **Vice-President**

Assist the President in all aspects of the President's responsibilities and assumes the rolls and responsibilities of the President, in the event of the of the President's absence.

### **Treasurer**

Submit monthly financial reports at the General meetings.

Prepare budget for events and fund raising activities.

Keep historical financial statements.

Provide semi-annual financial reports to the Finance Council.

Reconcile and balance the bank statements on a monthly basis.

Account and reconcile event proceeds, expenses, and prepare event income statements.

### **Secretary**

Record minutes of the General and Board Meetings.

Coordinate; assist in the preparation, and distribution of the meeting agendas.

### **Social Chairman**

Coordinate social events.

Coordinate the Board and General meeting food and beverage schedule

Coordinate meeting speakers.

### **Sergeant At Arms**

Greater at meetings and events.

Maintain meeting attendance list and bring to the general meetings for verification of voting rights.

Responsible for donation collection

Responsible for conducting the 50/50 raffle at the general meetings and functions.

### **Membership and Communications**

Solicit and promote membership

Communicate Board initiatives to the general members.

Communicate minutes and meeting reminder to general members.

Maintain the Membership Directory.

### **Spiritual**

Responsible for facilitating the opening and closing prayers.

Lead the Stations of the Cross for the Men's Club.

### **Delegate Position – Two Positions**

Responsibilities as assigned by the President.

### **ARTICLE VII QUORUM**

A majority of the members of this Board shall constitute a quorum.

### **ARTICLE VIII AMENDMENTS**

These By-Laws may be amended by majority of the Board of Directors and ratified at a meeting by a two-thirds majority vote of the general members present and voting.