



CONSTITUTION AND BY LAWS
SAINT ROBERT BELLARMINE MENS CLUB
(as amended)
April 7, 1999

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ARTICLE I - Name

Sec. 1 The name of this organization shall be SAINT ROBERT BELLARMINE MENS CLUB.

ARTICLE II - Purpose

The purpose of this organization shall be:

- Sec. 1 To develop and foster a close relationship between the men of the Parish, to assure that the best interest of the children of the Parish are being served in religious, intellectual, physical, and social training.
- Sec. 2 To develop and carry out a planned program of social and religious activities for the betterment of the Parish.
- Sec. 3 To promote the spiritual well-being of all members through the frequent reception of The Holy Eucharist and participation in other religious activities.

ARTICLE III - Membership

- Sec. 1 Any male eighteen (18) years of age or older whose family is registered at Saint Robert Bellarmine Parish shall be eligible for membership.
- Sec. 2 To be a member in good standing, he must attend four (4) Mens Club meetings a year; in addition his annual dues must be paid by May 1ST of the current year..
- Sec. 3 Any or all of the above qualifications may be waived by the action of the Executive Board.

ARTICLE IV - Dues

Sec. 1 All members shall pay annual dues of \$5.00, to the treasurer, who shall, after proper recording of the receipt of such monies, turn over to the membership chairman a record of all member's dues paid.

ARTICLE V - Officers

- Sec. 1 The Officers of this Club shall be:
- President
 - Vice-President
 - Secretary
 - Treasurer
 - Delegate to the Parish Council
- Sec. 2 The Officers and the Chairman of each Standing Committee shall constitute the Executive Board.
- a. The Pastor shall be an Ex-Officio member.
 - b. The past President shall be a non-voting advisory member with the privilege of attending all board meetings.
 - c. No member of the Executive Board shall, under any circumstances, have more than one vote per person.
- Sec. 3 A Presidential vacancy shall be filled by the Vice-President. Other vacancies shall be filled for the unexpired term by a majority vote of the Membership at the next regular meeting.
- Sec. 4 In the absence of the President at any meeting, the other Officers shall preside in the following sequence:
- Vice-President
 - Secretary
 - Treasurer

ARTICLE VI – Duties of Officers

- Sec. 1 The President shall preside at all meetings and shall act as Chairman of the Executive Board. He shall appoint Chairmen of all Committees and the Tellers of elections, with the approval of the Board. He shall be Ex-Officio member of all committees and shall perform all other duties incident to the Office of President.
- Sec. 2 The Vice President shall perform all the duties of the president in his absence. He shall, in the event of a committee chairman vacancy, act as chairman of that committee, as directed by the Executive Board, until such time as a chairman is appointed, unless the board finds it no longer feasible to continue that committee function or event.
- Sec. 3 The Secretary shall keep Minutes of all meetings and a record of Club activities. He shall notify all Officers of their election and conduct the correspondence of the Club.
- Sec. 4 The Treasurer shall collect and disburse all funds of the Club under the direction of the Executive Board and keep the books of account, which shall be at all times open to the inspection of the Executive Board. He shall make an Annual Financial Report at the July meeting or before leaving office, and also financial reports at each regular meeting and at any time when requested by the Executive Board.
- Sec. 5 Delegate to the Parish Council shall serve as liaison between the Parish Council and the Mens Club.

ARTICLE VII - Committees

- Sec. 1 There shall be THREE (3) Standing Committees which shall be: Membership, Ushers, and 400 Club. Other Standing Committees may be added by a majority vote of the membership.
- a. The **Membership Committee** Chairman shall have charge of all matters relative to membership in the club, and shall maintain a current roster showing.
- (1) Dues Paying Members, and
- (2) A record of attendance at meetings.
- b. The **Ushers Committee** shall be responsible for maintaining proper order at all Church services.
- c. The **400 Club Committee** shall be responsible for the distribution and sale of the 400 Club tickets and maintaining membership of the 400 Club.
- Sec. 2 The sports committee shall be a special committee responsible to help the Athletic Director develop and administrate an adequate sports program. The chairman shall act as a liaison to the Executive Board.

ARTICLE VIII - Meetings

- Sec. 1 The regular meeting of the Club shall be held every month on the Wednesday following the first Sunday of the month.
- Sec. 2 Special meetings shall be called by the President or upon written petition by any five (5) members.
- Sec. 3 The Executive Board shall meet at least once each month, at a time and place to be determined by the Chairman, and shall have general supervision over the affairs of the organization.
- Sec. 4 Twenty (20) members or more present shall constitute a quorum for the transaction of business at any meeting.
- Sec. 5 Newly elected Officers shall take office at the July meeting at the conclusion of old business by the outgoing Board.
- Sec. 6 All officers and Chairmen of Committees upon completion of or resignation from office, shall deliver to the incoming President all monies, accounts, record books, reports and other properties of the Club.

ARTICLE IX – Nominations and Elections

- Sec. 1 Each year at the March meeting the President shall appoint a Nominating Committee consisting of three (3) members.
- Sec. 2 The Nominating Committee shall prepare a slate of at least one (1) candidate for each office and conduct the elections.

- Sec. 3 Candidates for office must be members of the Club in good standing.
- Sec. 4 Nominations from the floor for each office shall be in order at the May meeting.
- Sec. 5 Officers shall be elected for a one (1) year term of office by secret ballot at the May meeting.
- Sec. 6 A majority of all votes cast shall be necessary to elect an officer. When a candidate does not receive a majority vote for any given office, the name of the candidate for each office receiving the lowest number of votes shall be dropped, and thereupon the members shall ballot again for such office, until a majority is obtained.
- Sec. 7 Only members in good standing will be eligible to vote.
- Sec. 8 Voting by proxy shall not be allowed.

ARTICLE X - Order of Business

- Sec. 1 The Order of Business at all regular meetings shall be:
- Sec. 2 Call to Order.
- Sec. 3 Opening Prayer.
- Sec. 4 Reading of Minutes by the Secretary.
- Sec. 5 Report of the Treasurer.
- Sec. 6 Report of the Executive Board.
- Sec. 7 Reports of Standing Committees.
- Sec. 8 Reports of Special Committees.
- Sec. 9 Unfinished business.
- Sec. 10 Correspondence.
- Sec. 11 New business.
- Sec. 12 Adjournment.
- Sec. 13 Closing Prayer.

ARTICLE XI - Parliamentary Authority

- Sec. 1 Parliamentary procedure in accordance with revised Roberts Rules of Order shall govern the proceedings of this Club, subject to the special rules which may be adopted from time to time.

ARTICLE XII - Amendments

- Sec. 1 This Constitution and By-Laws may be amended at a regular meeting of the Mens Club by the affirmative vote to amend by two-thirds (2/3 rds) vote of the members present subject to the following:

The formal amendment(s) must be made and read into the minutes at the regular meeting immediately preceding the meeting at which the amendment is to be voted upon. After so made, and recorded in the minutes the amendment is not to be changed, altered, added to or deleted from. An affirmative motion to place the amendment on the agenda for the next meeting must be made at the aforesaid preceding meeting.
- Sec. 2 If any part of this Constitution and By-Laws is found to be in violation of or in conflict with any ruling, policy or directive of the Parish Council, or the Hierarchy of the Church, or if any later action by such bodies should cause violation or conflict to occur, the Mens Club shall act to remove the violation or conflict in accordance with Section I of this Article.

ARTICLE XIII- Expulsion

- Sec. 1 Any Officer or member of this organization found in violation of the purposes of this organization or any Articles of the Constitution and By-Laws shall be expelled from membership on recommendation of the

Executive Board and majority vote of the membership at a regular meeting. A member facing expulsion will have the right to present his case to the membership before the vote is conducted.

ARTICLE XIV – Oath of Office

Sec. 1 The following Oath is to be administered by the Pastor or the out-going President, to the newly elected Officers at the July meeting prior to the assumption of their duties.

"I, (state name and office elected to) elected by the members of the St. Robert Bellarmine Mens Club, do solemnly swear that I shall conscientiously and faithfully perform the duties of my office in the spirit of the Constitution and By-Laws of this Club; that I shall earnestly promote the good and welfare of the Club. In the keeping of this Oath, so help me God."

ARTICLE XV - Limitation on Spending by Executive Board

Sec. 1 The Executive Board shall not spend, pay-out, expend, disburse, assign or commit from the treasury of the Club more than a total of Five-Hundred Dollars (\$500.00) in any one month for any new, or existing, program, project, event, affair, organization, object or plan, in a lump sum payment or partial or installment plan of payment, without the majority vote of the membership at a regular meeting. No such disbursement, assignment or commitment shall be made unless it is an emergency that cannot wait to be voted upon by the membership at the next meeting.

Sec. 2 The Executive Board may, between membership meetings, in addition to the provision in Section 1 above for emergency expenditures, authorize the disbursement of a reasonable sum for the purpose of:

- a. A fruit basket, not to exceed forty (\$40.00) dollars including delivery, or some similar acknowledgement of caring, to a member in good standing who is, or recently was, hospitalized for a serious condition.
- b. A floral arrangement, no to exceed fifty (\$50.00) dollars, for the funeral of a deceased member, or such other show of condolences that may be preferred by the family.

Sec. 3 All disbursements made under Sections 1 and 2 of this article shall be included on the agenda as "Report of the Executive Board" and reported to the members at the next regular meeting.

Sec. 4 Any Executive Board member or committee member shall:

- a. Acquire three (3) bids of the price of any purchases or contracts that exceed a total cost of One Hundred (\$100.00) dollars, excluding food or beverages for an approved, scheduled event.
- b. Submit all bills, before paying them, to the treasurer who shall obtain approval of a majority of the Executive Board before they are paid.

ARTICLE XVI - Obtaining a Copy of the By-Laws

Sec. 1 A copy of the Constitution and By-Laws of this Club shall be made available to any member in good standing requesting same. The Membership Chairman shall keep a supply of copies for new members.