

Men's Club of Saint David Catholic Church, Davie, Florida

CONSTITUTION AND BY-LAWS

Article I. NAME:

THIS ORGANIZATION SHALL BE KNOWN AS THE SAINT DAVID MEN'S CLUB.

Article II. OBJECTIVES:

TO PROMOTE AND DEFEND THE CATHOLIC FAITH, TO MEET THE CORPORAL AND SPIRITUAL NEEDS OF OUR PARISH, AND TO ASSIST OTHER ORGANIZATIONS IN THEIR COMMUNITY SERVICES

Article III. MEMBERSHIP:

THE MEMBERSHIP SHALL CONSIST OF THOSE WHO ACTIVELY WORK FOR THE OBJECTIVES OF THE ORGANIZATION. ACTIVE MEMBERSHIP IS DETERMINED BY PAYMENT OF ANNUAL DUES PER SUBSEQUENT Article IV . ALL MEMBERS ARE ENCOURAGED TO JOIN ALL THE CLUB'S PRIVATE INTERNET GROUPS.

MEMBERSHIP COMMUNICATIONS WILL BE VIA DOCUMENTS AVAILABLE AT A GENERAL MEETING, AND VIA THE INTERNET TO SUBSCRIBING MEMBERS VIA THE GROUP'S PORTAL, ITS PRIVATE EMAIL LIST, AND ITS SOCIAL NETWORK.

Article IV. DUES:

ANNUAL DUES OF THE ORGANIZATION SHALL BE DETERMINED AT THE ANNUAL BUDGET MEETING PER Article XII. ANNUAL DUES ARE PAYABLE AT THE JULY MEETING AND BECOME DELINQUENT AFTER THE SEPTEMBER MEETING. ANY MEMBER WHOSE DUES ARE NOT PAID AFTER THE SEPTEMBER MEETING WILL NOT BE CONSIDERED AN ACTIVE MEMBER UNTIL HE HAS PAID HIS DUES PLUS A \$5.00 LATE FEE, EXCEPT UNDER HARDSHIP CASES APPROVED BY THE BOARD OF DIRECTORS.

Article V. OFFICERS:

THE OFFICERS OF THE SAINT DAVID MEN'S CLUB OF SHALL CONSIST OF:

- A. THE PRESIDENT, VICE-PRESIDENT, SECRETARY, AND TREASURER.
- B. THE SPIRITUAL DIRECTOR, WHO SHALL BE THE PASTOR OF THE OF SAINT DAVID CATHOLIC CHURCH, SHALL HAVE EX-OFFICIO STATUS OF FULL MEMBERSHIP AND VOICE TO VOTE.

VACANCIES IN ANY ELECTED OFFICE FOR THE REMAINDER OF THE TERM SHALL BE FILLED BY MAJORITY VOTE OF THE BOARD OF DIRECTORS APPOINTING AN ACTIVE MEMBER TO COMPLETE THE TERM OF OFFICE. THE OFFICERS OF THIS ORGANIZATION SHALL BE ELECTED TO A TERM OF OFFICE FOR ONE YEAR AND SHALL BE INELIGIBLE TO SERVE MORE THAN TWO CONSECUTIVE TERMS TO THE SAME OFFICE WITHOUT A YEAR LAPSE IN BETWEEN, UNLESS NO CANDIDATE CAN BE HAD FOR SUCH OFFICE. IF ANY MEMBER REPLACES AN OFFICER FOR ANY REASON AT ANY TIME DURING THE YEAR THAT WILL BE CONSIDERED HIS FIRST YEAR. THE TERM OF OFFICE SHALL BEGIN JULY 1, OF EACH YEAR AND TERMINATE ON JUNE 30 OF THE NEXT YEAR.

DUTIES OF OFFICERS:

- 1. PRESIDENT:
HE SHALL PRESIDE AT ALL ORGANIZATION MEETINGS AND SHALL BE EX-OFFICIO MEMBER OF ALL COMMITTEES WITH THE EXCEPTION OF THE NOMINATION COMMITTEE AND SHALL PERFORM SUCH OTHER DUTIES AS EVOLVE UPON HIS OFFICE. THE PRESIDENT SHALL APPOINT THE CHAIRMAN OF SPECIAL COMMITTEES AS THE NEED ARISES.
- 2. VICE-PRESIDENT:
HE SHALL ACCEPT THE DUTIES OF THE PRESIDENT IN HIS ABSENCE HE SHALL SERVE AS MEMBERSHIP CHAIRMAN. HE SHALL KEEP THE MEMBERSHIP ROSTER AND ATTENDANCE RECORD, AND PREPARE FOR NOMINATIONS A LIST OF ELIGIBLE CANDIDATES WHICH SHALL BE DISTRIBUTED VIA GROUP EMAIL AT LEAST 10 DAYS PRIOR TO THE MEETING WHEN NOMINATIONS WILL BE CLOSED.
- 3. SECRETARY:
HE SHALL PREPARE AGENDAS, KEEP THE MINUTES OF ALL MEETINGS, AND SHALL HAVE CHARGE OF ALL DOCUMENTS PERTAINING TO HIS OFFICE. HE SHALL DISTRIBUTE A COPY OF THE MINUTES VIA EMAIL TO ALL BOARD MEMBERS ONE WEEK PRIOR TO THE BOARD MEETING. HE SHALL TAKE CARE OF ALL CORRESPONDENCE OF THE ORGANIZATION. IT WILL BE THE RESPONSIBILITY OF THE SECRETARY TO RECORD ANY CHANGES OF THE BY-LAWS AND TO DISTRIBUTE SAID CHANGES TO EACH ACTIVE MEMBER ONLINE AND UPON REQUEST. A COPY OF THE CURRENT BYLAWS WILL BE AVAILABLE TO NEW MEMBERS UPON PAYMENT OF DUES.
- 4. TREASURER:

THE PARISH SHALL BE THE CUSTODIAN OF ALL THE MONEY OF THE ORGANIZATION IN ACCORDANCE WITH FINANCIAL PROCEDURES OF THE ARCHDIOCEASE AND THE PARISH. THE TREASURER SHALL AUTHORIZE THE CHURCH FINANCIAL OFFICE TO PAY ALL OPERATING EXPENSES AND ALL OTHER MONEYS APPROVED BY THE MEMBERSHIP , HE SHALL VERIFY THE CHECKING ACCOUNT MONTHLY BALANCE WITHIN 10 DAYS AFTER A BANK STATEMENT IS RECEIVED. AND HE SHALL PROVIDE A MONTHLY BALANCE AND CASH FLOW STATEMENT AT THE GENERAL MEETING. THE BOOKS SHALL OPTIONALLY BE AUDITED BY THE INCOMING BOARD OF DIRECTORS AT THE EXPIRATION OF EACH ANNUAL TERM OF OFFICE. HE SHALL PREPARE A DRAFT BUDGET FOR THE SUCCEEDING YEAR FOR APPROVAL BY THE BOARD AT THE JUNE BOARD MEETING DESCRIBED IN Article XII.

Article VI. DIRECTORS:

THE BOARD OF DIRECTORS SHALL CONSIST OF:

- A. TWO ELECTED MEMBERS
- B. THE OFFICERS OF THE MEN'S CLUB
- C. THE IMMEDIATE PAST PRESIDENT

ALL ELECTED DIRECTORS SHALL SERVE A 2 YEAR TERM. ANY BOARD MEMBER NOT ATTENDING AT LEAST HALF OF ALL SCHEDULED BOARD MEETINGS IN A FISCAL YEAR SHALL BE CONSIDERED AS HAVING VACATED HIS POSITION.

THE PRESIDENT SHALL SERVE AS CHAIRMAN OF THE BOARD AND PRESIDE AT BOARD MEETINGS.

DUTIES OF THE BOARD: THE BOARD OF DIRECTORS SHALL PREPARE AN AGENDA FOR APPROVAL AT THE GENERAL MEETINGS AND RECOMMEND TO THE MEMBERSHIP SUCH POLICY AND PROCEDURES THAT THEY FEEL NECESSARY FOR THE GOOD OF THE CLUB. A QUORUM OF THE BOARD (4 OFFICERS OR ELECTED DIRECTORS) WILL BE NECESSARY FOR ANY ACTION.

THE BOARD IS TO REVIEW ANY REQUEST FOR DONATIONS AND EXPENDITURES OF THE BUDGET, GIVES THE PRESIDENT THE AUTHORITY TO EXPEND \$100.00 OR LESS ON ANY ONE DONATION OR EXPENDITURE WITHIN THE CONFINES OF THE BUDGET, AND THE PRESIDENT SHALL ADVISE THE BOARD OF THAT EXPENDITURE AT THE NEXT BOARD MEETING. ANY EXPENDITURE OR DONATION OVER \$100.00 NOT ALLOCATED IN THE BUDGET WILL BE REPORTED TO THE MEMBERSHIP BY THE BOARD, AND ITS RECOMMENDATION BE BROUGHT BEFORE THE MEMBERS FOR A MAJORITY VOTE. IF THE BOARD DOES NOT APPROVE, IT THEN IT WILL BE BROUGHT TO THE MEMBERSHIP AT THE NEXT MEETING AND REQUIRE A 2/3rds MAJORITY VOTE OF APPROVAL BY ACTIVE MEMBERS PRESENT.

THE VICE PRESIDENT SHALL PREPARE AND DISTRIBUTE A LIST OF ALL MEMBERS ELIGIBLE TO RUN FOR OFFICE AS STATED IN THE NOMINATION AND ELECTIONS SECTION.

Article VII. MEETINGS:

THE ORGANIZATION SHALL MEET MONTHLY, THE FIRST THURSDAY OF EACH MONTH, UNLESS OTHERWISE ANNOUNCED AT LEAST ONE MONTH IN ADVANCE. A QUORUM FOR THE TRANSACTION OF BUSINESS SHALL BE 15 ACTIVE MEMBERS. MEETINGS OF THE BOARD OF DIRECTORS SHALL BE HELD TWO WEEKS PRIOR TO A MEMBERS MEETING, OR AS REQUIRED. ANY PAID MEMBER IS PERMITTED TO ATTEND A BOARD MEETING BUT HE SHALL HAVE NO VOTE. ANY MEMBER MAY BE HEARD BY THE INVITATION OF ANY BOARD MEMBER, OR BY MEMBER REQUEST WITH 24 HOURS NOTICE TO THE CHAIRMAN.

Article VIII. NOMINATIONS AND ELECTIONS:

THE NOMINATING COMMITTEE OF THE BOARD SHALL PREPARE AND DISTRIBUTE VIA GROUP EMAIL 10 DAYS PRIOR TO THE MAY GENERAL MEETING A LIST OF ALL MEMBERS ELIGIBLE TO BE ELECTED AS AN OFFICER OR DIRECTOR. NOMINATIONS OF ANY MEMBER FROM THIS LIST WILL BE ACCEPTED FROM THE FLOOR AT THE MAY MEETING, OR BY EMAIL REPLY TO THE GROUP AT LEAST 2 DAYS PRIOR TO THE MEETING. NOMINATIONS WILL BE CLOSED AT THE MAY MEETING AND ELECTIONS WILL BE HELD AT THE JUNE MEETING. THE FINAL SLATE OF CANDIDATES WILL BE AVAILABLE IMMEDIATELY AFTER CLOSING AND SUBSEQUENTLY DISTRIBUTED VIA CLUB EMAIL WITHIN 10 DAYS.

THOSE ELIGIBLE TO BE ELECTED AN OFFICER OR DIRECTOR MUST BE AN ACTIVE MEMBER WHO HAS ATTENDED A MINIMUM OF SIX MEETINGS, IN THE LAST 12 MONTHS ENDING WITH THE MONTH OF APRIL. ONLY ACTIVE MEMBERS ARE ELIGIBLE TO VOTE.

Article IX. PARLIAMENTARY AUTHORITY:

Robert's Rules of Order Newly Revised, 11th ed. (Da Capo Press, 2011) SHALL BE THE AUTHORITY AT ALL MEETINGS EXCEPT WHEN INCONSISTENT WITH THESE BY-LAWS. THE BOARD SHALL HAVE A COPY OF THE RULES AVAILABLE FOR REFERENCE AT ALL MEETINGS.

Article X. AMENDMENTS:

IN CASE OF POLICY OR BYLAW CHANGE, A 2/3rds MAJORITY VOTE IS REQUIRED OF ACTIVE MEMBERS PRESENT. THE AMENDMENTS SHALL BE PRESENTED TO THE BODY AT ONE MEETING, AND ACTED UPON AT THE FOLLOWING MEETING, AND DISTRIBUTED VIA ELECTRONIC COMMUNICATIONS 10 DAYS PRIOR TO THAT MEETING. THESE BYLAWS SHALL BE REVIEWED AND REAFFIRMED AT LEAST EVERY FIVE YEARS, OR CHANGED EARLIER IF NECESSARY.

Article XI. SIGNING AUTHORITY:

PAYMENT VIA CASH, CHECK OR DEBIT CARD SHALL BE IN ACCORDANCE WITH PARISH FINANCIAL PROCEDURES.

Article XII. BUDGET MEETING:

THE INCUMBENT BOARD AND THE NEWLY ELECTED BOARD SHALL MEET DURING THE MONTH OF MAY TO PREPARE AND APPROVE A JOINT DRAFT BUDGET FOR THE NEW FISCAL YEAR WHICH WILL BE PRESENTED TO THE MEMBERSHIP FOR APPROVAL AT THE SCHEDULED GENERAL MEETING IN JULY. MEMBERSHIP DUES FOR THE NEW FISCAL YEAR SHALL BE ESTABLISHED AT THIS MEETING, ANY INCREASE OR DECREASE IN DUES FOR THE NEW YEAR SHALL NOT EXCEED \$5.00