

## ST. PAUL THE APOSTLE MEN'S CLUB

### CONSTITUTION AND BY-LAWS

#### PREAMBLE:

We men of St. Paul the Apostle Parish of Richardson, Texas, in order to form an organization to aid and foster growth of our parish, promote the general welfare of the members of the parish, and to secure for ourselves added blessings through the promotion of Catholic action by lay members, do hereby establish this Constitution and By-Laws.

#### ARTICLE I

##### Section 1.

The name of the organization shall be "St. Paul the Apostle Men's Club". (SPMC)

##### Section 2.

The purpose of this Club shall be to promote fraternity and fellowship within the SPMC and throughout the entire parish, and encourage spiritual development of the members of the SPMC. The SPMC will accomplish these goals by maintaining programs focused on: promoting Christian family values, improving father-child relationships, and providing opportunities for fraternal bonding through parish and family socializing, and by living the Gospel through charitable activities. Regular business meetings shall be scheduled on the first Friday of each month.

##### Section 3.

The membership of this Club shall be open to all males who are 18 years of age or older.

##### Section 4.

This Club shall be a non-profit organization. Membership dues will be established at the business meeting in June and will be for the period of the business meeting in July until the business meeting in June of the following year. If no motion is made from the floor, the dues will remain the same as the preceding year.

## ARTICLE II

### Section 1.

The officers of this organization shall be a president, a vice-president, a secretary, a treasurer and a Communications Chairman. The officers shall be elected by the membership for a period of one year.

## ARTICLE III

### Section 1.

The President shall be responsible for the affairs of the organization. He shall preside at all meetings during his term of office. He shall appoint appropriate committees to serve during his term of office.

### Section 2.

The Vice-President shall act in case of disability of the President and on such other occasions as the President may request. The Vice-President is responsible for membership, to obtain new members and to sustain active association of present members. He shall also prepare an active roster of paid-up members within sixty days of taking office and shall maintain the membership roster during his term of office.

### Section 3.

The Secretary shall maintain a written record of all regular meetings and such record shall be available for reference during each meeting of the Club. These Minutes will be attested to by the President and Secretary upon approval. The Secretary shall also notify the Spiritual Chairman of the death, serious illness, or other grave affliction of a member or someone in a member's family.

### Section 4.

The Treasurer shall be in charge of the funds of the Club, shall assess, collect and record membership dues, pay Club bills in timely fashion, maintain a record of paid up members and general ledger of Club finances and other duties usual to the office. He shall request an audit of his books prior to the expiration of his term of office, such audit to be performed by a committee appointed by the President.

### Section 5.

The Communications Chairman will be the communicative link between the Club and its members. The Communications Chairman will also be responsible for publicizing activities of this Club in the Sunday bulletin, the parish website, and in local news

media, such as the official newspaper of the Diocese of Dallas as appropriate. He will maintain copies of published articles, photos, and announcements for future reference. The Communications Chairman will also maintain the Club website.

#### Section 6.

In the event that the elected president cannot fulfill his term of office, the elected vice-president will become president for the remainder of the term of office.

Vacancies in any elected office, other than the president, will be filled by appointment by the president, subject to majority approval of members present at the following regular meeting.

If the executive committee determines that an elected officer is not fulfilling the duties of his office they may recommend to the membership that the officer be recalled. Such recall will be ratified by a simple majority of the membership at the same business meeting when the recall is recommended. The executive committee shall also be responsible for recommending a replacement for the recalled officer. Such replacement must be approved by a majority of the members present at that same meeting.

### ARTICLE IV

#### Section 1.

The current President shall appoint a Nominating Committee by the business meeting in April and that committee shall consist of at least three active past presidents and may include the Spiritual Chairman. The committee shall appoint a chairman and shall prepare and present to the membership a list of valid candidates for each elected office of the Club.

#### Section 2.

Nominations for officers from the nominating committee will be presented at the first business meeting in May. Election of officers by the current paid-up membership will be held at the business meeting in June. Nominations from the floor will be open for each office at both business meetings. The newly elected officers will take over at the business meeting in July. Plurality of votes cast will determine each election.

### ARTICLE V

#### Section 1.

Standing Committee chairmen of the organization shall be appointed by the President and may be removed at his direction. They will serve a term concurrent with the officers of the Club.

## Section 2.

The Spiritual Chairman shall be responsible for spiritual activities and the spiritual welfare of the Club membership. Included in this responsibility is the appropriate acknowledgement of and prayers for current and past members, and those in their families, who are suffering from illness or another affliction, or who have passed away.

## Section 3.

The Athletic Chairman shall evaluate seasonal sports activities each year and recommend the type and manner of participation therein to the members of this Club.

## Section 4.

The Constitution and By-Laws Committee shall evaluate all proposed amendments, changes and additions to the Constitution and By-Laws and report to the membership on their propriety and format before they are submitted to the membership for adoption. The Chairman of this committee shall preside as parliamentarian at all regular business and special business meetings of this Club.

## ARTICLE VI

### Section 1.

The Executive Committee of this Club will consist of the five (5) elected officers, the immediate past president, and the Spiritual Chairman. The President will call meetings of the Executive Committee and shall preside. The Executive Committee shall evaluate proposals, recommend policy and suggest goals and activities for submission to the Club membership for approval. Minutes of meetings of the Executive Committee will be kept by the Secretary.

## ARTICLE VII

### Section 1.

As the membership approves various functions and activities, the President shall appoint a committee chairman to organize and supervise that particular function. This committee will call upon the membership for help as required and will use the services of all appropriate standing committees. Upon completion of the function or activity this committee will be dissolved.

## ARTICLE VIII

### Section 1.

Regular Club business meetings will start at 8:00 P.M. and shall remain in session until members vote for adjournment. Roberts Rules of Order shall govern the proceedings of each meeting.

### Section 2.

Special meetings or changes in regular meetings dates or times may be called by the President; however, notice of such special meetings must appear in the church bulletin on at least one occasion prior to the meeting.

## ARTICLE IX

### Section 1.

Normal operation of the Club finances will be handled by the Executive Committee through the Club Treasurer. Expenditures for the normal operation of the Club activities do not require membership approval.

Requests of funds exceeding \$200.00 for special projects, donations, etc., must be presented in writing at a regular business meeting. Such requests are then evaluated by the Executive Committee and their recommendations presented to the membership at the next regular business meeting. Such expenditures are subject to the approval, by majority, of the voting membership in attendance at that meeting. Requests for funds of \$200.00 or less can be presented verbally at a business meeting and may be ratified by a majority of the voting membership in attendance at that meeting.

The Executive Committee has the authority to authorize funds for special projects, donations etc., for amounts not exceeding \$100.00, between regular business meetings. However, the Executive Committee shall inform the membership of any such actions at the next regular business meeting.

## ARTICLE X

### Section 1.

Amendments to the By-Laws must be presented in writing at a regular business meeting. After evaluation, as provided for in Article V, Section 5 adoption will require a two-thirds vote of the membership present when the amendment is presented at a subsequent business meeting.

## ARTICLE XI

This Constitution and By-Laws adopted by the membership at the regular business meeting supersedes all previous by-laws, rules and regulations.

### RESOLUTIONS

#### Resolution 1.

The Club intends to respond to the death of a current or past member with a perpetual prayer offering in his name, and their remembrance, along with all deceased members, annually at a Mass.

#### Resolution 2.

A high school assistance program, the amount of the assistance, and its administration will be voted on each year by the membership for an eighth grade graduate to attend a Catholic high school. The student must be a member of St. Paul the Apostle parish. The amount awarded will be up to \$1000. The Club will seek applications for this assistance in March of each school year, and the assistance will be awarded to the student(s) in May of that school year.

#### Resolution 3.

Each Christmas, the Club intends to present a gift to the Priests, Deacons, Sisters, and office staff of the parish.

#### Resolution 4.

A College Assistance Program, the amount of the assistance, and its administration will be voted on each year by the membership for a St. Paul the Apostle parishioner, who is a high school graduate, to attend a post high school educational program. The amount awarded will be up to \$1,000. The Club will seek applications for this assistance in March of each school year, and the assistance will be awarded to the student(s) in May of that school year.

#### Resolution 5.

Following the election of officers at the business meeting in June of each year, the current and elected officers will together develop a calendar of events for the following year. The calendar of events will be presented to the membership at the July business meeting.