

**CONSTITUTION AND BY-LAWS  
FOR ST. PIUS X  
MEN'S CLUB  
June, 2005**

**ARTICLE 1 - Name**

This organization shall be known as the St. Pius X Men's Club.

**ARTICLE II - Purpose**

Section 1 - Parish

The St. Pius X Men's Club shall maintain an active interest in the life and mission of the Church, unify all men in programs of Christian action, work in cooperation with our priests, clergy, and all parish organizations, foster charity among our members, and promote our parish motto of "Love One Another".

Section 2 - Projects

The St. Pius X Men's Club's shall annually sponsor and support activities including, but not limited to, the Parish Craft Fair, Parish Carnival, Men's Communion Breakfast, Men's Christmas Party, and Men's Golf Tournament. These projects shall be funded with normal operating funds. The St. Pius X Men's Club shall also be responsible for assisting the parish in special projects when requested by the Church Pastor.

**ARTICLE III - Membership**

Section 1 - Voting Member

Every adult male who is (or has a spouse or child who is) an active (registered) member of the St. Pius X Community shall automatically be a member of the St. Pius X Men's Club. The Parish Directory shall serve as the membership roster if needed. The St. Pius X Pastor may also verify members of this community who are not listed in the directory. A new member upon attendance of his first meeting shall attain full privileges, including voting rights.

Section 2 - Associate Member

Any adult male who is an Alumnus of St. Pius X School or friend of the St. Pius X Community may be an Associate Member of the St. Pius X Men's Club. Associate members shall not have voting privileges.

Section 3 - Discrimination

There shall be no discrimination as to membership because of race, color, ethnic background or religious affiliation.

Section 4 - Membership Dues

There shall be no financial considerations for membership in this organization.

**ARTICLE IV - Officers**

Section 1 - Elected Officers

The elected officers of the St. Pius X Men's Club shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2 - Appointed Positions

The St. Pius X Men's Club shall have appointed positions of Ways and Means Chairman and Hospitality Chairman. The Men's Club President shall have the authority to create committees to support the operations of the Men's Club Board as outlined in Article II – Section 2. Such committees shall cease to exist at the end of the President's term or when their tasks are completed.

Section 3 - Duties of Officers

1. The President shall:
  - A. Preside at all meetings of the St. Pius X Men's Club, St. Pius X Men's Club Board, and the St. Pius X Men's Club Executive Committee.
  - B. Plan the meetings and activities of the St. Pius X Men's Club and hold the officers responsible for the activities entrusted to them.
  - C. Sign all official documents and papers of the St. Pius X Men's Club.
  - D. Chair the Nominating Committee.
  - E. Be an ex-officio member on all committees.
  - F. Provide leadership and direction toward attaining Men's Club goals and objectives.
  - G. Communicate with other parish organizations.
  - H. Serve a two-year commitment on the Parish Pastoral Council, which begins with his term in office.
  - I. Represent the men of the parish at all parish functions or have a representative replace him.
  - J. Do and perform any and all other duties that properly belong to the office under usual parliamentary procedure.
  - K. Call special meetings of the Executive Committee when he deems it necessary.
  - L. Neither make nor second any motion, however, the President shall have a vote.
2. The First Vice-President shall:
  - A. Have all the powers to perform the duties of President in the absence of the latter.
  - B. Serve as the Men's Club Program Director and arrange for speakers and/or entertainment for all Men's Club general and special meetings.
  - C. Serve as the Men's Club Spiritual Leader. This includes contacting the Bishop's Office when a speaker is required for a special event sponsored by The Men's Club.
  - D. Serve as the Men's Club Publicity Chairman.
  - E. Assist in forming policy for the Men's Club.
3. The Second Vice-President shall:
  - A. Be in charge of food and refreshments at all meetings, functions, and special events sponsored or supported by the Men's Club, as required.
  - B. Recruit and schedule resources to assist in preparing and serving meals when needed.
  - C. Serve as the Hospitality Chairman for the current year's Parish Budget Drive.
  - D. Assist in forming policy for the Men's Club.
4. The Secretary shall:
  - A. Keep a record of the proceedings of the St. Pius X Men's Club and read those minutes at the next scheduled meeting.
  - B. Keep a record of the proceedings of the St. Pius X Men's Club Board and Executive Committee.
  - C. Manage the scheduling of facilities for Men's Club meetings, events, and activities.
  - D. Provide written bulletin material for upcoming events to the Parish Secretary in a timely manner.
  - E. Read proposed amendments to the "Constitution and By-Laws of the St. Pius X Men's Club" at the General Membership meeting.
  - F. Assist the presiding officer of all meetings in keeping order and rule on all points of order, which rulings shall be binding.
  - G. Assist in forming policy for the Men's Club.
5. The Treasurer shall:

- A. Be responsible for all monies collected and disbursements made by the Men's Club.
  - B. Maintain a detailed and accurate accounting of the financial affairs of the St. Pius X Men's Club in accordance with the policies and procedures established by the parish. Said accounting will include a monthly financial report to the Board, General Membership, St. Pius X Pastor and Chief Financial Officer (CFO).
  - C. Assist in forming policy for the Men's Club.
6. The Ways and Means Chairman shall:
- A. Provide raffle prizes for the general meetings.
  - B. Coordinate fund raising activities at Men's Club meetings and events.
  - C. Serve as the Men's Club Christmas Party Chairman.
  - D. Assist in prize solicitations for the Men's Club Golf Classic.
  - E. Assist in forming policy for the Men's Club.
7. The Hospitality Chairman shall:
- A. Recruit new members.
  - B. Greet and provide hospitality to new members.
  - C. Help new members become involved in the Men's Club functions.
  - D. Assist in forming policy for the Men's Club.

## **ARTICLE V - Executive Committee**

### Section 1 - Composition

The members of the Executive Committee shall be the Current and Past-Presidents and the Current Secretary of the St. Pius X Men's Club. The St. Pius X Pastor and CFO shall be ex-officio members of the Executive Committee.

### Section 2 - Duties

The Executive Committee shall advise and assist the current Men's Club Board when requested. The Executive Committee shall have approval authority for any activities above, and beyond, the normal activities of this organization as stated in Article II.2. The Executive Committee shall also serve as the Nominating Committee for this organization.

### Section 3 - Voting

The Past-Presidents shall have voting privileges on the Executive Committee. There shall be no other voting entitlements.

### Section 4 - Oversight

The St. Pius X Pastor shall have the right to veto any decisions of the Executive Committee.

## **ARTICLE VI - Government**

### Section 1- Governance

The St. Pius X Men's Club Board shall govern this organization. The Board shall consist of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, Ways and Means Chairman, and Hospitality Chairman.

### Section 2 - Operations

The operations of the St. Pius X Men's Club shall be the responsibility of the Men's Club Board.

Section 3 - Oversight

The St. Pius X Pastor shall have the right to veto any decisions of the St. Pius X Men's Club. The St. Pius X Pastor shall have the authority to dissolve the St. Pius X Men's Club.

Section 4 – New Business

New business must be presented to the Men's Club Board before its' presentation at a General Membership meeting.

Section 5 – Rules

The Constitution and By-Laws and Roberts Rules of Order shall govern all cases.

**ARTICLE VII - Election and Appointments**

Section 1 -Elections

1. A Past-President can be elected as President again after five (5) years have passed since he was President. He may be elected to any other office starting with the year immediately following his Presidency. A non-elected President shall have no such restriction.
2. A Presidential nominee must have served as a member of a previous Men's Club Board. There shall be no such restriction on any other nominee.
3. Elections shall be conducted by ballot, the results of which shall be tabulated by a committee of Past-Presidents. A majority of ballots cast for each office will decide an election. No ballot shall be cast by absentee or proxy.
4. The President shall announce, at the February General Meeting, the required qualifications and the nominating and election procedures for the upcoming election. Any member who wishes to be considered as a candidate for any office shall make their intention known before the meeting of the Nominating Committee. The date of the Nominating Committee's meeting shall also be announced.
5. The Nominating Committee shall meet each March to develop a slate of candidates for the upcoming election. It shall be the duty of the Nominating Committee to submit at least one (1) nominee for each office and obtain the consent of each person nominated, to serve if elected. All nominees must receive all approvals required by parish regulations before being placed on the ballot.
6. The slate of officer candidates shall be presented to the membership at the April General Meeting. There shall be no nominations from the floor.
7. All officers shall be elected at the May General Meeting. The Officer Installation Ceremony shall be the last Sunday in June and the new officers shall commence their duties July 1.

Section 2 -Appointments

1. If, at any time, any officer except the President is unable to continue in his elected or appointed office, the Executive Committee shall appoint and the membership shall approve a member to fill the incomplete term.
2. If, at any time, the President is unable to continue in his elected office, the First Vice-President shall assume his duties and title, and the Executive Committee shall appoint and the membership shall approve a member to fill the resulting vacancy.

3. If, at any time, the President and the First Vice-President are unable to continue in their elected office, the Executive Committee shall appoint and the membership shall approve two (2) members to fill the incomplete terms.

### **ARTICLE VIII - Meetings**

#### Section 1 -General Membership

General Membership meetings shall be held at 7:30 pm on the third Friday of each month, with the exception of December or when there is a conflict with Good Friday. In December, the Annual Christmas Party shall replace the regular meeting at 7:30 pm on the second Friday of the month. When Good Friday occurs on the third Friday of the month, the regular meeting shall be held on the second Friday of the month.

#### Section 2 -Executive Committee

The Executive Committee shall meet each March as the Nominating Committee for the upcoming election. Additional meetings shall be held to review other proposed new business prior to General Membership meetings or otherwise as deemed necessary by the President. A special meeting of this committee may also be requested by any of its members or the St.Pius X Pastor. Adequate notification shall be provided to each committee member in advance of each meeting.

#### Section 3 -Quorum

The attendance of twenty-five (25) voting members shall constitute a quorum for voting on any official action of the St. Pius X Men's Club. The attendance of five (5) voting members shall constitute a quorum for voting on any official action of the Executive Committee, except for the removal of an officer.

### **ARTICLE IX - Finances**

#### Section 1 -Responsibility

All finances of the St. Pius X Men's Club will be under the supervision of the St. Pius X Men's Club Board, and are subject to monthly review by the St. Pius X Pastor and CFO.

#### Section 2 -Fiscal Year

The fiscal year for the St. Pius X Men's Club will be the 12 months beginning July 1 and ending June 30 of the following year.

#### Section 3 -Financial Overview

1. The St. Pius X Men's Club Board shall initiate and manage assigned fundraisers and promptly pay all associated expenses. The Board shall also exercise fiscal responsibility during its term in office.
2. The President, Treasurer, and Second Vice-President shall be responsible for all receipts and disbursements of funds for this organization.
3. The St. Pius X Men's Club shall maintain a checking account at a Bank selected by and overseen by the St. Pius X Pastor and CFO. Proper signature authority shall be established on said account.
4. All monies received by this Men's Club, from whatever source, shall be deposited in said bank account as soon as practical.
5. All checks drawn on said account shall require the signature of the President and Treasurer of this organization.

6. No contracts or agreements shall be made without prior approval of the St. Pius X Pastor or CFO.
7. At each regular meeting, the Treasurer shall report on the Men's Club's financial condition including actual revenue and expenses. If the Treasurer knows that he cannot attend a meeting, he shall submit a written financial report to the President, and the Officer who presides at the meeting shall read said report at the meeting. A copy of this report shall be available for review by the membership at the General Meeting and shall also be provided to the St. Pius X Pastor and CFO.
8. Checks that are returned unpaid shall be processed using the guidelines established by the Parish Office.

#### Section 4 -Funding Requests

1. All expenditures beyond the normal operating budget shall require approval and must be submitted in writing.
2. Funding Request shall include:
  - A. Detailed description of the project.
  - B. Benefits to be received by the St. Pius X Community.
  - C. Projected cost of the project.
  - D. Total amount requested from the St. Pius X Men's Club.
  - E. The date that the funds will be needed.
3. All Funding Request Forms shall be presented to the Executive Committee for approval.

#### **ARTICLE X - Removal of Officers**

The Executive Committee may, without General Membership approval, remove an Elected Officer from office if that officer has, without fault or cause, failed to fulfill the duties of his office, provided there are five (5) committee members voting in support of this action. A vacancy, created by the removal of an officer, shall be filled according to the guidelines established in Article VII.2.

#### **ARTICLE XI - Amendments**

An amendment, in order to be presented to the General Membership for review and vote, shall have the previous report and approval of the Executive Committee. Two-thirds majority vote at the General Membership meeting shall be required for formal adoption, if a quorum has been established. No amendment shall be presented for vote unless a formal notice of the proposed amendment has been presented at the previous regular meeting.