

The St. Margaret Mary Men's Club

Naperville, IL

ByLaws

Article I – Elected Officers

The elected officers of this organization shall be the President, Vice - President, Secretary -Parliamentarian, and Treasurer, in which shall be vested the government of the club. All matters of the board require approval by simple majority of the elected Officers. A quorum of three officers is required for any issues requiring a vote.

Article II- Term Of Office

Term of office shall be for one year. An individual may not serve more than two (2) consecutive terms in the same office.

Article III- Commissions & Committees

- Section 1** The Permanent Commissions shall be the following:
1 -Spiritual; 2 -Social; 3 – Fund Raising 4 – Membership and 5 – Charitable Activities
- Section 2** The President appoints the Permanent Commission Chairmen, as are required for the proper functioning of the organization and the accomplishments of its objectives.
- Section 3** All sponsored events require approval by the Elected Officers.
- Section 4** The President, with the approval of the Elected Officers, shall appoint chairmen for special or ad hoc committees. Special committees shall expire upon the completion of their objectives or the end of the term of the current administration, which ever comes first.
- Section 5** A Chairman may be relieved of his duties at any time with the approval of the Officers.

Article IV- Board

The officers and permanent commission chairmen shall hereby be known as and constitute the “Board”.

Article V -Meetings

- Section 1** Regular meetings of this organization shall be held on the third Tuesday of the month. Change of date or cancellation of meeting may be made when deemed necessary with the approval of the Officers.
- Section 2** Monthly meetings of the Board shall be at the call of the President and can not be cancelled unless agreed upon by the majority of the Officers.
- Section 3** Meetings of commissions, special committees and/or ad hoc committees, shall be at the call of the President or the chairman of that commission.

Article VI -Elections

- Section 1** The annual election of officers shall be at the May Meeting.
- Section 2** A nominating committee Chairman, who has served as an Elected Officer, shall be appointed by the President in March.
- Section 3** The Nominating Committee Chairman is to seek and appoint four other members limited to past officers who are not seeking office for the next term. They require approval of the President to serve on the committee.
- Section 4** At least one candidate for the office of President shall be selected from the current or past Officers by the nominating committee and announced at the April Meeting.
- Section 5** The nominating committee shall select candidates for the offices of Vice - President, Secretary, and Treasurer, from the Board or general membership. These candidates will be announced by the Nominating Committee Chairman at the April Meeting. Nominations from the general membership will be open to the floor to obtain additional candidates.
- Section 6** The names of candidates being considered for the New Officers require review by the Pastor before the individuals are formally notified of their selection by the committee.
- Section 7** Election shall be by ballot at the May Meeting. The candidate receiving the largest number of votes shall be elected. In case of a tie, additional ballots shall be taken. If there is only one nominee for an office, the Secretary shall be instructed to cast one ballot for that office as presented.
- Section 8** In the event of a vacated office, other than the President, the present Officers will select the successor from the general membership. The successor requires review by the Pastor before the committee approves the individual as their selection. The successor holds the office for the remainder of the term and may be re-elected for two full terms. The Vice-President automatically assumes the position of President for the balance of the term.
- Section 9** The Pastor, Club Chaplain or their designee installs the Officers at the June meeting. The installation ceremony occurs after the closing of Old Business by the current Board. The new Officers shall immediately preside over the remainder of the meeting with the opening of New Business.

Article VII -Duties of Officers

- Section 1** The Pastor, associate priests and deacons shall be Ex officio Member of the club and may preside as Chaplain
- Section 2** The President or his designee shall preside at all regular meetings of the organization, at called meetings of the officers and/or commissions. He

shall appoint chairmen of commissions and special committees in accordance with Article III of the By-Laws. He shall, ex officio, be a member of all commissions and committees, except the nominating committee. He shall see that an independent authority conducts an annual financial audit within 60 days of the installation of the new officers.

Section 3 The Vice-President's role is a supportive one. He is expected to aid the President in all the activities of the council and assume the duties of the President in his absence.

Section 4 The Secretary-Parliamentarian shall keep minutes of all regular and called meetings. He shall attend to any correspondence as directed by the President. He shall receive and file reports of commissions and other committee chairmen

Section 5 The Treasurer shall have charge of the finances of the organization and shall act in accordance with the adopted policy and procedures. He shall collect all of the monies of the club, and deposit same in the depository designated by the Pastor. He shall pay all obligations of the club. A receipt is required for expenditures above \$15.00. He shall maintain complete and accurate records of all money received and disbursed and shall be responsible for preparation and monitoring of the annual budget. He shall report the financial condition at all regular meeting of the club and the Board. All checks are to be signed by the Treasurer or President, and the Pastor

Article VIII -Duties of the Permanent Commission Chairmen

Section 1 The chairman of each commission shall choose the members of and direct the activities and proceedings of his commission in accordance with the Guidelines set forth by the Board.

Section 2 The guidelines for each Commission Chairman are written and amended with the approval of the Board.

Article IX - Amendments

Section 1 By-Laws may be amended only in accordance with the provisions of Article V of the Constitution

Section 2 By-Laws and revisions of By-Laws will be on file with the Secretary

Article X- Parliamentary Authority

Roberts Rules of Order, as revised, shall govern the conduct of all meetings, except when the Constitution and By-Laws state otherwise.