

**St. Damian Men's Club
CONSTITUTION**

The name of this organization shall be
ST. DAMIAN MEN'S CLUB

PREAMBLE

The objectives are:

To promote the spiritual well being of all members through regular Communion and religious activities.

To care for the parish property and to provide financial assistance as needed for maintenance and equipment.

To promote fellowship among all members and prospective members.

To perform the corporal works of mercy.

To support spiritual growth within parish youth by sponsoring parish athletics programs.

Elected Officers:

President

Vice President

Treasurer

Secretary

Three (3) Board of Directors

**ARTICLE I
MEMBERSHIP**

1. Upon registration in the parish, every male head of the family and all males over eighteen are ipso facto members of the MEN'S CLUB.
2. Active members, with voting power, are those whose dues are paid for the current year.

3. Dues of the MEN'S CLUB shall be two (2) dollars per year payable before June 1 of each year.

ARTICLE II MEETINGS

1. Regular meetings of the MEN'S CLUB shall be held on the last Wednesday of every month at 7:30 p.m. Subject to change depending on the holiday schedule.
2. The nomination of the Officers and Board of Directors shall be held at the October meeting. The election of officers and the board of directors shall be held at the November meeting.
3. Notice of regular meetings and the election meeting, which is held in October, shall be given on the weekend before such meeting by adequate notice in the parish paper or announced at Mass or by other means of contact.
4. Special meetings may be called at any time by the President, by notice printed in the parish paper or announced at Mass or by other means of contact.
5. At all regular meetings, 30% of the active members, including officers, shall constitute a quorum for the conducting of any business.

ARTICLE III BOARD OF DIRECTORS

1. The Board of Directors shall consist of four officers, President, Vice President, Secretary and Treasurer, and three directors, all of whom shall be elected at the election meeting.
2. The term of office for members of the board shall be two years until their successors are duly elected.
3. The President shall act as the Chairman of the Board with the right to vote.
4. Vacancies in the Board shall be filled by the Board, such appointed member to serve until next election.
5. Meetings of the Board of Directors shall be called by the President as deemed necessary; provided further; a meeting of the Board may be called on petition of any five active members to consider a specific agenda. Such meeting may be held on at least one day's notice to Board members.

6. The Board of Directors shall administer the affairs of the MEN'S CLUB, formulate policies and exercise all the necessary controls for the proper functioning and operation of the Club.
7. The past President is automatically an ex-officio member without the right to vote.

ARTICLE IV OFFICERS

1. The officers of the ST. DAMIAN MEN'S CLUB shall be a Spiritual Director, President, Vice President, Secretary and Treasurer.
2. The officers, with the exception of the Spiritual Director, shall be elected at the election meeting.
3. The Spiritual Director shall be the Parish Pastor or his assistant.

ARTICLE V DUTIES OF THE OFFICERS

PRESIDENT –

1. He shall preside at all meetings of the MEN'S CLUB and the Board of Directors.
2. He shall appoint the chairman of all committees.
3. He shall be ex officio member of all committees without the right to vote.

VICE PRESIDENT –

1. He shall assume the duties of the President in his absence or at his request.
2. He shall act as the Parliamentarian, who shall rule on points of order, Roberts Rules of Parliamentary Procedure being his authority.
3. He shall keep a record of attendance at monthly meetings. If Vice President assumes President duties at the meeting then the Secretary will keep attendance.

SECRETARY –

1. He shall keep an accurate record of all business transacted at the regular and special meetings of the MEN'S CLUB and the Board of Directors.
2. He shall conduct the correspondence of the MEN'S CLUB, notify members of the board of the election and notify committee chairmen of the appointments.
3. He shall publish updates in the parish bulleting and website as necessary.

TREASURER –

1. He shall have custody and control of the finances of the MEN'S CLUB.
2. He shall receive all monies payable to the MEN'S CLUB. He shall make disbursement by cash or check.
3. All checks shall bear the signatures of any one of the following three officers: President, Vice President or Treasurer. Unless a check exceeds \$1,500, it requires a counter signature of one of the officers.
4. No disbursement for non-budgetary items in excess of \$500 shall be made by the Treasurer without the prior approval of at least two members of the Board of Directors or disbursements covered by a motion approved by the membership.
5. A yearly audit of the books of the Treasurer shall be made by the Board of Directors.

ARTICLE VI ELECTIONS

1. Elections of the officers and directors shall be held each year at the election meeting of the MEN'S CLUB.
2. Election shall be by secret ballot. The secret ballot is waived if candidate is unopposed.
3. Each active member in good standing shall be eligible to vote.
4. At the regular September meeting of each year the President at the direction of the Board of Directors shall name a Nominating Chairman. The Chairman will then form a committee whose duty it shall be to prepare a slate of officers and directors (of active members as defined in Article I) to be placed in nomination at the October meeting.

5. The Nominating Committee shall present its slate at the October meeting and entertain additional nominations from the floor for each office. At the close of nominations, the Committee shall certify to the Secretary of the MEN'S CLUB, those members which have been placed in nomination. After said certification, the Committee shall cause to be printed ballots in sufficient number to allow all active members to vote.
6. At the election meeting, the Secretary will present a ballot to each active member. The member shall mark his ballot and deposit it in a sealed or locked box provided therefore. After all those entitled to vote have voted or signified their intention not to vote, the Chairman shall declare the polls closed.
7. At the closing of the polls, the Chairman shall select from the attending members three (3) inspectors of election, whom with the Nominating Committee shall count the votes and determine the winner. The candidate receiving a plurality of the votes cast for any offices shall be declared elected.
8. In case of a tie it shall be the duty of the Chairman to immediately provide the voting members with a new ballot listing the position and the candidates and instruct the voting members to vote again to resolve the tie.
9. The inspectors of election shall certify the result of the election with the Secretary of the MEN'S CLUB. The Chairman shall then announce the winners and declare them duly elected.
10. The Chairman and the Nominating Committee shall act as installation Officer at the December meeting.
11. The Chairman of the Nominating Committee shall be eligible to run for election of any position.

ARTICLE VII COMMITTEES

1. The standing committees of the MEN'S CLUB are those committees that are listed on the "committee page" of the "MEN'S CLUB information booklet". Any modifications to these committees, i.e., dropped and/or added, shall only be reflected on said "committee page".
2. Within thirty days after taking office, the President shall name a Chairman for each standing committee. The Chairman of each committee shall name the members of his committee and report the names of his committee members at the February meeting.

ARTICLE VIII AMENDMENTS

Any article or section of this Constitution may be amended at any meeting by a two-thirds vote of the active members present, provided the proposed amendment be read at the meeting in which it is presented and posted on the bulletin board in the Community Room for a period of twenty-eight days before voted upon.

Father Lawrence Zurawski
Pastor/Spiritual Director

William E. Fedelem
President

Jeff Harter
Vice President

Dave Krakowiak
Treasurer

Art DeGuia
Secretary