

**BY-LAWS
OF
SAINTS PETER AND PAUL MEN'S CLUB**

Article I – Duties of Officers

- A. **President** – The President of Saints Peter and Paul Men's Club (hereafter "The Ministry") shall preside over all meetings and shall possess all powers thereto. He will serve as the contact person to Parish Council.
- B. **Vice President** – The Vice President shall preside over meetings in the absence of the President and shall possess the powers thereto. He shall assist the President as required.
- C. **Treasurer** – The Treasurer shall be responsible for and keep records of all monies received and disbursed. He shall present a current report to the Membership at each regularly scheduled Monthly Meeting on the status of The Ministry finances. Any contributions in excess of \$100 must be approved by the Membership in attendance at a scheduled Monthly Meeting.
- D. **Secretary** – The Secretary shall record minutes at each meeting of The Ministry, maintain a current Membership roster, notify Members of meeting dates, except for regularly scheduled meetings, be The Ministry correspondent and maintain any records not maintained by the Treasurer.

Article II – Committees

- A. **Spiritual Committee** – the Spiritual Committee shall be chaired by the Vice President and shall be responsible for all prayers at the opening and closing of The Ministry monthly meetings. Additionally, the Spiritual committee shall keep members advised of any injuries, illness, or death of Ministry Members when so informed, and shall arrange for appropriate methods of expressing condolences. Further, the Spiritual Committee shall be responsible for arranging retreats or other spiritual growth activities.
- B. **Membership Committee** – The Membership Committee shall be chaired by an appointee of the President that is ratified by the Membership. The Membership Committee is responsible for recruitment and retention of Club membership.
- C. **Events Committee** – The Events Committee shall be chaired by an Events Coordinator. The President shall appoint, and The Ministry Majority ratify the appointment of the Events Coordinator. The Events Coordinator shall preside over all events that are non-meeting related (such as Pancake Breakfasts, Dances, etc) to ensure proper membership representation, event details, fund raising for the event, etc. The Events Coordinator will report activities to the Officers and Membership as deemed necessary

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Article III – Quorum / Voting Majority

- A. Quorum** – A Quorum for all regular and special meetings will be one quarter (25%) of Ministry Members.
- B. Majority Voting** – Unless otherwise posted, all activity shall be approved upon the vote of no less than three quarters (75%) of the majority of The Ministry Members present.

Article IV – Fiscal Year / Dues

- A. Fiscal Year** – The Ministry Fiscal Year is established to begin on the 1st of June and concludes on the 31st of May.
- B. Annual Dues** – Annual Dues are established at \$12.00 per Ministry member per fiscal year. Annual Dues are subject to change by Majority Vote of member's present or minimum Quorum members present, and will take effect the subsequent Fiscal Year. All existing members shall be subject to the full Annual Dues to be made payable at the beginning of the Fiscal Year. New Members shall be subject to a pro-rated Annual Dues based on the month of their entering The Ministry.

Article V – Rules of Order

- A. Rules of Order** – Modified Robert's Rules of Order shall govern in all cases, except where they conflict with The Ministry Constitution or Ministry By-Laws.

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Article VI – Order of Business

A. Order of Business – The Ministry Order of Business shall be as follows:

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance recited by all in attendance
4. Read Minutes of Previous Meeting (as an option, a summation of the Minutes may be read).
5. Accept / Modify / Reject Minutes of Previous Meeting
6. Secretary Read Correspondence
7. Treasurer Report(s)
8. Health Report
9. Standing Committee Report(s) (e.g., Events Coordinator Report)
10. Ad Hoc Committee Report(s) (if appropriate)
11. Old Business
12. New Business (Open Discussion)
13. Spiritual Sprouting
14. Closing Remarks and Meeting Adjourned with Prayer

Article VII – Candidate Selection for Yearly Awards

The Ministry, at present, has two Yearly Awards that are provided to Active Members of The Ministry that have distinguished themselves with exemplary service to The Ministry and its Members. Eligibility for Award Candidates is as follows:

1. To be an Active Member, the candidate has to have attended at least four (4) monthly meetings within the last Fiscal Year. The candidate should also be Active in participation at a minimum of six (6) service functions within the last Fiscal Year.
2. A candidate cannot be active officer (President, Vice President, Treasurer or Secretary) of The Ministry.
3. The candidate must be a Member in Good Standing, which indicates they have paid the yearly dues.
4. The Al Soyer Candidate must have been a Member of The Ministry for a period of no less than 3 years, unless special circumstances dictate that an exception is to be taken.

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5. The Rookie of the Year Candidate has to be a new Member within the last 18 months as indicated by the award timing (end of the Fiscal Year).

Selection of Candidates can be done by submission of a candidate's name by the Members at large to the elected officers for consideration. The Elected Officers for that Fiscal Year shall take this name and any others they believe meet the above criteria and are worthy of consideration of the Award. Voting on the candidates will be conducted and a selection made by the Elected Officers.

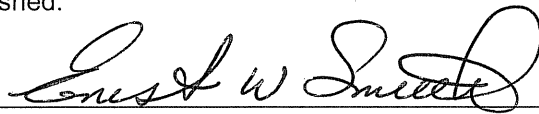
The Award Winners shall be announced at the year end ceremony where the new officers are sworn in.

Article VIII - Amendments

Amendments (additions, changes, deletions) shall be made to these By-Laws only at regular or special meetings of The Ministry when a Quorum is present and a Voting Majority has voted to agree to the Amendment. No Amendments shall be made without prior formal notice of the Amendment having been drafted and reviewed at the previous regular meeting. The Vote on the Amendment can then proceed at the next meeting when these conditions listed above, are met. A Quorum of Members needs to be available prior to a vote being taken. From this Quorum, a vote to Amend (add, change, delete) an Article within the By-Laws will require a minimum of a three quarters (75%) Majority Vote of the Quorum present.

These By-Laws adopted this 2ND day of NOVEMBER, 2011 by the members of Saints Peter and Paul Men's Club and by this Adoption do acknowledge receiving proper notification in accordance with the existing rules as established.

As Attested by:



Ernest W. Smith, Secretary
Saints Peter and Paul Men's Club