

Our Lady of Good Counsel Men's Club By-Laws

ARTICLE 1

NAME

The organization shall be known by the name of: **O.L.G.C. MEN'S CLUB**

ARTICLE II

OBJECTIVES

The **Objectives** of this organization shall be to:

1. Promote Christian Fellowship for and with the men of the Parish.
2. Support the growth and development of Our Lady of Good Counsel Parish.

ARTICLE III

MEMBERSHIP, MEETING, DUES, AND QUORUM

1. **Membership:** The membership of this organization shall be open to all men (18 years of age or older) of Our Lady of Good Counsel Parish.
2. **Quorum:** Shall consist of ten (10) members, including at least two (2) officers, at a meeting in order to conduct business.
3. **Meetings:** Regular meetings shall be held on the 2nd Tuesday of each month. Any special meeting will be called as needed by the President. All meetings must achieve a quorum to conduct business.
4. **Dues:** Membership dues shall be \$10.00 per year. Dues will be used to pay for OLGC Men's Club (Club) events, gifts, materials and honorariums. Dues are payable as of July of each year.
5. **Honorarium:** The organization shall establish an honorarium budget in order to recognize exemplary service to the group as voted on and approved by majority vote at a regular meeting. The Honorarium budget may also be used at the discretion of the President to fund standard awards for the Past President and the Man of the Year.
6. **Good Standing:** Members of the Club shall be considered "In Good Standing" by paying their annual dues and volunteering at two or more Club events per year.
7. **Finance:** All Club Revenues and Expenses will be processed through recognized OLGC parish accounts and subject to regular diocesan and/or external audit.

ARTICLE IV

OFFICERS AND THEIR DUTIES

1. **Officers:** The officers of the Club shall consist of President, Vice-President, Secretary, Treasurer and Chaplain.
2. **Terms of Office:** The officers shall be elected for a term of one year. The term of office shall be from July 1st until June 30th. Officers are expected to attend a majority of all Club meetings.
3. **Duties of Officers:**
 - A. The President shall:
 1. Preside at all meetings of the Club and of the Executive Committee.
 2. Represent the Club at all functions or designate someone as representative in his absence.
 3. Appoint all committee members and assign a chairman to each committee.
 4. Set and publish the agenda for each meeting.
 5. Participate in the annual Club budget process.
 - B. The Vice-President shall:
 1. Assist the President and represent him in his absence or when so requested by the President.
 2. Assume the duties of the President in his absence.
 3. Automatically assume the duties of the office of President upon the inability of the President to serve.
 4. Perform such duties as may be assigned him by the President.
 5. Serve as ex-officio member of all committees.
 6. Participate in the annual Club budget process.
 - C. The Secretary shall:
 1. Record and keep minutes of all meetings of the Club.
 2. Keep an accounting of attendance at meetings.
 3. Keep a current, correct list of names and addresses of all members of the Club.
 4. Conduct the general correspondence of the Club.
 5. Keep a copy of the By-laws, rules, resolutions, and all filed reports.
 6. Send all Club documents to the OLGC web master for online posting.
 7. Participate in the annual Men's Club budget process.
 - D. The Treasurer shall:
 1. Account for and reconcile all funds received by the Club.
 2. Insure delivery of funds to the OLGC church office.
 3. Approve and forward all invoices incurred by the Club to the OLGC church office for payment.
 4. Collect dues.
 5. Submit records for annual audit.
 6. Participate in the annual Club budget process and represent the Club by participating in the annual OLGC Parish budget process.
 - E. The Chaplain shall:

(The Chaplain is not elected and instead shall be filled by the current pastor of Our Lady of Good Counsel Catholic Church)

 1. Perform or appoint a proxy to perform Opening and Closing Prayers at all Club meetings.
 2. Provide counsel on matters of Liturgical, parish or diocesan significance as they pertain to the Club.

ARTICLE V

STANDING COMMITTEES

1. **Standing Committees:** Standing Committees and Chairmen shall assist the President in their respective areas of action.
2. The names and duties of the standing committees or committee chairmen:
 - a. Youth Volunteer Chairman – Schedule and direct the activities of the youth volunteers at Club events.
 - b. Event Volunteer Chairman – Schedule Club volunteers in conjunction with the event lead for Club events.
 - c. Good Will and Prayer List Chairman – Send cards on behalf of the Club to the ailing or families of the deceased. Maintain the prayer list for meetings.
 - d. Spiritual Committee – Coordinate and provide information on events of a spiritual nature that are run by the Club or open to the Club.
 - e. Man of the Year Committee – The committee shall be appointed by the President and will consist of at least five (5) Club members, of which at least three (3) will be past presidents or past recipients. All Club members are eligible for the Man of the Year award with the exception of past recipients.
 - f. Recruitment Committee – The committee shall handle recruitment efforts for the Club.

ARTICLE VI

NOMINATIONS AND ELECTIONS

1. **Nominations:**
 - A. The President shall appoint a nominating committee of at least three (3) members at the regular Club meeting in April each year. (At least one must be a past president.)
 - B. At the regular Club meeting in May of each year, the nominating committee shall submit to the membership present a slate of officer nominees with one (1) nominee for each elective office.
 - C. Nominations may also be made from the floor, following the report of the Nominating Committee. No one shall be nominated who has not given consent to serve if elected.
 - D. Only members in good standing with the Club shall be nominated for an elective office.
2. **Elections:**
 - A. Election shall be held at the regular Club meeting in June of each year.
 - B. Elections shall be by secret, written ballot and a majority of all votes cast shall prevail for each office. Where there is only one (1) candidate for any office, election may be by voice vote.

ARTICLE VII

PARLIAMENTARY AUTHORITY

"Robert's Rules of Order" (current edition) shall govern this Club in all matters of procedure which are not covered by these By-laws. A Parliamentarian, appointed by the President may assist the President at Club meetings. The Parliamentarian shall have a copy of the Robert's Parliamentary Motions Guide, 10th Edition at all regular Club meetings.

ARTICLE VIII

AMENDMENTS

These by-laws may be amended or replaced at any business meeting of the Club, at which there is an approved quorum, provided that all suggested changes have been presented to the membership in written or electronic form one (1) month previously. The by-laws shall be considered amended, or replaced, by two-thirds vote of those members present and voting and shall go into effect immediately upon adoption.

ARTICLE IX

REGULAR MONTHLY MEETING AGENDA

The following order of business shall govern the meetings of the organization (each topic shall be limited to 5 minutes, unless extended by a carried motion):

Order	Topic	Speaker
1	Call to Order	President
2	Opening Prayer / Prayer for Sick and Deceased	Chaplain
3	Pledge of Allegiance	President
4	Welcome New Members	President
5	Approval of Past Minutes	Secretary
6	Committee Reports	
	VP's Report	Vice President
	Treasurer's Report	Treasurer
	Youth Volunteer Report	Youth Volunteer Chairman
	Event Volunteer Report	Event Volunteer Chairman
	Good Will Committee Report	Good Will Committee Chairman
	Spiritual Committee Report	Spiritual Committee Chairman
	Recruitment Committee Report	Recruitment Committee Chairman
7	Maintenance & Cleanup Update	
8	Old Business (selected reports/updates as added by President)	
9	Pastor's Report	Chaplain
10	New Business (open to all members with a 5 minute maximum per topic)	
11	Closing Prayer	Chaplain
12	Adjournment	President