

**SAINT MARY SCHOOL MEN'S CLUB  
BY-LAWS  
APRIL 27, 2010**

**ARTICLE I – NAME**

The name of this organization is "The Saint Mary School Men's Club," a non-profit, non-political, non-partisan fellowship of all the men of Saint Mary School who are committed to the support and promotion of Saint Mary School in Gilroy, CA, according to the objectives in Article II. It was established by and continues at the discretion of the Pastor and the Principal.

**ARTICLE II – OBJECTIVES**

In partnership with the Pastor, Principal, and Saint Mary School Advisory Council (SAC), the Saint Mary School Men's Club aims:

- A. To bring together in a functioning union, Saint Mary School Men's Club members, principal, pastor, teachers, and others who are interested in undertaking cooperative efforts on behalf of Catholic education;
- B. To foster a spirit of cooperation between the school and other parish organizations and activities for the benefit of the parish community;
- C. To broaden an interest in Catholic education within the community;
- D. To provide a network of volunteer services for the school;
- E. To generate financial support for the school, with realistic goals determined on an annual basis;
- F. To support and promote the Saint Mary School Athletic program by:
  - 1. Generating financial support for necessary equipment, uniforms, tournament participation fees, and facility improvements or repairs required for Saint Mary School athletic programs.
  - 2. Providing technical support and manpower to accomplish the necessary maintenance and repair of the school building and grounds related to the athletic programs and activities of Saint Mary School.
  - 3. Sponsoring, promoting, organizing and executing athletic awards nights for the acknowledgment of participation and recognition of exemplary performance in the various athletic programs.
- G. To come together in a spirit of Christian friendship.

### **ARTICLE III – BASIC POLICIES**

The basic policies, as stated in the by-laws of the Saint Mary School Men's Club, shall be understood and adhered to by all officers and members. They are as follows:

- A. Member representatives of Men's Club may work with other parish, school or community organizations for the betterment of the school, but shall make no commitments that bind Men's Club without previous approval by the Executive Board;
- B. All funds raised by the Men's Club must be used for the support of the educational and/or athletic programs, equipment, and supplies for the students of Saint Mary School, for the operational expenses of the Men's Club, or for the support of the Saint Mary School Endowment Fund.
- C. The solicitation of money from the members for a purpose not pertaining to the approved work of the Saint Mary School Men's Club, as stated in the objectives of these by-laws, is expressly prohibited at any time.
- D. The Men's Club shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. No candidate for election to political office may address the group during any campaign.
- E. No officer or member shall take any action on behalf of or in the name of the Saint Mary School Men's Club which is incompatible with its objectives, policies, or programs.
- F. No member shall be denied the right to address the Executive Board.
- G. No officer or member shall discriminate or be discriminated against because of race, national origin, or political or religious options or affiliations.
- H. No solicitations or contracts shall be made in the name of the Men's Club without approval of the Executive Board.
- I. The Men's Club is not organized for profit. It shall not issue any stock, and no part of its assets, income or earnings shall be used for dividends, or be otherwise withdrawn or distributed to any of its members.

### **ARTICLE IV – MEMBERSHIP**

Section 1. Membership may be active or honorary.

Section 2. Active members are men who are parents, grandparents, guardians or other male adults of registered students at Saint Mary School. Active members are eligible to hold an office in the Men's Club.

Section 3. Honorary members are men who were once members of the Men's Club and/or

have shown exemplary commitment to and support of Saint Mary School. They may act as resources, speakers, volunteers or in an advisory capacity but have no voting rights and may not hold an office.

Section 4. Ex-officio membership, nonvoting. The following shall be members of this organization by virtue of their office: pastor, principal of the school, and teachers.

#### **ARTICLE V – EXECUTIVE BOARD**

Section 1. The governing body of the Men’s Club shall be the Executive Board, consisting of the Men’s Club officers.

Section 2. The Past President, if available, shall serve as an ex-officio member of the Executive Board, as an advisor.

Section 3. The Pastor, by diocesan directive, is chaplain to the Men’s Club and an ex-officio member of the Executive Board.

Section 4. The Principal is an ex-officio member of the Executive Board.

Section 5. In the performance of its duties and responsibilities, the Executive Board shall:

- A. Meet at least 3 times during the year. Special meetings of the board may be called by the president and shall be called upon the written request of three (3) members of the board.
- B. Provide for an annual audit of all Men’s Club finances, if requested by the Pastor and/or the Principal.
- C. Hear and act on member appeals submitted to the board.
- D. Provide constant communication to the membership regarding all Men’s Club activities.
- E. Communicate with the school to ensure realistic financial commitments are established.
- F. Ensure that adequate funds are available for the annual operation of the club and that start-up funds remain available for upcoming fundraising projects and other such necessities described within the club objectives.
- G. Recruit and retain the highest possible percentage of members as active participants.

Section 6. A simple majority of the Executive Board shall constitute a quorum for the transaction of business at any Executive Board meeting.

Section 7. Any recommendations, positions or stands taken in the name of the Men's Club and funds to be expended over \$1000 must be read and voted upon by the membership before becoming effective, unless otherwise specified in the by-laws.

## **ARTICLE VI – OFFICERS – SELECTION AND DUTIES**

Section 1. The Officers of the Men's Club are:

- President
- Vice President
- Secretary
- Treasurer
- Athletic Liaison
- School Advisory Council (SAC) Liaison
- Membership Director
- Sergeant at Arms

Section 2. Nominees for officers shall have the following qualifications: a willingness and ability to commit time, effort and skills in fulfilling all duties of the nominated office; possess quality leadership and human-relation skills; practice teamwork and flexibility; show pride in representing Saint Mary School; and exercise discretion with information learned as a member of the Executive Board.

Section 3. Additional officers may be added to the Men's Club if the Men's Club deems there is a need. The Executive Board will determine the need and present it to the general membership for approval followed by notification of the change by the President or designee to the school administration.

Section 4. All officers of the Men's Club must be active members in good standing with the school, financially and otherwise.

Section 5. **Nomination**

- A. Before the April general membership meeting, the Membership Coordinator shall give notice of nomination and election procedures, deadline dates, and open positions for the upcoming year in the Men's Club's regular publications, and by any other means of communication throughout the school.
- B. Nominations are accepted from interested members and from those nominating candidates from the floor. All nominations are subject to qualification as outlined in this article.
- C. The consent of each candidate must be obtained before her name is placed in the nomination.
- D. Nominations shall be completed during the April general membership meeting.

## Section 6. **Election**

- A. Officers shall be elected (from among the nominees) by secret ballot annually by active Men's Club members at the May general membership meeting. The candidate receiving the highest number of votes for each office shall be declared elected to such office. If there is only one (1) candidate for office, election may be by voice vote.
- B. All officers shall be elected for one term, or until their successors are elected, and shall assume office on July 1.
- C. The term length for officers of the Men's Club shall be one (1) year, except for the Treasurer, whose term length shall be two (2) years, and the SAC Liaison, whose term length shall be three (3) years.
- D. No officer shall hold the same office for more than three (3) terms, except for the Treasurer and the SAC Liaison, who shall hold office for only one (1) term.
- E. No member shall hold more than one (1) office at the same time.

Section 7. **Vacancies in office.** Any vacancy in the elected offices shall be filled by majority vote of the Executive Board not less than 15 days, and more than 30 days after the occurrence of the vacancy. This officer shall then be appointed to the vacant position for the remainder of that term only.

## Section 8. **Duties**

- A. **The President** shall preside at and run all Executive Board and general membership meetings. He shall call special meetings when necessary, or upon the written request of seven (7) active members. He shall appoint the chairperson of all standing and special committees and be an ex-officio member of all committees. He shall ensure that the membership is informed of all club business and activity, past and present, and act as liaison with other school and/or parish organizations.
- B. **The Vice president** shall assist the President when possible and preside in his absence. He shall also be responsible for meeting locations and notification.
- C. **The Secretary** shall keep an accurate record of the proceedings of all regular, special, and Executive Board meetings, report previous meeting minutes to the membership each month, and maintain an up-to-date copy of the Men's Club by-laws.
- D. **The Treasurer** shall be responsible for handling all funds accumulated by the Men's Club; place such funds in the Men's Club bank account; keep an itemized account of all receipts and disbursements; expend funds only

when authorized by the Executive Board; sign all checks, and prepare a monthly financial report for the membership.

- E. **The School Advisory Council (SAC) Liaison** shall represent the Men's Club at all SAC meetings and bring any requested comments, suggestions or concerns to the SAC on behalf of the Men's Club. He shall report to the SAC regarding all Men's Club activity. He shall also update the Men's Club of any SAC concerns or decisions.
- F. **The Athletic Liaison** shall plan and coordinate participation in the preparation of facilities for athletic events at the school. He shall work with the Saint Mary School Athletic Director to determine the short term and long term financial needs of the school athletic department, in order to plan for financial assistance from the Men's Club. He shall support the Athletic Director in the organization and execution of athletic awards nights, and shall report to the membership the state of affairs of school athletics.
- G. **The Membership Director** shall be responsible for any additional communication to the membership, with Executive Board approval, regarding Men's Club and/or school activities. He shall work with the school to maintain an accurate contact list for all active members.
- H. **The Sergeant At Arms** shall assist the President in maintaining proper order and applying the rules of parliamentary authority during all meetings.

#### **ARTICLE VII – MEETINGS**

- Section 1. General membership meetings shall be held on the fourth Tuesday of each month during the school year, excluding August, December and June. Changes to this schedule can be made with a simple majority vote by the Executive Board.
- Section 2. Special meetings may be called by the president or on the request, in writing, to the Secretary of seven (7) active members. The purpose of the meeting shall be stated in the written request. Except in cases of emergency, at least three (3) days notice shall be given to the membership.
- Section 3. A quorum for the transaction of business at membership meetings shall be at least fifteen (15) members.
- Section 4. Business shall be conducted by motion, second, discussion, and vote.
- Section 5. Voting on financial and other items must be approved by the majority of members present.
- Section 6. There shall be no voting by proxy.
- Section 7. All meetings shall be open to all members and their guests.

- Section 8. The order of business at meetings should include:
- Call to order
  - Opening prayer
  - Introduction of guests and new members
  - Reading of prior meeting minutes and approval of the minutes
  - Treasurer's report
  - Reports of officers, standing committees and special committees
  - Old business
  - New business
  - Comments from the floor
  - Adjournment

### **ARTICLE VIII – COMMITTEES**

- Section 1. The Executive Board shall designate committee chairmen, contingent on their agreement, for specific activities. The chairmen shall be appointed by the President and approved by a two-thirds majority of the Executive Board.
- Section 2. Committee chairmen shall present plans of work for Men's Club events/activities to the Executive Board for approval and shall present summary reports at the next general membership meeting after an event/activity concludes.
- Section 3. No committee may conduct business on behalf of the Men's Club, or commit the Men's Club to a course of action without Executive Board approval.
- Section 4. Each chairman, upon expiration of term, resignation of position or conclusion of an event, shall transfer to the President, or designee, within thirty (30) days, all records, books, funds and other materials pertaining to the position.
- Section 5. The President shall serve as an ex-officio member of each committee.

### **ARTICLE IX – FINANCIAL SUPPORT AND OPERATION**

- Section 1. The Men's Club shall have a bank account separate from that of the school.
- A. All funds raised by Men's Club activities shall be turned over to the Treasurer and deposited in the account.
  - B. All expenses incurred by the Men's Club shall be paid from the account.
  - C. The signatures of the Pastor, Principal, President, and Treasurer should be on the Organization account. The primary signature must be the Pastor or Principal.
  - D. Two signatures, one of which is that of the School or the Pastor, and one of which is that of the President or Treasurer, are required for all expenditures.

- Section 2. No dues shall be collected from the membership.
- Section 3. The annual financial commitment of the Men's Club for the upcoming fiscal year shall be established in two parts:
- A. An athletic budget, prepared by the Athletic Director, must be approved by the school and a majority of the members at a general membership meeting prior to the end of the current fiscal year.
  - B. A budget line commitment, prepared by the school Finance Committee, must be approved by the school and a majority of the members at a general membership meeting prior to the end of the current fiscal year.
- Section 4. Subsequent to the Men's Club fulfilling all of its financial commitments for the current fiscal year and with adequate funds set aside for start-up projects the following year, any extra funds, properties, or assets shall be disbursed as determined jointly by the Men's Club, the SAC, and the school Finance Committee.
- Section 5. The fiscal year for Men's Club shall be from July 1 to June 30.

#### **ARTICLE X – CHAPLAIN**

- Section 1. In accordance with the Statutes of the Diocese of San Jose, the pastor is ex-officio chaplain of the Men's Club. The Men's Club shall recognize and strive to utilize this role to further the spiritual objectives of the organization and to facilitate cooperation and communication among all parish organizations.
- Section 2. The pastor may delegate his powers to an associate pastor in his absence.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

- Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Men's Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Men's Club may adopt.
- Section 2. Such rules shall be followed and carried out at all meetings under the direction of the President or the Vice President in the President's absence.

#### **ARTICLE XII – AMENDMENT OF BY-LAWS**

- Section 1. Proposed amendment(s) to the Saint Mary School Men's Club by-laws must be presented by the President at a general membership meeting, approved by a simple majority, and presented to the Principal for review and approval.

- Section 2. The Principal reviews the proposed amendment(s) and either approves it or returns it to the President outlining the reason(s) for rejection. If the proposed amendment(s) is rejected, the President will present it to the membership at the next general meeting for discussion and a possible revision. The process for review and approval shall be repeated as outlined in this Article.
- Section 3. After the Principal has approved the proposed amendment(s), the SAC Liaison shall present it to SAC at the next SAC general meeting for review and approval. If the amendment is not approved, the process as outlined in this Article shall be repeated.
- Section 4. After SAC has approved the proposed amendment(s), the President will present it to the Men's Club membership at the next general membership meeting where it shall be ratified by a two-thirds vote and become effective on that date.
- Section 5. The President is responsible for revising the Men's Club by-laws and submitting them to the school administration to be kept on file.