

Queen of Peace Men's Club By-Laws

Article I.

Name:

The organization shall be known as
the Queen of Peace Men's Club

Article II.

Purpose:

The purposes of this organization shall be:

1. To provide an outlet for the men of the Parish to engage in spiritual and social activities that in turn be of benefit to the Parish as a whole.
2. To initiate support and participation in Parish fund-raising and social activities.
3. Engage in and support any other activities deemed necessary by the Parish.

Article III.

Membership:

Membership in this organization shall be open to any man of the Parish, father of Religious Education children, single or married, Catholic or Non-Catholic, 18 years of age or older.

Article IV.

Amendments or Changes:

No amendments or changes shall be made to the by-laws except at the regularly announced meetings. The amendment shall be submitted to the membership for their consideration. The amendment shall then be tabled until the next regularly announced meeting. It will then be voted upon at the following meeting, requiring a two-thirds vote of all members present.

Article V.

Meetings:

1. Meetings of this organization shall be held monthly and/or as designated by the President of the Club
2. Special membership, Executive Board, and Special Committee meetings can be called by the President.
3. The necessary quorum for a business meeting must consist of not less than twelve (12) members. Motions and those items that require approval of the membership will require a simple majority of those voting members present, except as otherwise provided in Article VI

Article VI.

Finances:

1. The club shall maintain such accounts at insured financial institutions as the Executive Board deems necessary.
2. Approval of a project by the approved majority vote of the club shall constitute authorization for payment of all legitimate bills associated with the project.
3. Payments in excess of two hundred dollars (\$200) shall be presented to the membership for approval before payment. The Executive Board shall have the power to approve expenditures up to, but not to exceed two hundred dollars (\$200).
4. All checks will require the signature of the President or Treasurer of the Club.
5. The Organization Officers shall make no commitment for any financial obligation for a period later than four (4) months from the expiration of their term of office, unless such obligation is approved by a vote of two-thirds of the membership present at the meeting at which such obligation is presented.
6. The Treasury balance shall total at least five hundred (\$500) at all times.

Article VII

Officers, Executive Board, Election of Officers:

1. The Reverend Pastor shall be the Spiritual Advisor of this organization.
2. The Executive Board shall consist of the Pastor, President, Vice President, Secretary, Treasurer, the immediate Past-President, and, in the discretion of the President, one Member-At-Large. The Past- President shall be an ex-officio member.

3. The term of office will be one (1) year. The President can hold no elective office for one year after expiration of his term.
4. The President, with the advice of the Executive Board will establish such committees necessary for the operation of the organization.
5. The board will establish a nominating committee. This committee will be composed of the President, Vice President, and two former Presidents. One of the past Presidents will chair the committee. They may submit no more than two names to the membership for each office, with nominations from the floor being in order. The nominating committee will present their slate at the August meeting.
6. The current Vice President (President Elect) shall succeed to the office of President. A new Vice President, Secretary, and Treasurer shall be elected at the September meeting. If the current Vice President chooses not to serve as President an election for President will be held at the September meeting.
7. New officers shall preside after their election which will be held during the September meeting.
8. Upon those occasions where both the President and the Vice President shall be unable to complete their terms of office, a new election to fill their positions shall be held. The most current Past President shall preside until the next meeting; at this meeting a new election will be held.

Article VIII

Duties of the Officers

The President

1. Preside at all meetings of the club and of the Executive Board
2. Plan meetings and activities of the club in conjunction with the Executive Board.
3. Call special meetings when necessary for the welfare of the club.
4. Appoint committees as needed.
5. Perform such other duties that are usually attached to the office of the President.

The Vice President/President Elect

1. Perform the duties of the President in his absence.
2. Serve on the Executive Board
3. The Vice President shall be designated the President Elect for the next year.

Secretary

1. Keep a record of the proceedings of the club and read those minutes at the monthly meeting.
2. Prepare correspondence of the club.
3. Sign all resolutions; maintain the bylaws and all changes to them, and all papers of importance to the organization.
4. Serve as a member of the Executive Board.

Treasurer

1. Collect and deposit all monies of the club.
2. Pay all bills after they have been approved
3. Reconcile all banks accounts monthly.
4. Prepare a monthly report showing all receipts and disbursements. This report to be available to the membership at the monthly meeting.
5. Maintain authorized signer cards for all bank accounts.
6. Serve as a member of the Executive Board.

Executive Board

1. Approve all projects and present those to the membership.
2. Present to the membership any other matters of interest to the club.
3. The President, with the advice of the Executive Board will establish such committees necessary for the operation of the organization.

Article IX

Parliamentary Authority:

1. "Robert's Rules of Order" (current edition) shall be the parliamentary authority in procedures not covered by the by-laws.
2. The President shall appoint a Parliamentarian.

Article X

Standing Rules

1. The following order of business shall govern the meetings of the organization.

- a. **Prayer Service/Opening Prayer**
- b. **Call to order.**
- c. **Minutes of the previous meeting**
- d. **Correspondence**
- e. **Treasurer's report**
- f. **Committee reports**
- g. **Old Business**
- h. **New Business**
- i. **Closing Prayer**
- j. **Adjournment**
- k. **WE EAT!**

Adapted
Revised 02/14/05
02/02/02