

# **CARDINAL MEN'S CLUB CONSTITUTION AND BYLAWS**

## **PREAMBLE:**

The Cardinal Men's Club provides support and assistance in ways that benefit St. Richard Catholic School as it works toward its goal of providing quality Catholic education to all its students. Support is given through service, special projects and fundraising. The club also has as its goal, the building of a sense of community and mutual respect through social activities.

## **ARTICLE I – NAME:**

St. Richard Catholic School Cardinal Men's Club

## **ARTICLE II – PURPOSE:**

1. The purpose of this organization will be to support the programs and projects of St. Richard Catholic School.
2. Upon approval of the Executive Board or by a majority vote of the membership, other activities relating to functions of St. Richard Catholic School may be undertaken.
3. Because of the important contribution of athletics to the St. Richard program, activities supporting St. Richard Parish athletic programs may be undertaken.

## **ARTICLE III – GENERAL MEMBERSHIP:**

Membership shall consist of any person of good character and reputation at or over the age of twenty-one (21) years associated with St. Richard Catholic School interested in promoting the objectives outlined above. Membership dues will be assessed annually in the amount of \$25.00, or any other amount set from time to time by majority vote of the Executive Board. Dues will be payable and collected by the Treasurer on January 1, or at the first meeting of each year, whichever occurs last.

## **ARTICLE IV – ADMINISTRATION:**

Officers shall be elected biannually in even numbered years at the regular December meeting for a term of two (2) years, to take office at the January meeting the following year, except that in the initial year of the Club's formation *ad hoc* officers will be confirmed or new officers elected at the January 2009 meeting and shall serve a term until January 2011. The officers of this organization shall be President, Vice President - Social Chairman, Secretary and Treasurer. All elected officers shall take office in the succeeding month after the election. It is preferable that any person elected as officer of this club be familiar with the general functions of

the club. To accomplish this objective, it is desirable for officers to serve more than one (1) year. It is desirable, but not mandatory, that the VP - Social Chairman or Secretary become President the next term. No one shall hold the same office for more than two (2) consecutive years or one (1) consecutive term.

### **Section 1 – The Executive Board:**

The Executive Board shall consist of the officers listed in Article IV, the school Principal, the Pastor of St. Richard Catholic Church or his representative, the immediate Past-President and any Directors appointed by the President and currently serving in such capacity at the time of the action or meeting. The Directors appointed shall be approved by majority of the officers, and they shall chair a committee to achieve their particular goals. Specific examples of Committees include, but are not limited to, Director-Membership; Director-Publicity; Director-Recruiting; and Director-“Special Projects,” as needed. The Executive Board shall meet from time to time as called by the President or any other Executive Board member, with advance notice to all Executive Board members, and the Executive Board is specifically authorized to carry out all functions, and disburse any funds with the approval of the Principal, or decide on any projects for the general membership, as may be necessary, by majority vote of the then present Executive Board members at the duly noticed meeting. Any tie vote will be decided by the Principal.

### **Section 2 – Committee Meetings:**

Committees will meet once a month or from time to time as needed and before the general meetings to plan the advance work. The Chairman of each Committee will be responsible to conduct the meeting.

### **Section 3 – Nominating Committee:**

The Nominating Committee shall be comprised of the Executive Board Members, plus three (3) Active Members appointed by the President, in even numbered years beginning at the September 2010 meeting for the purpose of selecting candidates for any open office. The Nominating Committee shall report their list of Nominees to the General Membership at the following October or November meeting. Prior to then, the Executive Board shall approve the slate of Nominees by a majority vote or in their stead, propose agreed-to alternate Nominees. Elections will be held at the following November meeting.

### **Section 4 – Vacancies:**

In case of vacancy in the office of the President, the VP – Social Chairman will complete the President’s unexpired term. The Vice President, with the advice and consent of two-thirds of the Executive Board, will then appoint a new VP – Social Chairman from the General Membership or Executive Board to complete his term. If a vacancy occurs in any other Officer position, the Executive Board will appoint a replacement from among the General Membership for the unexpired term. If for any reason the VP – Social Chairman does not assume the President’s unexpired term, there shall be conducted at the next general meeting a special election for the vacant position(s). Nominations for the vacant position(s) shall then proceed as outlined in Section 3 with the Nominating Committee being appointed by the Principal.

## ARTICLE V – OFFICERS’ DUTIES:

1. The President shall be the Chief Executive Officer, preside at all meetings and be an *ex officio* member of all committees.

2. The Vice President - Social Chairman shall be responsible for obtaining and coordinating all manpower needs for all activities. The VP - Social Chairman will also work with other members of the club on the planning and executing of the social events of the club. It will be the duty of the VP - Social Chairman to cooperate at all times with the President and assume his duties in his absence.

3. It will be the duty of the Secretary to take attendance at meetings, read the minutes of each previous meeting, keep an accurate record of the minutes of each meeting, issue all notices of the meetings and activities, and conduct all necessary correspondence common to the office.

4. It shall be the duty of the Treasurer to receive, record and be responsible for the collection of all money to be paid into the treasury and make disbursement of funds as directed by the President and approved by the Principal. The funds should be deposited in an area banking institution and credited to the Cardinal Men's Club. The Treasurer shall make available a full report of the financial condition of the organization at each monthly meeting. In the absence of the Treasurer, the President shall have authority to sign checks, receive monies, and make bank deposits.

5. It will be the duty of the Cardinal Men's Club membership to disburse the income from their activities with the approval of the Principal in ways which will benefit St. Richard Catholic School.

## ARTICLE VI – DIRECTORS’ DUTIES:

The President may from time to time, and for certain duration, at his sole discretion but with the advice and consent of a majority of the then present Executive Board members, appoint and constitute Directors, including but not limited to the following:

1. The Membership Director will head all drives to obtain new members from people associated with St. Richard Catholic School. He shall work with a committee to obtain new members.

2. The Publicity Director will concentrate his efforts with the area media regarding meetings and social events of the club.

3. The Recruiting Director will work with a committee to assist the Development Director of the school with potential students and their parents who are interested in attending St. Richard Catholic School.

4. *Ad hoc* "Special Project" Director(s) will coordinate with the officers the manpower and materials for Cardinal Men's Club projects.

**ARTICLE VII – MEETINGS:**

1. Regular meetings of this organization shall be held from time to time, not less than six (6) times per year, as called by the President, noticed by the Secretary and arranged by the Social Chairman with due notice to all active members.

2. Special meetings of the organization may be held upon call of the President and notification to each of the members in good standing.

3. At any meeting or activity, a quorum shall consist of a majority of the then present general membership.

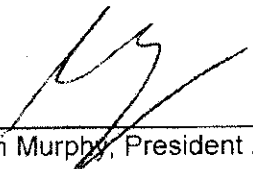
4. Roberts Rules of Order shall decide all questions not provided for in these Bylaws and govern the conduct of all meetings, including those of the Executive Board.

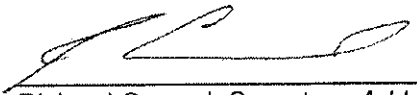
**ARTICLE VIII – AMENDMENTS:**

1. This Constitution and these Bylaws may be amended by a proposal submitted in writing and presented for consideration at any regular meeting. Said proposal shall be voted on at the succeeding meeting and approved by two-thirds vote of the members in good standing at the meeting.

2. Upon ratification of this Constitution and Bylaws, all constitutions and bylaws enacted prior to passage become null and void.

**APPROVED AND RATIFIED BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE GENERAL MEMBERSHIP THEN PRESENT ON THIS THE 21st DAY OF JANUARY, 2009 IN JACKSON, MISSISSIPPI.**

  
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Sam Murphy, President *Ad hoc*

  
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Richard Conrad, Secretary *Ad hoc*