

**St. Ambrose Parish Men's Club
3107 63rd Avenue
Cheverly MD 20785**

**Constitution and By-laws
(Amended)**

Notes:

These Constitution and By-laws were reissued this 28th day of March 1995 and reflect two voted Constitution amendments:

- February 10, 1986 – Change the term of the elected officers from one to two years (Article IV, Section 2 and elsewhere, as necessary)
- May 13, 1986 – Change the monthly meeting from the second Tuesday to the second Monday of each month (Article IV)

These Constitution and By-Laws were reviewed and amended by the membership of the Men's Club at its regular monthly meeting in March 2013. This document was recreated electronically and several format and archaic language changes were made.

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St. Ambrose Parish Men's Club

Constitution

Article I – Name

The name of this organization shall be the Saint Ambrose Parish Men's Club.

Article II – Goals

The goals of this club shall be:

1. Spiritual Participation – to show visible evidence of the member's commitment to the Catholic community as parishioners of St. Ambrose Church.
2. Volunteer Support – to make available to other organizations operating within the Parish volunteer help for the purpose of increasing the success level of their activities.
3. Parish Maintenance – to provide assistance for the purpose of maintaining the Parish plant.
4. Fund Raising – to raise funds through selected social functions for support of the Parish.
5. Promote Youth Programs – to assist in promoting programs for the youth of our Parish.
6. Community Outreach – to work with the Town of Cheverly and other related organizations to support community activities.

Article III – Membership

Any male, 18 years of age or older, shall be eligible for membership as provided herein.

Article IV – Officers

Section 1. Officers – the officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, and a Public Relations Officer.

Section 2. Term of Office – The term of each officer shall be two years. The President, however, shall not serve more than two (2) consecutive terms.

Section 3. Ex-Officio Officers – The pastor and associate pastors are ex-officio officers of the Club.

Section 4. Executive Committee – There shall be an Executive Committee composed of the elected and ex-officio officers of the Men's Club and the Chairmen of the Standing Committees. The outgoing President shall automatically become a member of the Executive Committee for

two years. The Executive Committee shall act for the Men's Club between the regular meetings of the Club.

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Article V - Elections

Section 1. Elections – All officers mentioned in Section 1 of Article IV shall be elected biannually.

Section 2. Nominating Committee – Candidates for elective offices shall be selected by a Nominating Committee of at least three (3) members appointed by the President. The members of the Nominating Committee shall be announced at the regular November meeting. Notice of the nominees selected by the Nominating Committee shall be included in the notice of the January meeting. Additional nominations of candidates for elective offices made by any member at the January meeting.

Section 3. Members in Good Standing – Any member in good standing shall be eligible to hold office.

Section 4. Elections – Their election shall be by a majority of the members present, by secret ballot and voting at the regular February meeting of the Men's Club every two years. Officers so elected shall take office in March. If a vacancy occurs in any elective office, the Executive Committee shall promptly appoint a member of the Club to fill the unexpired term of the office.

Article VI – Meetings

The regular monthly meeting shall be held on the second Monday of each month. Special meetings of the full membership may be called at the discretion of the Executive Committee. Notice of such meetings shall be given to the membership. There shall be a regular meeting of the Executive Committee each month.

Article VII – Alteration of Constitution

This Constitution may be altered or amended at any regular meeting by at least three-fourths (3/4) vote provided a quorum is present and seven (7) days written notice is given of the proposed amendment. Provided further, that no amendment shall be acted upon which has not been presented at a previous regular or special meeting and reported by the Executive Committee at the next regular meeting.

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Article VIII – Rules of Order

In all proceedings, if no rule has been adopted, Roberts Rules of Order, Newly Revised shall be authoritative.

Article IX – Adoption

This Constitution and the By-Laws pursuant thereto shall become effective immediately upon adoption as evidenced by the vote of three-fourths (3/4) of the members present at a meeting where a quorum is present.

St. Ambrose Parish Men's Club

By-Laws

Article I – Governing Authority

The Club is governed and operated as an unincorporated association under the laws of the State of Maryland. Hence, those laws and the Club's Constitution shall be the controlling, governing authority of the Club. The By-Laws of the Club, as from time to time amended, shall be the governing authority of the Club within the allowed limitations of the laws of Maryland and the Constitution of the Club.

Article II – Duty of Officers

Section 1. Duties of the ex-officio officers – The pastor or one of the assistant pastors shall present its thinking and viewpoint with respect to all activities, affairs, and programs of the Club.

Section 2. Duties of the President – It shall be the duty of the President to carry out the goals of the Club during his term of office. He shall preside at all meetings, enforce the Constitution and the By-Laws, and appoint such committees as deemed necessary for the welfare of the Club. He may vote only in case of a tie. It shall be the duty of the President to arrange for the monthly meetings of the Club. In his absence, the Vice President shall preside and exercise the usual functions of the President. In the absence of both, the Secretary or Treasurer shall preside.

Section 3. Duties of the Vice President – The Vice President of the Club shall serve as the Vice Chairman of the Executive Committee. The Vice President shall also serve as Chairman of the Membership Committee. In the temporary absence of the President, he shall discharge the duties of the President.

Section 4. Duties of the Secretary – The Secretary shall keep the minutes and records of the Club and give written notice of the meetings. He shall keep a roll of the membership. He shall conduct and have charge of all communications sent or received by the Club, and shall perform such duties as are directed by the Club.

Section 5. Duties of the Treasurer – The Treasurer shall receive and collect all dues and deposit same in the account of the Club; keep an accurate account of all monies received and expended and make financial reports. He shall be prepared to give a current cash balance report at every regular meeting. The Treasurer shall also make disbursements by checks countersigned by another officer. He shall make available his accounts for auditing in February or as requested by the Executive Committee.

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Article III – Dues

Section 1. Annual Dues – The annual dues of members of the Club shall be set by the Executive Committee.

Section 2. Dues Payable – Dues shall be payable before or at the regular meeting in February of each year for the ensuing year.

Article IV – Committees

Section 1. Standing Committees – The Standing Committees are as follows:

- (A) Membership and Volunteer Support
- (B) Programming and Planning
- (C) Parish Maintenance
- (D) Spiritual

Section 2. Special Committees – Special Committees may be appointed by the President at any meeting.

Article V – Removal from Office

The procedures for removal of an officer from office are as follows:

- (1) A petition for removal signed by at least twenty-five (25) members in good standing must be presented to the Executive Committee.
- (2) The Executive Committee must meet within ten (10) days after receipt of the petition for its consideration and reporting to the membership.
- (3) The petition must be presented to the membership at the next regular schedule meeting which comports with the Executive Committee review and notification to the membership.
- (4) Written notice to each member by mail must be given ten (10) days before the meeting at which the petition is to be acted upon.
- (5) If the motion for removal is supported by a three-fourths (3/4) vote of the members present and voting, providing a quorum is present, the officer shall be removed.

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Article VI – Quorum

At a regular or special meeting a quorum shall consist of twenty-five (25) members or 25% of the active membership, whichever is less.

Article VII – Rules of Conduct

The Men's Club provides legitimate recreation in moderation for all its members. A member shall be expected to conduct himself in a manner which will not discredit the Club.

Article VIII – Amendments

The By-Laws may be amended in the same manner as provided in Article VII of the Club's Constitution.