

ST. MICHAEL'S MEN'S CLUB
By-Laws
April 2018

1. Meetings:

A) *Suggested Format:*

Call to Order (Prayer)

Officers Reports:

<i>Secretary:</i>	<i>- Reading of Minutes</i>
<i>Treasurer:</i>	<i>- Current balance</i>
<i>President:</i>	<i>-</i>
<i>Vice-President:</i>	<i>-</i>
<i>Sergeant-at-Arms:</i>	<i>-</i>

B) *Rules and Procedures: Meetings shall be governed by procedures as defined in Robert's Rules of Order, with the exception that final interpretation rests with the Sergeant-at-Arms.*

C) *Frequency of Meetings: Determined by the General Membership.*

D) *Length of Meetings: To be conducted in a timely manner under the direction of the presiding officer.*

E) *Quorums:*

I. *General Membership Meetings: In order to conduct a meeting, 20% of the members in good standing shall be present, including two officers.*

II. *Executive Committee Meetings: In order to conduct a meeting, a minimum of five members of the Executive Committee shall be present, including two officers. Frequency of meetings will be at the discretion of the presiding officer but must occur at least once per year to facilitate the required transition of officers*

III. *Committee Meetings: In order to conduct a meeting, at least two members of that committee shall be present, with the knowledge and consent of the chairman.*

F) *Motions: For a motion to pass, a simple majority vote will suffice.*

G) *New Business: Will normally be submitted to the presiding officer prior to the start of the meeting, so as to determine if it will be added to the meeting agenda.*

2. ***Nominations and Elections:***

A) *Annual Elections: Conducted by the Board of Trustees.*

B) *Nomination of Officers: First General Membership meeting in March.*

C) *Election of Officers: First General Membership meeting in April.*

D) *Installation of Officers: First General Membership meeting in May.*

3. ***Amendments:***

The board of Trustees will take proposed amendments to the Club Constitution/By-Laws into consideration, research same, and present their recommendations to the General Membership for ratification by simple majority.

4. ***Finances, Treasury, Accounts and Activities:***

A) *Revenues:* *Dues, miscellaneous receipts and any income obtained through any club-sponsored activity shall be submitted to the Club Treasurer for dispensation in a timely manner.*

B) *Treasury:* *All monies collected by the Club, it's officers or committees, shall be deposited in the Club account(s). The General Membership must approve disbursements of more than \$250 by any one of the officers, members of the Executive Committee, or Committee Chairman unless associated with the reimbursement of a club member for expenses incurred with a previously budgeted item, approved function, approved purchase or reoccurring club activity.*

C) *Checking Account:* *All check requests \$250.00 and above require two officers signatures.*

D) *Account(s):* *The Treasury shall be deposited in the Club account(s) as directed by the Executive Committee.*

- E) Accountability: *A written report will be submitted to the Club Treasurer for any expenditures/receipts derived from any Club undertaking in a timely manner.*
- F) Dues: *Annual dues for the Charter and General members are \$20 and due March first. New members will pay \$2.00 for each full month up to March 1, not to exceed \$20. Lifetime and Honorary members are exempt from paying dues.*
- G) Audit: *An audit of the Club Treasurer's records will be conducted by the newly appointed Board of Trustees **prior to the end of the first fiscal quarter** and may request an audit of any organizations sponsored by the Club prior to the first business meeting in May, and at any other time the Executive Committee deems prudent/necessary.*
- H) Budget and Calendar: ***The Treasurer and Executive Committee will prepare and present an annual budget to the general membership for the coming fiscal year, prior to the end of the existing fiscal period and transition to the newly elected officers. Nothing shall prevent a new budget proposal from being submitted by the treasurer and Executive Committee to general membership throughout the fiscal period.***
- I) Sport Fees: *St. Michael Men's club will sponsor (50% of the fees with a maximum of \$200) any sporting team, where all participants are club members in good standing (minimum of 8 participants). The Executive Committee has to approve the sport fees. The Executive Committee has to approve the sports fee prior to issuing a check. **The total dollar amount supported may be adjusted under the budgeting process if necessary.***
- J) Requests for Expenditures Greater than \$250: *All Motions made that require more than \$250 of club funds, which were not approved in the annual budget, shall be tabled and voted upon at the next general membership meeting. This will provide time for the membership to properly evaluate the merits of the motion.*
- K) *The SMMC treasury shall follow 'Generally Acceptable Accounting Practices' (GAAP) as commonly defined by industry standards.*
- L) *The SMMC officers, and all club members, shall take precautionary measures to protect member information from inappropriate access.*