



Nativity Men's Club
1900 Wellesley Avenue
Saint Paul, MN 55105

Phone: 651 696-5401

www.nativitymen.org
info@nativitymen.org

BY-LAWS

ARTICLE I NAME

1. The name of this organization shall be Nativity Men's Club.

ARTICLE II OBJECTIVES

1. To advance the fellowship and camaraderie of the men of the Church of the Nativity of Our Lord.
2. To promote and support programs for the youth at the Church of the Nativity of Our Lord, Nativity School and Nativity Early Learning Center.
3. To support the Church of the Nativity of Our Lord, Nativity School, Nativity Early Learning Center and the greater community through fundraisers, volunteers, and grants.
4. Our official motto and watchword shall be "*Pro liberis.*"

ARTICLE III MEMBERS

1. All men who are registered parishioners of the Church of the Nativity of Our Lord are members of the Nativity Men's Club.
2. Annual membership contributions will be solicited in such amount as determined by the Board.

ARTICLE IV MEN'S CLUB BOARD

1. There shall be a Men's Club Board, which shall consist of the officers, a Chaplain appointed by the Pastor, and no fewer than six men selected from the full Men's Club membership. Members are nominated by a Nominating Committee and elected by the Men's Club Board.
2. The Nominating Committee, appointed by the President, shall meet at the direction of the President toward the end of the year and shall be charged with nominating new Board members. Board members shall be elected by the full Board at the May meeting. New Board members will

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assume office as soon as they are elected and shall hold office until resignation, removal or death.

3. By agreement of the Executive Committee and a Board Member, a Board member who has served as a Board member for a minimum of 10 years can be designated "Board member *emeritus*."

ARTICLE V MEETINGS

1. The Men's Club Board shall meet jointly on the second Thursday of every month, September through June.

2. A special meeting may be called by the President or Vice-President if necessary.

3. The presence of a majority of the Board members shall constitute a quorum at any meeting, but the Board members present at any meeting, although less than a quorum, may call the meeting to order, pending the arrival of late Board Members. If a Board member *emeritus* or the Chaplain is present at a meeting, he shall be counted for purposes of determining a quorum of the entire Board. However, if a Board member *emeritus* or Chaplain is not present at a meeting, his absence (and his spot as a Board member) shall not be counted for purposes of determining a quorum.

4. Attendance by all Board members at scheduled meetings is presumed. Notification of absence for good cause shall be made to the President or Secretary prior to a scheduled meeting. All project information shall be given to the Project Co-Chairman or President in lieu of attendance.

5. All votes must be cast in person. There shall be no voting by proxy or electronic means.

ARTICLE VI OFFICERS AND THEIR ELECTION

1. The officers of this organization shall be a President, Vice-President, Secretary, Treasurer, Co-Treasurer, Sergeant at Arms and Immediate Past President.

2. The Executive Committee, as defined in Article VIII, shall meet at the direction of the President toward the end of the year and shall be charged with selecting the Vice President and nominating a Secretary, Treasurer, Sergeant at Arms, and, in alternate years, a Co-Treasurer. The Secretary, Sergeant at Arms, and Co-Treasurer shall be elected by the full Board at the May



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meeting. Following the initial election of a Co-Treasurer, a member shall thereafter be elected to that office only in alternate years.

3. New Officers will assume office as of July 1 and shall hold office until June 30 of the next calendar year.

4. Tenure of office shall be one year, except for the Treasurer, who shall serve two years. The Vice-President shall serve as Vice-President for one year and automatically become President the next year, for one year, and then Immediate Past President the next year, for one year. After serving as Vice-President, President and Immediate Past President, the member may not be re-elected to these positions. The Co-Treasurer shall serve in that position for one year and automatically become Treasurer the next year, for two years. The Secretary, Treasurer and Sergeant at Arms may be re-elected.

ARTICLE VII **DUTIES OF OFFICERS**

1. The President shall preside at all meetings of the organization, Executive Committee, or Board; shall be an *ex-officio* member of all committees; shall appoint special committees if needed; shall designate the Board member(s) responsible for checking the mail; and shall perform all other duties usually pertaining to the office.

2. The Vice-President shall act as an aide to the President; shall perform the duties of the President in the absence of that officer; shall have as a primary duty providing refreshments at all Board meetings and shall serve as Master of Revels. He may also serve as a committee chairman. In case of resignation, removal or death of the President, the Vice President automatically becomes the President for the remainder of the vacating President's term and then shall serve his own term.

3. The Secretary shall keep a permanent record of all meetings of the organization, the Executive Committee, and the Board; shall keep an up-to-date list of members, together with their addresses, telephone numbers and emails; shall be webmaster of the organization's website; shall be the keeper of the master email list and shall perform other duties as may be delegated to him. The Secretary shall keep a writing instrument on his person at all times.

4. The Treasurer shall receive all monies of the organization; shall keep an accurate record of all receipts and disbursements; shall expend no money without the consent of the President, provided, however, that any expenditure in excess of \$300.00 shall require prior approval of the Men's Club Board. The Treasurer shall ensure that all monies are deposited in a bank agreed upon by the Parish and the Executive Committee. The Treasurer shall make a written monthly Treasurer's Report to the full Board at each monthly Board meeting and shall make a written annual report to the full Board at the June Board meeting. The Treasurer shall support the Parish



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in the annual audit process. The Treasurer shall perform other duties as may be delegated to him.

5. The Co-Treasurer shall serve as an aide to the Treasurer. During his term, the Co-Treasurer shall make a careful study of the Board's bookkeeping and financial processes, in preparation of assuming the duties of Treasurer. The Co-Treasurer shall perform the duties of the Treasurer in the absence of that officer and shall perform other duties as may be delegated to him.

6. The Sergeant at Arms shall act as an aide to the President, shall be in charge of preserving order at Men's Club meetings and events and shall serve as Doorkeeper, Keeper of the Keys and Caretaker of Men's Club property. He shall be in charge of recruiting, welcoming new members, administering of oaths, distributions of pins and shall perform other duties as may be delegated to him by the President. Under the direction of the President, the Sergeant at Arms shall serve as an advisory parliamentarian. In the absence of the Chaplain, past President or Board Member *emeritus*, the Sergeant at Arms shall lead the opening and closing prayers. If a quorum is needed at a meeting, at the direction of the President, the Sergeant at Arms shall request the attendance of absent Board members by telephone, electronic communication or personal visit. The Sergeant at Arms shall keep a Swiss army knife on his person at all times, except when not allowed by public authority. Said knife shall serve as the Sergeant at Arms' mace and he may display the mace in front of an unruly member as an admonition to behave.

7. All officers, upon retiring or removal from office, shall deliver to their successors all monies, accounts, papers, or other property belonging to the organization and shall extend any assistance to the incoming officers and chairman as needed.

ARTICLE VIII **THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the elected officers and the Chaplain. The Executive Committee shall have the authority of the Board of Directors in the management of the business of the organization in emergencies and when necessary in the interval between meetings of the Board of Directors. The Executive Committee shall report any actions taken pursuant to this Article to the Board of Directors at its next regular meeting.

2. Vacancies in the Board and offices may be filled by the Executive Committee.

ARTICLE IX **FISCAL YEAR**



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1. The fiscal year shall be July 1 to June 30.

ARTICLE X RESIGNATION AND REMOVAL

1. Any Officer or Board member may resign at any time by sending a written notice of the resignation to the President or, in the case of the President, to the Vice-President. Unless otherwise specified therein, the resignation shall take effect upon receipt thereof by the President or Vice-President.
2. Any Board member may be removed either with or without cause at any time by the majority of votes by the Executive Board at a special meeting called for that purpose.
3. Any Officer, after an opportunity for being heard, may be removed with or without cause by a majority vote of the Executive Committee, at a special meeting called for that purpose.

ARTICLE XI RULE OF PROCEDURES

1. All meetings of the Men's Club Board, the Executive Committee, the Nominating Committee or any sub-committee shall be conducted in accordance with Robert's Rules of Order, Revised, as amended by these Bylaws, interpreted, under the direction of the President, by the Sergeant at Arms.

ARTICLE XII AMENDMENTS

1. After recommendation by a Bylaw sub-committee appointed by the President and chaired by the Secretary, these By-Laws may be amended by the Men's Club Board by a two-thirds vote of the entire Men's Club Board. The proposed amendment shall be submitted in writing to the members of the Men's Club Board five days prior to a vote.

So there.

Dated: _____

Nativity Men's Club President
Stephen J. Kuncio



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Nativity Men's Club Vice-President
Stephen M. Busse

Nativity Men's Club Treasurer
David W. Hughes

Nativity Men's Club Secretary
Michael P. Ross, Esq.

Nativity Men's Chaplin
Rev. Patrick Hipwell

Nativity Men's Club Immediate Past President
Padraic S. McGuire

Revised June 12, 2014

Previous revisions June 13, 2002, April 12, 1991, May 10, 1979, April 2, 2009, November 14, 2013