



# Constitution and Bylaws

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# the Men of Holy Family

## Constitution and Bylaws

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# the Men of Holy Family

## Constitution and Bylaws

### Article I

#### Name & Motto

##### Section 1.01

The name of the organization shall be the “**the Men of Holy Family**” a ministry that at times may use the abbreviation “**the MOHF**”.

##### Section 1.02

The organization’s motto shall be “**Strong Faith, Strong Foundation, Strong Future**”

### Article II

#### Purpose

##### Section 2.01

#### **Mission Statement:**

**“Our mission is to build fellowship and strengthen our spirituality  
while serving the parish in ministry and community”**

The Men of Holy Family ministry is an organization dedicated to building, in Christian and Catholic values, Fellowship and Social responsibility within the Parish of Holy Family Church, encouraging individual and group participation in spiritual development activities and to foster evangelistic out reach within the parish and beyond.

It is the hope of the Men of Holy Family that each member prayerfully considers how each can show their gratitude to God for His gifts to them by offering their gifts, time and talents to the parish. They are to be shared with our Youth, our Elderly, our Indigent, our Sick and among Ourselves.

If future generations are to be strong in “Christian and Catholic Values”, it must start here and now. “**Strong Faith, Strong Foundation, Strong Future**”.

### Article III

#### Membership

**Section 3.01** – Qualifications - Membership in the Men of Holy Family shall be open to all male members of Holy Family Catholic Church who have reached the age of twenty-one (21) years and shall include non-Catholic men whose families are members of Holy Family Catholic Church. All members shall support the “Mission and Purpose” of the organization. (Article II)

**Section 3.02** - Active Membership - Active Membership shall be made available to any qualified candidate (per Section 3:01) who has filled out an application. Except as may be otherwise authorized by the Board of Directors, Active Members shall be able to vote and participate in the management of the Men of Holy Family as defined in Article V.

**Section 3.03** – Active Members are those who attend a majority of the monthly general meetings and/or volunteer for the Men of Holy Family events. Membership is listed on the Men of Holy Family roster. The Board has the discretion to remove any non-active member from the roster after first contacting the member to determine his desire of continuing affiliation with the Men of Holy Family.

**Section 3.04** - Application – Any qualified candidate, to be considered an active member, must fill out an application with his personal information, including his available “e-mail address”. In filling out the information and including his “e-mail” address he is giving the organization the authority to “e-mail” him information about the organization and upcoming scheduled events.

**Section 3.05** - Participation - It is important for the organization to grow and achieve its mission and goals, and to this end, it desires to engage all the members in active participation in the functions of “the Men of Holy Family”. Each new member:

- Shall receive a copy of the Bylaws of the Men of Holy Family.
- Shall volunteer to a Committee(s) in which he is interested and wants to be active. Such volunteering to a Committee shall be at least one Committee within his initial 12-month period.
- Is requested to purchase the Men of Holy Family shirt to be worn at various sponsored functions as identification as a member of the Men of Holy Family.

**Section 3.05.1** – It shall be the responsibility of the AVP-Membership and the Membership Committee to ensure each new member (and returning member) complies with this section of the Bylaws.

**Section 3.06** – Revocation - Membership for any member who does not conduct himself in the spirit of the Men of Holy Family Bylaws or whose behavior is detrimental to the organization, the Holy Family Church Community and other members that it serves, may be revoked by action of the Board of Directors. Members subject to revocation of membership shall be able to respond to allegations at the next scheduled meeting of the general membership, prior to the revocation of membership. However, if such meeting is scheduled for less than fifteen (15) days after notification, it shall be at the meeting immediately following the next meeting considered to have short notice.

**Section 3.07** – Exceptions - The Board of Directors, with the approval of 4/7 of the Board members, has the right to make exception to the above rules of membership.

## **Article IV**

### **Meetings**

**Section 4.01** – Definition - A meeting is a single official gathering of the members of the Men of Holy Family in a designated location that requires at least thirty (30) members present to transact business. The officers or the Men of Holy Family are responsible for conducting scheduled business in a timely manner, and unless a motion for a recess is put forth and agreed upon, the meeting shall continue until the chair declares the meeting adjourned. Notification of all Board, Special or General Meetings shall be done by the Secretary of “the Men of Holy Family”.

#### **Order of Business:**

- Opening Prayer
- Approve the Minutes of the preceding meeting
- Reports of Committees

- Reports of Officers
- Old and Unfinished Business
- New Business
- Adjournment and Adjournment Prayer

**Section 4.02** – Meeting Schedules - Regular General Meetings of the Men of Holy Family shall be held monthly with advance notice. Advance notice shall consist of publishing a yearly calendar of meetings, weekly church bulletin announcements, and/or distribution of minutes from the previous meeting including announcement of the upcoming meeting.

**Section 4.03** - Special Meetings may be held, when deemed necessary for the best interest of the organization when any of the following occur;

- A) A quorum of the Men of Holy Family Officers approves one;
- B) The Board of Directors deems it necessary;
- C) A quorum of the full membership requests it.

Such notification of a “Special Meeting” for A) and B) may be as short as 24 hours. Such notification of a “Special Meeting” for C) shall be sent not less than seven (7) days before such meeting. Such notification of a “Special Meeting” may be done by US Mail, E-Mail, Fax, Telephone or other available Electronic Media.

**Section 4.04** - Board of Directors Meetings – Board of Directors Meetings shall be held monthly or as the Board of Directors deems necessary. The Board meeting shall be held a minimum of fourteen (14) days prior to a scheduled General meeting. An Agenda for the General Meeting shall be formulated and made available not less than five (5) calendar days prior to the meeting. The agenda is made available through e-mail or deposit in the U.S. Mail with adequate postage for delivery. A joint Board meeting of exiting and new Officers must be held in accordance with Article VI, Section 6.01.1.

**Section 4.05** – Committee Meetings - Committees shall have meetings called by the Committee Chairman or by the Men of Holy Family President. The meeting shall be conducted informally and notification of such shall be by phone call, e-mail or personal contact with the other members of the Committee.

**Section 4.06** - Absentee Vote by Director - A Member of the Board of Directors may vote by email or fax sent to the Men of Holy Family President or Secretary when that Director finds that he can not attend the scheduled Board Meeting.

**Section 4.07** – Action Without a Meeting – Any action required or permitted to be taken at a meeting of the Board of Directors, including amendment of these Bylaws, or of any Committee, may be taken without a meeting if all the members of the Board or Committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the Committee.

## Article V

### **Elections and Eligibility**

**Section 5.01** – Eligibility – Qualified Candidates for office shall be Active Members of “the Men of Holy Family”. Each candidate shall have demonstrated behavior consistent with the Mission Statement of the Men of Holy Family and have the ability and experience to lead the ministry forward to its vision.

**Section 5.02** – Voting – Voting for officers of the Men of Holy Family shall be limited to Active Members only. No Proxy votes will be allowed.

**Section 5.03** - Election of Officers: During the General Meeting in May, the final slate of nominees shall be presented by the Nominating Committee as they appear on the ballot to the attending membership. All elections shall be held by secret ballot at the May General Meeting. Officers are elected by majority vote of the general membership.

## **Article VI**

### **Term of Office**

**Section 6.01** - Term – The Board of Directors shall establish the length of a term for officers of “the Men of Holy Family”. Such term shall be for one year except where noted, and may be changed by the Board of Directors with an amendment to the By-laws. The office of President shall be filled by succession of the Vice President and the Assistant Treasurer shall succeed the Treasurer. Should the Vice-President be deceased, move from the parish or for other reason(s) be unable to assume the office of President, an appointment by the Board of Directors shall be made to fill the term. A notice of the appointment shall be sent out to the active membership not less than 15 days after the appointment. For all other vacancies of office, refer to Section 6.02.

**Section 6.01.1** - Exchange of materials and Authority between exiting and new Officers shall occur at a special Board Meeting to be held following the elections and prior to the first General Meeting in June.

**Section 6.01.2** – The term of the AVP-Fundraising shall be for a period of two years.

**Section 6.02** – Vacancies - In the event an Officer cannot fulfill his term, the President shall appoint a successor for that officer to serve out the remaining term. The Vice President will assume the role of the President if the office of the President is vacated.

**Section 6.03** - Recall of Officers – An Officer may be removed by the Board of Directors at a meeting, or by action in writing pursuant to “Section 4.06 Action without a meeting”, whenever in the Board’s judgment the best interest of the Men of Holy Family will be served thereby. Any such removal shall be without prejudice to the contract rights, if any, of the person so removed. Only the Voting Members of the Board of Directors shall have the right to recall any elected officer. The officer involved in the action shall have appropriate time to answer the reasons for removal at a Board of Directors meeting.

**Section 6.04** - Consecutive Terms – Consecutive Terms of office, except for President and Vice President, are allowed but only by obtaining a margin of better than 51% of the cast votes.

## **Article VII**

### **Board of Directors**

**Section 7.01** – Board of Directors - The Board of Directors, designated as Voting Members, shall consist of Seven (7) members and they shall be the officers of the organization. The Board of Directors is the Policy-Making Body of the Men of Holy Family and may exercise all the powers and authority granted to it in the Bylaws to transact all business on behalf of “the Men of Holy Family”. It shall oversee the general operation, including the various committees, and conducted business affairs of the officers.

**Section 7.02** – Chairman of the Board – By Virtue of the elected office of President, the President of the Men of Holy Family shall serve as Chairman of the Board of Directors.

**Section 7.03** - Voting Board Members – Should a vote on a motion or issue be required at a Board of Directors Meeting, each Director shall have one vote, with the exception of the President who shall only vote to decide the motion or issue that has resulted in a tie vote.

**Section 7.04** – Quorum – Five-seventh (5/7) of the Board of Directors voting members shall constitute a quorum. Should a minimum number of Board Members be present, a majority of those present are allowed to approve and pass a motion.

**Section 7.05** – Replacement - Should an Elected Officer be unable to serve out a complete term, refer to **Section 6.02** – Vacancies.

**Section 7.06** - Non-Voting Directors – Non-Voting Members of the Board of Directors shall consist of the current Committee Chairmen. Should a Chairman not be able to attend a meeting, he may appoint a representative who shall have the same rights as if he were the Chairman. The Non-Voting Board Members shall have the right to “Make or Second a Motion” from the floor.

**Section 7.07** – Amending Committees - The Board of Directors, by majority vote, shall have the right to amend, increase in size, void, add duties or regulations to any structured, Standing Committee of “the Men of Holy Family”. Such changes are the sole responsibility of the Board of Directors and can not be challenged by the active membership with less than a 3/5 vote of the general membership to do so.

**Section 7.08** – Summary – Each Director shall submit a report as to their current activities as pertaining to the Men of Holy Family organization and any Committee on which they may be serving. At the expiration of his term, the Director shall submit a comprehensive report with respect to his term as a Director. Such report shall serve as reference for new incoming Board Members.

## **Article VIII**

### **Officers**

**Section 8.01** – Officers - The Elected Officers of the Men of Holy Family shall be a President, a Vice President, a Secretary, a Treasurer, an Assistant Vice President of Membership, an Assistant Vice President of Membership, an Assistant Vice President of Public Relations, an Assistant Vice President of Fund-raising, and an Assistant Treasurer. The elected officers comprise the total voting membership of the Men of Holy Family Board of Directors.

**Section 8.02** – President – The President shall preside over all meetings of the Board of Directors. The President shall perform all duties attendant to that office, subject, however, to the control of the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors. The President shall be the official leader, spokesperson and Champion of the Ministry’s Vision for the Men of Holy Family.

**Section 8.02.1** – Additional Duties – The President shall provide an agenda and also preside over all General Meetings and any Special Meetings that may be called to order. The President shall appoint Committee Chairman with approval of the elected officers. The President shall confer with the Secretary to insure that all passed motions or resolutions are duly recorded into the minutes and subsequently adopted into the Bylaws of the Men of Holy Family.

**Section 8.03** – Vice President – The Vice President shall preside at meetings of the Board of Directors and / or General the Men of Holy Family Meetings in the absence of or request of the President. The Vice President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

**Section 8.03.1** – Additional Duties – The Vice President shall maintain the Men of Holy Family Website or appoint a member to take such responsibility. He, or his appointee, shall also monitor all the Men of Holy Family e-mail.

**Section 8.03.2** – Financial Reviews – The Vice President shall review all matters relating to revenue and expenses resulting from certain Committee activities with the Treasurer. He shall work with the Treasurer and other Committee Members to develop a fiscal budget and to make it available for the June General Meeting.

**Section 8.04** – Secretary – The Secretary shall keep the minutes of all meetings of the Board of Directors in the books proper for that purpose. The Secretary shall also be responsible for the safe keeping of such records and provide copies of the minutes of the Board of Directors meeting for approval by the Board of Directors. Such approved minutes of the Board of Directors shall also be available for the General Membership by request. The Secretary shall also keep minutes of the General Meetings. The Secretary shall also have the authority to sign checks in the absence of the Treasurer.

**Section 8.04.1** – Updating - The Secretary shall maintain and update any and all official documents of the Men of Holy Family, including but not limited to Bylaws, Correspondence, and Minutes of the organization.

**Section 8.05** – Treasurer – The Treasurer presides as the Chairman of the Finance Committee. The Treasurer shall maintain in an acceptable accounting procedure all books and accounting records pertaining to any and all financial, revenue and expense activities of the Men of Holy Family. The Treasurer shall be responsible for, or verification of the prompt depositing to, the Men of Holy Family operational bank account of all funds received by the Men of Holy Family as a result of Committee activities. The Treasurer shall not be required to supply and bond.

**Section 8.05.1** – Additional Duties – The Treasurer shall also disburse funds by writing checks for approved expenditures. Such expenditures shall have been previously approved by the Board of Directors or contained in an approved Committee Budget.

**Section 8.05.2** – Provide a YTD (Fiscal Year) accounting of the financial position and updated financial information pertaining to Committees for the monthly Board of Directors meeting.

**Section 8.05.3** – Receipts - The Treasurer shall require accurate receipts for all expenditures and issue vouchers for all disbursements. Receipts or requests for payment will only be accepted when on a supplier's pre-printed invoice or contract form.

**Section 8.05.4** - Assistant Treasurer Appointments - The Treasurer shall appoint one or more Assistant Treasurers to assist with monitoring all of the various Committees whose activities require transactions that include money, cash, checks or credit cards. The Assistant Treasurer shall be the "Treasurer of a Committee" that requires such a position.

**Section 8.05.5** - Assistant Treasurers Powers - Each Assistant Treasurer shall have the powers and duties pertaining to his office, together with such other powers and duties as may be assigned to him by the Treasurer and the Board of Directors. The Assistant Treasurers shall exercise the powers of the Treasurer during that officer's absence or inability to act.

**Section 8.06** – Assistant Vice President of Membership – The AVP-Membership shall maintain a roster listing active members. He shall support Committee requirements for staffing events through sign-up of



volunteers and follow-up to encourage attendance at all the MOHF events and functions. The AVP-Membership shall also utilize a membership committee to recruit new members, re-activate non-active members and assist members with taking part in committee activities (reference **Section 10.02**). The committee shall also be responsible for maintaining and updating the Men of Holy Family pictorial records as contained in the organization's official photo album.

**Section 8.06.1** – The AVP-Membership and his membership committee shall assist new members with their mandatory enlistment of all members into active and/or ad hoc committees and provide committee Chairmen introductions.

**Section 8.07** – Assistant Vice President of Public Relations – The AVP-PR shall be the primary contact for all public announcements and promotional information for “the Men of Holy Family”. He shall act as editor of all marketing material and submit information for publication in the weekly church bulletin and monthly church newsletter. He shall work with the Vice President on keeping the Public Relations & Marketing components of the ministry website up to date.

**Section 8.08** - Assistant Vice President of Fund-raising - The AVP-Fund-raising shall have fund-raising over-sight over all revenue producing events and functions to keep a strong focus controlling expenses, maintaining reasonable projections, and to help the smaller, yet very important events involving other parish ministries remain successful which will help the fund-raising effort. Next to healthy and active membership, fundraising to paramount to the continued success of the ministry.

**Section 8.09** – Assistant Treasurer – The Assistant Treasurer shall have the powers and duties pertaining to his office, together with such other powers and duties as may be assigned to him by the Treasurer and the Board of Directors. The Assistant Treasurer shall exercise the powers of the Treasurer during that officer's absence or inability to act. The Assistant Treasurer shall be a member of the Donation Committee. The Assistant treasurer shall have the authority to sign checks in the absence of the Treasurer. The Assistant Treasurer shall not be required to supply and bond.

## Article IX

### **Committee Structure**

**Section 9.01 Committees:** Standing Committees are a permanent and integral part of the Men of Holy Family organization. The Standing Committees have certain functions that are essential to the harmonious operation of the Men of Holy Family organization.

The number of Standing Committees shall be eight (8) and may be increased or decreased at the discretion of the Board of Directors. A poll of the Active General Membership may be taken for input in determining any action for an increase or decrease, the poll, however, shall have no official ratio for ratification or action.

**Section 9.02 Committee Chairman:** Each Committee shall have a Chairman and that Chairman shall have full responsibility to execute and perform the necessary functions and duties to insure the Committee's success. All such functions and duties shall be in accordance with the Bylaws and Mission Statement of the Men of Holy Family organization. Various duties applicable to the different Committees shall be written within the description of that Committee.

**Section 9.03 Volunteers:** Each Committee Chairman shall be responsible for recruiting sufficient volunteers for help on their Committee where and when the additional help is needed. The Committee

Chairman may recruit members to be continually involved if the activity of that Committee is continuous on a scheduled basis (i.e. Breakfast Event, Fish Fry Dinners, Christmas Trees).

**Section 9.04 Financial Reporting:** The Committee Chairman shall be responsible for submitting revenue and expense projections in the form of a budget to the AVP-Fundraising. The AVP-Fundraising shall review the submitted reports for clarity, focus and practicality. The goal with this review is to minimize the excessive risk of expenditures against likelihood of revenues. Any questions concerning the Budget shall be reviewed with the Committee Chairman and the Finance Committee, if requested. Once reviewed, updated and accepted as satisfactory, the budget will be presented to the Board of Directors for final approval, and shall be shared with the general membership.

**Section 9.04.1** The Committee Chairman shall be responsible for submitting revenue and expense reports, including funds collected and / or deposited, to the Treasurer. Events such as Fish Fry and Pancake Breakfast shall also include the number of paid attendees and non-paying attendees (new parishioners, special guests etc.). The Treasurer shall review the submitted reports at least quarterly, or within one month at the end of a one-time event or a seasonal affair, with the other Officers of the Men of Holy Family organization. Any questions concerning the reports shall be reviewed with the Committee Chairman within two weeks after a final report and review. Reviewed, updated and accepted as satisfactory reports shall be presented to and shared with the general membership.

**Section 9.04.2** All funds received by any and all Committees, Cash, Credit Cards and Checks, MUST be deposited in the bank account as a weekly event during that activity.

**Section 9.04.3** Failure to submit a complete financial report within one (1) month following the event may result in the removal of the Chairman from that Committee, unless extended by the Board of Directors. Prior to removal of the Chairman from his position, the Board of Directors shall discuss at a private meeting the infraction with the Chairman. At that time, the Chairman shall explain and present any reasons and facts he feels forged the infraction. The Board of Directors, during or after the meeting but within seven days, shall decide what action, either legal or remedies allowed by the Bylaws of the Men of Holy Family, it shall take. The Board may allow the Chairman an additional one (1) week to correct and / or submit verifying adjustments that provide a correct and sufficient explanation of the infraction.

**Section 9.05** - Budgets and Payments: Each Committee Chairman must submit final approved budget previously reviewed by the AVP-Fundraising to the Treasurer to be included in the "Final Budget" of the Men of Holy Family organization. All budgets for Committees shall be established and approved by the Board of Directors and the Officers of the Men of Holy Family organization. The Treasurer shall make payment for invoices, directly issued to the Men of Holy Family organization, within thirty (30) days of the receipt of the invoice. Committee Chairmen have authority over expenditures within the financial guidelines established in the budget approved by the Board of Directors.

**Section 9.05.1** All Capital Expenditures require pre-approval by the Board of Directors

**Section 9.05.2 Reimbursement to Committee Members:** Before reimbursement for payment to Committee Members that may have issued a check or cash in payment of a particular expense, a "Paid" Invoice or Copy must be submitted to the Treasurer with a request for reimbursement. Such reimbursement shall be made within thirty (30) days from receipt of request for payment. Such payment shall only pay for items or expenses that have been approved in advance, or in certain circumstances, considered "emergency" expenditures.

## Article X

## **Committees**

**Section 10.01 Nominating:** The Nominating Committee shall be made up of five (5) active members. The Board of Directors shall appoint three (3) active members at large and the President and the Vice President shall automatically be members of the Committee. Should the President or Vice President be deceased or moved from the parish or for other reasons be not available to serve, that position on the Nominating Committee shall also be appointed by the Board of Directors.

The Board of Directors shall use as a guideline for appointing members to the Committee the following;

- One position filled by a member of at least five (5) years of tenure,
- One position filled by a member with tenure between four (4) years and one (1) year,
- One position filled by a member with tenure of less than one (1) year.

Should the Board of Directors be unable to fill a position within the aforementioned guideline, it may use its authority to fill the position by selecting any active member from the Men of Holy Family organization.

**Section 10.01.1** The Nominating Committee shall evaluate the qualifications of all nominees, and the preparedness of all nominees, and has the authority to reject any or all of the nominees. If a "Nominee" wishes to know the reason for his disqualification, he may request in writing a reason for such action from the Committee Chairman. The Committee Chairman shall respond in writing within ten (10) days. The current Vice President shall have his name automatically placed on the Election Ballot for the Office of President. Additional candidates for the Office of President are not required.

### **Section 10.01.2** Meeting Format;

**March meeting** – Nominations shall be opened at the General Meeting accepted by the Nominating Committee until the close of the April General Meeting.

**April** – Members of the Committee meet to submit five (5) personal selections for each office. Committee meets to evaluate qualifications of submitted names provided by the committee and General Assembly for the purpose of ranking. Committee shall solicit letters of acceptance for each office with the first solicitation being to the three top ranked for each office. If any of the top three reject the nomination the fourth listed shall be offered the position on the ballot. A two-week deadline is allowed for a response from the top three nominees. Chairman shall publish a ballot consisting of accepting nominees. Two candidates are the minimum that can be listed per office.

**May** – The elections will take place during the general meeting. The Committee shall be responsible for collecting and insuring an accurate count of the secret ballots.

**Section 10.01.3** It shall be the responsibility of the Committee Chairman to cause to have issued either by US Mail, e-mail or as an insert in the Agenda Package, a "preview ballot" for the May Meeting and Election Agenda.

### **Section 10.02 Membership:**

The Membership Committee Chairman shall be the AVP-Membership. He shall be responsible for attracting new members and promoting the Men of Holy Family. The Committee shall have no less than three (3) members and shall meet as required by the Committee Chairman.

Attracting new members may be done through the various media available to them including but not limited to; Public Relations, Direct Mail, Parish Phone Bank, Personal Contact and use of the parish newcomers listing. The Committee shall also provide and maintain an updated “active” membership list that will be available to all active members.

Each Committee Chairman shall be responsible for providing information and scheduling dates for their particular event to the Membership Committee. The Membership Committee shall then take the appropriate action to have that information placed in the Weekly Church Bulletin, Parish Direct Mail, or any other media of advertising and promotion available to Membership Committee. Certain events shall be listed in the Men of Holy Family organization’s website schedule calendar; e.g. Fish Fry and Pancake Breakfast.

**Section 10.02.1** Social Activity Committee: The Social Activity Committee shall be a sub-committee that is overseen by the Membership Committee. The committee shall have a Chairman that coordinates affairs of the committee with the Chairman of the overseeing committee. The Committee shall assist with introducing new members to the other members and acquaint them with the various activities and functions of the Men of Holy Family.

**Section 10.03 Pancake Breakfast:**

The Breakfast Committee shall be responsible for all facets of production and serving of the monthly Pancake Breakfast. The Pancake Breakfast Event shall take place the First Sunday of each month or as scheduled. The actual serving shall be after the 8:45 and 10:30 a.m. masses, or replacement thereof. The scheduled dates shall appear on the Men of Holy Family organization’s website schedule calendar and in the Church Bulletin. The overall theme of the event is to generate fellowship among parishioners and welcome new members to the parish.

The Pancake Breakfast Event is envisioned as a non-profit affair. The goal of the Breakfast is to break-even financially; provide an opportunity to enlist new members, and to create an atmosphere of fellowship for the parish.

***Financial Reporting Refer to: Committee and Committee Structure “Financial Reporting”***

**Section 10.04 Fish Fry:**

The Fish Fry Committee is responsible for the production and serving of the Lenten Fish Fry Dinners. The Committee Chairman shall be responsible for delegating duties pertaining to various functions that together help create the Fish Fry Dinners. The various functions requiring a Co-Chairman are, but not limited to, Beverages, Fish & Food, Clean-up, CYM Volunteer Recruiter, Fish Preparation, Floor Volunteer Leader, Maitre d’, General Kitchen, Salad Bar, Tickets and coordination of Advertising and Promotion.

Revenues received from the Lenten Fish Fry are applied to the Operating Budget of the Men of Holy Family. The scheduled dates shall appear on the Men of Holy Family organization’s website schedule calendar and in the Church Bulletin.

***Financial Reporting Refer to: Committee and Committee Structure “Financial Reporting”***

**Section 10.05 Golf Tournament Committee:**

The Golf Tournament Committee is responsible for managing the Holy Family Golf Classic as conducted by the Men of Holy Family organization. The focus of the event shall be to provide an avenue for

Community-Wide Fellowship Outreach and the fundraising of our active vision and mission at Holy Family Parish.

The Committee shall consist of a Chairman and selected Co-Chairmen whose number shall not exceed eight (8) or be less than six (6). Each Co-Chairman shall have an “area of prime responsibility”. The designated areas are;

**Tournament Director** – Overall Tournament Leader (Chairman)

**Advertising Director** - Coordinate all Advertising, Promotion and Ticket Sales

**Auction Director** – Securing Auction Sale Items and the Auction itself

**Event Day Director** – Recruit sufficient Volunteers and organize them on Tournament Day

**Food & Beverage Director** – Obtain Food & Beverage donations, plan the Tournament Luncheon

**Golf Director** – Coordinate all areas pertaining to Golf the Sport related to the Tournament

**Sponsorship Director** – Solicit Corporate Sponsorship

**Treasurer** – Monitor collection and deposit of funds, issue checks for payables

A timetable for course selection and date reservation shall be made in early January of the Tournament Year. The Chairman and the Co-Chairmen shall review all of the various options such as location, cost, amenities and desired dates. The event is “Self-Funded”, and as such, is dependent upon an early solicitation of sponsors. The Committee and Tournament Treasurer maintain a bank account that is separate and independent of the Men of Holy Family organization’s accounts. The Tournament Bank Account carries a balance, predicated on previous years expenses that allows for certain initial expenses. All payments, registrations, pre-event registration, raffle tickets, auction sale revenue and other cash receipts shall be entered into and tracked via data input to a computer system, which shall provide an audit trail of financial data. Participants in the tournament itself shall be tracked using the same data program.

The Tournament Treasurer shall be responsible for all revenue deposits and payment of invoices incurred by or on behalf of the Tournament and its Directors. Such deposits shall be made into the Tournament Account and expenditures shall be made from the same account. After the Tournament Chairman and Treasurer review and reconcile financial records of the Tournament account, the adjusted and declared profit is deposited into the Youth Center fund held by the parish office. The Golf Committee Chairman shall provide the Treasurer of the Men of Holy Family organization with a full statement of account within forty-five (45) days after the conclusion of the event. The Financial Reporting from the Golf Tournament shall be shared with the General Membership at the second monthly meeting after the event or sixty (60) days whichever is longer.

***Financial Reporting Refer to: Committee and Committee Structure “Financial Reporting”***

#### **Section 10.06 Christmas Tree Committee:**

The “Christmas Tree Program” is one that generates a profit from the sale of Christmas Trees during the Christmas season, which begins the Friday after Thanksgiving. The theme of this fundraiser is to build a “Christmas Spirit” amongst our fellow parishioners during this most blessed time of year, while also serving the parish community as well as the community at large in fulfillment of our ministry’s mission statement.

The “Christmas Tree Program” of the Men of Holy Family is a fundraising activity for Holy Family Church community.

The Christmas Tree Committee is comprised of a Chairman and its various committee members. There is no limit as to how many members can be on this committee. The Committee Chairman is directly responsible for the planning, budgeting, organizing, promoting, program execution and accounting of this fundraising event. He may delegate various aspects of the Christmas Tree Program to committee members, as he deems appropriate to achieve the timely and proper execution of this event.

Initial meetings to discuss the number of trees to be sold during the upcoming selling season should commence with committee members in early July. Once initial plans are made, the Christmas Tree Chairman, along with a few delegates [delegates are appointed by the Christmas Tree Chairman] shall meet with the Board of the Men of Holy Family to determine and agree on the total number of trees to be sold that season. The Christmas tree order needs to be placed in July. Once the tree count is determined, the Chairman can then prepare his budget for the upcoming season and have it ready for presentation and approval to the Board of the Men of Holy Family by September 1<sup>st</sup>. The Treasurer of the Men of Holy Family shall provide funding and/or payment of approved startup costs. These payments shall be paid either as direct payment to the various vendors or as reimbursement of expenses paid by the Christmas Tree Committee members and accounted for by paid invoices or receipts.

The selling transactions shall be monitored through an inventory control system, which will also insure proper recording of receipts. The Chairman will be responsible for all revenue deposits and payment of invoices incurred by or on behalf of the Christmas Tree Program. Such deposits will be made into the Men of Holy Family account. Once the program is completed for that current year, the Chairman and the Treasurer of the Men of Holy Family will review and reconcile financial records of the program and the adjusted fund-raising revenues. The Christmas Tree Chairman shall provide the Treasurer of the Men of Holy Family with a full statement of account within fourteen (14) days after the conclusion of the event. The financial reporting from the Christmas Tree Program shall be shared with the general membership at the next appropriate general membership monthly meeting.

The Chairman shall be responsible for continuing to maintain the records of the past and integrating the present records so that next season the new Chairman will have access to the records for their use.

## **Financial Reporting Refer to: Committee and Committee Structure “Financial Reporting”**

### **Section 10.07 - Visioning Committee**

The Visioning Committee shall be re-embodied every two-years (odd numbered year) for the purposes of review and discussion of the ministry Vision: its scope, direction and viability. The membership of the re-constituted committee shall, at a minimum, consist of a member from the prior Vision Committee, a ministry member of less than two years, and a current or past board of director's member. The President shall be charged with forming the committee and following up for their report to the membership before his administrative year is up.

**Section 10.08 Finance Committee** - The Finance Committee shall have as its Chairman the Treasurer of the Men of Holy Family. The Finance Committee shall be responsible for the overall budget, expenditures, and revenues of the Men of Holy Family. It shall work in coordination with the AVP-Fundraising and the other Committees requiring a budget.

**Section 10.08.1** The Board of Directors, in conjunction with the Finance Committee, must approve all final budgets submitted.

**Section 10.08.2** The Finance Committee shall be responsible for auditing the Treasurer's Department and approving with the Board of Directors all Capital Expenditures.

**Section 10.08.3** The Finance Committee shall have one or more Assistant Treasurers to work with the Committees requiring a Treasurer. That Treasurer will work with that Committee Chairman; however his final reporting responsibility shall be to the Treasurer of the Men of Holy Family .

**Section 10.08.4** The Finance Committee shall approve expenditure limits as:

A) Treasurer	\$ 0 - \$ 250.00
B) Finance Committee	\$ 251.00 - \$ 500.00
C) Finance Committee and Board	\$ 501.00 - \$1,000.00
D) General Membership	\$1,001.00 - UP

**Section 10.08.5 Donation Committee:** The Chairman of the Donation Committee shall be the Treasurer of the Men of Holy Family organization. The Donation Committee is responsible for reviewing all donation requests and approving or rejecting these requests in a timely manner. Any such distribution must meet the Donation Approval Limits below. The Committee will respond to all requests, accepted or rejected, with a letter stating its decision. It may, at its discretion, provide the rationale used to reach its decision. Processing of requests shall occur at a regularly scheduled meeting of the Donation Committee. The Donation Committee Chairman shall report on the status of all outstanding donation requests at each the Men of Holy Family general assembly meeting.

**Section 10.08.5a** The Committee, with the Chairman, shall consist of six (6) appointed Committee members. The Men of Holy Family Board of Directors is responsible for selecting the six (6) members of this Committee, once per year. The Committee of seven (7) shall consist of the past Treasurer and Assistant Treasurer, at least two members of the previous Donation Committee (formerly Finance Committee) when possible, in order to provide synergy and consistency from year to year, and three (3) new members. The Board of Directors shall appoint a replacement Committee member should a member resign or fail to properly respond to the needs and duties of the Committee.

**Section 10.08.5b** The Donation Committee shall approve expenditure limits as:

Donation Approval Limits are:

1. Donation Committee	\$ 0 - \$ 500
2. Donation Committee and Board	\$ 501 - \$1,000
3. General Membership	\$1,001 - UP

**Donations shall not exceed the Approved Budget Total**

**Section 10.08.5c** Project Approval. The Committee shall provide an impartial, consistent and structured process for evaluating donation requests. Such requests shall be measured using the Men of Holy Family mission statement and shall be consistent with same.

Any request approved by the Men of Holy Family Donation Committee should satisfy at least four of the following guidelines and have majority approval of the Committee.

## **Guidelines**

- 1) Fulfilling the request will build fellowship within Holy Family Parish.
- 2) Fulfilling the request will serve to strengthen spirituality in the Holy Family Parish.
- 3) Fulfilling the request will serve the Parish Community and the interests of the specific requesting organization or group recognized by the Parish or a Parish-sponsored Youth activity.
- 4) the Men of Holy Family have provided financial support to this group or cause in the past and our ministry has established an expectation of continued support that is recognized within the Parish. However it does not automatically gain approval based on previous years approval.
- 5) The request is currently funded through a specific entry and amount in the Men of Holy Family budget or is deemed worthy of a budget appropriation.
- 6) There is a well-organized plan for using the funds requested, sound reasoning applied to establish the amount requested and evidence that the plan or purpose for requesting the funds will be successful and consistent with the Men of Holy Family mission statement.
- 7) The request provides information that it is for complete funding or that other money will be raised. The percentage of funds requested from the Men of Holy Family is acceptable in the budget and is satisfactory in comparison to other sources supporting the plan.
- 8) There are no other sources of funding individuals or groups that by association could compromise the values and character standards associated with the Men of Holy Family.

## **Article XI**

### **Financial Disbursements**

**Section 11.01** – Disbursements - No expenditure shall be made of funds unless authorized by two (2) members of the Board of Directors or as contained in the standing-Committee budget, reviewed and approved by the Board.

**Section 11.01.1** – Board Approval - The Board of Directors must approve all non-budgeted activities prior to expenditure of funds. Committee Chairman of proposed events must include a financial estimate prior to the event to obtain Board approval.

**Section 11.01.2** – Compensation - No expenditure of funds shall be made to compensate the Board of Directors for performance of duties as stated in Article VII and Article VIII and all Sections thereof these By-Laws, unless authorized by a majority of the membership present at a regular General Meeting as allowed for in Section 11.01.6 Subsidies and Compensation.

**Section 11.01.3** - Expenditure Approval Limits are:

- |                        |                   |
|------------------------|-------------------|
| A) Treasurer           | \$ 0 - \$ 250     |
| B) Treasurer and Board | \$ 251 - \$ 1,000 |
| C) General Membership  | \$1,001 - UP      |

**Section 11.01.4** The Board of Directors shall approve all opening and closing of any the Men of Holy Family bank accounts.



**Section 11.01.5** - Subsidies and Compensation. The Board of Directors may vote to subsidize or compensate an Active Member of the Men of Holy Family for service rendered to the organization.

### **Financial Reports**

**Section 11.02** Financial Reports - the Men of Holy Family Treasurer shall submit a detailed financial report at each Board of Directors meeting, to include, but not be limited to; income and expense by Committee and events, outstanding deposits, committed funds, uncommitted funds, and total funds on deposit.

**Section 11.03** – Financial Condition - The Treasurer shall submit a general statement of the financial condition of the Men of Holy Family at each general meeting. A detailed financial statement will be made available per specific request by any active member.

### **Fiscal Year Budget**

**Section 11.04** - The fiscal year of the Club shall be from June 1<sup>st</sup> of one year until May 31<sup>st</sup> of the following year.

**Section 11.05** – Budget Preparation - A budget for the new fiscal year shall require approval by the presiding Board of Directors. It shall be the responsibility of the Treasurer, Assistant Treasurer and Finance Committee to establish the budget and present it to the Board of Directors. The Budget shall be prepared in an acceptable accounting procedure detailing all income and expenses as well as projected Donations. Each Committee Chairman shall submit a budget request to the Treasurer and Finance Committee for review and approval. Any revenue and expense information of the Golf Tournament and Christmas Tree Committees that is pertinent to the Fiscal Budget shall be included therein. The Board of Directors may review and revise the Fiscal Budget at any time during their administration.

## **Article XII**

### **the Men of Holy Family Responsibility**

**Section 12.01** Responsibility - At all functions, meetings, and events, the Men of Holy Family shall act in a socially acceptable manner consistent with the mission statement of the Men of Holy Family and shall be responsible for requesting their guests to act in the same respectable manner.

## **Article XIII**

### **Parliamentary Procedures**

**Section 13.01** - In the absence of any provision in these Bylaws to the contrary, all meetings of the Men of Holy Family and the Board of Directors shall be governed by the parliamentary rules and usage contained in the current edition of ROBERT'S RULES OF ORDER.

## **Article XIV**

**Section 14.01** – Loans - the Men of Holy Family shall not make any loan to a Director, Officer or Committee Member of the organization. A Director, Officer or Committee Member may lend money to and otherwise transact business with the Men of Holy Family except as otherwise provided by the by-laws and all applicable laws. Such a person transacting business with the Men of Holy Family has the same rights and obligations relating to those matters as other persons transacting business with the Men of Holy Family. the Men of Holy Family shall not borrow money from or otherwise transact business with a Director, Office or Committee Member of the Men of Holy Family without full disclosure of all relevant

facts and without the approval of the Board of Directors, not including the vote of any person having a personal interest in the transaction.

## **Article XV**

### **Amendments**

**Section 15.01** Amending Bylaws - These Bylaws may be amended in whole or in part by two-thirds (2/3) majority vote of Active Members present at a General Meeting.

**Section 15.02** Amendments Proposed – Amendments may be proposed to the membership by:

**Section 15.02.1** A simple majority vote of the Board of Directors, or a petition bearing the signatures of a minimum of twenty-five (25) Active Members.

**Section 15.02.2** A copy of the proposed amendment(s) must be submitted by mail or e-mail to all voting members, at least fifteen (15) days prior to the published date for voting.

**Section 15.02.3** Discussion opportunities, positive or negative, shall be provided.

## **Article XVI**

### **Indemnification**

**Section 16.01** – Indemnification - Every member of the Board of Directors, officer or employee of the Men of Holy Family may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which he may become involved by reason of his being or having been a member of the Board of Directors, officer, or employee of the Men of Holy Family, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of his duties. Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interests of the Men of Holy Family. The foregoing right of indemnification shall be in addition and not exclusive of all other rights, which such member of the Board, officer, or employee is entitled.

## the Men of Holy Family Constitution and By Laws Dedication

The Constitution and By Laws of the Men of Holy Family were developed by the need of this ever-growing ministry to have written guidance and structure. This document is to provide a clear path of the vision by earlier members and direction for future leaders.

This document's foundation was identified by George Cain, Gary Boeckenstedt & Michael Orr. Contents and input were gathered from current Committee Chairmen and Ministry Membership. Assembly and structure was provided by Paul Matthews. Doing editorial review was conducted by Armand Carpentier and Irvin Eastmond.

Having championed this project, Bill Droste presented the final draft to the assembled membership during the **July 24, 2003** meeting. A vote was called and this document was ratified.

Bill Droste  
President

Michael Borah  
Vice President

Michael Wallace  
Treasurer

Jeff Glasser  
Secretary

Steve Murphy  
Public Relations/Membership

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The Constitution and By Laws of the Men of Holy Family were reviewed and updated 2009-2012 by Don Duncanson, Paul Green, Bill Droste and Jon White. They were presented to the membership in their entirety for **re-adoption** at the **June 28, 2012** business meeting. A vote was called and this document was **Approved** by the majority of the membership in attendance.

Further updates and clarifications were drafted by Ken Gripka and Jon White (Sections 6.01, 8.01, 8.09 & 10.08.5b). These clarifications were presented to the membership at the **February 28, 2013** business meeting. A vote was called and this document was **Approved** by the majority of the membership in attendance.

