



St. George Men's Group

Gentlemen Answering the Call for Social Justice thru Good Works

BYLAWS OF THE ST. GEORGE MEN'S GROUP

**ST. GEORGE CATHOLIC
CHURCH
GUILFORD, CT**

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Article I – Name

The name of this organization shall be St. George Men’s Group.

Article II – Purpose

The St. George Men’s Group, hereinafter referred to as “the Group”, is an association of gentlemen answering the call for social justice through good works.

Article III – Membership

Section 1: Eligibility for Membership

Candidates for membership must be adult men, having good moral character and reputation. Each request for membership shall be submitted in writing by application to the Membership Chairman, who shall provide the completed application to the Board of Officers. Such membership, if granted, shall constitute an agreement on the part of the applicant to comply with the Bylaws and the Code of Ethics and Conduct of the Group.

Section 2: Voting for Membership

The Board of Officers shall vote to determine whether a candidate for membership shall be accepted into the Group. All of the votes must be in the affirmative to gain membership. Board of Officers members who are present for this decision shall constitute the voting membership.

Section 3: Membership Dues

Each Group member must pay annual membership dues, payable to the Treasurer, in order to remain in good standing. Membership dues are \$30 per year and are due no later than January 15th of the fiscal year. Each new member individual must pay his membership dues within 60 days of acceptance into the Group. A new member who joins the Group after July 1st can pay pro-rated dues of \$15.

The Treasurer shall submit to the Board of Officers the name of any member who fails to pay dues within 60 days after having received written notice. Written notice shall be by email and U.S. Mail to the member’s address of record. The Board of Officers shall thereafter decide whether the member shall be dropped from or retained on the member roster.

Section 4: Good Standing

Only members in good standing who have paid dues may exercise the voting privilege and hold office on the Board of Officers. Members under suspension for violations of the Code of Ethics and Conduct have no voting privileges.

Section 5: Resignations

Any member may resign and said resignation shall become effective upon acceptance by the President.

Section 6: Forfeiture of Membership

Any member may be expelled for cause by a two-thirds vote of the membership voting in person. "For cause" includes conduct that has been deemed a violation of the Bylaws or the Code of Ethics and Conduct.

Section 7: Termination of Membership

Membership in the Group is terminated when:

- a. Nonpayment of dues;
- b. The member dies;
- c. The member fails to maintain any qualifications for membership described in these by-laws;
- d. The member resigns;
- e. The member is expelled or terminated; or
- f. The Group is dissolved.

Section 8: Communications

Group email and social media platforms are intended for the use and communication of Group specific business. The President, and only persons designated by the President, are the only persons permitted to send any Group communications outside the Group. The President may relay information about another organization's events but will not use communications to actively support those events.

Article IV – Funds

The funds of the Group shall be deposited with St. George Catholic Church.

The funds will be maintained and accounted for as follows:

- (1) Event Funds: Event Funds are all proceeds related to charity fund raising events minus expenses. A positive balance will be maintained to cover event start-up expenses; such amount to be determined each year at budget preparation time. Start-up expenses are an insurance policy against unforeseen bad weather or other calamities.
- (2) Operating Funds: Operating funds are limited to annual membership dues, donations made expressly to the Group, and proceeds from any fund-raising activity for the Group that has been publicized as a benefit for the Group.

If any member has any questions concerning any facet of the funds, he may request a review of the funds upon request to the Board of Officers.

Article V – Board of Officers

Section 1: Membership

The Board of Officers shall be comprised of eight officers (President, Immediate Past-President, Vice President, Secretary, Treasurer, Membership Chairman, First At-large Board Officer, and Second At-large Board Officer) and a Spiritual Advisor. The Board of Officers will also be referred to as the Leadership.

Each member of the Board of Officers, except for the Spiritual Advisor and the Immediate Past-President, shall be elected for a two-year term commencing on the January 1st following the election. Officers may serve consecutive terms, not to exceed three consecutive terms. After three terms, an officer may not serve on the Board of Officers for one year. The Spiritual Advisor shall be appointed by the St. George Catholic Church pastor for whatever period of time the pastor deems appropriate. Exceptions to term limits may be made by vote of the Group membership. Board members shall strive to attend all board meetings, Group meetings and functions as possible.

Section 2: Duties of the Board of Officers

In addition to those duties and powers, expressed or implied, set forth elsewhere in the Bylaws, the Board of Officers shall have the following duties and powers:

a. Policies

The Board of Officers shall be responsible for the execution of the policies approved by the Group. All new business shall be presented to the members at a regular or special meeting.

b. Disbursal of Funds

The Board of Officers shall authorize all expenditures and shall not create any indebtedness beyond the current income of the group, nor authorize the disbursal of funds for purposes inconsistent with the business and policies of the Group. The Board of Officers shall not authorize the expenditure, for any administrative purpose, of the net income of projects or activities of the group by which funds are raised from the public except for any fund-raising activity for the Group that has been publicized as a benefit for the Group.

c. Actions

The Board of Officers shall have the power to modify, override, or rescind the action of any member of the Board. The Board will hold a minimum of eleven (11) monthly meetings each year.

Section 3: Duties of Individual Officers

a. President

The President shall be the presiding officer of the Board of Officers. He shall appoint committees not regularly provided for and shall be an ex-officio member of all committees except the Election Committee. He shall support and enforce the by-laws and Code of Ethics of the Group.

b. Past-Presidents shall serve as advisors to the current President. They shall be ex-officio members of the Board of Officers and shall have no vote on business requiring a vote. The most recent Past-President shall train and mentor the new incoming President. Past-Presidents shall be advisors of the Group in case of disputes about rules, misconduct, and of any other matter of interest to the Group.

c. Vice President

The Vice President shall assist the President, accept assignments made to him, and preside in the absence of the President.

d. Secretary

The Secretary shall be responsible for keeping the minutes and records of all Group membership meetings and Board of Officers meetings. He shall distribute those minutes to the Group members in a timely manner. The Secretary shall also distribute the agenda of upcoming Group membership meetings to the Group members in a timely manner.

When the first minutes of each year are published, the Secretary shall include a list of officers for that year at the top of those minutes and indicate the term years for that officer and the number of that officer's term. Example: *Secretary: Jim Turcio, 2022-2023, Term #2.*

e. Treasurer

The Treasurer shall collect, deposit and disburse all funds related to the Group. He will keep adequate records of such funds to account for deposits, withdrawals and disbursements. The Treasurer shall make a financial report to the Board of Officers and to the Group at the end of each quarter of the fiscal year and at any other time as requested by the Board of Officers.

f. Membership Chairman

The Membership Chairman shall be responsible for the recruitment and sustainment of the membership. He shall keep a copy of each submitted membership application and the original of each Code of Ethics and Conduct form that has been signed by a Group member. The Membership Chairman shall maintain an accurate listing (name and contact information) of each active Group member in a Members Directory – Detailed Roster. The Membership Chairman will make appropriate updates to the Members Directory – Detailed Roster including maintaining columns for officer terms 1, 2, and 3. He may require

assistance of regular members as necessary to perform his duties.

g. First At-Large Officer

The First At-Large Officer shall act as a liaison between Group members and the Board of Officers and perform other duties as deemed necessary by the Board of Officers.

h. Second At-Large Officer

The Second At-Large Officer shall act as a liaison between Group members and the Board of Officers and perform other duties as deemed necessary by the Board of Officers.

i. Spiritual Advisor

The Spiritual Advisor shall be a member of the St. George Catholic Church clergy. The Spiritual Advisor will provide spiritual advice to the Group and will share the perspective of the St. George Catholic Church parish whenever that perspective may impact the plans or proposals of the Group. He shall have no vote on the Board.

Section 4: Vacancies

If the office of President shall become vacant for any reason, the Vice President shall advance to the office of President.

If the office of President and Vice President have both become vacant, the Board of Officers shall select a new President and a new Vice President from the current members of the Board.

Whenever a Board of Officers vacancy occurs, the Board of Officers shall select a Group member to join the Board for the remainder of the term of the now-vacant office.

Section 5: Removal from Office

Any Board officer may be removed for good cause from the Board by a majority vote of the Board of Officers. Good cause can include extended absences from Board meetings, abdication of responsibilities, or violations of the Code of Ethics and Conduct provisions.

Section 6. Quorum

The presence in person of at least five of the voting officers shall constitute a quorum at any meeting of the Board of Officers.

Article VI – General Membership Meetings

Section 1: Meeting Days

Membership Meetings shall be held on the first Tuesday of each month beginning at 7:00 PM unless a different date and time are decided by a vote of the Group.

Section 2: Annual Meeting

The meeting held in December of each year shall be designated as the Annual Meeting. The results of the annual Board of Officers election will be finalized at this meeting.

Section 3: Special Meetings

The President or a majority of the Board of Officers may call special meetings.

Section 4: Meeting Procedures

The order of business shall be Call to Order, Invocation, Visitor Presentation (if any), Minutes, Treasurer's Report, Membership Report, Old Business, Acts of Kindness, New Business, Open Forum, For the Good of the Order, and Closing.

Meetings shall be conducted in an orderly and business-like manner in accordance with these Bylaws and *Robert's Rules of Order*.

Section 5: Voting

Voting on all matters at regular or special meetings shall be in person by voice vote or show of hands. The presence in person of a majority vote shall constitute a quorum at any meeting. The president shall not have a vote.

Section 6: Notice of Meetings

Members shall be notified of membership meetings and special meetings by the Secretary, via email or U.S. mail, at least one week prior to each such meeting. The notice shall include the date, time, location, and agenda of the meeting.

Last minute additions to a meeting must be approved by the President and provided to the members prior to a meeting. The Open Forum portion of a meeting can be where new agenda items are suggested for the next scheduled meeting.

Article VII – Committees

The Board of Officers shall establish such committees as it deems necessary in order to carry out the business and objectives of the Group. Each committee shall designate a Committee Chair who will represent the committee during membership meetings. Such committees may include, but are not limited to, Programs, Charity, Communications, Election, and Audit.

Section 1: Acts of Kindness

Acts of Kindness is part of the ministry of the St. George Men's Group.

Typical Acts of Kindness are:

- delivering meals
- local home companionship
- mentoring to community and schools
- rides for doctor visits
- rides for shopping needs
- snow shoveling
- yardwork
- visit parishioners in hospitals
- handyman activities in homes, within the scope of what the Group can provide
- light duty moving services

If a request is outside the scope or ability of the Group, the need may be communicated to the general membership for extraordinary assistance and will not be the responsibility of the Group.

Requests that meet the above criteria must be communicated to the Director of Guilford Social Services or the Pastor of St. George Church. The Director or the Pastor will conduct an assessment of the need and, if it is determined to be appropriate, they will contact the Group. If the Group can provide the approved service, arrangements will be made to complete it in a timely manner.

Article VIII –Nominations and Elections

The Group shall hold an election each year to select member(s) to fill each vacancy on the Board of Officers. The results of the Board of Officers election shall be finalized and announced at the Annual Meeting.

The election shall be organized and conducted by an Election Committee who have been appointed by the Board of Officers no later than the September meeting. This committee will consist of three Group members who are not members of the Board of Officers. The Election Committee shall be disbanded upon completion of the Board of Officers election.

The Election Committee shall receive and solicit nominations for election to the Board of Officers. Each Group member may nominate any member or himself as a candidate for election to the Board of Officers.

The Election Committee, at the November meeting, will announce the slate of nominated candidates and the specific procedures for anonymous ballot casting and tabulation. Election for Board of Officers may also include on-line voting.

Members in good standing who choose to vote in accordance with the procedures that have been approved for the election shall constitute the voting membership.

The candidate who receives the majority of votes cast for the vacancy shall be declared elected. In the event that the members have voted to fill two vacancies, the candidate who receives the second largest number of votes shall be declared elected. In the event that the

members have voted to fill three vacancies, the candidate who receives the third largest number of votes shall be declared elected and so forth in like manner. In the event of a tie for the final vacancy, a new election to fill that vacancy shall be held within three weeks of the annual meeting. The slate of candidates for the new election shall be limited to the candidates whose vote totals tied for the final vacancy. The candidate who receives the majority of votes cast for the vacancy shall be declared elected. If that election results in a tie, a coin toss at the January meeting will determine which candidate is appointed to the Board of Officers.

At the January meeting of the Board of Officers, the Board members will vote to determine the member who will serve in each of these roles for the fiscal year: Secretary, Treasurer, Membership Chairman, First At-large Board Officer, and Second At-large Board Officer. If the member who served as President during the previous fiscal year has completed his 2-year term, the member who served as Vice President during that previous fiscal year shall be appointed as President for a term of two years, regardless of whether that appointment will cause that member to exceed three consecutive terms on the Board of Officers. The Vice President always advances to President. If the member who served as Vice President during the previous fiscal year has become President, the Board members will vote to determine the member who will serve as Vice President.

The outgoing President may assume the role of Past-President and may serve until the new President completes his term.

Article IX – Conduct¹

The St. George Men’s Group has the right to make and enforce rules and censure a member, including expulsion from the Group. A special Committee or elected group of members, which can consist of past board officers, who are in good standing, will determine if a complaint against a member is valid and whether to apply the disciplinary process. Board and regular members should make every effort to resolve an issue with the member immediately following the meeting where the issue occurred if possible.

Article X – Discipline

Section 1 – Removal from Meetings or Events

The St. George Men’s Group has the right to decide who may be present during its meetings. When the Group, by a vote, decides that a certain person shall not remain in the meeting, it is the duty of the President to enforce the order, using reasonable means to have that person removed.

The chairman can request members to assist in the removal of the person, without calling upon the police. A request to remove a person must be done verbally without the laying on of hands. If that person refuses to leave the meeting, the police may be called.

¹ For further information, consult Robert’s Rules of Order, online, Art. XIII. Legal Rights of Assemblies and Trial of Their Members.

An event Chairman has the right to decide who may be present during a Group sponsored event. If a member or volunteer does not perform assigned duties given by the event Chairman or his designate, or becomes involved in behavior contrary to the purpose of the event, the event Chairman has the right to expel that member or volunteer from the event. Only one warning is necessary.

If a member or volunteer is dismissed from a sponsored event assignment, the event chair must notify the President of the circumstances within 48 hours.

Section 2 – Discipline Hearings

The St. George Men’s Group has the right to investigate the conduct of its members, and to compel its members to cooperate in any conduct investigation, and may be removed from the Group if they refuse.

When a charge of misconduct is made against a member, it should be referred to a committee to investigate the charge and report on it in writing to the President. The report should contain recommendations as to what action the Group should take, censorship or removal.

Where removal is recommended, the Secretary will send a registered letter and email to the member to appear before the entire membership for a special hearing. These communications must include the charges made against him. A failure to obey the summons to attend the special hearing is cause for summary removal from the Group.

At the special hearing, the report of the committee must be read. After it has been read and any additional evidence is offered, the member must be allowed to make an explanation and introduce witnesses, if he desires. Either party should be allowed to cross-examine the other's witnesses and introduce rebutting testimony. When the evidence is all in, the member will be asked to retire from the room. The entire Group shall deliberate upon the question, and act by a two-thirds vote recommending removal, or other censure.

If the accused member wishes counsel at the hearing, it can be allowed provided the counsel is a member of the Group in good standing. The Secretary will create and maintain minutes of the hearing.

Article XI – Bereavement Fund

In the event of the passing of a person in the immediate family of a Group member, an expenditure may be made in the person’s memory to a charitable organization selected by the member. An “immediate family member” is defined as a parent, sibling, child, stepchild, adopted child, spouse, or significant other.

Article XII – Dissolution

Previous notice and a two-thirds vote can dissolve this Group. All outstanding bills will be paid, and the remaining money shall be given to a charity designated by a vote of the Group.

Article XIII – Miscellaneous

Section 1: Fiscal Year

The fiscal year of the Group shall be January 1 through December 31.

Section 2: Partisan Politics

This group shall not endorse or recommend any candidate for public office nor shall members in Group meetings debate partisan politics.

Article XIV – Amendment of Bylaws

The St. George Men’s Group Bylaws can be amended at any regular or special meeting providing that Previous Notice of proposed changes was given at the prior meeting in writing and then sent to all members of the group by the Secretary. Previous Notice can be sent by U.S. mail or email. A review of the Bylaws shall be conducted by a committee appointed by the Board of Officers at least every five (5) years unless circumstances warrant a change more frequently.