

**BYLAWS OF  
THE SAINT JOHN NEUMANN MEN'S CLUB  
Established 1981**

**Article I**

**Purpose and Objectives**

**Section 1** - The purpose of the Saint John Neumann Men's Club (hereinafter "the Club") shall be to achieve the following:

To provide a practical means to promote camaraderie, to form enduring friendships and to render service to build a better Parish community;

Through cooperation with other Parish organizations, to achieve the objectives of the Parish;

To provide a forum to enhance spirituality among the men of the Parish; and

To provide for sustained growth in numbers, service and fellowship.

**Section 2** - For the purposes of these Bylaws, "due notice" shall be defined as "no less than ten (10) days."

**"Board"** reference applies to the 13 Officers and Directors elected to the Board of Directors. It does not include members who attend Board Meetings as member guests and/or members present to provide advisor services for the Board.

**"Member"** refers to all people who paid dues for the current fiscal year (re: Article VI Section 1). These "Members" are considered **"Active"** and have voting rights as members. This status includes those who are designated by the Board as Honorary or with other unique designations as approved by the Board.

**"Non-Member"** refers to past members who have not paid their dues for the current fiscal year (re: Article VI Section 1). These past members are considered to be **"Inactive"** until dues are paid.

Non-Members include anyone attending a Men's Club Meeting who has never paid dues.

**Article II**

**Election of Directors and Officers**

**Section 1** - At the May Meeting of the Club, nominations shall be called for by the presiding officer for candidates for the offices of President, (subject to the provisions of Article II, Section 3 of these Bylaws) Vice President, Secretary, Treasurer and Sergeant-at-Arms (hereinafter the "Officers"). The nominations may be presented by a Nominating Committee or by members from the floor, by either or by both, as the presiding officer may determine with the approval of the Club. If it is determined to have a Nominating Committee, such Committee shall be formed by the President no later than three (3) months prior to the election of Officers and shall consist of no less than three (3) members. The names of eligible nominees selected as provided herein shall be placed on ballot and voted for at the June meeting of the Club. The candidate securing the highest number of votes of eligible voters for each office shall be declared elected and shall serve a term as Officer for one (1) year, commencing with the July meeting.

**Section 2** - The Officers shall meet within two (2) weeks after the June meeting of the Club, and shall nominate six (6) members to serve as Directors. All the Directors so nominated will be presented to the General membership at the July meeting. The Directors so elected shall serve a term of one (1) year on the Board, commencing with the first day following the July meeting. In the event that any President, including the Past or Past-Past President, succeeded himself, the Officers shall nominate one additional Director, who shall serve a term of one (1) year.

**Section 3** - In order to qualify for the Offices of President or Vice President, a member shall have served in the capacity of an **elected Officer or Director any year in the last 5 years.**

**Section 4** - No member shall be elected to serve as an Officer for more than two (2) consecutive terms in the same Office.

**Section 5** - Any elected Officer or Director may be removed from office at any time, with or without cause, by affirmative vote of two-thirds (2/3) of the eligible membership.

**Section 6** - An elected Officer or Director is expected to attend all meetings of the Board of Directors. In the event an Officer or Director misses two (2) consecutive Board meetings, the President or his designated representative will contact the Officer or Director to determine their desire to retain their elected position.

**Section 7**- A vacancy in the Board of Directors, for whatever reason or for whatever office (except as previously stated for the office of President), shall be filled by action of the remaining members of the Board. A candidate shall be considered appointed if successful in obtaining an affirmative vote of the majority of the Board, and shall serve the remainder of the unexpired term. Unfilled "Director" and "Officer" positions shall be considered vacancies that can be filled at any time by action of the Board of Directors and general membership of the Club. The term of a Director(s) or Officer(s) so elected shall be the unexpired term of the current administration.

**Section 8**- A vacancy in the office of President shall be immediately filled by the Vice President, who shall serve in the capacity of the President for the remainder of the un-expired term. The vacancy in the office of the Vice President, or any other officer, shall be filled in accordance with the provisions of Article II, Sections 3 and § 7 of these Bylaws.

### **Article III**

#### **Board of Directors**

**Section 1** - The governing body of this Club shall be the Board of Directors (hereinafter "the Board"), elected in accordance with Article II, Sections 1 and 2, of these Bylaws.

**Section 2** - The Board of Directors shall be comprised of thirteen (13) members and shall include the following: President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and six (6) Directors: (Membership, Operations, Events, Food Services, Ministries and Marketing) plus the two (2) immediate Past Presidents. In the event that any President, including the Past or Past-Past President, succeeded himself, there shall be a seventh Director (Special Services).

**Section 3** - There shall be no compensation paid by the Club to any member of the Board of Directors for serving in the capacity as a representative of the Club.

### **Article IV**

## **Duties of the Board of Directors**

**Section 1** – President: It shall be the duty of the President to preside at meetings of the Club and the Board, to maintain liaison with other Parish organizations, and to perform such other duties as ordinarily pertain to his office. All Officers and the Director of Food Service shall report directly to the President.

**Section 2** - Vice President: It shall be the duty of the Vice President to preside at meetings of the Club and Board in the absence of the President. The Director of Events and the Director of Operations shall report directly to the Vice-President.

**Section 3** – Secretary: It shall be the duty of the Secretary to record the attendance at Board meetings, send out notices of meetings of the Club, Board and Committees, record and preserve the minutes of such meetings, and perform such other duties as usually pertain to his office. The Directors of Membership, Ministries and Marketing shall report directly to the Secretary.

**Section 4** – Treasurer: It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Club at the June meeting and at any other time upon demand by the Board and to perform such other duties as usually pertain to his office. At the conclusion of his term, he shall turn over to his successor or to the President, all funds, books of accounts and any other Club property in his possession. Specific duties are outlined in detail in attached Treasurer’s Guidelines Addendum.

**Section 5** - Sergeant-at-Arms: The duties of the Sergeant-at-Arms shall be to maintain order and decorum for Board Meetings and General Meetings and take necessary actions as agreed to by the President and/or Vice President, or the presiding officer in the absence of the President or Vice President. In addition, to oversee the operation of the Front Desk, assessing manpower needs, meal and raffle sales, wristbands and nametags and assures a smooth flow through the check-in process. The Sergeant-at-Arms shall also be responsible for overseeing the clean up after all General Meetings and securing the grill, the Hall and the Church premises, and to perform such other duties as usually pertain to his office.

**Section 6** - Director-Membership: It shall be the duty of the Director of Membership to establish and maintain any Committee records and/or procedures to facilitate the promotion and maintenance of membership, update and maintain an accurate list of Members throughout the year, provide the Front Desk at every General Meeting with a current check-in copy and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Secretary.

**Section 7** - Director-Operations: It shall be the duty of the Director of Operations to act as Chairman of the Audit and Budget Committees, to supervise all aspects of the General Meetings, including set-up, decorations, beverage purchases, icing of those beverages securing music, photographer and raffle gifts, and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Vice-President.

**Section 8** - Director-Events: It shall be the duty of the Director of Events to support the Committee Chairmen in coordinating and ensuring clean-up, set-up and decoration for the five (5) yearly Club events: (1) Chili Cook-Off, (2) Teddy Bear Christmas, (3) Cigar Night, (4) Sweetheart Night and (5) Mother’s Day Orchid Distribution. This director will secure Chairmen for each event and coordinate and supervise all activities with the chairmen, and will perform such other duties as ordinarily pertain to his function. This position shall report directly to the Vice-President.

**Section 9** - Director-Food Services: It shall be the duty of the Director of Food Services to coordinate and oversee all the food and beverage needs for all the Club’s social events including working in conjunction with the various event Chairmen, in addition to the general membership meeting needs, and to perform such other duties as ordinarily pertain to his function. This director will obtain the number of meals to prepare for each General Meeting from the Board prior to the meeting and shall adhere to all budgetary constraints. Any

proceeds from the sale of leftover food or supplies shall be given immediately to the Treasurer. This director is responsible for the safe operation and cleaning of the Club Grill, as well as the off-site storage of the fuel tanks. This position shall report directly to the President.

**Section 10** - Director-Ministries: It shall be the duty of the Director of Ministries to monitor the Parish Community, represent and advise the Board and Club on all matters concerning the Parish Community, to act as a liaison between the Club and the Parish Community and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Secretary.

**Section 11** – Director-Marketing: It shall be the duty of the Director of Marketing to promote the Club in all phases: Membership, attendance and Parish/Public relations. This director will create and supervise all advance ticket sales, meeting and event fliers and membership brochures. In addition, this director shall coordinate with the Parish Office all bulletin inserts and priest announcements, as well as maintain the Men’s Club website, and oversee the publication of the Club newsletter. The Director of Marketing will be responsible for creating and storing all Club banners used to promote the Club, setting up, manning and securing the Club’s table in the portico (when necessary) and will coordinate all promotions with the Director of Events and the Chairmen chosen for the individual events noted in Article IV, Section 8. This position shall report directly to the Secretary.

**Section 12** - Director-Special Services (if necessary). It shall be the duty of the Director of Special Services to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertain to his function. This position, should it be deemed necessary, shall report directly to the Vice-President.

**Section 13** – Past-President: It shall be the duty of the Past-President to provide counsel, guidance and support to the Board, to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertain to his function.

**Section 14** – Past-Past President: It shall be the duty of the Past-Past President to provide counsel, guidance and support to the Board, to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertain to his function.

## **Article V**

### **Meetings**

**Section 1** - The election of Officers to serve for the ensuing year shall take place at the June meeting and the election of Directors at the July meeting of the Club. The Officers and Directors shall take the following Oath of Office and be installed by the immediate Past President or, in his absence, the Past-Past President or any other Past President, at the July General Meeting of the Club: "I (State your name) do solemnly swear that I will faithfully execute the position of (State Board of Directors elected position), and will to the best of my ability preserve, protect, and defend the Bylaws of the St. John Neumann Men’s Club, so help me God."

**Section 2** - The General Meetings of the Club shall be held on the first Monday of each month at 7:00 p.m., whenever possible. In the event of changes in date, time or location of the regularly scheduled meeting, due notice pursuant to Article I, Section 2 shall be given to all members of the Club.

**Section 3** - All General Meetings of this Club shall be held at the Saint John Neumann Catholic Church, located at 12125 SW 107th Avenue, Miami, Florida 33176, unless otherwise approved by the Board.

**Section 4** - One fourth (1/4) of the membership shall constitute a quorum at the monthly General Meetings of this Club.

**Section 5** - Regular Meetings of the Board of Directors shall be held on a monthly basis, whenever possible. Special meetings of the Board shall be called by the President, when necessity dictates, or upon the request of three (3) or more members of the Board. In all cases, due notice pursuant to Article I, Section 2 must be given and any eligible member of the Club may attend.

**Section 6** - The location of the Board meetings shall be at the discretion of the presiding officer of the Board.

**Section 7** - A majority of the voting Board members shall constitute a quorum of the Board, in accordance with Article III, Section 2 of these Bylaws.

## Article VI

### Fees and Dues

**Section 1** - The fiscal year of this Club shall be a 12-month period extend starting from July 1st to and ending the next year on June 30. The annual membership dues shall be twenty dollars (\$20.00) or as determined by Board in Article VI Section 2, ~~annually or as determined~~, payable on the first day of July, payable at the time the member decides to join the club for the first time or renew/update his status from "Inactive" to "Active".

**Note:** "Active Member" status automatically reverts to "Inactive" on July 1 each year for all members unless the dues are prepaid (typically May or June) or paid at the first meeting in July. The "Inactive" status means they are to be considered as "Non-Members" for purposes of meal pricing, voting rights, and membership counting, and they will be required to pay "Non-Member" meal prices until they pay their annual dues bringing them back to "Active Member" status.

The Clergy of the Parish (Pastor, Associate Pastor or Deacons) and those granted Honorary membership (for hardship or past service) by action of the Board of Directors, shall become "Honorary Members for the upcoming year (with full voting rights)" and their membership dues shall be waived.

**Section 2** - The amount of the membership dues shall be reviewed by the Board at its last meeting of the year. Following the review, the Board may change the amount of the membership dues for the prior fiscal year, but in no case can the change be more than five dollars (\$5.00) annually.

**Section 3** - The charge for the meal at regular meetings of the Club shall be ~~\$12.00~~ \$14.00 for Members and ~~\$16.00~~ \$18.00 for non-Members. Any individual attending a "regular" meeting (not premium, or special meeting), for the first time in their life, **and becomes a member on that night**, he shall receive that night's meal at no charge. If this first meeting involves a premium meal or special event meal **and the individual becomes a member on that night** he shall receive a free meal credit toward the next "regular" meeting which he attends. This credit will be recorded and carried in the member directory until the member uses his credit. The pricing of the meals shall be reviewed by the Board at its last meeting of the year. Following the review, the Board may change the charge for the regular meeting meals for the subsequent year, but in no case can the charge be more than \$2.00 incrementally per meal, annually. The Board can establish a Surcharge, not to exceed \$5.00 per meal, for Special cuisine prepared for the regular meeting meal. The membership of the Club shall receive proper advance notice of said Surcharge and there shall be no more than three (3) such Surcharge-meals per fiscal year.

**Section 4** - An "eligible member" for the purpose of these Bylaws shall be one whose dues are paid and be a member of record as of the end of the May General Meeting. In the case of the election of Directors at the July meeting of the Club, those conditions shall apply to the prior fiscal year.

**Section 5** – The President or his designee in his absence from the General Meeting, may elect to waive a meal cost to anyone attending that meeting based on special circumstances, for example, speakers, donors, member not eating, etc. The President may also spend a maximum of \$200 at any time between Board Meetings, without prior approval from the Board, for any situation where he determines the need for immediate action; for example, funeral flowers, special events, speaker gifts, etc. All the references in this Article VI Section 5 must be subsequently approved **presented to the Board** at the next regular Board Meeting.

## Article VII

### Method of Voting

**Section 1** - The business of this Club shall be transacted by a voice vote of the Board except for the election or removal of Officers and Directors, which shall be by ballot of the Board.

## **Article VIII**

### **Committees**

**Section 1** - The President shall, with the approval of the Board, appoint committees, including Committee Chairmen, deemed necessary to perform the functions of the Club, such as, but not limited to, Membership, Telephone, Hard Hat, Fundraising, Budget/Audit, Health/Welfare, Meeting and Events, etc.

**Section 2** - Officers and Directors of the Club may be permitted to assume the additional responsibilities of Chairman of any standing or appointed committee.

**Section 3** - The President shall be a member ex officio of all committees and shall be notified of all committee meetings. Any eligible member of the Club may attend any meeting of any standing committee.

**Section 4** - It shall be the duty of each Committee Chairman, to keep records of proposed budget, membership, record attendance at Committee meetings, coordinate with the Secretary on notifying members of scheduled meetings, record and preserve the minutes of such meetings, provide monthly status reports to the Board, recommend Committee members to the Board, present a final profit/loss statement to the Board following the event and perform other duties as usually pertain to his function. Committee Chairmen when serving in that capacity shall automatically become non-voting members of the Board of Directors.

**Section 5** - Each Committee shall transact such business as is delegated to it by the President or the Board. By majority action, the respective members of the committee may set its own rules of procedure, including but not limited to voting and quorums. Except where special authority is given by the Board, such committees shall not take action until a report had been presented to and approved by the Board.

**Section 6** - A Committee Chairman or member is expected to attend all meetings of the committee. In the event any individual fails to attend three (3) successive regular or special meetings of the Committee, without cause, the Member or Chairman may be removed from the Committee and the vacancy shall be filled as herein provided for original appointments.

**Section 7** - There shall be no compensation paid by the Club to any member of a committee for serving in the capacity as a representative of the Club.

## **Article IX**

### **Finances**

**Section 1** - Upon receipt, the Treasurer shall immediately deposit all funds of the Club in a bank to be named by the Board. The accounts opened shall be interest bearing if possible.

**Section 2** - All accounts established in the Club's name shall require the signature of at least two (2) Board members after a Board vote.

**Section 3** - All financial obligations of the Club shall be paid by check, signed by the Treasurer and the President, or in the absence of either Officer, any other two (2) board members who have been authorized (via signature cards) to sign on the account. In the event that a financial obligation is made to either an authorized signature or a relative of an authorized signature that check shall be signed by any other two (2) non-related authorized signatures.

**Section 4** - The Board shall make every effort to retain accounting services to conduct an annual independent audit of the books of accounts and records of the Club and will present the results at the September Board and October General Meetings.

**Section 5** - The Board, at their July meeting, will determine the significant Club activities and events for the fiscal year, and provide that information to the Budget Committee. The Budget Committee shall develop a Budget for that fiscal year and will submit it to the Board at the August meeting. After approval by the Board, it will be made available to the general membership at the September General Meeting for approval and finalized at the September Board Meeting.

## **Article X**

### **Resolutions**

**Section 1** - No resolution or motion to commit this Club on any substantive matter shall be considered by the membership of the Club until the Board has first considered it. Such resolutions or motions if offered at a monthly Club meeting shall be referred to the Board without discussion.



## **Article XI**

### **Meeting Conduct**

**Section 1** - The order of business at each General Meeting of the Club shall be as follows:

Meeting called to order  
Introduction of new members  
Correspondence and announcements  
Committee reports, at the discretion of the presiding officer  
Any unfinished (old) business  
Any new business  
Adjournment

## **Article XII**

### **Amendments**

**Section 1** – After being approved by the Board in accordance with Article X, Section 1 of these Bylaws, these Bylaws may be amended at any regular meeting, a quorum being present in accordance with Article V, Section 4 of these Bylaws, by a two-thirds (2/3) vote of all eligible members present, provided that notice of such proposed amendment(s) shall have been distributed via mail, hand delivery, telephone, facsimile, E-mail, flyer or bulletin announcement to each eligible member with due notice pursuant to Article I, Section 2 before such meeting.

## **Article XIII**

### **Records Retention**

**Section 1** - The business records of the club shall be maintained in accordance with the following retention schedule:

Financial Records- Consisting of budgets, bank statements, Treasurer Reports, audit reports- 36 months

Minutes of Board of Directors Meetings- 36 months

Event Records- Consisting of all actions taken to put on the event, costs incurred, vendors used, names of event chairman and volunteers, summary of results of event, and any suggestions for next chairman- 36 months

**Section 2** - The Secretary shall act as the records custodian for the Club in coordination with the Directors of Events and Membership. The Treasurer shall act as custodian for all financial records pursuant to Article XIII, Section 1 of these By-Laws. The custodians shall, with sufficient notice, make available to the Board, any records required by the Board to conduct the business of the Club.

## ADDEMDUM I – TREASURER’S HANDBOOK

### TREASURER'S RESPONSIBILITIES for SJN MEN'S CLUB

Stefan Schwindeman, Treasurer, 2012 – 13

Revision: 3/9/2018 by Paul Banaszak

#### I. GENERAL MEETING FRONT DESK CHECK-IN

##### A. Day Before

- (1) Check Petty Cash Reserves (\$100 \$50.00 of ones, and fives, tens and twenties)
- (2) Check status of apps, wristbands, name tags, raffle tickets
- (3) Review contents of Treasurer's Travel Bag - extension cords, cash register, cash box(es), tablet computer for charge payments, pens, markers, pamphlets
- ~~(4) Confer with John Sullivan on special pricing packages~~
- (5) Setup a member/officer smart phone to be a hotspot internet access for tablet computer.

##### B. Day Of Meeting

- (1) Arrival Time for Set-Up: 6:15 PM sharp
- (2) Set out badges, tickets, name tags, wristbands, pens at Front Desk
- (3) Plug in Cash Register with Extension Cord Setup phone hotspot and tablet computer for charge payments
- (4) Secure 3 volunteers at Front Desk including John Sullivan
  - (a) Greeter: Name Tags
  - (b) Registration Slips: What the Member is buying -Check Off/Add Up
  - (c) 50/50 ticket Sale: Rip tickets/ Wristbands
  - (d) Handle Funds: Checks/Cash - TREASURER ONLY

**NOTE: Every PAID Member or Official Guest that goes through the Front Desk Check-In gets a Wristband if purchasing a meal and Name Tag**

##### C. During Meeting

- (1) Periodically advise Kitchen/Food & Beverage of Paid Headcount
- (2) Advise President of Headcount and Paid Memberships
- (3) Collect Receipts for all expenses for the Meeting (must have name and correct total).
- (4) Hand the President cash for 50/50 Raffle (No more than \$100 \$75.00) after before meeting is officially adjourned. All returned raffle money is considered a Donation.

##### D. After Meeting

- (1) Cut checks for all receipted expenses to individuals/companies
- (2) Absolutely no checks are to be written without name and date on the receipt given.  
**NOTE: TWO (2) signatures required on ALL checks or they are not valid.**
- (3) Members have 2 weeks to turn in receipts if they want to be reimbursed.
- (4) No one is reimbursed in Cash for any reason.
- (5) Collect funds for all sold food and any donations

#### II. THE DAY AFTER: INCOME VERIFICATION AND DEPOSITS

##### A. Separate Cash and Checks

B. Stamp all checks with the provided SJN Men’s Club Deposit Only stamp

C. Separate out \$100 \$50 of Petty Cash and return to Cash Box for next meeting

D. Complete deposit slips for all checks and remaining cash

E. Deposit proceeds at any BB&T bank of record within 2 business days as soon as possible the following day after the General Meeting.

NOTE: DO NOT KEEP PROCEEDS in your possession for more than 48 hours. DO NOT KEEP CASH BOX OVERNIGHT in your car!

F. Keep Bank Deposit Slip in separate envelope with all Meeting Receipts for Audit as well as second page of member sign-in tickets (registration slips). (see briefcase for an example)

### **III. INCOME ANALYSIS**

- A. Using Registration Slips, add up the following:
  - (1) Paid Meals - Member
  - (2) Paid Meals - Non-Member
  - (3) Memberships
  - (4) Raffle income - may vary per purchase
  - (5) Donations
  - (6) Other - includes late payments, sponsors, drinks, cigars, etc
- B. Break down by Category in a Dollar Amount and Total
- C. TOTAL MUST EQUAL DEPOSIT MINUS the 50/50 PAYOUT

### **IV. EXPENSE ANALYSIS**

- A. Compilation of all Checks written since last Treasurer's Report
- B. Checks must be entered in Checkbook with Payee, Date, Amount information in Sequence. This information is REQUIRED.

### **V. BEFORE THE BOARD MEETING: PREPARING THE TREASURER'S REPORT**

- A. Responsible for Monthly Report covering 6 Key Components:
  - (1) Compilation of All Deposits made since last Board Meeting
  - (2) Compilation of All Checks Written since last Board Meeting
  - (3) Beginning Account Balance BEFORE Deposits
  - (4) Ending Balance after Deposits AND All Checks Written
  - (5) Status of Petty Cash
  - (6) Income, Expense, and Net Figures for Meeting Expenses Only
- B. Remember, the Treasurer can only provide the Board with information received from the Meeting Chairman. If checks or receipts are not turned in to the Treasurer 24 hours prior to the Board Meeting, the Treasurer is not obligated to include them on his Report. Such a Report missing checks or receipts not turned in, is still considered Complete.
- C. It is the Chairman of each Meeting or Event's responsibility to submit Budget, Income, Expenses, and Net Profit or Loss figures to the Board and the Chairman is held solely responsible for submitting said documentation to the Treasurer for his Report.

### **VI. BOARD MEETING: SUBMITTING TREASURER'S REPORT**

- A. Treasurer must make 15+ copies of his Report to share with Board Members
- B. Treasurer must have a grasp of all relative financial information submitted on his Report and provide a "lucid overview" of all entries.
- C. Treasurer should have a "working knowledge" of Checking Account balances at all times.
- D. Whenever possible, Treasurer should e-mail copies of his Report to the MCBBoard@ sjn-miami.org e-mail address 24 hours before the Board Meeting so Board Members are given sufficient time to review and understand it.

### **VII. CHECKBOOK MAINTENANCE**

- A. Treasurer is SOLELY responsible for proper maintenance of Checkbook, including stub entries, securing proper signatures, and account balances
- B. Treasurer must bring Checkbook to all Board Meetings to provide Payments for all new Bills and New Appropriations as approved by the Board's vote.
- C. All checks written at a Board Meeting are reported on the next month's Treasurer's Report.
- D. Treasurer is NOT responsible for Delivery of Appropriation Checks to Ministry Heads.
- E. Treasurer will NOT write checks with Blank Payees, Blank Amounts, or Blank Dates made out to cash.
- F. Treasurer is to regularly review Bank Statements for accuracy and for any Returned Checks. Any outstanding issues must be reported to the President and to the Board at the next Board Meeting.

## **VIII. ANNUAL BUDGET**

A. After Elections in June, Incoming Treasurer confers with Outgoing Treasurer and incoming Board to review Actual versus Budget figures for the Preceding Year AND any significant budget changes the Incoming Administration wants to make to the New Budget. New events, membership goals, and meal pricing are all factors in the New Budget.

B. The New Budget is to be submitted by the Treasurer for Board review and approval at the September Board Meeting.

## **IX. ANNUAL AUDIT**

A. The Incoming President meets with the Outgoing President to set an Audit Date. Both Presidents and both Treasurers must be present for this annual review. The Incoming President can create an Audit Committee to assist in the review of the Outgoing Treasurer's records.

B. The Outgoing Treasurer must provide files for each Monthly Meeting, including Expense Receipts, Checkbook stubs, and Board Reports.

C. Audit Chairman will compile a WRITTEN Report with Audit findings, comments, and suggestions to the Board at the next Monthly Board Meeting following the Audit.

## **Addendum II**

### **By-Laws Key Dates**

February (Brd Mtg) - latest to form Nominating Committee

April (Brd Mtg) - Call for Nominating Committee Officer recommendation  
(President, VP, Secretary, Treasurer, SGT Arms)

May (Gen. Mtg.) - Present officer nominations to membership from Nominating Committee  
which go on the ballot.  
- Solicit from floor any officer recommendations for the ballot

June (Gen. Mtg.) - Vote on ballot submissions

June (Gen. Mtg.) - Elected officers meet 2 weeks post of General mtg. to select 6 Directors

June (Brd Mtg.) - Review cost of meals for next year

July (Gen. Mtg.) - New Directors will be presented to the membership (no required vote needed)

July (Brd Mtg.) - Select Budget committee  
- Review Dues; Club events/activities for budgeting purpose.

August (Brd mtg) - Budget committee submit budget proposal to the Board

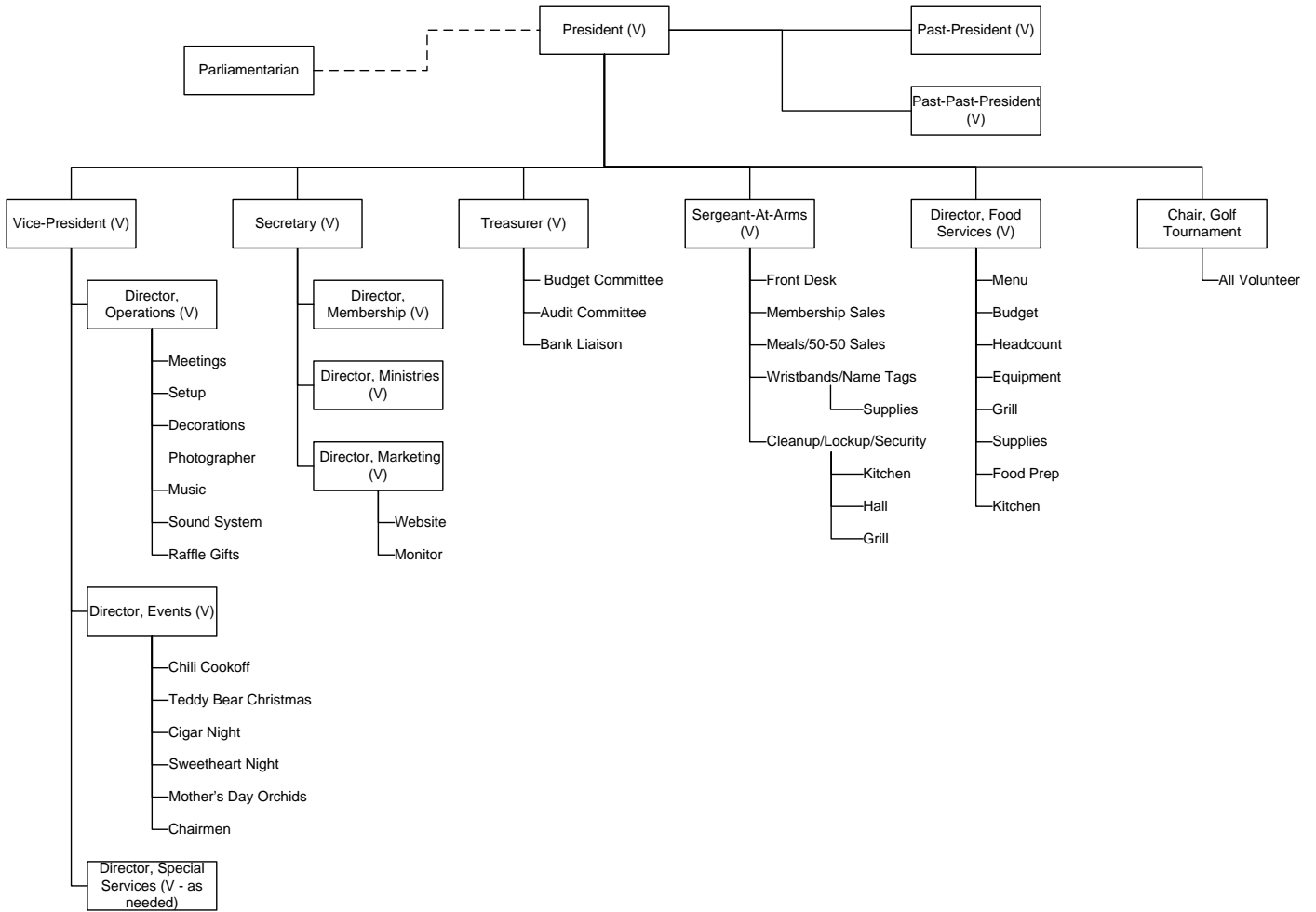
August (Brd mtg) - Select an annual Audit committee from Board.

Sept. (Gen Mtg) - Reviewed budget made available to membership

Sept. (Brd mtg) - Finalize and approve the budget

# Addendum III – ORGANIZATIONAL CHART

SJN Men's Club Organizational Chart Beginning with the 2014-15 Administration  
 (Note: "V" Denotes a Voting Member of the Board of Directors)



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THE SAINT JOHN NEUMANN MEN'S CLUB  
Established 1981**

**Article I**

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**Section 2** - For the purposes of these Bylaws, "due notice" shall be defined as "no less than ten (10) days." "Board" reference applies to the 13 Officers and Directors elected to the Board of Directors. It does not include members who attend Board Meetings as member guests and/or members present to provide advisor services for the Board.

"Member" refers to all people who paid dues for the current fiscal year (re: Article VI Section 1). These "Members" are considered "Active" and have voting rights as members. This status includes those who are designated by the Board as Honorary or with other unique designations as approved by the Board.

"Non-Member" refers to past members who have not paid their dues for the current fiscal year (re: Article VI Section 1). These past members are considered to be "Inactive" until dues are paid.

Non-Members include anyone attending a Men's Club Meeting who has never paid dues.

**Article II**

**Election of Directors and Officers**

**Section 1** - At the May Meeting of the Club, nominations shall be called for by the presiding officer for candidates for the offices of President, (subject to the provisions of Article II, Section 3 of these Bylaws) Vice President, Secretary, Treasurer and Sergeant-at-Arms (hereinafter the "Officers"). The nominations may be presented by a Nominating Committee or by members from the floor, by either or by both, as the presiding officer may determine with the approval of the Club. If it is determined to have a Nominating Committee, such Committee shall be formed by the President no later than three (3) months prior to the election of Officers and shall consist of no less than three (3) members. The names of eligible nominees selected as provided herein shall be placed on ballot and voted for at the June meeting of the Club. The candidate securing the highest number of votes of eligible voters for each office shall be declared elected and shall serve a term as Officer for one (1) year, commencing with the July meeting.

**Section 2** - The Officers shall meet within two (2) weeks after the June meeting of the Club, and shall nominate six (6) members to serve as Directors. All the Directors so nominated will be presented to the General membership at the July meeting. The Directors so elected shall serve a term of one (1) year on the Board, commencing with the first day following the July meeting. In the event that any President, including the Past or Past-Past President, succeeded himself, the Officers shall nominate one additional Director, who shall serve a term of one (1) year.

**Section 3** - In order to qualify for the Office of President, a member shall have served in the capacity of an elected Officer or Director any year in the last 5 years.

**Section 4** - No member shall be elected to serve as an Officer for more than two (2) consecutive terms in the same Office.

**Section 5** - Any elected Officer or Director may be removed from office at any time, with or without cause, by affirmative vote of two-thirds (2/3) of the eligible membership.

**Section 6** - An elected Officer or Director is expected to attend all meetings of the Board of Directors. In the event an Officer or Director misses two (2) consecutive Board meetings, the President or his designated representative will contact the Officer or Director to determine their desire to retain their elected position.

**Section 7**- A vacancy in the Board of Directors, for whatever reason or for whatever office (except as previously stated for the office of President), shall be filled by action of the remaining members of the Board. A candidate shall be considered appointed if successful in obtaining an affirmative vote of the majority of the Board, and shall serve the remainder of the unexpired term. Unfilled "Director" and "Officer" positions shall be considered vacancies that can be filled at any time by action of the Board of Directors and general membership of the Club. The term of a Director(s) or Officer(s) so elected shall be the unexpired term of the current administration.

**Section 8**- A vacancy in the office of President shall be immediately filled by the Vice President, who shall serve in the capacity of the President for the remainder of the un-expired term. The vacancy in the office of the Vice President, or any other officer, shall be filled in accordance with the provisions of Article II, Sections 3 and 8 7 of these Bylaws.

### **Article III**

#### **Board of Directors**

**Section 1** - The governing body of this Club shall be the Board of Directors (hereinafter "the Board"), elected in accordance with Article II, Sections 1 and 2, of these Bylaws.

**Section 2** - The Board of Directors shall be comprised of thirteen (13) members and shall include the following: President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and six (6) Directors: (Membership, Operations, Events, Food Services, Ministries and Marketing) plus the two (2) immediate Past Presidents. In the event that any President, including the Past or Past-Past President, succeeded himself, there shall be a seventh Director (Special Services).

**Section 3** - There shall be no compensation paid by the Club to any member of the Board of Directors for serving in the capacity as a representative of the Club.

### **Article IV**

#### **Duties of the Board of Directors**



**Section 1 – President:** It shall be the duty of the President to preside at meetings of the Club and the Board, to maintain liaison with other Parish organizations, and to perform such other duties as ordinarily pertain to his office. All Officers and the Director of Food Service shall report directly to the President.

**Section 2 - Vice President:** It shall be the duty of the Vice President to preside at meetings of the Club and Board in the absence of the President. The Director of Events and the Director of Operations shall report directly to the Vice-President.

**Section 3 – Secretary:** It shall be the duty of the Secretary to record the attendance at Board meetings, send out notices of meetings of the Club, Board and Committees, record and preserve the minutes of such meetings, and perform such other duties as usually pertain to his office. The Directors of Membership, Ministries and Marketing shall report directly to the Secretary.

**Section 4 – Treasurer:** It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Club at the June meeting and at any other time upon demand by the Board and to perform such other duties as usually pertain to his office. At the conclusion of his term, he shall turn over to his successor or to the President, all funds, books of accounts and any other Club property in his possession. Specific duties are outlined in detail in attached Treasurer’s Guidelines Addendum.

**Section 5 - Sergeant-at-Arms:** The duties of the Sergeant-at-Arms shall be to maintain order and decorum for Board Meetings and General Meetings and take necessary actions as agreed to by the President and/or Vice President, or the presiding officer in the absence of the President or Vice President. In addition, to oversee the operation of the Front Desk, assessing manpower needs, meal and raffle sales, wristbands and nametags and assures a smooth flow through the check-in process. The Sergeant-at-Arms shall also be responsible for overseeing the clean up after all General Meetings and securing the grill, the Hall and the Church premises, and to perform such other duties as usually pertain to his office.

**Section 6 - Director-Membership:** It shall be the duty of the Director of Membership to establish and maintain any Committee records and/or procedures to facilitate the promotion and maintenance of membership, update and maintain an accurate list of Members throughout the year, provide the Front Desk at every General Meeting with a current check-in copy and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Secretary.

**Section 7 - Director-Operations:** It shall be the duty of the Director of Operations to act as Chairman of the Audit and Budget Committees, to supervise all aspects of the General Meetings, including set-up, decorations, beverage purchases, icing of those beverages securing music, photographer and raffle gifts, and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Vice-President.

**Section 8 - Director-Events:** It shall be the duty of the Director of Events to support the Committee Chairmen in coordinating and ensuring clean-up, set-up and decoration for the five (5) yearly Club events: (1) Chili Cook-Off, (2) Teddy Bear Christmas, (3) Cigar Night, (4) Sweetheart Night and (5) Mother’s Day Orchid Distribution. This director will secure Chairmen for each event and coordinate and supervise all activities with the chairmen, and will perform such other duties as ordinarily pertain to his function. This position shall report directly to the Vice-President.

**Section 9 - Director-Food Services:** It shall be the duty of the Director of Food Services to coordinate and oversee all the food and beverage needs for all the Club’s social events including working in conjunction with the various event Chairmen, in addition to the general membership meeting needs, and to perform such other duties as ordinarily pertain to his function. This director will obtain the number of meals to prepare for each General Meeting from the Board prior to the meeting and shall adhere to all budgetary constraints. Any proceeds from the sale of leftover food or supplies shall be given immediately to the Treasurer. This director

is responsible for the safe operation and cleaning of the Club Grill, as well as the off-site storage of the fuel tanks. This position shall report directly to the President.

**Section 10 - Director-Ministries:** It shall be the duty of the Director of Ministries to monitor the Parish Community, represent and advise the Board and Club on all matters concerning the Parish Community, to act as a liaison between the Club and the Parish Community and to perform such other duties as ordinarily pertain to his function. This position shall report directly to the Secretary.

**Section 11 – Director-Marketing:** It shall be the duty of the Director of Marketing to promote the Club in all phases: Membership, attendance and Parish/Public relations. This director will create and supervise all advance ticket sales, meeting and event fliers and membership brochures. In addition, this director shall coordinate with the Parish Office all bulletin inserts and priest announcements, as well as maintain the Men’s Club website, and oversee the publication of the Club newsletter. The Director of Marketing will be responsible for creating and storing all Club banners used to promote the Club, setting up, manning and securing the Club’s table in the portico (when necessary) and will coordinate all promotions with the Director of Events and the Chairmen chosen for the individual events noted in Article IV, Section 8. This position shall report directly to the Secretary.

**Section 12 - Director-Special Services (if necessary).** It shall be the duty of the Director of Special Services to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertains to his function. This position, should it be deemed necessary, shall report directly to the Vice-President.

**Section 13 – Past-President:** It shall be the duty of the Past-President to provide counsel, guidance and support to the Board, to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertain to his function.

**Section 14 – Past-Past President:** It shall be the duty of the Past-Past President to provide counsel, guidance and support to the Board, to lend assistance to any person or Committee (as directed by the President) and to perform such other duties as ordinarily pertain to his function.

## **Article V**

### **Meetings**

**Section 1 -** The election of Officers to serve for the ensuing year shall take place at the June meeting and the election of Directors at the July meeting of the Club. The Officers and Directors shall take the following Oath of Office and be installed by the immediate Past President or, in his absence, the Past-Past President or any other Past President, at the July General Meeting of the Club: "I (State your name) do solemnly swear that I will faithfully execute the position of (State Board of Directors elected position), and will to the best of my ability preserve, protect, and defend the Bylaws of the St. John Neumann Men’s Club, so help me God."

**Section 2 -** The General Meetings of the Club shall be held on the first Monday of each month at 7:00 p.m., whenever possible. In the event of changes in date, time or location of the regularly scheduled meeting, due notice pursuant to Article I, Section 2 shall be given to all members of the Club.

**Section 3 -** All General Meetings of this Club shall be held at the Saint John Neumann Catholic Church, located at 12125 SW 107th Avenue, Miami, Florida 33176, unless otherwise approved by the Board.

**Section 4 -** One fourth (1/4) of the membership shall constitute a quorum at the monthly General Meetings of this Club.

**Section 5** - Regular Meetings of the Board of Directors shall be held on a monthly basis, whenever possible. Special meetings of the Board shall be called by the President, when necessity dictates, or upon the request of three (3) or more members of the Board. In all cases, due notice pursuant to Article I, Section 2 must be given and any eligible member of the Club may attend.

**Section 6** - The location of the Board meetings shall be at the discretion of the presiding officer of the Board.

**Section 7** - A majority of the voting Board members shall constitute a quorum of the Board, in accordance with Article III, Section 2 of these Bylaws.

## **Article VI**

### **Fees and Dues**

**Section 1** - The fiscal year of this Club shall be a 12-month period starting July 1 and ending the next year on June 30. The annual membership dues shall be twenty dollars (\$20.00) or as determined by Board in Article VI Section 2, payable at the time the member decides to join the club for the first time or renew/update his status from "Inactive" to "Active".

**Note:** "Active Member" status automatically reverts to "Inactive" on July 1 each year for all members unless the dues are prepaid (typically May or June) or paid at the first meeting in July. The "Inactive" status means they are to be considered as "Non-Members" for purposes of meal pricing, voting rights, and membership counting, and they will be required to pay "Non-Member" meal prices until they pay their annual dues bringing them back to "Active Member" status.

The Clergy of the Parish (Pastor, Associate Pastor or Deacons) and those granted Honorary membership (for hardship or past service) by action of the Board of Directors, shall become "Honorary Members for the upcoming year (with full voting rights)" and their membership dues shall be waived.

**Section 2** - The amount of the membership dues shall be reviewed by the Board at its last meeting of the year. Following the review, the Board may change the amount of the membership dues for the prior fiscal year, but in no case can the change be more than five dollars (\$5.00) annually.

**Section 3** - The charge for the meal at regular meetings of the Club shall be \$14.00 for Members and \$18.00 for non-Members. Any individual attending a "regular" meeting (not premium, or special meeting), for the first time in their life, **and becomes a member on that night**, he shall receive that night's meal at no charge. If this first meeting involves a premium meal or special event meal **and the individual becomes a member on that night** he shall receive a free meal credit toward the next "regular" meeting which he attends. This credit will be recorded and carried in the member directory until the member uses his credit. The pricing of the meals shall be reviewed by the Board at its last meeting of the year. Following the review, the Board may change the charge for the regular meeting meals for the subsequent year, but in no case can the charge be more than \$2.00 incrementally per meal, annually. The Board can establish a Surcharge, not to exceed \$5.00 per meal, for Special cuisine prepared for the regular meeting meal. The membership of the Club shall receive proper advance notice of said Surcharge and there shall be no more than three (3) such Surcharge-meals per fiscal year.

**Section 4** - An "eligible member" for the purpose of these Bylaws shall be one whose dues are paid and be a member of record as of the end of the May General Meeting. In the case of the election of Directors at the July meeting of the Club, those conditions shall apply to the prior fiscal year.

**Section 5** - The President or his designee in his absence from the General Meeting, may elect to waive a meal cost to anyone attending that meeting based on special circumstances, for example, speakers, donors, member not eating, etc. The President may also spend a maximum of \$200 at any time between Board

Meetings, without prior approval from the Board, for any situation where he determines the need for immediate action; for example, funeral flowers, special events, speaker gifts, etc. All the references in this Article VI Section 5 must be subsequently **presented to the** Board at the next regular Board Meeting.

## **Article VII**

### **Method of Voting**

**Section 1** - The business of this Club shall be transacted by a voice vote of the Board except for the election or removal of Officers and Directors, which shall be by ballot of the Board.

## **Article VIII**

### **Committees**

**Section 1** - The President shall, with the approval of the Board, appoint committees, including Committee Chairmen, deemed necessary to perform the functions of the Club, such as, but not limited to, Membership, Fundraising, Budget/Audit, Health/Welfare, Meeting and Events, etc.

**Section 2** - Officers and Directors of the Club may be permitted to assume the additional responsibilities of Chairman of any standing or appointed committee.

**Section 3** - The President shall be a member ex officio of all committees and shall be notified of all committee meetings. Any eligible member of the Club may attend any meeting of any standing committee.

**Section 4** - It shall be the duty of each Committee Chairman, to keep records of proposed budget, membership, record attendance at Committee meetings, coordinate with the Secretary on notifying members of scheduled meetings, record and preserve the minutes of such meetings, provide monthly status reports to the Board, recommend Committee members to the Board, present a final profit/loss statement to the Board following the event and perform other duties as usually pertain to his function. Committee Chairmen when serving in that capacity shall automatically become non-voting members of the Board of Directors.

**Section 5** - Each Committee shall transact such business as is delegated to it by the President or the Board. By majority action, the respective members of the committee may set its own rules of procedure, including but not limited to voting and quorums. Except where special authority is given by the Board, such committees shall not take action until a report had been presented to and approved by the Board.

**Section 6** - A Committee Chairman or member is expected to attend all meetings of the committee. In the event any individual fails to attend three (3) successive regular or special meetings of the Committee, without cause, the Member or Chairman may be removed from the Committee and the vacancy shall be filled as herein provided for original appointments.

**Section 7** - There shall be no compensation paid by the Club to any member of a committee for serving in the capacity as a representative of the Club.

## **Article IX**

### **Finances**

**Section 1** - Upon receipt, the Treasurer shall immediately deposit all funds of the Club in a bank to be named by the Board. The accounts opened shall be interest bearing if possible.

**Section 2** - All accounts established in the Club's name shall require the signature of at least two (2) Board members after a Board vote.

**Section 3** - All financial obligations of the Club shall be paid by check, signed by the Treasurer and the President, or in the absence of either Officer, any other two (2) board members who have been authorized (via signature cards) to sign on the account. In the event that a financial obligation is made to either an authorized signature or a relative of an authorized signature that check shall be signed by any other two (2) non-related authorized signatures.

**Section 4** - The Board shall make every effort to retain accounting services to conduct an annual independent audit of the books of accounts and records of the Club and will present the results at the September Board and October General Meetings.

**Section 5** - The Board, at their July meeting, will determine the significant Club activities and events for the fiscal year, and provide that information to the Budget Committee. The Budget Committee shall develop a Budget for that fiscal year and will submit it to the Board at the August meeting. After approval by the Board, it will be made available to the general membership at the September General Meeting for approval and finalized at the September Board Meeting.

## **Article X**

### **Resolutions**

**Section 1** - No resolution or motion to commit this Club on any substantive matter shall be considered by the membership of the Club until the Board has first considered it. Such resolutions or motions if offered at a monthly Club meeting shall be referred to the Board without discussion.

## **Article XI**

### **Meeting Conduct**

**Section 1** - The order of business at each General Meeting of the Club shall be as follows:

- Meeting called to order
- Introduction of new members
- Correspondence and announcements
- Committee reports, at the discretion of the presiding officer
- Any unfinished (old) business
- Any new business
- Adjournment

## **Article XII**

### **Amendments**

**Section 1** – After being approved by the Board in accordance with Article X, Section 1 of these Bylaws, these Bylaws may be amended at any regular meeting, a quorum being present in accordance with Article V, Section 4 of these Bylaws, by a two-thirds (2/3) vote of all eligible members present, provided that notice of such proposed amendment(s) shall have been distributed via mail, hand delivery, telephone, facsimile, E-mail, flyer or bulletin announcement to each eligible member with due notice pursuant to Article I, Section 2 before such meeting.

## **Article XIII**

## **Records Retention**

**Section 1** - The business records of the club shall be maintained in accordance with the following retention schedule:

Financial Records- Consisting of budgets, bank statements, Treasurer Reports, audit reports- 36 months

Minutes of Board of Directors Meetings- 36 months

Event Records- Consisting of all actions taken to put on the event, costs incurred, vendors used, names of event chairman and volunteers, summary of results of event, and any suggestions for next chairman- 36 months

**Section 2** - The Secretary shall act as the records custodian for the Club in coordination with the Directors of Events and Membership. The Treasurer shall act as custodian for all financial records pursuant to Article XIII, Section 1 of these By-Laws. The custodians shall, with sufficient notice, make available to the Board, any records required by the Board to conduct the business of the Club.

## ADDEMDUM I – TREASURER’S HANDBOOK

### TREASURER'S RESPONSIBILITIES for SJN MEN'S CLUB

Stefan Schwindeman, Treasurer, 2012 – 13

Revision: 3/9/2018 by Paul Banaszak

#### I. GENERAL MEETING FRONT DESK CHECK-IN

##### A. Day Before

- (1) Check Petty Cash Reserves (\$100 of ones, fives, tens and twenties)
- (2) Check status of apps, wristbands, name tags, raffle tickets
- (3) Review contents of Treasurer's Travel Bag - extension cords, cash box, tablet computer for charge payments, pens, markers, pamphlets
- (4) Setup a member/officer smart phone to be a hotspot internet access for tablet computer.

##### B. Day Of Meeting

- (1) Arrival Time for Set-Up: 6:15 PM sharp
- (2) Set out badges, tickets, name tags, wristbands, pens at Front Desk
- (3) Setup phone hotspot and tablet computer for charge payments
- (4) Secure 3 volunteers at Front Desk
  - (a) Greeter: Name Tags
  - (b) Registration Slips: What the Member is buying -Check Off/Add Up
  - (c) 50/50 ticket Sale: Rip tickets/ Wristbands
  - (d) Handle Funds: Checks/Cash - TREASURER ONLY

***NOTE: Every PAID Member or Official Guest that goes through the Front Desk Check-In gets a Wristband if purchasing a meal and Name Tag***

##### C. During Meeting

- (1) Periodically advise Kitchen/Food & Beverage of Paid Headcount
- (2) Advise President of Headcount and Paid Memberships
- (3) Collect Receipts for all expenses for the Meeting (must have name and correct total).
- (4) Hand the President cash for 50/50 Raffle (No more than \$100 before meeting is officially adjourned. All returned raffle money is considered a Donation.

##### D. After Meeting

- (1) Cut checks for all receipted expenses to individuals/companies
- (2) Absolutely no checks are to be written without name and date on the receipt given.  
***NOTE: TWO (2) signatures required on ALL checks or they are not valid.***
- (3) Members have 2 weeks to turn in receipts if they want to be reimbursed.
- (4) No one is reimbursed in Cash for any reason.
- (5) Collect funds for all sold food and any donations

#### II. THE DAY AFTER: INCOME VERIFICATION AND DEPOSITS

##### A. Separate Cash and Checks

##### B. Stamp all checks with the provided SJN Men’s Club Deposit Only stamp

##### C. Separate out \$100 of Petty Cash and return to Cash Box for next meeting

##### D. Complete deposit slips for all checks and remaining cash

##### E. Deposit proceeds at any bank of record **within 2 business days** after the General Meeting.

**NOTE: DO NOT KEEP PROCEEDS** in your possession for more than 2 business days.

**DO NOT KEEP CASH BOX OVERNIGHT IN YOUR CAR!**

F. Keep Bank Deposit Slip in separate envelope with all Meeting Receipts for Audit as well as second page of member sign-in tickets (registration slips).

### **III. INCOME ANALYSIS**

- A. Using Registration Slips, add up the following:
  - (1) Paid Meals - Member
  - (2) Paid Meals - Non-Member
  - (3) Memberships
  - (4) Raffle income - may vary per purchase
  - (5) Donations
  - (6) Other - includes late payments, sponsors, drinks, cigars, etc
- B. Break down by Category in a Dollar Amount and Total
- C. TOTAL MUST EQUAL DEPOSIT MINUS the 50/50 PAYOUT

### **IV. EXPENSE ANALYSIS**

- A. Compilation of all Checks written since last Treasurer's Report
- B. Checks must be entered in Checkbook with Payee, Date, Amount information in Sequence. This information is REQUIRED.

### **V. BEFORE THE BOARD MEETING: PREPARING THE TREASURER'S REPORT**

- A. Responsible for Monthly Report covering 6 Key Components:
  - (1) Compilation of All Deposits made since last Board Meeting
  - (2) Compilation of All Checks Written since last Board Meeting
  - (3) Beginning Account Balance BEFORE Deposits
  - (4) Ending Balance after Deposits AND All Checks Written
  - (5) Status of Petty Cash
  - (6) Income, Expense, and Net Figures for Meeting Expenses Only
- B. Remember, the Treasurer can only provide the Board with information received from the Meeting Chairman. If checks or receipts are not turned in to the Treasurer 24 hours prior to the Board Meeting, the Treasurer is not obligated to include them on his Report. Such a Report missing checks or receipts not turned in, is still considered Complete.
- C. It is the Chairman of each Meeting or Event's responsibility to submit Budget, Income, Expenses, and Net Profit or Loss figures to the Board and the Chairman is held solely responsible for submitting said documentation to the Treasurer for his Report.

### **VI. BOARD MEETING: SUBMITTING TREASURER'S REPORT**

- A. Treasurer must make 15+ copies of his Report to share with Board Members
- B. Treasurer must have a grasp of all relative financial information submitted on his Report and provide a "lucid overview" of all entries.
- C. Treasurer should have a "working knowledge" of Checking Account balances at all times.
- D. Whenever possible, Treasurer should e-mail copies of his Report to the MCBBoard@ sjn-miami.org e-mail address 24 hours before the Board Meeting so Board Members are given sufficient time to review and understand it.

### **VII. CHECKBOOK MAINTENANCE**

- A. Treasurer is SOLELY responsible for proper maintenance of Checkbook, including stub entries, securing proper signatures, and account balances
- B. Treasurer must bring Checkbook to all Board Meetings to provide Payments for all new Bills and New Appropriations as approved by the Board's vote.
- C. All checks written at a Board Meeting are reported on the next month's Treasurer's Report.
- D. Treasurer is NOT responsible for Delivery of Appropriation Checks to Ministry Heads.
- E. Treasurer will NOT write checks with Blank Payees, Blank Amounts, or Blank Dates made out to cash.
- F. Treasurer is to regularly review Bank Statements for accuracy and for any Returned Checks. Any outstanding issues must be reported to the President and to the Board at the next Board Meeting.



## **VIII. ANNUAL BUDGET**

A. After Elections in June, Incoming Treasurer confers with Outgoing Treasurer and incoming Board to review Actual versus Budget figures for the Preceding Year AND any significant budget changes the Incoming Administration wants to make to the New Budget. New events, membership goals, and meal pricing are all factors in the New Budget.

B. The New Budget is to be submitted by the Treasurer for Board review and approval at the September Board Meeting.

## **IX. ANNUAL AUDIT**

A. The Incoming President meets with the Outgoing President to set an Audit Date. Both Presidents and both Treasurers must be present for this annual review. The Incoming President can create an Audit Committee to assist in the review of the Outgoing Treasurer's records.

B. The Outgoing Treasurer must provide files for each Monthly Meeting, including Expense Receipts, Checkbook stubs, and Board Reports.

C. Audit Chairman will compile a WRITTEN Report with Audit findings, comments, and suggestions to the Board at the next Monthly Board Meeting following the Audit.

## **Addendum II**

### **By-Laws Key Dates**

- February (Brd Mtg) - latest to form Nominating Committee
- April (Brd Mtg) - Call for Nominating Committee Officer recommendation  
(President, VP, Secretary, Treasurer, SGT Arms)
- May (Gen. Mtg.) - Present officer nominations to membership from Nominating Committee  
which go on the ballot.  
- Solicit from floor any officer recommendations for the ballot
- June (Gen. Mtg.) - Vote on ballot submissions
- June (Gen. Mtg.) - Elected officers meet 2 weeks post of General mtg. to select 6 Directors
- June (Brd Mtg.) - Review cost of meals for next year
- July (Gen. Mtg.) - New Directors will be presented to the membership (no required vote needed)
- July (Brd Mtg.) - Select Budget committee  
- Review Dues; Club events/activities for budgeting purpose.
- August (Brd mtg) - Budget committee submit budget proposal to the Board
- August (Brd mtg) - Select an annual Audit committee from Board.
- Sept. (Gen Mtg) - Reviewed budget made available to membership  
Sept. (Brd mtg) - Finalize and approve the budget

# Addendum III – ORGANIZATIONAL CHART

SJN Men's Club Organizational Chart Beginning with the 2014-15 Administration  
 (Note: "V" Denotes a Voting Member of the Board of Directors)

