

**J. B. Patterson Men's Club
St. Stephen's Episcopal Church
Petersburg, VA
Proposed Constitution**

ARTICLE I: NAME

The Name of this organization shall be the J. B. Patterson Men's Club of St. Stephen's Episcopal Church Petersburg, VA

ARTICLE II: MISSION STATEMENT

The J. B. Patterson Men's Club of St. Stephen's Episcopal Church of Petersburg, VA supports the mission of the Church through prayer, service and education in knowing Christ.

ARTICLE III: MEMBERSHIP

Membership in this organization shall be open to all men of St. Stephen's Episcopal Church

ARTICLE IV: DUES

The dues shall be **\$20.00 monthly** for the men who are financially able and the other men may render **in-kind service.**

ARTICLE V: EXECUTIVE OFFICERS

Section 1. Executive Officers

The officers shall consist of **President**, Vice President, Recording Secretary, **Treasurer**, and **Chaplain**

Section 2. Duties

- A. **President** --He shall preside at all meetings of the J. B. Patterson Men's Club and The Executive Committee. He shall with the approval of the Executive committee, fill vacancies occurring in offices and appoint the committee chairpersons. He shall perform all duties that are normally reserved for presidents.
- B. **Vice-President**--He shall preside in the absence of the President. He shall be responsible in consultation with the president for planning of the programs for all meetings.
- C. **Recording Secretary**--He shall be responsible for recording minutes from all meeting and maintaining proper records for files. He shall also be responsible for correspondence.
- D. **Treasurer**--He shall be responsible for receiving, recording and disbursement of the Club finances. He shall be responsible for acknowledgement of such. He shall be responsible to see that a bi-yearly audit is done by a qualified person.

ARTICLE VI: EXECUTIVE COMMITTEE

There shall be an Executive Committee, consisting of the Executive Officers and Chairpersons of Standing Committees. This committee shall be empowered to act upon matters requiring decisions between meetings of the Club.

ARTICLE VII: MEETINGS

Section 1. Monthly Meeting

- A. The club shall meet on the second Sunday of each month **in the front of the Parish Hall.**
- B. The executive committee shall meet when the president deems it necessary to conduct urgent business that must be decided before the regular meeting of the club.

Section 2. Quorum

At any meeting of the club, the presence of a majority of the members shall constitute a quorum.

ARTICLE VIII: AMENDMENTS

The constitution may be amended or revised at any meeting by a two-thirds (2/3) vote of those present. The vote must be a majority at two consecutive meetings.

**J. B. Patterson Men's Club
St. Stephen's Episcopal Church
Petersburg, VA
Proposed By-laws**

ARTICLE I: EXECUTIVE COMMITTEE

Section 1. The authority for and the responsibilities of directing the work of this organization between Monthly meetings shall be vested in the Executive Committee.

Section 2. There shall be at least two regular meetings of the Executive committee annually, the time and place to be set by the President.

Section 3. Special meeting of the Executive Board may be called at the discretion of the President or at least three members of the Executive Committee when urgent matters are to be considered. Five days notice shall be given if an emergency does not exist.

Section 4. At any meeting of the Executive Committee, the presence of a majority of the members shall constitute a quorum. Meeting may be conducted by electronic communication.

ARTICLE II: STANDING COMMITTEES

Section 1. There shall be a standing committee called the Church Picnic Committee, whose duties will include all food-related activities associated with the men's club.

Section 2. There shall be a Standing committee for the Jazz Concert presented by the Men's Club.

Section 3. There shall be a Standing Committee for Men's Day to plan and carry out the activities associated with Men's Day.

Section 4. There shall be a Standing Committee on Constitution and Bylaws of 3 members, including at least 1 from the executive committee and all are appointed by the President or Elected. The term shall be open ended.

ARTICLE III: OTHER COMMITTEES

Section 1. Other activities will be handled by Ad Hoc committees appointed by the President.

Section 2. There shall be a nominating committee appointed by the President

Section 3 Written Report shall be submitted by committee in which money is involved.

ARTICLE IV: PRESIDENT-EX OFFICIO MEMBER OF COMMITTEES

The President shall be an ex officio member of all committees, except the committee on Nominations, and may be asked by the Chairs of the committees to attend meeting though having no vote.

ARTICLE V: TERMS OF OFFICERS

The terms of the officers shall be open ended unless the body decides that they should be replaced or they resign.

ARTICLE VI: ANNUAL REPORT

The President shall make an Annual Report to the congregation at the Annual Congregational Meeting.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, Revised, shall be the parliamentary for this organization.

ARTICLE VIII: AMENDMENTS

The Bylaws may be amended or revised at any meeting by a two-thirds (2/3) vote of those present provided the proposed amendment has been presented at the preceding meeting.