

Men Answering The Call

The Men of St. Margaret Mary Parish

Article I

Name and Motto

Section 1.01

The name of the organization shall be “Men Answering The Call”, a ministry that at times may use the abbreviation “MATC”.

Section 1.02

The organization’s motto shall be “Commitment Through Spiritual, Service, and Social Ministries”.

Article II

Purpose

Section 2.01

Parish Mission Statement:

*Called into relationship by the Holy Spirit and
Centered in the Eucharist,
St. Margaret Mary Parish is a welcoming community
Sent to serve as Christ did.*

MATC Mission Statement:

The men of St. Margaret Mary in Answering the Call by prayer, evangelization, and living example promote and support the parish by identifying, developing, and serving the needs of the community.

Article III

Membership

Section 3.01

Qualifications – Membership in MATC shall be open to all male members of St. Margaret Mary Catholic Church who have reached the age of twenty one (21) years and shall include non-Catholic men whose families are members of St. Margaret Mary Catholic Church or non-Catholic Christian Men who show a desire to become members.

Section 3.02

Application – Any active member must provide his personal information, including his available “e-mail address”. In filling out the information and including his “e-mail” address he is giving the organization the authority the email him information about the organization and upcoming scheduled events. At any time the member may request to have his email address removed from the MATC list and stop receiving emails from the group.

Section 3.03

Participation – It is important for the organization to grow and achieve its mission and goals. To this end, it desires to engage all members in active participation in the functions of MATC. Each new member:

- Shall have a copy of the bylaws made available to them if they so desire
- Shall be encouraged to volunteer to a committee in which he is interested and wants to be active. Movement between committees as interests change is encouraged.
- Is offered the opportunity to purchase a MATC shirt to be worn at various sponsored functions as a member of MATC.

Section 3.04

Exceptions – The Board of Directors has the right to make exception to the above rules of membership.

Article IV

Meetings

Section 4.01

Definition – A meeting is a single official gathering of the members of MATC in a designated location. The officers of MATC are responsible for conducting scheduled business meetings in a timely manner. The meeting shall continue until the chair declares the meeting adjourned. Notification of all Board, Special or General Meetings shall be done by the President of MATC. All meetings are open to any male

member of the parish at any time and suggestions on new events or how to improve the group are always welcome.

Section 4.02

Meeting Schedules – Regular business meetings of MATC shall be held monthly with advance notice. Advance notice shall consist of publishing a yearly calendar of meetings, weekly church bulletin announcements, and / or distribution of minutes from the previous meeting including announcement of the upcoming meeting. Special meetings may be held when deemed necessary for the best interest of the organization.

Section 4.03

Board of Directors Meetings – Board of Directors meetings shall be held monthly or as the Board of Directors deems necessary.

Section 4.04

Committee Meetings – Committees shall have meetings called by the Committee Chairman or by the MATC President. The meeting shall be conducted informally and notification of such shall be by phone call, email or personal contact with the other members of the Committee.

Article V

Meetings

Section 5.01

Eligibility – Qualified candidates for office shall be Active Members of MATC. Each candidate shall have demonstrated behavior consistent with the Mission Statement of Men Answering The call and have the ability and experience to lead the ministry forward in its mission.

Section 5.02

Voting – Voting for officers of MATC shall be limited to active members only.

Section 5.03

Election of Officers – During the General Meeting on June, the final slate of nominees shall be presented by the Nominating Committee as they appear on the ballot to the attending membership. All elections shall be held by secret ballot at the June General Meeting. Officers are elected by majority vote of the general membership. Election to be held every two years.

Article VI

Section 6.01

Term – The Board of Directors shall establish the length of a term for officers of MATC. Such term shall be for two years except where noted, and may be changed by the Board of Directors with an amendment to the By-laws.

Article VII

Board of Directors

Section 7.01

Board of Directors – The Board of Directors, designated by voting members, shall consist of nine (9) members and they shall be members of the organization. The Board of Directors is the policy making body of MATC and may exercise all the powers and authority granted to it in the Bylaws to transact all business on behalf of Men Answering The Call. It shall oversee the general operation, including the various committees, and conduct business affairs of the officers.

Section 7.02

Chairman of the Board – The President of MATC shall serve as chairman of the Board of Directors.

Section 7.03

Voting, Quorum, Replacement, Non-Voting Director and Amending Committees – Each Director shall have one vote. Five-ninths (5/9) or a simple majority of voting members shall constitute a quorum. If a committee chair cannot make a meeting he may designate his assistant chair to vote at that meeting. The Board of Directors, by majority vote, shall have the right to increase in size, void, add duties, or change scope of responsibilities for the standing committees.

Article VIII

Officers and Committees

Section 8.01

Officers – The Elected Officers of MATC shall be a President, Vice President, Secretary, Treasurer, Membership Chairman, Marketing & Communications Chairman, Planning Chairman, Service Project

Chairman, and Kitchen / Setup Committee Chairman. The Officers comprise the voting membership of the Men Answering The Call Board of Directors. The Pastor of St. Margaret Mary (or his chosen representative) and designated Deacon and the Past President shall be honorary officers of the board.

Section 8.02

Committees – The description and duties of each office and committees are as follows:

President – The President shall preside over all meetings of the Board of Directors and general meetings. The President shall be the official leader, spokesperson, and champion of Men Answering The Call. The President will also reach out to the men’s groups of other parishes, develop plans of succession for all committees, and provide visioning and spiritual direction and ideas to MATC.

Vice President – The Vice President shall preside at Board of Directors and general meetings in the absence or request of the President. The Vice President shall perform other duties as requested by the President, subject to the control of the Board of Directors.

Secretary – The Secretary shall keep the minutes of all meetings. The Secretary shall also be responsible for the safe keeping of such records.

Treasurer – The Treasurer shall work with the parish Business Manager to maintain in an acceptable accounting procedure all books and accounting records pertaining to MATC, and expedite all expense reimbursements. The Treasurer will also provide a fiscal accounting summary of each MATC event and periodic reports of the financial condition of MATC. The Treasurer shall appoint an assistant to help where necessary.

Membership Committee - The Membership Committee and it’s Chairman shall maintain a roster listing of active members. They will also endeavor to attract new members and recruit / guide volunteers for other committees, and develop lists of attendees for all MATC events.

Marketing Committee – The Marketing Committee and it’s Chairman shall coordinate all event marketing and artwork, send out event announcement emails, maintain the MATC webpage, and develop and administer periodic bulletin updates. Also be responsible for any communications or materials needed to communicate with groups outside of MATC and all members of MATC.

Planning Committee – The Planning Committee and it’s Chairman shall perform and maintain all calendar planning, event planning, maintain database of potential MATC event speakers, coordinate all meetings, and support the House / Kitchen Sub – Committee.

Service / Project Outreach Committee – The Service Project Committee and it’s Chairman shall be the first point of contact and screener for event requests. They shall also be the liaison between Men Answering The Call and other parish ministries. The committee will coordinate events with charities and service organizations and work with the Planning Committee to get service project events listed on the

MATC calendar. The committee will also have an appointee to interface with St. Margaret Mary ministries and facilitate service opportunities for MATC within the parish (ministry liason).

Kitchen / Setup Committee – The Kitchen / Setup Committee and it’s chairman shall be responsible for the setup of menus and food preparation where food is served, the setup of the room for events including table / chair layout, speakers and microphones, music (if applicable), and any other equipment needed for the smooth running of an event. They shall also raise and instruct volunteers in food service and portion control (if applicable) and room set up. Finally, they will raise and coordinate volunteers in room and kitchen clean up and ensure the kitchen and room(s) where the event is held are left in the proper condition after the event. Any event using the kitchen at St. Margaret Mary must meet and follow the guidelines set up by the parish Nursery / Kitchen Staff Leader (Gail Robinson) and understand all requirements for food preparation, serving, and utensil / kitchen clean up.

Section 8.03

Committee Structure – The Committee Chairman shall be responsible for executing all necessary functions to insure the committee’s success. The chairman shall be responsible for recruiting sufficient volunteers to help on their committee and planning the succession of the next Committee Chairman along with submitting an “assistant committee chair” name to the Board of Directors within one month of his election. The Committee Chairman shall also be responsible for working with the Treasurer to submit revenue and expense reports.

Article IX

Financial Disbursements

Section 9.01

Disbursements – No expenditure shall be made of funds unless authorized by two (2) members of the Board of Directors (one of which shall be the President or Treasurer of MATC) or as contained in the standing committee budget, reviewed and approved by the board. The Pastor’s designated parish / staff liaison to MATC (Bill Timmes) shall be exempt from this provision.

Section 9.02

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

Section 9.03

All payments and reimbursements shall be handled through the St. Margaret Mary Business Office.

Section 9.04

Financial Reports – The MATC Treasurer shall submit a verbal financial report at each Board of Directors meeting, to include, but not be limited to, income and expense by Committee and events, outstanding deposits, committed funds, uncommitted funds, and total funds on deposit. The Treasurer shall submit a written report following each board meeting. The Treasurer shall also submit a general statement of the financial condition of the Men Answering The Call at the annual meeting.

Section 9.05

Fiscal Year and Budget Preparation – The fiscal year of MATC shall be from July 1st of one year until June 30th of the following year. A budget for the new fiscal year shall require approval by the presiding Board of Directors. It shall be the responsibility of the Treasurer, Assistant Treasurer, Planning Committee Chairman, and President or Vice President to establish the budget and present it to the Board of Directors. The budget shall be prepared in an acceptable accounting procedure detailing all income and expenses as well as projected donations. Each Committee Chairman shall submit a budget request to the Treasurer and Finance Committee for review and approval. The Board of Directors may review and revise the Fiscal Budget at any time during their administration.

Article X

Parliamentary Procedures

Section 10.01

In the absence of any provision in these bylaws to the contrary, all meetings of the Men Answering The Call and the Board of Directors shall be governed by the parliamentary rules and usage contained in the current edition of ROBERT'S RULES OF ORDER.

Section 10.02

These bylaws may be amended in whole or in part by two thirds (2/3) majority vote of active members present at a General Meeting. Amendments may be proposed by a simple majority vote of the Board of Directors. A copy of the proposed amendment (s) must be submitted by mail or email to all voting members at least seven days prior to the published date for voting. Discussion opportunities, positive or negative, shall be provided.

(Approved By The MATC Board Of Directors September 11, 2014)