

**ST. LUKE
CATHOLIC
MEN'S CLUB**



**CONSTITUTION
AND
BYLAWS**

CONSTITUTION

ARTICLE I

NAME

This non-profit organization shall be known as the St. Luke Catholic Men's Club, San Antonio, Texas, hereinafter referred to as the "Club". Established in November 1959 as the St. Luke Catholic Church Holy Name Society, this organization changed to its current name in 1965.

ARTICLE II

PURPOSE

The general purpose of this Club shall be to:

1. Promote the spiritual well-being of the men of St. Luke Catholic Church, San Antonio, Texas, hereinafter referred to as the "Parish",
2. Assist and encourage Club members to actively participate in Parish activities,
3. Foster cooperation with other Parish organizations for the common good,
4. Perform such other special tasks or projects that promote or contribute toward the general welfare of the Parish and the community.

ARTICLE III

MEMBERS

All men registered in the Parish qualify for membership in the Club and are recognized as members in good standing upon payment of annual dues as specified in Article X of this Constitution. Men not registered in the Parish may apply for membership, provided the applicant is recommended by a Club member in good standing and payment of annual dues are made as specified above. Members awarded lifetime membership or that have received waived membership status are exempt from dues obligations.

ARTICLE IV

OFFICERS

Ex-Officio – The previous president shall serve as an Ex-Officio officer for two (2) years to advise and assist the Club President and the other Executive Board Members. The Ex-Officio officer shall have no voting privileges in executive sessions.

Elected – The President, Vice-President, Secretary, and Treasurer shall be the Elected Officers of the Club.

Appointed – The Finance Officer, Chaplain, Inventory Control Officer, Procurement Officer, Membership Officer, Parliamentarian, and the Chairmen of the Standing and Special Committees shall be the Appointed Officers of the Club.

ARTICLE V

COMMITTEES

Committees (Standing, Special, and Ad hoc) consist of a chairman appointed by the President and may include several members chosen by the committee chairman. Committee chairmen, whose committees are in session, are expected to attend and deliver reports at all meetings of the Club's Executive Board and general membership.

STANDING COMMITTEES

The Standing Committees (actively in session throughout the year) shall be the Communications, Christian Service, Entertainment, Public Relations, Benevolence, and the Wild Game Dinner Committees.

SPECIAL COMMITTEES

The Special Committees (in session periodically during the year) shall be the Scholarship and the Nominating Committees.

AD HOC COMMITTEES

The Ad hoc Committees shall be appointed by the President (for a single specific duty and term), such as the Review Committee. The chairmen of Ad hoc Committees shall have no voting privileges at Executive Board meetings.

ARTICLE VI

EXECUTIVE BOARD

The Ex-Officio, Elected Officers, the Appointed Officers, and the chairmen of the Standing and the Special Committees shall constitute the Executive Board. With the exception of the Ex-Officio, all members of the Executive Board shall have voting privileges during executive meetings.

ARTICLE VII

ELECTIONS AND APPOINTMENTS

The Elected Officers (President, Vice President, Secretary, and Treasurer) shall be elected for a two-year term by a majority vote of the membership present during the May general membership meeting held every other year.

1. Their terms of office shall be two (2) years. The President may serve more than one term, but not consecutively.

2. Candidates for each elected officer position shall be Club members in good standing and be selected by the Nominating Committee consisting of a chairman, appointed by the President, and at least two (2) Lifetime member recipients selected by the chairman. At the April general membership meeting the Nominating Committee Chairman shall present a slate of candidates nominated by his committee and approved by the Executive Board at its April meeting. Additionally, only during the April general membership meeting nominations from the floor, with the prior consent of proposed eligible candidates, also shall be accepted by the Nominating Committee for the election ballot. The election shall be held in conjunction with the May general membership meeting, by plurality vote of the eligible membership present and voting. Only Club members in good standing shall be eligible to vote. No person may cast more than one vote. Proxies, phone in, mail, electronic or online votes shall not be permitted. Voting shall be conducted during the first hour of the May general membership meeting. Voting shall be in accordance with procedures listed in the Bylaws (Article XV, Section 2).
3. The new elected officers shall be installed by a past President, designated by the outgoing President, at the opening of the following month's (June) general membership meeting. These officers shall immediately assume their respective office.
4. In the event of the resignation, death, incapacity, or formal removal of an elected officer, a successor shall be appointed to fill his unexpired term by a majority vote of the Executive Board at its next regular or special meeting and this appointment shall be reported to the membership at the next general membership meeting.

ARTICLE VIII

SECTION 1

RESIGNATION / TERMINATION - MEMBERS

Membership in the Club may be terminated as a result of voluntary withdrawal, non-payment of dues (excluding Lifetime Membership Award recipients and wavered membership status recipients), death, or expulsion for serious violation of the Club's Bylaws or other serious misconduct not conducive to the Club's expected membership conduct outlined in the Club's Bylaws. Formal expulsion for serious violations of the Club's Bylaws or serious misconduct shall require a majority vote of the Executive Board, and then a majority vote of the membership present and voting at a general membership meeting held after formal thirty (30) notice of the proposed expulsion.

SECTION 2

REMOVAL FROM OFFICE – OFFICERS

By accepting responsibilities of leadership, Officers of the Club shall be held to a higher standard of conduct.

Elected Officers of the Club may be removed from their office as a result of:

1. The loss of membership,
2. The Officer's formal resignation submitted to, and accepted by, the Executive Board, or
3. The majority vote of the membership present at a general membership meeting voting on formal removal, following formal thirty (30) day notice to the general membership.

A motion for formal removal from office may result from a violation of the Club's Bylaws, failure to observe standards of membership conduct as outlined in the Club's Bylaws, failure to perform the responsibilities or duties of the office, or other behavior unbecoming of a leadership position in the Club.

Appointed Officers and Ad Hoc Committee Chairmen serve at the will of the President and may be removed by the President, in his sole discretion for the best interest of the Club. An Appointed Officer or Ad Hoc Committee Chairman may also be removed from his position as a result of the loss of membership, or upon formal resignation submitted to, and accepted by, the President. The President at the next scheduled Executive Board meeting and general membership meeting, following the removal of an Appointed Officer or Ad Hoc Committee Chairman, shall give formal notice and explanation of the removal.

ARTICLE IX

MEETINGS

The general membership meetings of the Club shall be conducted monthly on a recurring day, such as the third Monday of each month, as determined and agreed upon by the majority vote of the membership present and voting. The Executive Board meetings generally are scheduled monthly one week prior to the general membership meetings. Special meetings of the Executive Board and general membership shall be held upon the call of the President.

ARTICLE X

DUES

Annual dues, in the amount determined by a majority vote of the Club membership present and voting, shall be payable during the month of September and shall be a requirement for membership. Voting rights are only afforded to members. The Treasurer, or his designee, may begin collecting dues beginning in the month of August. Lifetime Membership recipients and approved Waived Membership recipients are exempt from dues obligations. Waived Membership is awarded annually to the St. Luke Catholic Church pastor and deacons and those Club members selected and presented by the Christian Service Chairman to the Executive Board in August for their review and approval.

ARTICLE XI

FISCAL YEAR AND BUDGET

The Club's fiscal year shall begin September 1 and end August 31 the following year. The Treasurer shall prepare the Club's annual budget. Upon approval by the Executive Board the annual budget shall be presented for approval by a majority vote of the Club's membership at the August membership meeting.

ARTICLE XII

AMENDMENTS

Amendments may be made to this Constitution by two-thirds (2/3) vote of approval from the membership present and voting at a general membership meeting. Electronic, online or proxy voting shall be prohibited. No amendments shall be presented for a membership vote unless a two-thirds (2/3) vote of approval by the Executive Board has taken place and a formal thirty (30) day notice of the proposed amendment vote has been provided to the membership. Approved amendments shall become effective immediately, but not be retroactive.

BYLAWS

ARTICLE I

SECTION 1

The Parish pastor at the St. Luke Catholic Church, San Antonio, Texas shall be the spiritual director of the St. Luke Catholic Men's Club, San Antonio, Texas hereinafter referred to as the "Club".

SECTION 2

The President shall:

1. Prepare the agenda and preside at all meetings of the Executive Board and the Club's general membership in accordance with the provisions as outlined in the publication of Robert's Rules of Order (Newly Revised Edition).
2. Select and present to the Club's membership his Appointed Officers, after taking office.
3. When deemed necessary establish Ad hoc committees and appoint their chairman. Ad hoc committee chairmen shall have no voting privileges in executive sessions.
4. Be the Club's Media Spokesman, or appoint a designee.
5. Sign all official documents, contracts and papers of the Club.
6. Be provided the authority to approve expenditures up to \$300 for community or Parish out-of-cycle requests, contingent on the availability of Benevolence Committee budgeted funds. Out-of-cycle requests are appeals for financial support outside the period set aside to accept Wild Game Dinner distribution solicitations. The Benevolence Committee shall assist the President with his decision by reviewing and providing recommendations for out-of-cycle requests.
7. Review the lifetime membership recommendations of the Nominating Committee, have final approval of proposed recipient(s), schedule the appropriate recognition event, and conduct the ceremony to induct the recipient(s).
8. Have the authority to remove, suspend, or replace the Club's Appointed Officers, and Ad hoc Committee chairmen in his sole discretion for the best interest of the Club.
9. Perform such other duties, which are inherent with the office of the presiding officer as outlined in Robert's Rules of Order (Newly Revised Edition).

SECTION 3

The Vice President shall:

1. Carry out all the duties of the President in his absence.
2. Assist the President with the performance of his responsibilities, and willingly accept special assignments as directed by the President.
3. Be expected to attend all meetings of the Executive Board and general membership.

SECTION 4

The Secretary shall:

1. Prepare and retain in permanent form the minutes of the Club's Executive Board and general membership meetings, and present these minutes for approval at the next scheduled meetings, respectively.
2. Make available the previous month's meeting minutes for members' review, prior to the Club's monthly general membership meetings.
3. Be responsible for receiving, recording, reporting, and distributing all incoming Club correspondence, in a timely manner.
4. Receive and retain in a permanent record the reports of the Elected Officers, Appointed Officers and Ad hoc Committee chairmen.
5. Carry out all the duties of the President in his and the Vice President's absences.
6. Prepare and send correspondence on behalf of the Club.
7. Be expected to attend all meetings of the Executive Board and general membership.

SECTION 5

The Treasurer shall:

1. Have ultimate responsibility for all Club monetary affairs including overseeing signatory access authority to Club monetary deposits. (Authorized signers include Finance, Inventory Control, Procurement Officer and Treasurer)
2. Accept membership dues from the Membership Officer and other monies related to the operation of Club, including the Club's Parish and social activities.
3. Deposit, promptly, Club funds collected into an authorized depository.

4. Pay, promptly, approved obligations of the Club.
5. Collect and retain receipts for all disbursements.
6. Maintain a detailed and clearly understood record of all monies received and disbursed, using generally accepted accounting principles.
7. Perform and preserve a monthly reconciliation of depository statements and check registers under his control.
8. Prepare and present an annual budget for review and approval ~~at~~ by the Executive Board and the general membership at their respective August meetings.
9. At each monthly Executive Board and general membership meeting prepare and present a financial report which includes the financial activity of the Finance and Inventory Control Officers. This report shall clearly detail a year-to-date budget comparison of Club activities using a cash-based accounting methodology.
10. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE II

FINANCE OFFICER

The Finance Officer shall:

1. Be responsible for the financial activities of the Wild Game Dinner, include income and expenses, records retention, and post event financial reporting.
2. Carry out all the duties of the Treasurer in his absence.
3. Maintain accurate records of all the Club's receipts and disbursements with the exception of those financial records controlled by the Treasurer and the Inventory Control Officer.
4. Deposit, promptly, Club funds received into an authorized depository.
5. Perform and retain a monthly reconciliation of depository statements and Club check registers under his control.
6. Assist the Treasurer with his preparation of an annual budget for the next fiscal year.
7. Assist the Treasurer, with his preparation of a monthly budget analysis of the Club's income and expenses.
8. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE III

CHAPLAIN

The Chaplain shall:

1. Work with the Parish Pastor to provide spiritual support to the Club membership.
2. Organize and direct the Club's religious activities within the Parish and community.
3. Be responsible to open and close Executive Board and general membership meetings with prayer, unless otherwise directed by the President.
4. Assist the Christian Service and Communications Committees with the Club's approved member's death response procedure, after the death of a Club member or a member of his immediate family of the same household.
5. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE IV

INVENTORY CONTROL OFFICER

The Inventory Control Officer shall:

1. Maintain a current inventory and location list of all physical assets of the Club.
2. Oversee the security, protection, and cleanliness of the Club's physical assets.
3. Recommend to the Executive Board the purchase, repair, or replacement of the Club's physical assets.
4. Direct the Procurement Officer to purchase, repair, or replace, equipment and supplies necessary for the activities of the Club.
5. Prepare and deliver to the Treasurer a monthly financial report of procurement disbursements with receipts, to be used for the preparation of an income and expense budget report presented at the Executive Board and general membership meetings.
6. Approve or deny requests received from Parish organizations to borrow Club's assets, subject to approval of the President.

7. Ensure that a signature of a representative of the requesting Parish organization is obtained on a memorandum form at time of the release and return of Club's assets.
8. Select members to assist in the proper control of inventory for the purpose of maintaining an efficient operation.
9. Ensure no inventory items shall be loaned to individuals, including members, for personal use.
10. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE V

PROCUREMENT OFFICER

The Procurement Officer shall:

1. Purchase supplies, for Club activities, including the Executive Board and general membership meetings, the Wild Game Dinner, and other Parish and community events.
2. Set up room accommodations for meetings of the Executive Board and membership to include a supply of ballots for general membership voting.
3. Assist the Inventory Control Officer, with paying approved expenditures of the Club relating to the purchase, repair, and maintenance of the physical assets of the Club.
4. Retain receipts and maintain a register of all funds disbursed.
5. Perform and retain a monthly reconciliation of depository statements and Club check registers under his control, and deliver this information and receipts to the Inventory Control officer for his monthly report to the Treasurer.
6. Submit a request to the Treasurer or Finance Officer for replenishment funds as needed to perform his duties.
7. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE VI

MEMBERSHIP OFFICER

The Membership Officer shall:

1. Create and maintain a current membership roster that includes a mailing address, telephone number and email address to timely broadcast important Club information to the membership.
2. Accept applications for new membership subject to verification of eligibility. Verify eligibility by confirming applicant is a registered parishioner and, if not a member of Parish, record his sponsoring member.
3. Provide a membership report at monthly Executive Board and general membership meetings. At a minimum, this report shall include a count of total membership, new members, lifetime member recipients, and unpaid members.
4. Collect, on behalf of the Treasurer, annual dues.
5. Prepare a monthly list of members celebrating birthdays for use at the general membership meeting.
6. Assist the Communications and Public Relations Committees with membership notifications and announcements of Club activities by providing a current Club membership roster.
7. Develop, with the approval of the Executive Board, programs and procedures to increase membership and encourage member participation in Club activities.
8. Maintain a current membership roster for member voter eligibility.
9. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE VII

PARLIAMENTARIAN

The Parliamentarian shall:

1. Serve as designated advisor to the Club when called upon on all questions of parliamentary procedure in accordance with Robert's Rules of Order (Newly Revised Edition).
2. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE VIII

COMMUNICATIONS COMMITTEE

The Communications Committee shall:

1. Consist of a chairman, appointed by the President, a Webmaster and additional members as needed selected by the chairman.
2. Using a current membership roster, provided by the Membership Officer, timely disseminate through telephone and email to the membership all announcements regarding meetings, reports, activities, illnesses, deaths, or any other information as directed by the President.
3. Develop and maintain a Club website for the benefit of the membership and the community. The Committee Chairman may designate a Webmaster to assist with the development and maintenance of this website.
4. Utilize social media to promote the purpose and charitable mission of the Club. Use social networks to advance interest of and appreciation for Club activities, and to expand support for the Club.
5. Assist the Public Relations Committee in promoting the activities and achievements of the Club.

The Communication Committee Chairman shall be expected to attend all meetings of the Executive Board and general membership.

ARTICLE IX

CHRISTIAN SERVICE COMMITTEE

The Christian Service Committee shall:

1. Be the point of contact for notification of the failing health or death of members or their immediate family.
2. Send get well cards to members who are ill or hospitalized.
3. Inquire into the well-being of ailing members and deliver a monthly report of their condition at the Executive Board and general membership meetings. This report will also be disseminated to the membership through the Communications Committee.
4. Notify the membership, through the Communications Committee, of the death and funeral arrangements of deceased members or their immediate household family, and encourage Club members' attendance at these services.
5. Carry out the Club's approved member's death response procedure, in coordination with the Chaplain and other designated officers.

6. Annually at the August Executive Board meeting recommend for review and approval a list of proposed Waived Membership recipients. Waived Membership is available to the pastor and deacons of the Parish and Club members with illnesses or disabilities preventing them from submitting dues.
7. Perform other functions that contribute toward the general well-being of a member or his immediate family in time of need.

The Christian Service Chairman shall be expected to attend all meetings of the Executive Board and general membership.

ARTICLE X

ENTERTAINMENT COMMITTEE

The Entertainment Committee shall:

Be responsible for planning, budgeting, announcing and directing social activities for the Club. All such events shall be presented to the Executive Board for its approval. As soon as possible the Entertainment Committee Chairman shall prepare and deliver to the Executive Board a written report on the participation and financial results of the activity.

The Entertainment Committee Chairman shall be expected to attend all meetings of the Executive Board and general membership.

ARTICLE XI

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall:

1. Be responsible for the publishing and promoting the activities and accomplishments of the Club to the Parish and outside community, subject to the approval of the Executive Board.
2. Strive to build and maintain the ongoing support of the Parish through advertising and promoting information about the Club and its activities.
3. Assist the President or his designated Media Spokesman for the preparation and delivery of a press release or public news interview on the subject of the Club's affairs.
4. Select, recommend for board approval, order, promote, sell and maintain an inventory of Club logo apparel and merchandise.

The Public Relations Committee Chairman shall be expected to attend all meetings of the Executive Board and general membership.

ARTICLE XII

BENEVOLENCE COMMITTEE

The Benevolence Committee shall:

Maintain the funds distribution guidelines and criteria and a funds request application form. These documents will be approved by the Executive Board and be accessible through the Club's website. The Benevolence Committee shall consist of a chairman, appointed by the President, and up to four (4) members selected by the chairman. The Benevolence Committee has no authority to approve or deny a requested funds disbursement, only provide recommendations.

Out-of-Cycle Donation Requests

Out-Of-Cycle requests are those financial requests made throughout the calendar year and outside the Wild Game Dinner proceeds request time frame.

1. Accept, evaluate, and provide recommendations to the President on requests for Out-of-Cycle charitable distributions of funds not exceeding \$300.00.
2. Accept, evaluate, and provide recommendations on request, for charitable disbursements of funds exceeding \$300.00. Upon completion of their assessment, the Benevolence Committee chairman shall present a recommendation to the Executive Board membership for their approval or disapproval.

Wild Game Dinner Donation Requests

1. Ensure that net proceeds from the Wild Game Dinner be distributed as outlined below:

Parish and its Ministries	45%
Non-parish Organizations	40%
Club Contingency Fund	15%
2. Accept formal funds requests from March 15 through May 15 of each year. Evaluate and rank each application and prepare a list of Wild Game Dinner recommended donation recipients and amounts. The Benevolence Chairman shall present these recommendations to the Executive Board and general membership for approval. The recommendations of the Benevolence Committee for Wild Game Dinner distributions shall be approved or disapproved only by the general membership and are not subject to amendment. These particular approved donations shall be distributed during the July Annual Sharing of Gifts Banquet.

The Benevolence Committee Chairman shall be expected to attend all meetings of the Executive Board and general membership.

ARTICLE XIII

WILD GAME DINNER COMMITTEE

The Wild Game Dinner Committee shall:

Consist of a chairman appointed by the President and at least one co-chair, as well as various subcommittee chairmen selected by the chairman. The Wild Game Dinner committee shall be responsible for planning and conducting the Club's annual Wild Game Dinner on Saturday of the first full weekend in March. This Wild Game Dinner shall be the principal charitable fundraising activity of the Club.

The Wild Game Dinner Committee Chairman shall:

1. Prepare and present a detailed Wild Game Dinner budget, with the assistance of the Finance Officer and Treasurer, to the Executive and general membership for their review and approval no less than ninety (90) days prior to the event.
2. Provide to the general membership updates of Wild Game Dinner preparations to encourage membership involvement, donations and ongoing support.
3. Deliver a final income and expense report to the Executive Board and general membership within sixty (60) days following the event.
4. Serve for not more than two (2) consecutive years, with term of service beginning at the June Executive Board meeting.
5. Be expected to attend all meetings of the Executive Board and general membership.

ARTICLE XIV

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall:

1. Consist of a chairman appointed by the President and three (3) members selected by the chairman.
2. Be responsible to conduct a Club sponsored scholarship program, during the spring of each year, to award monetary tuition support to several St. Luke Catholic School graduates who will be attending a local catholic high school. The committee shall use the budgeted funds and the number of scholarships that have been approved by the Executive Board.
3. Develop, and make available an approved Club scholarship application in consultation with the St. Luke Catholic School principal.

4. Review all submitted eligible applications, and select annual scholarship recipients and alternates.

The Scholarship Committee Chairman shall:

1. Notify the St. Luke Catholic School principal of the students selected and ensure no changes to this selection occur without the involvement of the Committee Chairman.
2. Attend, if possible, the St. Luke Catholic School graduation ceremony for the announcement of the scholarship recipients.
3. Working thru the Finance Officer ensure these scholarship funds are delivered to St. Luke Catholic School for later distribution to the high school tuition office in the name of the chosen student recipients.
4. Deliver a written report of recipients and alternates to the Executive Board and Club membership after scholarship awards are presented.
5. Be expected to attend all meetings of the Executive Board and general membership while the committee is in session.

ARTICLE XV

NOMINATING COMMITTEE

The Nominating Committee shall:

1. Consist of a chairman appointed by the President, and at least two (2) Lifetime member recipients selected by the chairman.
2. Recommend candidates annually for Lifetime Membership award consideration.
3. Nominate candidates biennially for Elected Officer positions.
4. Conduct officer elections according to membership voting procedures.
5. When instructed by the President, conduct and oversee voting procedures at general membership meetings.
6. Be expected to have its chairman attend all meetings of the Executive Board and general membership while the committee is in session.

SECTION 1 LIFETIME MEMBERSHIP

The Nominating Committee shall:

1. Evaluate current Club membership for Lifetime Award using the following criteria, listed in order of importance:
 - A. Candidate must have a minimum of 12 years membership in the Club. The age and health of the member may also be a considering factor for exceptions to this requirement.
 - B. Candidate participation in Club affairs and activities, including elected or appointed office, or exemplary service to the Club.
 - C. Candidate service to the Parish, and community programs.
2. Have its chairman recommend to the President for final approval no more than three (3) Lifetime Member Award recipients per calendar year.

SECTION 2 ELECTED OFFICER NOMINATIONS AND ELECTIONS

The Nominating Committee shall:

1. Be introduced at the March Executive Board and general membership meetings during election years.
2. Nominate a candidate for each Elected Officer position for approval at the April Executive Board meetings.

The Nominating Committee Chairman shall:

1. Present the slate of candidates, approved by the Executive Board, to the general membership in April of each election year.
2. Call for and accept eligible candidate nominations from the floor during the April general membership meeting.
3. Prepare, if necessary, an election ballot for general membership meeting in May listing those candidates selected by the Nominating Committee, approved by the Executive Board, and those nominations received from the floor.
4. Verify, voter eligibility, prior to voting at the general membership meeting in May of an election year, for each member present, using a current membership roster provided by the Membership Officer. Only members in good standing and present are eligible to vote. Proxy, electronic or online votes shall be prohibited.

SECTION 3 BALLOT VOTING ON MEMBERSHIP MOTIONS

When instructed by the President at general membership meetings, use a current membership roster, provided by the membership officer, to identify voter eligibility and issue ballots for counting ayes and nays.

ARTICLE XVI

REVIEW COMMITTEE

The Review Committee shall:

1. Consist of a chairman, appointed by the President, and at least two (2) members selected by the chairman. Their duty shall be to review and examine Club minutes and financial records including supporting documentation.
2. Conduct an internal examination of the Club’s financial activities when a new Treasurer is installed or more frequently when determined necessary by the Executive Board.
3. Prepare a report to include recommendations for improving cost-effective internal controls focused on protecting the Club’s physical and intangible resources.

The Review Committee Chairman shall:

1. Present a written report of the results of their examination to the Executive Board and general membership.
2. Attend all meetings of the Executive Board and general membership while the committee is in session.

ARTICLE XVII

AD HOC COMMITTEES

The President shall create Ad hoc Committees and appoint their chairmen for a specific purpose. Examples are the Review Committee, or other specific purpose committees. Chairmen of Ad hoc Committees shall have no voting privileges at Executive Board meetings. Their Chairmen shall attend and report at meetings of the Executive Board and general membership, while their committee is in session.

ARTICLE XVIII

SECTION 1 STANDARDS OF MEMBERSHIP CONDUCT

Club Members are expected to follow Christian values and the following standards of conduct:

1. Communicate and work together with common courtesy and mutual respect.

2. Create a welcoming environment for new members and volunteers.
3. Avoid language or behavior that offends others.
4. Represent the Club and its mission in a positive and professional manner, keeping disagreements within the Club.
5. Represent accurately the Club's policies and positions when communicating on behalf of the Club.
6. Guard against Officers using their Club leadership roles or titles to advance personal views or agendas that do not reflect the Club's positions.
7. Respect members' privacy by using member lists and information for Club purposes only.
8. Use Club resources wisely, consistent with fiduciary responsibilities as a Club member.
9. Foster an open and democratic decision-making process. Respect decisions once they are made.
10. Respect the policies and procedures that have been established by and for members engaged in specific Club activities.

SECTION 2 SERIOUS MISCONDUCT

The following actions constitute serious misconduct and will not be tolerated:

1. Physical assault or violent threats toward other members.
2. Embezzling or misdirecting Club funds, membership lists or other assets for unauthorized activities.
3. Use of racial slurs or other offensive language regarding gender, ethnicity or national origin, religion, age, sexual orientation, or disability.
4. Fraud, libel, defamation or illegal activity of any kind in the conduct of Club business.
5. Illegal or unethical professional conduct outside the Club, especially if that misconduct could significantly damage the Club, its members or its assets.
6. Harassment, threats, or any action directed toward Club members that violate Club membership policies or the law.

Formal action to remove, suspend or bar members from participation in Club activities may be undertaken when a member's behavior is clearly disruptive or constitutes serious misconduct.

ARTICLE XIX

QUORUM

One-fifth (1/5) of the eligible voting members of the Club must be present at a general or special membership meeting to constitute a quorum. Meetings of the Executive Board shall require a majority of the eligible voting members present to constitute a quorum.

ARTICLE XX

STANDING RULES

SECTION 1 CAPITAL EXPENDITURE AND EXPENSE APPROVALS

Capital expenditures for tangible or intangible assets greater than \$500.00, including those associated with Club events and activities shall require the simple majority approval of the Executive Board. Capital expenditures are amounts spent to acquire or upgrade tangible assets such as equipment and buildings, or acquire or upgrade intangible assets such as intellectual property, licenses and permits, and brand recognition.

Operation expenses greater than \$1,500.00 for tangible or intangible operational assets or non-budgeted club event/activity expenses, including but not limited to payment for goods or services, rent, fees, subscriptions, general maintenance/repair, and event/activity-related expenses require the simple majority approval of the Executive Board.

SECTION 2 MEMBERSHIP VOTING QUALIFICATIONS AND PROCEDURES

Voting at regular and special meetings of the Executive Board and general membership shall be conducted in accordance with Robert's Rules of Order (Newly Revised Edition). Duly made motions and corresponding seconds occurring during these meetings may be put to a vote by the President after his call for discussion and any subsequent modification(s) to such motions.

At Executive Board meetings only Elected and Appointed Officers and the chairmen of Standing and Special Committees are eligible to vote. The Ex-Officio Officer and chairmen of Ad hoc Committees have no voting privilege at these meetings.

At general membership meetings, voting privilege is available only to members present and in good standing. Nonmembers present shall be reminded they cannot participate in official Club business, including voting. When important pending motions warrant voter verification, the President shall instruct the Nominating

Committee to confirm voter eligibility for those present using a current membership roster. Once confirmed, members will be issued a voting ballot for counting ayes and nays.

SECTION 3

At Executive Board and general membership meetings, the presiding officer has the privilege to rearrange the order of business, subject to the majority vote of approval from the Executive Board or in the case of membership meetings the majority vote of members present.

SECTION 4 MEMBERSHIP MEETING AGENDA

The following order of business shall govern the general membership meetings of the Club:

1. Call to order
2. Prayer, pledge of allegiance, and roll call of the Executive Board
3. Welcome of new members, visitors, and membership recognitions
4. Approval of the previous meeting minutes and report of correspondence received
5. Report of Treasurer
6. Report of other Elected Officers
7. Guest speakers
8. Reports of Appointed Officers
9. Reports of Standing, Special and Ad hoc Committees
10. Unfinished business
11. New business
12. Announcements, adjournment, and prayer

SECTION 5 STANDING RULE AMENDMENTS

Amendments, first reviewed and approved by the Executive Board, may be made to these Standing Rules by a majority vote of approval from the membership present and voting at a general membership meeting of the Club. Amendments shall become effective immediately, but not be retroactive. Advanced notice will not be required for standing rule amendment voting.

ARTICLE XXI

AUTHORITY TO INDEMNIFY

The Club may indemnify to the fullest extent allowed under Article 1396-2.22A of the Texas Non-Profit Corporation Act (the "TNCA"), as may be amended from time to time, any person who was, is now, or is threatened to be named as a defendant or respondent in the proceeding, whether civil, criminal, administrative, arbitative, or investigative, because said person named is or was an officer, director, employee, agent, or similar functionary of the Club at the time the asserted liability arose or accrued only during St. Luke Catholic Men's Club sponsored events under the

auspices of the Archdiocese of San Antonio. If the TNCA or the Texas Miscellaneous Corporation Laws Act (the "TMCLA") hereafter is amended to authorize further limitation of the liability of officers, directors, employees, agents, or similar functionaries, the liability of such persons, in addition to the limitation on the personal liability provided herein, shall be limited to the fullest extent permitted by the TNCA, as amended and the TMCLA, as amended. Any repeal or modification of this section shall be prospective only, and shall not adversely affect any limitation on the personal liability of an officer, director, employee, agent, or similar functionary of the St. Luke Catholic Men's Club at the time of such repeal or modification.

ARTICLE XXII

AMENDMENTS

Amendments may be made to these Bylaws by two-thirds (2/3) vote of approval from the membership present and voting at a general membership meeting of the Club. Electronic, online or proxy voting shall be prohibited. No amendments shall be presented for vote unless previously approved by the Executive Board, and a formal notice of the proposed amendment has been provided to the membership at least thirty (30) days before the vote. Approved amendments shall become effective immediately, but not be retroactive.

Formally presented at the general membership meeting on October 19, 1987 and officially ADOPTED at the general membership meeting on November 16, 1987.

Revised and presented at the general membership meeting on August 19, 1991 and officially ADOPTED at the general membership meeting on September 16, 1991.

Revised and presented at the general membership meeting on October 21, 2002 and officially ADOPTED at the general membership meeting on December 16, 2002.

Revised and presented at the general membership meeting on August 17, 2009 and officially ADOPTED at the general membership meeting on September 21, 2009.

Revised and presented at the general membership meeting on April 17, 2017 and officially ADOPTED at the general membership meeting on May 15, 2017.

ST. LUKE CATHOLIC MEN'S CLUB

WILD GAME DINNER CHAIRMEN

1.	1975	JOHN POHLEN † & STANLEY WILSON
2.	1976	JOHN POHLEN † & STANLEY WILSON
3.	1977	JOHN POHLEN † & STANLEY WILSON
4.	1978	JOHN POHLEN † & STANLEY WILSON
5.	1979	DONALD JUNGMAN
6.	1980	DONALD JUNGMAN
7.	1981	JOHN POHLEN † & STANLEY WILSON
8.	1982	JOHN POHLEN † & STANLEY WILSON
9.	1983	DONALD JUNGMAN & C. (JAM) JAMVOLD †
10.	1984	JOHN POHLEN †, C (JAM) JAMVOLD †, GENE GRAY †
11.	1985	C. (JAM) JAMVOLD †, GENE GRAY †, LEE INGRAM †
12.	1986	JOHN POHLEN † & DONALD JUNGMAN
13.	1987	DONALD JUNGMAN & LEE INGRAM †
14.	1988	LEE INGRAM †
15.	1989	LEE INGRAM †
16.	1990	LEE INGRAM †
17.	1991	DONALD JUNGMAN
18.	1992	DONALD JUNGMAN
19.	1993	BEN OLENICK & DUFFY BOWEN †
20.	1994	BEN OLENICK & DUFFY BOWEN †
21.	1995	DON MODRICK † & DUFFY BOWEN †
22.	1996	DON MODRICK † & DUFFY BOWEN †
23.	1997	DONALD JUNGMAN
24.	1998	DON MODRICK †
25.	1999	DONALD JUNGMAN
26.	2000	BEN OLENICK
27.	2001	DUFFY BOWEN † & RALF MENESES
28.	2002	DUFFY BOWEN † & RAMIRO "RC" CONTRERAS
29.	2003	RICHARD "RICO" SILVAS
30.	2004	RICHARD "RICO" SILVAS
31.	2005	RICHARD "RICO" SILVAS
32.	2006	RICHARD "RICO" SILVAS
33.	2007	RAMIRO "RC" CONTRERAS
34.	2008	RAMIRO "RC" CONTRERAS
35.	2009	RAMIRO "RC" CONTRERAS
36.	2010	RICHARD "RICO" SILVAS
37.	2011	RICHARD "RICO" SILVAS
38.	2012	RICHARD "RICO" SILVAS
39.	2013	RICHARD "RICO" SILVAS
40.	2014	DON O'BRIEN
41.	2015	DON O'BRIEN
42.	2016	MATTHEW V. MORA
43.	2017	MATTHEW V. MORA

† Deceased

ST. LUKE CATHOLIC MEN'S CLUB

PRESIDENTS

1.	1959-1960	LEE CROSS †	1959 - 1965
2.	1960-1962	CHARLES CILFONE †	formerly called
3.	1962-1964	JOE GROTHUES	<u>"THE HOLY NAME</u>
4.	1964-1966	AL DUPNICK †	<u>SOCIETY"</u>
5.	1966-1968	JOHN COLANNINO	
6.	1968-1970	ED CLARK	
7.	1970-1972	TOMMY THOMPSON †	
8.	1972-1974	CHARLIE BREWTON	
9.	1974-1976	CLYDE (MOE) BADER †	
10.	1976-1978	BENNY GONZALES	
11.	1978-1980	DONALD JUNGMAN	
12.	1980-1982	BILL HAILE †	
13.	1982-1983	GENE GRAY †	
14.	1983-1985	KURT KLEEFELD †	
15.	1985-1986	GENE GRAY †	
16.	1987-1988	FELIPE GONZALES	
17.	1988-1990	CARLOS PORTALES	
19.	1990-1992	JOE E. GROFF	
20.	1992-1994	RAY SCHREIBER †	
21.	1994-1996	HORACE NEAVES †	
22.	1996-1998	BEN OLENICK	
23.	1998-2000	RALF MENESES	
24.	2000-2002	JOE PINA	
25.	2002-2004	DUFFY BOWEN †	
26.	2004-2006	DON O'BRIEN	
27.	2006-2008	RICHARD "RICO" SILVAS	
28.	2008-2010	MATTHEW V. MORA	
29.	2011-2012	DAVID A. KELLER	
30.	2012-2014	EVERETT H. ELSTAK	
31.	2014-2016	MICHAEL S. RAIN	
32.	2016-2018	JAMES M. BENAVIDES	

† Deceased

ST. LUKE CATHOLIC MEN'S CLUB

Lifetime Membership Award Recipients

INDUCTED

1. 07/10/95 CHARLES J. CILFONE †
2. 09/11/95 JOHN F. KOTZUR †
3. 10/16/95 GUS ZIMMERMAN †
4. 11/20/95 EDWARD CLARK
5. 11/20/95 WILLIAM "BILL" HAILE †
6. 11/20/95 LEE INGRAM †
7. 11/20/95 DONALD JUNGMAN
8. 11/20/95 JOHN T. MCCAULEY
9. 11/20/95 LOUIS PISH †
10. 05/15/96 MILTON "MICKY" CARLE †
11. 07/15/96 W.R. "JESSE" CARREON
12. 10/13/97 JOHN COLANNINO
13. 02/09/98 JACK M. VANCE †
14. 10/19/98 TERRY T. SPARROW
15. 02/11/00 ALEX S. FLORES †
16. 02/11/00 GENE GRAY †
17. 02/11/00 BENJAMIN "BEN" OLENICK
18. 12/14/01 DUFFY BOWEN †
19. 12/14/01 CHARLES L. ECKERT †
20. 12/14/01 FELIPE R. GONZALES
21. 12/14/01 JOE NORIEGA †
22. 12/09/02 PETER J. CHILLE †
23. 12/09/02 LEONARD HERBERT †
24. 12/09/02 HECTOR NAJAR †
25. 12/13/03 LOREN BROWN
26. 12/13/03 NATIVIDAD "NAT" CHAVEZ
27. 12/13/03 WILLIAM "BILL" L. GROFF †
28. 12/13/03 LARRY RIDDER
29. 12/18/04 EMILIO ROJO †
30. 12/18/04 RUDY HERNANDEZ
31. 12/18/04 ADOLPH R. ALEMAN
32. 12/10/05 JACK REIGEL †
33. 12/10/05 ROBERT PTACEK †
34. 12/10/05 RALF MENESES
35. 12/10/05 JOE E. GROFF

INDUCTED

36. 12/10/05 MARVIN BERG
37. 12/09/06 ROLAND DEWINNE †
38. 12/09/06 LARRY DREYER
39. 12/09/06 PAUL JOHN KELLER †
40. 12/15/07 CHARLES ROCKWOOD
41. 12/15/07 ALFREDO AVILA
42. 12/15/07 SAM HAYNES
43. 12/20/08 CARLOS PORTALES
44. 12/20/08 BILL CUMMINGS
45. 12/20/08 LOUIS DAVIS †
46. 12/19/09 RICHARD "RICO" SILVAS
47. 12/19/09 RAMIRO "RC" CONTRERAS
48. 12/19/09 EVERETT "MAC" MCCORMICK
49. 12/13/10 DONALD L. MODRICK †
50. 12/13/10 RUSSELL PHILLIPS
51. 12/13/10 JOE A. PINA
52. 12/10/11 ROBERT J. "BOBBY" MARGO
53. 12/10/11 GREGORY M. SHEAN
54. 12/10/11 JOHN "IKE" EISENMENGER
55. 12/16/12 DON O'BRIEN
56. 12/16/12 HOMER D. FETZER
57. 12/16/12 DAVID A. KELLER
58. 12/14/13 WALLACE "WALLIE" E. FIELDS
59. 12/14/13 AUGUSTINE "AUGIE" DELACRUZ
60. 12/14/13 MATTHEW V. MORA
61. 12/13/14 STEPHEN F. KELLY
62. 12/13/14 EVERETT H. ELSTAK
63. 12/13/14 GEORGE DELGADO
64. 12/12/15 BRETT INGRAM
65. 12/12/15 J. FRED WOOD
66. 12/12/15 RUDY MARTINEZ
67. 12/10/16 MICHAEL S. RAIN
68. 12/10/16 JOHN P. DONNELLAN
69. 12/10/16 ORLANDO VALLES GARCIA

† Deceased