

**MEN'S CLUB RULES AND GUIDELINES**  
**ANNUNCIATION GREEK ORTHODOX CHURCH OF NEWBURYPORT, INC.**

**PREAMBLE**

The Men's Club of the Annunciation Greek Orthodox Church of Newburyport, Inc. (hereinafter, the "Church") is a ministry established by the Church with direct oversight by the Parish Council of the Church. At all relevant times during its operations any and all actions taken by the Men's Club (hereinafter, the "Men's Club") are solely taken on behalf of the Church. The Men's Club is NOT an independent organization separate from the Church. To the extent that the Men's Club Rules and Guidelines and any actions taken by the Men's Club are inconsistent with the Bylaws, Rules and Regulations of the Church, the Church's Bylaws, Rules and Regulations shall supersede the same.

**MISSION STATEMENT**

The Men's Club is a philanthropic group organized under the umbrella of the Annunciation Greek Orthodox Church of Newburyport, Inc. (the "AGOC"). The MC shall consist of the male members of the AGOC and the community at large. It is the Mission of the Men's Club to support a number of charitable causes including, but not limited to, offering scholarships to members of the AGOC and charitable donations for other groups at the church and the community at large.

**MEMBERSHIP**

Membership is open to any male who is over 18 years of age whether they are members of the Church or not.

## **MEMBERSHIP DUES**

There will be membership dues in the sum of Twenty Five (\$25) per person charged annually for membership in the Men's Club. A family membership which consists of more than one male member from one family shall be \$40 annually. Dues shall be due on January 1st of each calendar year payable to the Church. Membership dues shall not be due from any member who is 80 years old or older. Membership dues may be waived by a showing of hardship.

## **MEETINGS AND QUORUM**

The meetings of the Men's Club shall be held once every quarter or more frequently as required by the membership. Special meetings may be called for by the President or at the request of any member in good standing. To the extent that a Quorum is required, said Quorum shall consist of not less than Eight (8) votes of those members in good standing. A Quorum is required when action by the membership involves a distribution of funds and must be approved by the Parish Council.

## **OFFICERS AND /ELECTIONS**

The Officers of the Men's Club shall consist of a President, Co-President, Vice-President Secretary and Treasurer. The Treasurer shall report directly to the Treasurer of the Church. The term of the Officers shall be for a period as set forth below commencing on January 1st. Three months prior to the expiration of the Officers' terms, the Men's Club shall accept nominations and hold elections. New Officers shall be elected upon receiving a Quorum of votes from the members in good standing except that the Co-President shall become the President for the applicable term without the necessity of a vote if he so desires.

President: The President shall serve for a term of One (1) year.

Co-President: The Co-President shall serve a term of One (1) year.

Secretary: The Secretary shall serve a term of Two (2) years.

Treasurer: The Treasurer shall serve a term of Two (2) years.

All Officers shall report directly to the Parish Council of the Church who will have direct oversight over the Men's Club..

## **DUTIES OF THE OFFICERS**

The President shall preside at all meetings of the MC. He will have general oversight over the activities of the MC..

The Co President shall support the President with his duties and, in his absence, assume the duties of the President.

The Secretary shall keep minutes of all meetings of the Men's Club and send out notification of the meetings to the Men's Club members. The Secretary shall also be responsible for correspondence relating to the Men's Club. These responsibilities include mailings such as election ballots, advertising for events and billing for membership dues.

The Treasurer shall be responsible for receiving all monies of the Men's Club. The Treasurer upon receipt of any funds, shall make a record of the same and turn over said monies to the Treasurer of the Church for deposit into a designated bank in the name of the church and under the custody, control and supervision of the Parish Council. The Treasurer shall also be responsible for the submission of all invoices and/or bills of the Men's Club directly to the Treasurer of the Church. Said submission must include a statement indicating the nature of the transaction, the amount due; the name of the payee and an itemized receipt. The Men's Club will not establish any bank account in its name. The Treasurer will submit a financial report to the Men's Club for amounts collected along with a summary of expenses at each meeting

## **FINANCIAL MATTERS**

The Parish Council of the Church shall have direct supervision over the financial matters of the Men's Club. Any fundraising events proposed by the Men's Club must be approved by the Parish Council. All funds collected by the Men's Club as a result of any fundraising or other events must be reported to the Parish Council and the funds must be submitted to the Treasurer of the Church in the manner as set forth above.

## **OTHER PROVISIONS**

These Rules and Guidelines may be amended by a quorum vote at any regular meeting or by proxy, provided that the proposed amendment has been submitted in writing at the previous meeting and is consistent with the Bylaws, Rules and Regulations of the Church.

Dated: \_\_\_\_\_