

# **Serra Club of Indianapolis**

## **By-Laws**

### **ARTICLE I: NAME AND TERRITORIAL LIMITS**

- Section 1. This organization is a club operating under the jurisdiction of Serra International and shall be known as the SERRA CLUB OF INDIANAPOLIS.
- Section 2. The territorial limits of this club's activities shall be confined to the Archdiocese of Indianapolis.

### **ARTICLE II: OBJECTS AND PURPOSES**

- Section 1. The Serra club of Indianapolis, a lay Catholic organization, nurtures the call to the priesthood, diaconate and consecrated life throughout the Archdiocese of Indianapolis.
- Section 2. We work with our parishes, Archdiocese and local religious communities to foster and call forth religious vocations through prayer, active personal involvement, and club-sponsored activities while growing in our faith and fellowship.

### **ARTICLE III. MEMBERSHIP**

- Section 1. **Requirements of membership.** Members shall be practicing Catholic laymen or laywomen or permanent deacons.
- Section 2. **Members.** Members of the Club shall be entitled to all rights and privileges of the Club and shall share in all its responsibilities.
- Section 3. **Emeritus members.** Emeritus members are those who have reached a point in their lives where they are no longer able to regularly attend programs and/or participate in club activities. They are no longer required to pay club dues and their membership is no longer included in Serra International membership fees.

Section 4. **Membership Application.** Any eligible Catholic can apply for membership by filling out a membership form and submitting it to the Membership Committee. Any member can sponsor a qualified person for membership by submitting a membership form to the Membership Committee. The Membership Committee will make an investigation of the proposed member, seek the approval of the candidate's pastor, and report the results to the Board of Trustees. The Board of Trustees will then vote on said proposed member and upon majority affirmative vote, the Membership Committee will send a letter of acceptance welcoming the new member.

Section 5. **Dues.** New members shall be invoiced for dues beginning with the January or July invoicing immediately following membership acceptance. The following membership categories will receive a 50% discount on their annual membership dues: the spouse of a member, members under the age of 35, and Archdiocesan employee or Archdiocesan retiree members.

#### **ARTICLE IV:           TERMINATION OF MEMBERSHIP**

Section 1. Any member may resign his or her membership by so notifying the Secretary or any board member in writing, but every member will be expected to pay all dues accrued prior to such resignation.

Section 2. Any member may be expelled from membership by the Board of Trustees if found guilty of conduct reflecting discredit upon the Club.

#### **ARTICLE V:           BOARD OF TRUSTEES**

Section 1. The governing body of the Club shall be a Board of Trustees. It shall determine the policies and exercise supervision over all activities of the club.

Section 2. The Board of Trustees shall consist of at least thirteen members and shall include the President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, Treasurer, the immediate past President and at least four Trustees.

Section 3. The Board of Trustees shall meet at least once monthly, preferably at a time and place separate from the regular meeting as designated by the President. One half the number of members of the Board shall constitute a quorum for the transaction of business at any meeting.

Section 4. Any three members of the Board of Trustees shall have the right to call a meeting of Board on five days' notice in writing to all members of the Board.

## **ARTICLE VI: OFFICERS AND THEIR DUTIES**

Section 1. The officers of this organization shall be President, President-Elect, First, Second, Third, and Fourth Vice-Presidents, Secretary, Treasurer, and the immediate Past President.

Section 2. The President shall preside over all meetings, appoint all Committees, shall be Chairperson of the Board of Trustees, and shall have any further duties as ordinarily pertain to the office of President.

Section 3. The President-Elect shall perform such duties as conveyed by the President and shall preside and take over duties of the President in the President's absence.

Section 4. The First Vice-President shall be in charge of all programs presented at Club meetings and shall be Chairperson of the Program Committee.

Section 5. The Second Vice-President shall be responsible for all vocations outreach efforts of the Club, and shall be Chairperson of the Vocations Committee.

Section 6. The Third Vice-President shall be Chairperson of the Membership Committee.

Section 7. The Fourth Vice President shall be responsible for Communications and Public Relations and shall be Chairperson of the Communications Committee.

Section 8. The Secretary, or designated club member, shall record all proceedings of the Club and of meetings of the Board of Trustees. The Secretary or designated club member, shall maintain a current roster of members, shall be custodian of the records, and shall have such further duties as ordinarily

pertain to the office.

Section 9. The Treasurer shall be Chairman of the Finance Committee; shall collect all dues, account for all financial transactions and manage all the funds of the organization; shall render periodic reports of the financial position of the Club as directed by the Board of Trustees; shall attend to the payment of all bills and obligations, and have such further duties as ordinarily pertain to the office of Treasurer. The Treasurer shall deposit all funds of the Club in the account of the Serra Club of Indianapolis in a bank account and/or other investment account designated by the Board of Trustees and shall make semiannual financial report to Serra International. A bond may be required of the Treasurer at the expense of the Club.

Section 10. All officers shall be elected for a term of one year. Two trustees shall be elected each year for a term of two years. Elections shall be held at the July club meeting of each year.

Officers and Trustees shall be inducted at the first meeting in August of each year and their term of office shall then begin and shall end when their successors have been elected and inducted.

In the event of a vacancy in any office or in the Board of Trustees, the Board of Trustees shall have the power to fill such vacancy for the unexpired term, except in the office of President, whereupon automatic succession in office will fill such vacancy.

Section 11. Nominations for such elections shall be made by a Nominating Committee appointed by the President not less than one month prior to the election. This committee shall consist of three members, chaired by the President-Elect, and shall present its report at the club meeting prior to the meeting at which the election will take place. It shall nominate one candidate for each of the offices and for each vacancy on the Board of Trustees. Further nominations may be made from the floor at the time of the election by any member. Immediately following the election, the club secretary or treasurer shall certify to Serra International the names of its officers and trustees.

**ARTICLE VII: CHAPLAIN**

Section 1. The Club shall have a Chaplain who shall be selected or affirmed annually by the Board of Trustees. The Chaplain's duties shall be advisory on church and spiritual matters. The Club may also have an assistant Chaplain if desired by the Board of Trustees.

Section 2. The Archdiocesan Director of Vocations shall be invited to serve the Club and the Board of Trustees in an advisory capacity on vocation matters.

Section 3. A chaplain is not required to pay dues.

#### **ARTICLE VIII. CLUB MEETINGS**

Section 1. Regular monthly club meetings shall be held at such time and place as shall be determined by the Board of Trustees.

#### **ARTICLE IX: AFFILIATION WITH SERRA INTERNATIONAL**

Section 1. The Club is affiliated with Serra International and shall in all things cooperate with Serra International and its direct organizations. It is the express intention of this Club to maintain its affiliation in good standing with Serra International and to be permanently bound by its constitution and by-laws and any amendments thereto which may from time to time be adopted.

Section 2. When sending a delegate to the Serra International annual convention, the Board of Trustees shall elect a delegate and alternate delegate, or if necessary a proxy delegate to represent this Club at the annual convention of Serra International. Said election shall take place at least 35 days before the opening meeting of the annual convention. The credentials of said delegate shall be evidenced by a certificate of the President and the Secretary of this Club and shall be mailed to Serra International or postmarked not less than thirty days prior to the opening date of the convention.

#### **ARTICLE X: REVENUES**

Section 1. All members shall be asked to pay annual dues as established by the Board of Trustees.

- Section 2. The club shall have no power to levy any compulsory assessment for funds upon its members.

**ARTICLE XI: COMMITTEES**

- Section 1. The regularly constituted committees shall be Program, Vocations, Membership, Communication, and Finance.
- Section 2. There shall be in addition such special committees as may be designated by the President which shall serve at the will of the President. The President shall be ex-officio a member of all committees.

**ARTICLE XII: FINANCIAL ASSISTANCE TOWARD EDUCATION FOR RELIGIOUS VOCATIONS**

- Section 1. The club recognizes the desirability of making available to support the fostering and promotion of vocations such funds as it is able to derive from its operations each year. While the club is not to devote itself to fund raising as an objective, it should not discourage or deny those opportunities of giving that Serra members or others may wish to make in support of activities of the Archdiocese of Indianapolis Vocations Office or which promote the club's objectives. To this end, the club should serve as a vehicle to facilitate voluntary donations separate from the club's dues for the sponsorship of vocations-related projects and activities.

**ARTICLE XIII: AMENDMENTS**

- Section 1. These by-laws may be amended only by a two-thirds vote of the members of the Board of Trustees. Proposed amendments shall be filed with the Secretary in writing, and a written resolution proposing such amendments shall be introduced at a Board of Trustees meeting and action thereon referred to the following meeting. Written notice is to be sent by the Secretary to all members of the Board of Trustees, incorporating a copy of the proposed resolution and advising that the same will be acted upon at the next meeting. Any change in the club by-laws shall be forwarded by the Secretary to Serra International for its approval.

