



ST. STEPHEN MEN'S CLUB

2011-2012

Fr. Paul Warren
Pastor

Francis Kim
President

Dave DiLena
Vice President

Lyndon Louie
Treasurer

Matt Cox
Bookkeeper

Marco Cerri
Recording Secretary

Hugh Coffey
Athletics Liaison

Jim Maciel
Paul Tiña
Tony Maffei
Dan Casey
Board of Directors

A. MISSION STATEMENT

The Men's Club, in supporting the Catholic values of the school and parish, sponsors events and functions that promote friendship, camaraderie and long-lasting relationships in the St. Stephen community. Our passionate commitment to our children, their well being, goals and aspirations, motivates us to give back to the community and set an example that the children can follow for the rest of their lives.

B. BOARD MEMBERS AND DUTIES

- The officers consist of the President, Vice President, Treasurer, Bookkeeper, Recording Secretary, and Athletics Chairperson and operate under the guidance of the Pastor of St. Stephen Parish.
- The **President** serves as the liaison between the organization and the parish Pastor and keeps the Pastor informed of the organization's calendar, events and decisions. The President also serves as the liaison between the organization and the school Principal, as well as other various organizations in the parish and school (such as the Women's Guild, Athletics, Student Council, etc.).
- The **Vice President** works closely with the President to ensure that events, decisions and actions by the organization are consistent with the Mission of the organization. The Vice President works closely with the event chairpersons and acts as a facilitator to ensure that events and functions are on schedule and properly staffed.
- The **Treasurer** maintains an overall record of the organization's monetary positions throughout the academic year, continually advises the President, Vice President, Athletics Chairperson, and event chairpersons of budgets, and issues a monthly Treasurer report to the Parish.
- The **Bookkeeper** works closely with the Treasurer in maintaining the organization's bank account. The Bookkeeper collects and deposits receipts into the organization's account and has the authority to issue written checks for miscellaneous disbursements associated with the organization's events and functions.
- The **Recording Secretary** assists the President in preparing the agenda for the monthly meetings and records and publishes meeting minutes.
- The **Athletics Chairperson** works closely with the parish athletic director to help promote unity and consistency between the Men's Club and athletics. The
- The Board of Directors consists of the former Presidents of the organization from the past four years and act as advisors to the Officers.
- Event chairpersons operate under the guidance of the Officers and volunteer to oversee events and functions of the organization throughout the year. They are responsible for staffing the events and procuring the necessary materials and services for the event.

C. MEMBERSHIP AND ELECTIONS

- A. All men of St. Stephen School and Parish are eligible members of the organization. Members of the Men's Club operate through the direction of the Officers and Board of Directors.
- B. The Men's Club does not discriminate against religion, race or color. All men are created equal and shall be treated fairly and the same.



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- C. Officers serve a term of two years, except in some situations due to personal and/or business commitments where officers may serve the minimum term of one year. Upon completion of their term, officers are automatically elected as Board of Directors for the following year.
- D. In the absence of voluntary applications, officers for the following year are selected by a vote of the Officers and Board of Directors in place during the year in which new member applications and nominations are accepted. The Board can solicit and recommend candidates from the general membership. Candidates exercise the right to accept or deny the recommendation or nomination.
- E. Event chairpersons serve a term of one year but have the option of returning as chairperson for the following year or thereafter. However, it is to organization's best interests that event chairpersons rotate on a regular basis to encourage participation by other men from the parish and school communities. It is also highly recommended that chairpersons elect a vice-chairperson for the event to facilitate the transition of chairpersons the following year and to maintain continuity, consistency and efficiency of service. In other words, a vice-chairperson this year becomes the main chair for next year alongside a new vice-chair. Chairpersons are elected on a voluntary basis.

D. OPERATIONS

- A. The Men's Club is a ministry of the Parish of St. Stephen.
- B. The Men's Club meets every month during the academic calendar year, usually on the first Monday of the month. The Pastor of St. Stephen Parish moderates these meetings based on the agenda set forth by the Pastor and the Officers. In the absence of the Pastor, the President shall act as the moderator. The meetings are setup as a "round table" format where each member is considered equal to others and have the opportunity to express his opinions and concerns without fear of judgment or criticism.
- C. The Men's Club sponsors events and functions that promote friendship and camaraderie between members of the school and parish communities. The Men's Club is not a fundraising organization but rather a "friend-raising" organization. Examples of these events and functions are Coffee Ministry, Hamburger Hot Lunch, Monday Night Football, Pancake Breakfast, Super Bowl Party, the St. Patrick's Day Dinner, and the Annual Golf Tournament. Excess funds that are generated from these events and functions are used primarily to support the children of St. Stephen School.