

SOCIETY OF ST. FRANCESCO DI PAOLA CONSTITUTION & BY-LAWS

Originally Issued - July 8, 1927
First Modification - March 6, 1938
Second Modification - June 14, 1974
Third Modification - October 16, 1984
Fourth Modification - November 23, 1992
Fifth Modification – effective January 1, 2015

INDEX

- I. NAME
- II. OBJECT
- III. SCOPE
- IV. MEMBERSHIP
- V. EXECUTIVE OFFICERS, TERMS AND DUTIES
- VI. ELECTIONS
- VII. COMMITTEES
- VIII. DUES AND ASSESSMENTS
- IX. REMOVAL FROM MEMBERSHIP
- X. INVITATIONS
- XI. CONTRIBUTIONS
- XII. WELFARE
- XIII. MEETINGS
- XIV. DEATH REGULATIONS
- XV. ORDER OF BUSINESS
- XVI. AMENDMENTS
- XVII. GENERAL

SOCIETY OF ST. FRANCIS DI PAOLA BY - LAWS

ARTICLE I Name

The organization incorporated as the Italian Incorporated Society of Frankfort, New York, shall be known as St. Francis De Paul of Oriolo.

ARTICLE II Object

The object and purpose of this Society and its members is to allow charitable institutions to use the Society facilities for purpose of raising funds (Kiwanis Club, Red Cross, United Fund, Cancer Society, etc.)

The Society also is to serve as a channel for social gatherings and to promote and maintain a spirit of cooperation and good fellowship. The Society is to commemorate the Feast Day of St. Francis Di Paolo once a year on a date selected annually by the membership.

The Society is to commemorate the anniversary date of the death of St. Francis (April 2, 1507) by having a Mass celebrated annually on April 2nd. (Revised 11/23/92)

ARTICLE III Scope

Section A

The society can only be dissolved when the membership totals less than five (5).

In the event of dissolution, all assets (property and money) shall become the property of the St. Francis Auxiliary, provided they are chartered or become chartered within thirty (30) days following the Society's dissolution.

The assets will be retained by the Auxiliary until such time as the Society may be reactivated as a chartered organization of at least five (5) members, at which time the total assets will revert to the Society.

In the event the Auxiliary is dissolved prior to the Society's re-activation, the assets shall become the sole property of Our Lady Queen of Apostles Church, Frankfort, New York. (Revised 1/1/2015)

Section B

The Society cannot be joined to another society or organization.

Section C

The Society will be maintained by admission of fees of new members, dues of active members and by revenue sources as may be initiated by the Society. (Revised 12/16/76)

Section D

All funds will be kept in a bank or banks approved by the Society. All funds will be deposited under the name of the Society with at least two (2) signatures for the issuance of checks.

There will be two (2) authorized persons to issue checks from each account. The savings account will require two (2) signatures for money withdrawals. This will require the President's signature and the Treasurer's.

ARTICLE IV Membership

Section A

Active Membership (Revised 1/1/2015)

Total membership is limited to and will not exceed 300.

Membership is open to all males of sound mind and body and of good moral character.

New members cannot be under the age of twenty-one (21) years of age.

Any person desiring membership in the Society will be sponsored by a total of five (5) members of the Society by making application at a regular meeting of the society. The 5 member signatures must be responsible for the application of the applicant. The application will state over the signature of the person proposed, the name, date, place of birth, present residence and the references to the sponsoring Society members. The application will include a brief resume of the candidate's qualifications and background that substantiate the sponsor in members' recommendation for the candidate's acceptance into the Society. This application shall be made only on the official form of the Society and must be signed by the person applying for membership and by each of the sponsoring members

An initiation fee of \$25.00 which is non-refundable, will accompany all applications. This fee is subject to change.

A candidate when approved at a regular meeting will receive notification by mail to attend a regular meeting for the purpose of initiation (Known as initial meeting date). If a candidate fails to attend the specified meeting, the candidate must attend the next regular meeting for initiation

(Known as second meeting date). If the candidate cannot attend either meeting, arrangements must be made before the second meeting date with the president of the society for a private initiation. If the candidate does not become initiated on or before the second meeting date; his application will be void and he must reapply by submitting a brand new application including associated application fees.

There will be no initiations during the month of December.

Section B

Paid-Up Membership

Members, upon reaching the age of seventy (70) years, with fifteen (15) years continuous membership, shall automatically become paid-up members and will no longer be required to pay dues, but will be required to pay all other Presidential assessments.

Members should be present at all meetings and maintain proper conduct while in attendance.

Section C

Duties

Members are to care for the development and betterment of the Society.

Members should be present at all meetings and maintain proper conduct while in attendance.

Each member called upon by the President or an appointed Committee Chairman to perform a task, will do so willingly, enthusiastically and attentively.

Each member has the obligation of paying all fees imposed at a meeting by the membership.

Section D

Rights

Each member has every right prescribed by the Constitution, provided he is a member in good standing.

Section E

Membership in Good Standing

Members in good standing are those members who are not in arrears of dues and who are not delinquent in the payment of special assessments. (Revised 12.10/76) A member must attend two (2) consecutive meetings within five (5) meetings to maintain voting rights (except for voting for new members). (Revised 11/23/92)

Section F

Rental-Loan of Building-Ground Facilities (Revised 1/1/2015)

Building and ground facilities will be rented/loaned to any member in good standing for any legal income purposes as described below.

Building and ground facilities (including inside barroom and inside kitchen facilities) shall be available to all members in good standing. All rentals must be through a member of the Society in good standing.

Use of facilities shall be limited to those activities (such as showers, birthdays, anniversaries, graduations, etc.) that directly involve a member or a member's wife, son, daughter, mother, father, sister, or brother.

Premises, after use, must be restored to its original condition.

Price for facility rental is at the discretion of the Executive Board

Adjustment of fees can be made by a vote of the Executive Board with the approval of a majority of members present at a regular meeting. Failure to comply with the foregoing ground rules will subject members to disciplinary action by the president.

This privilege is extended to the members of the Auxiliary under the same conditions.

Section G

Dignity, Respect and Responsibility Policy

Society Characterization

The St. Francis Society is foremost a Catholic religious society and carries the name of our patron saint, Francis of Paola. The St. Francis Society will uphold the values and morals of St. Francis of Paola and the Catholic Church.

General Code of Conduct

These General Rules of Conduct shall apply to all Members acting on behalf of the St. Francis Society on or off the society grounds.

Throughout this document all of the above shall be referred to as Member or Members.

General Behavior

- Members must remember that they are representatives of the St. Francis Society and conduct themselves in a manner which reflects only good upon the society. Members must never do anything that will cause the St. Francis Society as a whole to be viewed unfavorably.
- Members shall not engage the use of vulgar or abusive language to members of the public or to each other at any time.

- Members shall not intimidate or persecute others.
- Members shall not practice favoritism or nepotism in the fulfillment of their duties.
- Members shall not use their position to further their own self-interest, and shall declare any conflict of interest or self-interest.
- Members may only discuss St. Francis Society business outside of the members main bar room and not within direct sight or earshot of other members that are not directly in the conversation. Absolutely no society business will be discussed in the members main bar room.

Breaches of the Dignity, Respect and Responsibility Policy

The St. Francis Society expects all its members to treat others with dignity and respect in line with the spirit of this policy.

Potential breaches of this policy can include, but are not limited to:

- Harassment
- Inappropriate remarks or behavior
- Fighting
- Any item outlined in the “General Behavior” section above

Where a Member identifies a breach of this policy, and they believe the matter is of a sufficiently serious nature, they may decide to approach an Executive Board Member, attend an Executive Board Meeting or submit a written letter to the Executive Board about the matter. The matter will be reviewed by the Executive Board to determine if any disciplinary action is warranted.

ARTICLE V Elective and Appointive Offices, Terms, and Duties

Section A

The elective officers of the Society shall be a President, a Vice-President, a Recording Secretary, a Treasurer, a Financial Secretary, an Orator, a Board of Trustees (consisting of two (2) members), and a Sergeant-at-Arms.

No member can simultaneously hold more than one (1) office in the Society, whether elective or appointive.

Section B Eligibility

Any active member of the Society in good standing is eligible to hold office.

An office will be deemed vacated should the incumbent cease to be a member in good standing.

Section C Terms of Office

President - One (1) year; no limit to number of years.
Vice President - One (1) year; no limit to number of years.
Recording Secretary - One (1) year; no limit to number of years.
Financial Secretary - One (1) year; no limit to number of years.
Treasurer - One (1) year; no limit to number of years.
Orator - One (1) year; no limit to number of years.
Trustee - One (1) year; no limit to number of years.
Sergeant-at-Arms - One (1) year; no limit to number of years.

Term of office shall commence at the first of each calendar year, January 1st to December 31st.

An officer cannot concurrently hold more than one (1) elective office in the Society.

Section D

Bonding

All individuals responsible for savings and checking account signatures, and/or Society assets in any way, will be bonded by an accredited bonding agency.

Section E

Duties of the President

The President, the Executive Officer of the Society, will preside at all sessions and will maintain a democratic spirit throughout the membership.

The President will appoint, each year, a Chairman for the Festival of St. Francis Di Paola.

The President will appoint, each year, the Club Steward, with the advice and consent of the Executive Council, at a regular meeting date.

The President may dissolve any committee of the Society which is not fulfilling its intentions.

The President shall vote at all regular and Executive Council meetings.

No member of the Executive Council shall be eligible for the Stewardship, except the President in an emergency.

The President shall be allowed a petty cash fund of one hundred dollars.

Replenishment of the funds will require Executive Committee approval. Receipts must also accompany the request.

Section F

Duties of the Vice President (Revised 1/1/2015)

The Vice President will be present at all meetings of the Society. He will preside in the event of the President's absence.

The Vice President will attend to those activities associated with President's responsibilities that are impossible for the President to manage.

The Vice President is to notify all officers and members at the time of death of a fellow member. He will also arrange for the officers to attend the wake in a prearranged group. He will arrange for a floral basket to be sent to the funeral home.

The Vice President when notified will report on all Society welfare activities at each monthly meeting and is responsible for sending a get well card to a hospitalized member.

Section G

Duties of the Recording Secretary

The Recording Secretary will keep an accurate record of all business meetings, which will be available to all members for inspection.

The Recording Secretary will be responsible for the general publicity for all meetings and social affairs of the Society.

The Recording Secretary is entrusted with scrupulous safe keeping of the Society Seal.

Section H

Duties of the Financial Secretary

The Financial Secretary will maintain a historical record of membership.

The Financial Secretary will be responsible for the collection of dues and will notify all members when the dues are in arrears.

The Financial Secretary will maintain a complete list of all active members, by name and current address.

The Financial Secretary will report all prospective admissions to the Society.

Section I

Duties of the Treasurer

The Treasurer will receive and disburse the funds of the Society. All fund disbursements of the Society require authorization of the President. All disbursements will be made by check bearing the signature of the Treasurer and the President.

The Treasurer will keep an exact record of all payments made to the Society.

The Treasurer will report at each meeting the record of all transactions involving receipts, expenditures and balance status of all bank accounts for which he is responsible.

The Treasurer will deposit in the designated bank account all money received.

The Treasurer will not transact any account withdrawals without the approval of the President.

Section J

Duties of the Orator

The Orator is the Judge of the Society. It is his duty to see to it that the laws of the Society are strictly obeyed at all times.

The Orator will call the President's attention to the laws in any discussion where and when applicable. It is his duty to speak for the welfare of the Society at all meetings, as deemed right and proper, and for the good of the Society.

Section K

Duties of the Trustees

The Trustees will ensure that all moneys received by the Treasurer and Steward are properly accounted for and deposited in the designated bank accounts in a timely manner.

The Trustees will conduct an audit once every three (3) months of the records maintained by the Treasurer, the Financial Secretary and the Steward, and report to the membership the results of this audit.

Section L

Duties of the Sergeant-at-Arms

The Sergeant-at-Arms will not permit non-members to be present at meetings without the President's permission.

The Sergeant-at-Arms will help maintain strict silence at meetings.

Section M

Duties of the Steward (Revised 11/23/92)

The Steward is responsible for the ordering of all supplies necessary for the effective operation of the bar and will maintain a monthly inventory.

The Steward is responsible for the hiring and supervision of all bartenders.

The Steward is responsible for the renting of the hall and pavilion, and the collection and deposit of all moneys involved.

The Steward is responsible for the maintenance and cleaning of the bar, hall and pavilion.

The Steward will keep a daily ledger of all incomes received and paid out. He will verify the bartender's entries in the ledger daily.

The Steward will deposit in a designated bank account all moneys received.

The Steward is responsible for keeping all cash register tapes for future auditing.

Section N

Vacancies (Revised 11/23/92)

In the event that an office is vacated during the regular term, the Executive Council will appoint a successor to that office for the balance of that term, with the exception of the President's office. Should the President vacate his office, the Vice-President shall assume the Office of President.

Any officer, who, for three (3) consecutive meetings is not present without a justifiable excuse, will be removed from office and a new officer will be appointed by the Executive Council.

Section O

All elective and appointed officers are all non-paying positions.

ARTICLE VI Executive Council

Section A Officers

The Officers shall be elected by members in good standing with voting rights. A majority of vote of the membership present shall be required to elect each officer. The quorum required to conduct this election shall be the majority of the eligible voters present.

The Society's Secretary will distribute forms to the Chairman of the Nominating Committee.

The members will return completed forms to the Chairman of the Nominating Committee.

The Nominating Committee shall tabulate returned suggestion ballots.

The Chairman of the Nominating Committee will present summaries and recommendations to the membership at the November meeting.

The membership, at the December meeting, will elect the officers at the Election Meeting using the summaries and recommendations as guidelines.

ARTICLE VII Committees

Section A Annual Festival Committee

The President will annually appoint a Festival Committee Chairman during the month of October.

The Festival Committee Chairman will be responsible to the President of the Society. The Treasurer is responsible for the preparation of the financial report and will present the report along with the Festival Chairman at the first regularly scheduled meeting following the festival.

All members of the Society are expected to actively participate as members of the Festival Committee. They are expected to work honestly and energetically for the success of the festival. No one is to expect payment for his services.

Section B Audit Committee

Not less than sixty (60) days prior to the annual meeting, the President shall appoint two (2) members of the Society to act as an Audit Committee. Not less than ten (10) days or more than twenty (20) days prior to the annual meeting, this Committee shall audit the Treasurer's records, certify the validity of all financial transactions, and coordinate problems with the Trustees.

Section C Special Committees

Special Committees may be appointed by the President at his discretion, providing the actions of the Committees in no way abrogate the provisions of these by-laws or circumvent the authority of the officers and the Executive Council.

Section D General

No Committee has the authority to spend any money without the approval of the President.

ARTICLE VIII Dues and Assessments

Section A Dues

All dues may be paid on a once-a-year basis, but not later than December 31 of the year preceding the year that the dues are for. All members are required to purchase a predetermined minimum quantity of tickets at a predetermined price at the time of the Annual Festival. Those who fail to do so will be assessed the value of the minimum quantity of tickets with their annual dues for the following year.

Any members are exempt from paying dues upon reaching the age of seventy (70) years old, so long as they have fifteen (15) consecutive years as a member. They will, however, be required to pay all Presidential assessments. (Revised 11/23/92)

ARTICLE IX Removal from Membership

Section A

Non-Payment of Dues (Revised 1/1/2015)

Any member, whose dues are not paid by midnight December 31 of the year preceding the year that the dues are for, shall automatically forfeit his membership. After midnight the society will count exactly how many members have paid their dues. At this point the society will find out how many candidates may be initiated up to the membership limit.

Membership re-enrollments must go to the end of the candidate waiting list and can only be made after all dues in arrears have been paid.

Section B

Misconduct is conduct not becoming of a member including illegal activity and any breaches of the Dignity, Respect and Responsibility Policy in ARTICLE IV Section G.

If a bartender refuses to serve a member a drink or asks a member to leave due to misconduct, the bartender should notify the executive board of his action.

A member may report any misconduct regarding another member to the executive board.

A member's conduct not in accordance with these bylaws is subject to disciplinary actions determined by severity of offense and history of infractions. Disciplinary actions can be a warning, suspension up to permanent removal from the society.

The member accused of an offense, or the accuser may request or may be requested to meet with the Executive Board to discuss the problem. If the accused is deemed in the wrong by the Executive Board, Disciplinary actions may be imposed.

Any suspension means that the member is not allowed on the premises for any reason

ARTICLE X Invitations

(Revised 02/13/09)

A member is allowed to bring guests into the club during non meeting hours at their discretion.

A guest must follow all rules of conduct of the society. They must be signed in as a guest, in the book that is provided by the society, indicating the full names of both the guest and the sponsoring member.

A guest is only allowed to be signed in as a guest 5 times per year. After that point, they will be requested to join the society or not enter the membership portion of the building.

ARTICLE XI Contributions

Donations are up to the discretion of the Executive board.

ARTICLE XII Meetings

Section A Regular and Special Meetings

The regular meetings of this Society shall be held on the second Friday of each calendar month.

Special meetings may be called by the President at his discretion.

An annual meeting of this Society shall be held not later than January of each year, when the Treasurer and the Steward present their annual reports of the financial status of the club.

Section B Guidelines

No alcoholic beverages or tobacco are allowed in the meeting room while meetings are in session.

A meeting night is considered a “members only” function. There will no guests (except candidates to be initiated) inside the society during normal meeting hours 6pm-9pm. If the meeting lasts after 9pm guests will be permitted at the meetings completion.

Rear entrance to the bar shall be locked. Side entrance to the club rooms will be used while meetings are in session.

All members enjoy the right of making proposals to the Executive Board. Members who are intoxicated are requested to abstain themselves from meetings.

Any member who causes disturbances during a meeting can be expelled from the room by the President, and the expulsion will be executed by the Sergeant-at-Arms.

If an expelled member refuses to leave, the President may adjourn the meeting and present the case to the Executive Council for disciplinary measures.

Members are to refrain from disturbing anyone who has the floor.

Members shall respect the officer in charge and will not speak without the President's permission.

The following penalties can be imposed on members, as warranted by any given situation not in the best interest of the Society.

- A. Reprimand
- B. Censure
- C. Suspension
- D. Expulsion

A reprimand can be exercised by the President during a meeting, for improper acts or personal insults.

A censure can be exercised by the President against any member who publicly speaks against acts or affairs of the Society.

Suspension and expulsion from the Society membership can only be exercised by the Executive Council and must be orally announced to the assembly at a regular meeting.

ARTICLE XIII Death Regulations

Section A

At the time of a member's death it shall be a member's personal obligation to attend the wake in a pre-arranged group.

Section B

A representative of the officers, when possible, shall be sent to the funeral of a deceased member, a member's wife, or a member's child. A floral Arrangement with the name of the Society inscribed there, and will be sent to the funeral home.

ARTICLE XIV Order of Business

The order of business for conducting meetings shall be as follows:

Opening of Meeting
Roll Call of Officers
Initiation of New Members
General Welfare of the Society
Minutes of the Previous Meeting
Treasurer's Report
Report of the Executive Council

Reports of the Committees
Unfinished Business
New Business
Adjournment
Guest Speakers, Entertainment, Etc.

All activities of this Society shall be conducted in accordance with Robert's Rules of Order, unless specified in these by-laws.

ARTICLE XV Amendments

These by-laws may be amended by the following method:

By the majority vote of the members present at a regular meeting, provided the proposed amendment is submitted at a previous meeting.

Amendments will be prepared by the Secretary and presented for membership vote upon direction of the Executive Council or upon receipt of a petition of the members. The Constitution cannot be amended for a period of one (1) year from the date of modification.

Subsequent amendments similarly cannot be amended for a period of one (1) year from the date the amendment is incorporated.

ARTICLE XVI General

A copy of this Constitution is to be given to each new member to acquaint him with his duties and benefits.

The original Constitution was formed and approved on July 8, 1927. The Constitution was initially modified and approved at a special meeting on March 6, 1938. The Constitution was modified for the second time and ratified at a special meeting held on June 7, 1974. The Constitution was modified for the third time and ratified at a regular meeting held in September of 1984. The Constitution was modified for the fourth time and ratified at a special meeting held on November 23, 1992. The Constitution was modified for the fifth time and ratified at a special meeting held October 12, 2014