

# Mercer Catholic Newman Ministry

## CMN at MU

### Mission Statement

Catholic Newman Ministry at Mercer University offers opportunities to share friendship, fellowship and faith. We encourage people to interact among themselves, with the University and beyond. The ministry is organized by students with the support of the Campus Minister and the local Catholic Parish, and provides a forum for spiritual, service, educational, and social activities. All are invited to join.

### BYLAWS

#### *ARTICLE I*

##### *Name*

**Section A:** The name of this organization shall be Mercer Catholic Newman Ministry (MCNM).

**Section B:** We are part of the greater Diocese of Savannah.

**Section C:** We are considered a religious organization at Mercer University under Campus Life.

#### *ARTICLE II*

##### *Purpose*

The purpose of the Ministry shall be to encourage students to seek and strengthen the integration of the Catholic faith in their daily life, as well as provide means for non-Catholics to learn about the Catholic religion through the celebration of the Eucharist, faith-based discussions, charitable service, and social activities.

#### *ARTICLE III*

##### *Members*

**Section A:** *Membership:*

All Mercer students and persons of college age regardless of race, religion, sex, or age that actively attend services and activities sponsored by MCNM are considered members of the organization.

Active membership consists of attending at least 70% of the MCNM meetings.

**Section B:** *Privileges of membership:*

All active MCNM members can participate in all meetings and any events sponsored by MCNM.

All members are encouraged to plan and implement activities and events as long as they follow MCNM bylaws.

#### *ARTICLE IV*

##### *Officers*

**Section A:** *Elected Officers:*

There shall be nine permanent offices within the Mercer Catholic Newman Ministry: President, Vice-President, Spiritual Leader, Music Coordinator, Social Chair, Secretary, Treasurer, Historian and Advisor. These officers form the Board.

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**Section B:** *Executive Board:*

The President and Vice-President are members of the Executive Board. The President retains the power to appoint any officer to the Executive Board.

**Section C:** *Officer's Eligibility:*

All officers must be active members attending at least 70% of the MCNM meetings and must have a desire to fill the office with the intent to do their best possible job.

**Section D:** *Advisor:*

The Advisor must be a full time minister at St. Joseph Catholic Church.

**Section E:** *Term of Office:*

Elected Officers shall hold office for one year beginning on the organization's last meeting in April and run until the following April or until their successors are elected.

**Section F:** *Officer Elections:*

Election of officers shall be held annually. At least two weeks' notice shall be given before the election meeting. Nominations will be by the end of March and election the second week in April. Each candidate must have been an active member of Mercer Catholic Newman Ministry for at least one year. The person receiving majority vote will be elected.

**Section G:** *Removal from Office:*

Any officer may be removed from office by a majority vote of the Executive Board for means of, but not limited to: failure to fulfill their officer's duties and/or not actively attending 70% of the MCNM meetings. Said officer shall be considered reinstated with two-thirds approval of the Board members.

**Section H:** *Vacancy in Office:*

Any vacancy that may occur in an office shall be filled by the President until an officer is appointed. The President reserves the right to appoint officers in the case of vacancy.

**ARTICLE V**  
*Duties of Officers*

**Section A:** *President:*

1. The President shall be the chief executive officer.
2. The President shall arrange and conduct all Officer Meetings.
3. The President shall conduct all weekly meetings along with Advisor.
4. The President shall approve all meeting agendas and events.
5. The President shall be responsible for all official and important correspondence between MCNM and other organizations and/or individuals.
6. The President shall, with approval of the Executive Board, direct funds from the budget.
7. The President shall have administration right to the organization's website and email.
8. The President shall be present at all meetings unless unforeseen circumstances occur or notice given.
9. The President shall help other officers with their duties and fill any vacancies in any of the offices.

**Section B:** *Vice-President:*

1. The Vice-President shall be responsible for all public related matters.
  2. The Vice-President shall be responsible for the President's duties in the absence of the President or if the office should become vacant.
  3. The Vice-President shall assist the President with his/her duties (decision-making, conducting meetings, event planning, etc.).
  4. The Vice-President shall be responsible for setting up reservations for meetings and events.
  5. The Vice-President shall keep and have available current copies of the bylaws.
  6. The Vice-President shall be present at all meetings unless unforeseen circumstances occur or by approved absence.
  7. The Vice-President shall perform other duties as directed by the President.
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**Section C:** *Spiritual Leader:*

1. The Spiritual Leader shall be responsible for organizing and conducting Night Prayer.
2. The Spiritual Leader shall be responsible for organizing any other spiritual activity that he/she deems appropriate for the ministry and approved by Executive Board.
3. The Spiritual Leader shall perform other duties as directed by the President.

**Section D:** *Music Coordinator:*

1. The Music Coordinator shall be responsible for the music sung during Mass services.
2. The Music Coordinator shall be responsible for setting up practices for choir members.
3. The Music Coordinator shall be responsible for recruiting members for the choir.
4. The Music Coordinator shall have grounds for dismissing a member from the choir.
5. The Music Coordinator shall perform other duties as directed by the President.

**Section E:** *Term of Office:*

1. The Social Chair shall be responsible for setting up social events each month.
2. The Social Chair shall be responsible for advertising social events, trips and retreats.
3. The Social Chair shall perform other duties as directed by the President.

**Section F:** *Secretary:*

1. The Secretary shall be responsible for recording the minutes during each Officer meeting and weekly meetings.
2. The Secretary shall be responsible for distribution of the Officer meeting's minutes to each Officer within the week following the meeting.
3. The Secretary shall be responsible for keeping a master file of all minutes from the past 2 years.
4. The Secretary shall maintain a complete and accurate account of weekly attendance and membership status of each MCNM member.
5. The Secretary shall keep a record of all members' contact information.
6. The Secretary shall distribute weekly the agenda for the week's meeting and upcoming events.
7. The Secretary shall update the organization's Facebook group and page with current events.
8. The Secretary shall be responsible for keeping an official calendar of events.
9. The Secretary shall perform other duties as directed by the president.

**Section G:** *Treasurer:*

1. The Treasurer shall keep an accurate listing of all financial transactions. This includes the account held with St. Joseph Catholic Church and the private account at BB&T.
2. The Treasurer shall deposit any money into the account, keep a list of all receipts, pay any bills, and shall withdraw funds as needed for official organization business only.
3. The Treasurer shall ensure that all accounts are balanced and shall give a summary on all accounts at every Officer's meeting. All proposed expenditures shall be approved by the Executive Board before any action is taken thereupon.
4. The Treasurer shall provide a ledger of the Diocese's funding when requested by the Diocese.
5. The Treasurer shall keep a record of any refunds and shall be in charge of dispersing these refunds.
6. The Treasurer shall be responsible for setting up and over seeing fundraising opportunities.
7. The Treasurer shall perform other duties as directed by the President.

**Section H:** *Historian:*

1. The Historian shall be responsible for taking pictures at MCNM events.
2. The Historian shall be responsible for updating the photo album on MCNM official website and Facebook group.
3. The Historian shall help create the ministry's display for Bear Fair and posters for other activities.
4. The Historian shall help create an end of the year slideshow.
5. The Historian shall perform other duties as directed by the President.

**Section I:** *Advisor:*

1. The advisor shall assist the group in the execution of roles and responsibilities.
  2. The advisor shall provide feedback to the organization regarding its operation and functioning.
  3. The advisor shall serve as a resource and lead bible studies.
  4. The advisor shall be a full time youth minister at St. Joseph Catholic Church.
  5. The advisor shall not partake in the election process of the Board.
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## ***ARTICLE VI***

### ***Meetings***

**Section A:** *Weekly Meetings:*

Meeting will be weekly. The Executive Board will decide the location and time of meeting the beginning of the Fall semester. The Executive Board reserves the right to make any necessary changes regarding the meetings.

**Section B:** *Officer Meetings:*

Meeting will be held at the second week of the month unless noted. Location will vary.

**Section C:** *Special Meetings:*

Special meetings may be called by the President or Advisor.

**Section D:** *Notice of Meetings:*

At least two days' notice shall be given by email to all members for each regular weekly meeting. The next Officer meeting will be chosen at the current monthly Officer meeting.

## ***ARTICLE VII***

### ***Dues and Finances***

**Section A:** *Dues:*

No dues shall be required of any member of MCNM at any time.

**Section B:** *Diocese's Money:*

All money provided by the Diocese of Savannah shall be deposited in the account at St. Joseph Catholic Church. This money shall be used only for uses approved by the Diocese of Savannah.

**Section C:** *Fundraising Money:*

All money raised through MCNM fundraising shall be deposited into a private account. This money shall be used for MCNM social activities, events and products required for the ministry

**Section D:** *Withdraw of Money:*

No Amount of money shall be withdrawn from the account unless approved by the Executive Board.

**Section E:** *Access to Account:*

Access to the Diocese funds shall only be granted to the Advisor. Access to the private account shall be granted to the following officers: President, Vice-President and Treasurer.

## ***ARTICLE VIII***

### ***Retreat Fees***

**Section A:** *First-Time Retreaters:*

MCNM will cover up to the full amount of the retreat fee for eligible members attending their first retreat. This applies but not limited to the Intercollegiate Retreats and Awakening Retreats.

**Section B:** *Retreaters / Staffers:*

MCNM will cover ten dollars of the retreat fee for eligible members who have previously attend a retreat as a retreator or staffer. This applies but not limited to the Intercollegiate Retreats and Awakening Retreats.

**Section C:** *Eligibility:*

Only members who are ACTIVE or those approved by the Executive Board are eligible for the opportunities stated in Section A and Section B. The Executive Board holds the right to change the amount of the retreat fee that MCNM covers.

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**ARTICLE IX**  
*Amendments*

**Section A: Proposal:**

Amendments to this constitution shall be proposed by members of the Board to be discussed by the Board and Advisor in the next possible meeting.

**Section B: Parliamentary Procedure:**

All amendments, revisions, and bylaws to this constitution shall be approved by a majority vote of the Board before any changes may take effect.

**ARTICLE X**  
*Approval of Bylaws*

Ratification Date: January 11, 2014

Current President Signature: \_\_\_\_\_

Current Vice President Signature: \_\_\_\_\_

St. Joseph's Youth Minister Signature: \_\_\_\_\_

\*Revised November 11, 2014

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