



CATHOLIC CENTRAL DADS' CLUB

CONSTITUTION and BY-LAWS

REVISED AND EFFECTIVE

~~April 15, 2013~~

January 13, 2020

CATHOLIC CENTRAL DADS' CLUB

MISSION STATEMENT

The mission of the Catholic Central Dads' Club is to provide an opportunity for Dads' and guardians to participate in the high school spirit and experience of our sons in the Catholic Central and Basilian tradition of:

GOODNESS, DISCIPLINE and KNOWLEDGE

CATHOLIC CENTRAL DADS' CLUB
CONSTITUTION AND BY-LAWS

ARTICLE I

NAME AND OFFICES

Section 1.01 Name

This club shall operate as a non-profit organization under the laws of the State of Michigan and its name shall be:

CATHOLIC CENTRAL DADS' CLUB

Section 1.02 Offices

The principal office of the Club shall be located on the school premises as conducted by the Catholic Central High School.

ARTICLE II

BASIC POLICIES

Section 2.01 Purpose and Objectives

The general purpose and objective of the club shall be religious, charitable and educational. In particular, the Club shall promote and render services, assistance and support to the order of the Basilian priests located in the State of Michigan in the religious, moral, intellectual and physical development and well-being of young men attending Catholic Central High School.

Section 2.02 Mission Statement

The mission statement of the Catholic Central Dads' Club shall be:

"The mission of the Catholic Central Dads' Club is to provide an opportunity for dads and guardians to participate in the high school spirit and experience of our sons in the Catholic Central and Basilian tradition of GOODNESS, DISCIPLINE and KNOWLEDGE."

Section 2.03 School Operation

The Club shall seek neither to direct the administrative activities nor to control the policies of the School.

Section 2.04 Politics

The Club shall neither participate nor intervene in any political campaign for or against any candidate for public office nor devote more than insignificant part of its activities for or against government legislation.

Section 2.05 Authority of the Principal

Any action or activity engaged in by the Dads' Club ~~must be approved by~~ requires the approval of the Principal of Catholic Central High School.

Section 2.06 Right to Contest Veto

Any action or activity that has been vetoed by the Principal may be contested by the Dads' Club. That action or activity shall be presented to the School Board of Catholic Central High School whose decision shall be final.

Section 2.07 Members

No part of the net earnings of the Club shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purpose set forth in Section 2.01 of this Article.

Section 2.08 Dissolution

In the event of dissolution of the Club, the assets thereof shall be distributed to the School, or, if the said School no longer exists, to the order of Basilian priests located in the State of Michigan. The purpose of this section is to comply with the exempt purposes specified in Section 501(c) of the Internal Revenue Code of 1954, as amended.

ARTICLE III

MEMBERSHIP

Section 3.01 Classification

There shall be three classes of members of the Club, Regular members, Alumni members and Honorary members, all of whom shall enjoy equal rights, duties and privileges of membership, except as the same shall be limited by the Constitution and By-Laws as such provisions and regulations respecting the assessment and payment of dues which may be on an unequal basis.

Section 3.02 Eligibility

The following persons and entities are eligible for membership in the Club:

- A. Regular Members. Any father or male guardian of a student currently attending Catholic Central High School is automatically a regular member.
- B. Alumni Members. Any ~~father or male guardian~~ former Regular Member who no longer qualifies as a ~~regular member is eligible for alumni membership~~ Regular Member is automatically an Alumnus Member.
- C. Honorary Members. Any person who has rendered eminent service to Catholic Central High School or this Club may be elected by the Executive Board to honorary membership.

Section 3.03 Applications and Admissions

Except for regular and alumni membership, membership applications shall be in a manner, form and content as shall be determined by the Executive Board of Directors. Honorary members may be elected at any regularly called meeting of the Board of Directors by majority vote of the ~~entire~~ Executive Board.

ARTICLE IV

ORGANIZATION

Section 4.01 Dads' Club Organization

The Catholic Central Dads' Club shall be comprised of two distinct bodies, The General Membership and the Executive Board.

Section 4.02 General Membership

The General Membership shall be comprised of all ~~eligible fathers or guardians~~ persons and entities who qualify for membership under Section 3.02 above. They ~~shall be~~ are invited to any regularly scheduled meeting of the Catholic Central Dads' Club and ~~shall~~ have full voting privileges at these meetings as specified by this Constitution. ~~They will be given notification of all regular meetings and will have full privileges to participate in those meetings.~~

Section 4.03 Executive Board

The Executive Board shall be comprised of the following officers: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Quartermaster, Past President, Alumni Chairman, Moderator and ~~Four~~ three (3) Members at Large (as per Section 5.11). Duties and responsibilities for these positions are specified in Article V of this Constitution. ~~In addition to these individual duties, they will be responsible as a group for the yearly activities of 8th Grade Open House and Incoming Freshman Night.~~

Section 4.04 Removal

- A. General Members - Any member of the Catholic Central Dads' Club can be removed if it is shown that there has been a violation of this Constitution or by conduct detrimental to the mission of this Club. Removal shall be by majority vote of the Executive Board or at the direction of the Principal of Catholic Central High School.
- B. Executive Board Officer - Removal of an Executive Board member may also result if said member fails to perform duties as specified in Article V. Removal shall be by vote of the Executive Board or at the direction of the Principal of Catholic Central High School and the position will be considered vacant.

Section 4.05 Vacancy

Where an Executive Board vacancy exists, ~~the~~ President will make a recommendation to the Executive Board for replacement. The Executive Board will approve such recommendation by a majority vote.

- A. In the absence of the President, recommendations of replacement shall be made by the Vice President.
- B. In the absence of both the President and Vice-President, recommendation of replacement shall be made by the Dads' Club Moderator who will seek assistance and advice of the Principal of Catholic Central High School.

ARTICLE V

EXECUTIVE BOARD OFFICERS

Section 5.01 Number and Eligibility

The ~~elective~~-elected officers of the Club shall be a President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary, each of whom shall be elected by a majority vote of the General Membership. The board shall also be comprised of a Quartermaster, Moderator, Past President, Alumni Chairman and ~~Four~~-three Members at Large. The Quartermaster and Alumni Chairman shall be appointed by the President.

~~A member to be~~ Only Regular Members during the school year in which the term will be served are eligible for election to the ~~positions~~-position of President, Vice-President ~~or Treasurer shall be required to have a child or ward registered to attend the school during the school year in which his term shall be served.~~ Any Alumni member is, or Treasurer, unless otherwise approved by the Principal of Catholic Central High School. All members are eligible for election to the offices of Recording Secretary or Corresponding Secretary. ~~A~~-The President, Vice-President ~~or Treasurer upon assuming his office~~ may serve complete his full term ~~even though attendance in the school by~~ of office if his child or ward terminates ~~for any reason~~ attendance in the school after the term of office has begun.

Section 5.02 Term

Each officer of the Club shall assume his office at the beginning of the School's fiscal year and shall serve for a term of one year or until his premature death or resignation. All books, accounts, records, properties and tools of the office shall be turned over to the successor by July 15 of the new fiscal year.

Section 5.03 President

The President shall be the chief executive officer of the Club and shall have general supervision, direction, and control of the officers of the Club. He shall preside at all meetings and see to the enforcement of the Constitution and By-Laws and to carry out all orders and resolutions of the General Membership. He shall appoint all committee chairmen. He shall serve ex-officio with a right to vote and be a member of all committees except the election committee. He shall execute all conveyances, agreements and contracts as entered into by the Club unless otherwise designated by the General Membership. He shall have authorization to approve disbursements of up to \$300.00 for any single item or event unrelated to any other item or event without the prior approval of the General Membership on any business matter of the Club. In his absence, the Vice-President will assume this authority followed by the Treasurer and then Moderator. He shall perform other such duties as may be required of him by applicable laws, this document or by resolution of the General Membership or School Administration. His duties shall include:

1. Coordinate activities with the Administration regarding operations of the Dads' Club.

2. Assist in the development of profit generating opportunities.

3. Assure the satisfactory operation of the Executive Board and Committees.
4. Develop fiscal operating budget in conjunction with Vice-President and Treasurer such budget to be in place before the first General Membership meeting.
5. The President shall apprise each Standing Committee Chairman of the budget for their particular event.
6. Establish annual calendar of Dads' Club events.
7. Be responsible to execute "Removal" clause as specified in Section 4.04.
8. Prepare mailings, meeting notices and event notices for ~~mailing~~ transmittal by the Corresponding Secretary.
9. Assume chair responsibility for any event in the absence of an event Chairman.
- ~~11. Chair 8th Grade Open House and Incoming Freshman Night.~~
- ~~10. 12.~~ Assure compliance to Michigan Lottery Commission for all raffles, drawings etc. where required.
- ~~11. 13.~~ Attend functions as required as a Representative of the Executive Board of the Catholic Central Dads' Club.

Section 5.04 Vice-President

The Vice-President shall in the absence of the President perform all duties of the President and in so acting shall have all powers of the President. His duties shall also include:

1. Assist the President in the development of meeting agendas.
2. Assist the President and Treasurer in developing the fiscal operating budget.
3. Assist the President in the development of profit generating opportunities.
4. Oversee the operations of all standing committees.
5. Review and update the By-Laws of the Dads' Club as needed.
6. Attend all functions as required as a Representative of the Executive Board of the Catholic Central Dads' Club.

Section 5.05 Treasurer

The Treasurer shall perform those duties attendant upon the office of Treasurer. In particular, it shall be the duty of the Treasurer to keep general charge of the financial records and accounts of the Club; to keep and maintain adequate and correct books of account showing the receipts and assets; be responsible for all funds and securities of the Club; receive and give monies due and payable to the Club from any source and deposit all monies of the Club with such depositories as assigned by the Executive Board. His duties shall also include:

1. Providing a copy of the financial report to the Principal and Business Manager of Catholic Central High School following a motion to accept report during the regular meeting.
2. Develop/Use a standardized computer program spreadsheet format for accounting of all recording. ~~Disk~~ Electronic copy of all reports to be archived with the Recording Secretary upon completion of the fiscal year.
3. Assist the President and Vice-President in the development of the budget.
4. Monitor commitments and financial support requests as specified in Article Seven to assure Policy is being properly administered.
5. Attend functions as required as a Representative of the Executive Board of the Catholic Central Dads' Club.

Section 5.06 Recording Secretary

The Recording Secretary shall perform those secretarial duties attendant upon the office and in particular it shall be the duty of the Recording Secretary to record and keep a correct record of all meetings and proceedings of the General Membership. His duties shall also include:

1. Provide completed, accurate and typed minutes of the previous general meeting to the Executive Board ~~two weeks~~ one week prior to the next meeting to assist in the development of the upcoming agenda.
2. Provide completed, accurate and typed minutes of Executive Board meetings and distribute them to the Executive Board ~~and School administration.~~
3. Provide minutes of meeting to School administration following motion to accept during next scheduled meeting.
4. Use a standardized computer word processing program for recording of all minutes. ~~Disk~~ Electronic copy to be archived at the end of the fiscal year.
5. Provide copies of amendments to By-Laws and resolutions to the General Membership. This will include expenditures requiring approval vote by the General Membership.
6. Collect all committee reports and organize in binders available for future reference.
7. Maintain other records such as correspondence, Past President binders/notes and any attachments.
8. Create Dads' Club mailing/phone list database. Copies of database to be provided to Executive Board for its use.
9. Attend functions as required as a Representative of the Executive Board of the Catholic Central Dads' Club.

Section 5.07 Corresponding Secretary

The Corresponding Secretary shall attend to all correspondence of the Club, keep and preserve records and perform other duties as specified by the Board. His duties shall also include:

1. Coordinate and conduct all mailings of general membership letters, events and meeting notices. Will need to work with committee chairmen to assure mailing is conducted on a timely basis.
- ~~2. — Develop a phone chain system for membership notification for such events as special meetings, announcements and funerals.~~
2. ~~3.~~ Be responsible for ordering memorial arrangements.
3. ~~4.~~ Provide Treasurer with report of expenditures relative to mailing and postage requirements.
64. Attend functions as required as a Representative of the Executive Board of the Catholic Central Dads' Club.

Section 5.08 Moderator

The Moderator shall be the Principal of the school or his designated representative. He shall be the spiritual director of the Club, have the right to attend all meetings and proceedings, have full right to vote on all Club matters.

Section 5.09 Past-President

The immediate Past President shall serve as counsel for the current Executive Board.

~~Traditionally he has also served as Boy's Bowl Chairman until the current President's term is complete. If he chooses not to serve as Boy's Bowl Chairman that position will be appointed by the President.~~

Section 5.10 Alumni Chairman

The Alumni Chairman will maintain a current register of all interested Alumni Dads' to assure that they are included on all mailing and phone lists. Alumni Chairman will also coordinate Annual Past President Night.

Section 5.11 Members At Large

The Members at Large will assist the Executive Board in any Board matters. One will be selected from the Incoming Freshman Dads' at Incoming Freshman Dads' Night each year to serve a two year term. Two other Members At Large will be elected yearly during the regular election process and each will serve the same one year term.

Section 5.12 Quartermaster

The Quartermaster will have the primary responsibility for providing food, refreshments, and maintain supplies for meetings of the General Assembly and student events hosted by the Catholic Central Dads' Club.

ARTICLE VI

STANDING COMMITTEES

Section 6.01 Standing Committees

There shall be standing committees whose chairmen shall be appointed by the President with the counsel and advice of the Executive Board. The functions and duties of each position shall be outlined in position descriptions found in Appendix A of this Constitution.

~~Athletic and Events-~~

~~Father Son Field Day~~

~~Family Fest~~

~~Boys Bowl-~~

~~Rummage Sale~~

~~Evening of Recollection~~

~~Father/Son Golf Outing~~

~~Merchandising~~

~~Memorial Mass And Breakfast~~

~~Fundraising (Raffles and Events)~~

~~Refreshments~~

50/50 Drawings

Academic Awards Banquet

Athletics/Events

Christian Service

Ireland Raffle

Merchandise

[Millionaires Party](#)
[Tuition Assistance Raffle](#)

~~Sales (50/50)-~~

Section 6.02 Other

Other committees may be created or deleted by the Executive Board when deemed necessary and upon appropriate resolution. Except as otherwise provided by such resolution, members of such committees shall be members of the Club and the President of the Club shall appoint a chairman thereof. The chairman of each committee shall select committee members in counsel with the President.

Section 6.03 Reports

Committee chairman will also be responsible for providing a report to the general membership at the next regular meeting after the completion of the event.

ARTICLE VII

FINANCIAL COMMITMENTS

Section 7.01 Policy

The financial commitments of the Catholic Central Dads' Club are represented by two categories: those commitments that have been approved by General Membership vote in previous meetings and those that are future proposals to the Executive Board. In either case, payment of these commitments, unless by special request as approved by the Principal of Catholic Central High School, will be paid upon completion of the event after providing proper documentation of income and expenses.

Section 7.02 Current Commitments

The following are current financial commitments as approved by the General Membership in previous meetings and recorded in minutes.

1. Athletics

~~--By vote of the General Membership in August 1991, five~~ Five dollars per team member (Varsity, Junior Varsity and Freshman teams) will be given to the Athletic Department of Catholic Central High School to assist in underwriting the cost of the season ending athletic banquet meal for the various teams. The five dollars shall apply to team members and student managers who have attended the banquet. A season-ending roster will be submitted from which the payment will be determined. It will exclude coaches, wives/dates, administration, invited guests and Basilians.

OR

~~--In addition, in the event of~~ -If a team ~~winning~~ wins a State Championship, the Dads' Club will underwrite the entire cost of the season ending banquet meal for team members and student managers who have attended. This cost will not exceed \$10.00 dollars for each attending team member (excluding Freshman and Junior Varsity teams) and student managers. It will exclude coaches, wives/dates, administration, invited guests and Basilians.

--The Athletic Director shall submit a head count and proper support and documentation at the conclusion of the banquet to obtain reimbursement from the Dads' Club Treasurer. The Athletic Director is requested to submit a proposed budget in August for the upcoming year to assist the setting of the Dads' Club annual budget.

- ~~2. Senior Parents Mass~~
~~Five dollars per student.~~
2. ~~3.~~ Academic Awards Banquet
3. ~~4.~~

--The Dads' Club shall pay for the entire cost of the banquet meal only for the honored students not to exceed \$10.00 for each honoree.

~~5. Band Banquet~~

4. Activity Letter Jacket Qualifiers – Those activities that qualify for a letter jacket under Catholic Central rules.

--Five dollars per student.

~~6. Graduation Party~~

~~--As determined by Executive Board.~~

5. ~~7.~~ Ads/Publications/Sponsorships

--As needed.

6. ~~8.~~ Merchandising Donations

--As requested.

7. ~~9.~~ Catholic Central Dad's Club Scholarships:

An annual scholarship (#1) in the amount of \$ 1,500.00 established by the Club to assist a student whose family is in financial need

and

An annual scholarship (#2) in the amount of \$ 1,000.00 established by the Club to assist a student whose family is in financial need.

Funds for each scholarship are to be disbursed from the Catholic Central Dad's Club Scholarship Endowment fund, which is administered by the Office of Advancement.

Criteria:

1. The family must demonstrate financial need
2. Junior year or Senior year student
3. GPA of 3.0 or higher
4. Participates in extracurricular student or civic activities

The candidate is asked to write a short essay about himself on what it means to be a student at Catholic Central, and the lessons he will carry forward with him from his years at CC. The essay is to be no more than two pages, double spaced, and may be typed or written.

Special consideration for either scholarship shall be given to a candidate whose father has passed away during the current or previous year. In the event that a scholarship may be awarded under this consideration, the GPA requirement may be waived at the discretion of the board.

To be eligible for consideration, financial need forms and essays will be submitted to and reviewed by the Office of Advancement, in accordance with their guidelines for financial aid submissions. Scholarships will be awarded through the Office of Advancement during their normal award schedule. The CCDC Executive Board ~~will~~ may review the essays and the recommendations of the Advancement Office when selecting the student to receive the scholarship.

In the event the endowment fund does not provide adequate returns to fully fund the scholarships for the current scholarship year, any shortfall shall be funded by the CCDC.

The CCDC shall designate funds each year to be contributed to the Scholarship Endowment Fund. The amount of the contribution will be determined by the board at the end of each school year, and shall be contributed to the fund by May 31st each year, with the goal of increasing the fund balance each year.

Section 7.03 Future Commitments under \$1,500.00

Where requests for financial assistance are under \$1,500.00, for any single event unrelated to any other item or event, no vote will be required of the General Membership for approval.

Section 7.04 Future Commitments over \$1,500.00

Where requests for financial assistance are over \$1,500.00, for any single event unrelated to any other item or event, the request must first be approved by the Principal of Catholic Central High School prior to submittal to the Executive Board for Action and General Membership vote.

Section 7.05 Request Procedure

Any request for financial assistance, in any dollar amount, for any single event unrelated to any other item or event, must be submitted in writing one month prior to the event taking place to allow adequate time for Administrative, Executive Board, or General Membership approval. Request forms must be obtained from the Dad's Club Treasurer.

ARTICLE VIII

ELECTIONS

Section 8.01 Executive Board Officers

Elections of the Executive Board of Directors shall be conducted on an annual basis.

Section 8.02 Election Committee

An election committee shall be established whose responsibility will be to solicit and obtain potential candidates for the offices of the Executive Board. The committee will also evaluate and interview potential candidates to determine their qualifications for the respective office based upon the position descriptions as specified in Article V.

Section 8.03 Election Committee Members

The Election Committee shall be chaired by the Past-President. It will be the responsibility of the Past-President to select two (2) additional members to assist in the evaluation and interview process. The

selected members shall be chosen from the General Membership and shall exclude the current members of the Executive Board.

Section 8.04 Election Committee Responsibility

The following will be the responsibility of the Election Committee:

1. They will be responsible for obtaining names of potential candidates.
2. They will be responsible for keeping the names of the potential candidates secret unless the potential candidates allows their names to be released.
3. They will be responsible for interviewing potential candidates to determine that they meet the qualifications as specified in Article V.
4. They will seek guidance from the Principal of the school if necessary.
5. They will prepare the primary ballot if required. Distribution of the ballots and accounting of the votes will concur with the members in attendance during the meeting in which the vote is taken.
6. They will prepare the final ballot if required. Distribution of the ballots and accounting of the votes will concur with the members in attendance during the meeting in which the vote is taken. Votes shall not exceed the number of members in attendance as counted during the initial meeting roll call.
7. They will conduct the counting of the ballots. For verification and accuracy, they will present their accounting to the Principal of the school.
8. They will present the elected officers to the General Membership.

Section 8.05 Election Process

The election process shall adhere to the following procedure:

1. The names of the potential candidates may be accepted throughout the year. Potential candidates can either be selected from individuals volunteering for a specific position or from recommendation by Standing Committee Chairmen.
2. During the February and March General Meetings, general members can volunteer themselves or nominate another member for one of the Executive Board positions.
3. Following the March meeting, the Election Committee shall begin the interview process as stated in Section 8.02.
4. Those candidates deemed qualified, will be placed on a ballot for vote by the General Membership.

5. When the ballot is complete, a vote of the General Membership will be conducted to select the Executive Board Officers for the following term. This election shall occur during the April meeting and the results will be announced at the conclusion of that meeting.
6. The installation of the newly elected Executive Board Officers shall occur at the May meeting and the term of office begins July 1st.

ARTICLE IX

MEETING OF THE MEMBERS

Section 9.01 Regular Meetings

Meetings of the Executive Board and General Membership will be conducted on a monthly basis throughout the school year. All members of the General Membership are welcome to attend.

Section 9.02 Meeting Date and Time

Meetings will usually convene on the second Monday of each month throughout the school year starting at 7:00 P.M. Meeting date and time may be changed following an approval vote by the General Membership. A written meeting schedule for the entire year will be published at the beginning of the year and provided to all members of the Club and School Administration.

Section 9.03 Location

All meetings of the Catholic Central Dads' Club will take place at ~~the school in a space whose size is able to accommodate the General Membership~~ a location to be determined by the Executive Board.

Section 9.04 Quorum

A quorum will be required to conduct a General Meeting of the Catholic Central Dads' Club. A quorum will be defined as the attendance of 3% of the General Membership.

Section 9.05 Voting

The voting power of all members shall be equal and each member shall have one vote upon each proposition and for the election of each Executive Board Officer.

Section 9.06 Order of Business

At all meetings of the Club, the following shall be the order of business:

- A. Call to Order - Determination of Quorum
- B. Opening Prayer
- C. Reading and Approval of Minutes
- D. Reading and Approval of the Financial Report
- E. Committee Reports

- F. Reading of Communications
- G. Old Business
- H. New Business
- I. Closing Prayer
- J. Adjournment

Section 9.07

~~Special Meetings of the Executive Board of Directors~~ The following shall serve as additional meetings to establish Club activities and monitor progress:

- ~~A. July Board Planning Meeting~~
- ~~B. December Mid Term Review and Report~~
- ~~C. June Term Summary and Closure of Fiscal Year~~
- ~~D. June Meeting with Committee Chairmen to Plan Coming Events~~

Section 9.08—Additional Meetings

Additional meetings as deemed necessary, whether they be regular or special will be called by the President or Moderator.

ARTICLE X

FISCAL

YEAR

Section 10.01 Fiscal Year

The fiscal year of the Club shall begin on the first day of July and end on the last Day of June of each year.

ARTICLE XI

DUES

Section 11.01 Dues

There will be no dues required for membership in this Club.

ARTICLE XII

AMENDMENTS

Section 12.01 Amendments

This document may be amended or repealed at any meeting of the General Membership of the Club with written notice of the proposed amendment in the call of the meeting, provided the amendment

is adopted by a two thirds vote of the members present, including proxy votes of the absent members.

ARTICLE XIII

FR. MENNER AWARD

Section 13.01 Fr. Menner Award

Award Criteria: The Fr. Menner award was established in 2006 to annually recognize a member of the club who best represents the ideals of a Catholic Central Dad, who has made outstanding, significant, notable, or long term contributions of time, talents, or energy on behalf of the club, for its members, and/or students, staff and administration of Catholic Central High School.

Nominating Committee: The nominating committee shall consist of 3 members of the Catholic Central Dads Club Executive Board who have been members of the club for a minimum of two years. Committee members shall be appointed by the president of the club. Appointment to the committee shall be for one term, expiring at the end of the fiscal year.

Nomination: Nominees for the award may be made from any member of the Dads Club, and submitted to the executive board of the club by the date of the March general meeting of the club. Requests for nominees shall be made at the February and March general meetings. Nominees shall be reviewed by the award committee, and the selection shall be completed by the date of the April Executive Board meeting.

Award: The award shall consist of a plaque noting the name of the award, the year, and the name of the winner. In addition to the award plaque, the awardee shall receive an engraved Catholic Central watch, engraved with his name, “-Fr. Menner Award^{“,””} and the year of the award. The plaque and award may be purchased from a suitable vendor. The award shall be presented at the annual May general meeting of the club, or at another appropriate time as determined by the executive board of the club.

APPENDIX A

POSITION DESCRIPTIONS FOR STANDING COMMITTEES