

**BYLAWS**  
**OF THE ANTIOCHIAN MEN OF THE DIOCESE OF MIAMI AND THE SOUTHEAST**

**ARTICLE I**

**NAMES**

1. The name of this organization is: THE ANTIOCHIAN MEN OF THE DIOCESE OF MIAMI AND THE SOUTHEAST (hereinafter “AMEN”).
2. The Diocese of Miami and the Southeast shall hereinafter be referred to as “DOMSE”

**ARTICLE II**

**DOMSE AMEN BOARD**

1. The Diocese of Miami and the Southeast Antiochian Men Board (The “DAB”) shall consist of (1) the Officers as defined in Article III of these Bylaws, (2) the Spiritual Advisor as described in Article IX of these Bylaws, (3) a DOMSE Young Adult Fellowship (the “YAF”) Liaison as described in Article X of these Bylaws, and (4) the current Bishop of DOMSE.
2. The Purposes of the DAB are as follows:
  - a. To foster, promote, and facilitate the purposes of AMEN as described in the Constitution;
  - b. To develop within the DAB, its committees, and all member chapters, a sense of brotherhood, and a spirit of Christian concern and service to the Church and to the community-at-large
  - c. To coordinate all activities, projects, events, and initiatives of AMEN as are appropriate, as determined by the DAB
3. Except as otherwise specifically provided in the Constitution or these Bylaws, the proceedings of the DAB shall be based upon the will of the majority.
4. The DAB may adopt other rules and regulations, not inconsistent with the Constitution and these Bylaws, when such rules are deemed necessary for the proper conduct of the financial affairs and general welfare of AMEN.
5. The DAB shall have the power to interpret these Bylaws and any rules it may promulgate.

### **ARTICLE III**

#### **OFFICERS**

1. The elected officers of the DAB shall include a President, Vice President, Secretary, Treasurer, and Social Media Director.
2. All officers shall be of good moral reputation and in good spiritual standing in the Parish to which they belong, and shall be members of the Member Chapter in the parish to which they belong.

### **ARTICLE IV**

#### **PRESIDENT**

1. The President shall preside at all meetings, regular and special, and shall observe the prescribed parliamentary procedures as found in "Roberts Rules of Order."
2. The President shall attend such meetings of the DOMSE Diocesan Ministry Council (the "DMC") as directed by the Bishop of the DOMSE.
3. The President, with the advice of the Officers, shall appoint the Coordinators of any Special Committees.
4. The President shall not enter into any contractual relationship on behalf of AMEN, unless authorized to do so by an official action of the DAB or the Executive Committee, within the scope of their powers as set forth in the Constitution and these Bylaws.
5. The President, when in the Chair, shall not have the right to make a motion, second a motion, engage in debate, or vote on a motion, except in the case of a tie in the voting, in which event the President shall cast the deciding vote.
6. The President shall have the right to make a motion, second a motion, or engage in debate, provided that he first surrenders the Chair to the Vice President or, in the absence of the Vice President, any other available officer.
7. The President shall be an ex-officio member of every special committee
8. The President shall sign, with the secretary, all contracts, legal documents, etc., in the name of AMEN, when properly authorized to do so by both the DAB and the DMC.
9. The President shall be a co-signatory with the Treasurer on all checks and drafts.

## **ARTICLE V**

### **VICE PRESIDENT**

1. The Vice President, in the absence of the President, shall perform the duties of the President, shall perform the duties of the President and shall be entitled to the prerogatives of the President. Additionally, the Vice President shall be an ex-officio member of any Special Committees.
2. The Vice President shall carry out any and all other duties that might be assigned to him from time to time by the President.
3. The Vice President shall become a co-signer on any bank accounts of the DAB, in the event of any case of need and/or the resignation or death of the President and/or Treasurer of the DAB.

## **ARTICLE VI**

### **SECRETARY**

1. The Secretary shall take minutes of all meetings of the DAB.
2. The Secretary shall sign, with the President, all contracts, legal documents (except those drafts or obligations designated as the responsibility of the Treasurer in Article VIII of these Bylaws), or other documents necessary or proper to the conduct of business of AMEN, in the name of AMEN when properly authorized by the DAB and the DMC.
3. The Secretary shall be responsible for sending AMEN newsletters and any other announcements via e-mail as necessary to the men who are on the AMEN mailing list.
4. The Secretary shall keep all records of AMEN and maintain a current roster of all DAB Officers and Coordinators of Special Committees.
5. The Secretary shall maintain the archives of AMEN, which archives will be stored electronically on a Google Drive.

## **ARTICLE VII**

### **TREASURER**

1. The Treasurer shall receive all monies paid to the Antiochian Men and shall issue receipts for same;
2. The Treasurer shall deposit such funds into an accredited banking institution which has been authorized by the DAB and the DMC;
3. The Treasurer shall keep an accurate balanced account of all receipts and disbursements, and shall give detailed reports of the same at each meeting of the DAB. The Treasurer shall also present a general report at Regular Meetings;

4. The Treasurer shall within five (5) weeks of the completion of his term, provide to the incoming Treasurer all books, records, ledgers, and funds of AMEN;
5. The Treasurer shall provide the incoming Treasurer a transitional statement detailing the financial transactions of AMEN and informing the incoming Treasurer of the sources and required disposition of funds;
6. The Treasurer shall deliver to the Secretary all books, financial records, and ledgers to be maintained in the AMEN archives;
7. The Treasurer shall be a co-signatory with the President on all checks and drafts. He shall not issue any check not properly authorized by the DAB or the DMC. All payments shall be made by check or Paypal. All checks shall be numbered and issued in numerical sequence.
8. The Treasurer shall keep the AMEN financial records current and available for inspection at all times.

#### **ARTICLE VIII**

##### **SOCIAL MEDIA DIRECTOR**

1. The Social Media Director shall foster a sense of brotherhood using Social Media Platforms.
2. The Social Media Director shall promote and publicize AMEN, its affairs, purposes, programs and projects using Social Media platforms.
3. The Social Media Director shall post announcements on all AMEN Social Media platforms to advertise any activities, projects, events, and initiatives of AMEN.
4. The Social Media Director shall be responsible for leading any AMEN Social Media initiative, when properly authorized to do so by the DAB.

#### **ARTICLE IX**

##### **SPIRITUAL ADVISOR**

1. A Spiritual Advisor to AMEN is appointed by the Bishop of DOMSE. The Spiritual Advisor shall be consulted by the President, by the DAB, and by the Officers and Coordinators of Special Committees, as necessary or appropriate, shall be invited to all Regular Meetings, and shall be kept informed of the activities of the DAB. The responsibilities of the Spiritual Advisor shall be those assigned to him by the Bishop of DOMSE. The Officers and the Coordinators of the DAB shall look to the Spiritual Advisor for guidance and spiritual support in connection with fulfilling the purposes of AMEN.

## **Article X**

### **DOMSE YAF LIAISON**

1. A DOMSE YAF Liaison to AMEN is appointed by the DOMSE YAF President and is subject to the approval of the Bishop of DOMSE. The DOMSE YAF Liaison shall report any YAF activities, projects, events, and initiatives that are planned to the DAB, and in like manner will report any AMEN activities, projects, events, and initiatives back to the YAF President. The DOMSE YAF Liaison will work in synergy with both organizations to coordinate the involvement of the young men in YAF in AMEN, and the involvement of AMEN's younger members with YAF.

## **ARTICLE XI**

### **THE NOMINATING COMMITTEE**

1. No later than January 31<sup>st</sup> on the second year of a 2-year term, the President shall appoint a special Nominating Committee composed of three (3) members of the DAB
2. The Nominating Committee shall nominate at least one (1) person for each elected office as provided for in Article VI, Section 1 of the Constitution, each of which nominees shall (1) be a member in good standing of a Member Chapter of AMEN, as defined in Article IV of the Constitution, and (2) be approved by the pastor of the parish to which the nominated person belongs.

## **ARTICLE XII**

### **ELECTION OF OFFICERS**

1. During the Regular Summer Meeting of the DAB that coincides with the DOMSE Parish Life Conference, and in the proper Order of Business, the President shall call upon the Coordinator of the Nominating Committee to present its report and its slate of nominees.
2. Additional nominations may be made from the floor by any member of the DAB, provided that (a) the office for which such nomination(s) is made conforms to Article VI, Section 1 of the Constitution, (b) such person nominated is a member in good standing of a Member Chapter AMEN, as defined in Article IV of the Constitution, and (c) such nomination be approved by the pastor of the parish to which the nominated person belongs.
3. Elections shall be by secret ballot.
4. Officers shall be elected by a majority of the DAB and AMEN Members voting in person at said meeting.

## **ARTICLE XIII**

### **QUORUM AND VOTING**

1. At least four (4) members of the DAB shall constitute a quorum at any meeting of the DAB.

2. Each Member of the DAB as defined in Article II, Section 1 of these Bylaws, except as otherwise limited herein, is entitled to a vote on matters before the DAB.

#### **ARTICLE XIV**

##### **ADDITIONAL RESPONSIBILITIES OF OFFICERS**

1. The responsibilities of the Officers and Coordinators of Special Committees are those set forth in the Constitution and these Bylaws together with guidelines for each office or position established by the DAB from time to time.
2. Each Officer and Coordinator of Special Committees shall, within five (5) weeks after completion of his term in office, deliver to his successor the following:
  - a. A complete copy of the Constitution and Bylaws, together with any amendments thereto;
  - b. The current Guidelines for that office or position, including Travel and Reimbursement policies if any; and
  - c. All records pertinent to that office, including but not limited to, correspondence, minutes and program materials.

#### **ARTICLE XV**

##### **AMENDMENTS**

Any section of these Bylaws may be amended, altered, or repealed by a majority vote of the members of the DAB in attendance at any Regular or Special Meeting called for that purpose at which a quorum is present, and in preparation thereof, a copy of the Proposed amendment(s), alteration(s), or revision(s), is given in the call for such meeting at least seven (7) days before the meeting. However, all such amendments, alterations, or revisions are subject to the approval of the Bishop of DOMSE.