



Bylaws

Matt Talbot Retreat Group 19 of South Jersey Inc.

Founded: March 11th, 1974

Incorporated: May 13th, 2005

Original Bylaws: July 10th, 1985

Revised Bylaws; May 11th, 2005
(Unanimously approved)

The Bylaws of Matt Talbot Retreat Group # 19 of South Jersey Inc. are instruments empowering The Board of Trustees and Executive Board to manage and conduct all related business and affairs.

This is a legal document. It reflects the policies and traditions of the Matt Talbot National Retreat Movement, for the pursuit of effectiveness with all who wish to participate.

Narrative Description of Our Activities

This organization was formed by a group of men who applied to The Matt Talbot Retreat Movement Inc. for membership, for the purpose of creating a Matt Talbot Retreat Group and conducting spiritual retreats for recovering alcoholics.

This Group was then designated Group 19. Once formed, our group acts independently of The Matt Talbot Retreat Movement Inc. and we as a group are considered members of their organization.

Our retreats are normally led by a priest or religious person who is also a recovering alcoholic. The cost of a retreat shall be determined by The Executive Board for these retreats, and past on to the membership. Many of our members also make voluntary contributions to cover operating expenses, and to provide financial assistance to worthy alcoholics for the purpose of assisting to defray the cost in connection with attending a spiritual retreat.

ARTICLE I: NAME

The name of the group: Matt Talbot Retreat Group # 19 of South Jersey Incorporated and shall sometimes be referred to in these by-laws as Matt 19 or Corporation.

ARTICLE II: PURPOSE AND PRAYER

2.1 The purpose of Matt 19 is to promote among alcoholics the Laymen's Retreat Movement, to assist said alcoholics in their spiritual rehabilitation, to aid and encourage the individuals for the same purpose under the name of THE MATT TALBOT RETREAT GROUP # 19 OF SOUTH JERSEY Inc. To promote the same and good works of our patron, Matt Talbot, and in every manner permissible, to further his beatification and eventual canonization in the Holy Roman Catholic Church, and to provide financial assistance to worthy alcoholics for the purpose of defraying incidental expenses in connection with making a retreat.

2.2 The following prayer for the canonization of Matthew Talbot was adopted for Matt Talbot Retreat Movement Inc. and used by Matt 19.

2.3 PRAYER FOR THE CANONIZATION OF MATTHEW TALBOT:

O Lord, in your servant Matt Talbot you have given us a wonderful example of triumph over addiction, of devotion to duty, and of lifelong reverence for the Most Holy Sacrament.

May his life of prayer and penance give us courage to take up our crosses and follow in the footsteps of Our Lord and Savior, Jesus Christ.

Father, if it be your will that your beloved servant should be glorified by your Church, make known by your heavenly favours the power he enjoys in your sight.

We ask this through the same Jesus Christ, Our Lord. Amen.

**ARTICLE III: OFFICERS (*)(**)
(Executive Board)**

- 3.1 The officers of Matt 19 shall consist of a Chairman, a Co-Chairman, a combined office of; Recording and Corresponding Secretary, Co-Secretary, a Treasurer, and a Co-Treasure.**
- 3.2 Group membership shall nominate and elect officers for Matt 19. Individuals nominated are required to fulfill the following criteria:**
- (a) Two (2) years current continuous sobriety**
 - (b) Two (2) years as a Group member**
 - (c) Regular attendance of Retreats and monthly business meetings**
 - (d) Participate in group functions**
 - (e) Must be nominated at the Special Agenda business meeting at the Fall Retreat, and elected 2/3rds vote by the majority of members present.**
 - (f) Individuals nominated and elected, are of voluntary action and have not or will not be compensated in their position.**
- 3.3 The duties and terms of office as officers of Matt 19 shall be as follows:**
- (a) CHAIRMAN. The Chairman shall preside at meetings of Matt 19, with the right to vote, of all committees (i.e.) Retreat officers, all fund raising events, etc. He shall also perform such duties as are necessarily or traditionally incident to the office of Chairman. He must have One (1) year service as group Co-Chairman and Two (2) years as a group member. His term of office; One (1) year.**
 - (b) CO-CHAIRMAN. In case of the absence of the Chairman, or of his inability from any cause to act, the Co-Chairman shall perform the duties of the office. He must have Two (2) years as a group member. His term of office; One (1) year. The Co-Chairman automatically rotates into the office of Chairman upon completion of his term.**

- (c) **TREASURER.** The Treasurer shall keep an account of all credits and debts for the use of the group and shall make disbursements in accordance when necessary. This must be done accurately and legibly. The Treasurer shall deposit all sums received in a bank suitable for the group's needs. Also be able to make a report at our monthly business meeting or when called upon by the Chairman. The business ledger shall be in the hands of the Treasurer at all times. At the expiration of his term of office, the Treasurer shall deliver over to his successor all books, invoices and vouchers. He must have Two (2) years as a group member. His term of office: Three (3) years.
- (d) **CO-TREASURER.** The Co-Treasurer shall assist the Treasurer and serve in his absence of the Treasurer. He must have Two (2) years as a group member. His term of office: Three (3) years, the Co-Treasurer automatically rotates into the office of Treasurer upon completion of his term.
- (e) **SECRETARY: (Combinations there of; Recording and Corresponding).** It shall be the duties of Secretary to give notice of and attend all business meetings, to record minutes of these meetings. To conduct all correspondence and to carry out all executive orders and resolutions not otherwise committed. He will keep a record of the attendance and actions taken at all meetings and distribute copies of the minutes of such meetings to all Executive Board Members and group members as appropriate. He must also be computer oriented. He will keep a current register of all Matt 19 group members, living or deceased. He will keep a current active membership register for group mailing purposes. He will keep in his possession all pertinent information concerning Matt Talbot Retreat Group # 19 of South Jersey Inc. At the expiration of his term in office, the Secretary shall deliver over to his successor, all information, such as computer programs, books, pamphlets, and all Retreat related items. He must have Two (2) years as a group member. His term of office: Five (5) years.

(f) CO-SECRETARY. The Co-Secretary shall assist the Secretary and serve as Secretary in the absence of the Secretary. He will maintain and update the Memorial Board as “Keeper of the Memorial Board”. He must be computer oriented. He must have Two (2) years as a group member. His term in office: Five (5) years. The Co-Secretary automatically rotates into the office of Secretary upon completion of his term.

ARTICLE IV: TRUSTEES

4.1 MANNER OF APPOINTMENT; Appointment by the Corporation shall consist of a minimum Three (3) Trustees and Two (2) Alternate Trustees. Selection of appointment as a Trustee shall be decided by the present Executive Board, through the suggested methods of determination.

4.2 SUGGESTED METHODS OF DETERMINATION;

- (a) Minimum Ten (10) years of current continuous sobriety
- (b) Active member in good standing
- (c) Past member of Executive Board
- (d) Willingness for long term participation with determination, enthusiasm, and commitment as to maintain continuity of Matt 19.

4.3 TERMS OF APPOINTMENT; Each Trustee and Alternate shall serve until he wishes to resign his tenure or is willing to help another member seeking appointment as a Trustee or Alternate to fill his vacancy as a Trustee.

4.4 DUTIES OF TRUSTEES; to over see property, affairs, activities and financial concerns of the Corporation.

ARTICLE V: MEMBERSHIP (*)**

- 5.1 Matt Talbot Retreat Group # 19 of South Jersey Inc. is affiliated with Matt Talbot Retreat Movement Inc.**
- 5.2 Any recovering alcoholic desiring to become a member of Matt 19 and our Corporate affiliate shall not be denied.**
- 5.3 All individuals who become members of Matt 19 shall be individual members of the Corporation. His name and medallion number shall be registered with the Secretary of Matt Talbot Retreat Movement Inc.**

ARTICLE VI: FINANCES

- 6.1 All monies received from any source whatsoever in the name of the Matt 19 shall be turned over to the Treasurer, and be placed in the general fund and shown in our financial statements.**
- 6.2 No major fund disbursement of Matt 19 will be implemented without final Executive Board approval.**
- 6.3 No account may be opened in any institution in any manner other than by a majority vote of the Executive Board.**
- 6.4 Except for distribution of funds in the ordinary course of financial administration for payment of invoices or bills, and any expenditure of funds of Matt 19, in any amount in excess of FIVE HUNDRED DOLLARS (\$500.00) must be approved by the Executive Board and Board of Trustees.**
- 6.5 The Treasurer shall maintain books of account for Matt 19 on a basis of a fiscal year ending October 31st. Copies of all such financial statements shall be supplied to all officers and Trustees also upon request to any group member present at the monthly business meetings.**

ARTICLE VII: TAX COMPLIANCE PROVISIONS

- 7.1** No part of the net earnings of Matt 19 shall insure to the benefit of or be distributable to its members, trustees, officers or private persons, except that Matt 19 shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of Matt 19 set forth in its certificate of incorporation. No substantial part of the activities of Matt 19 shall be carrying on of propaganda, or otherwise attempting to influence legislation, Matt 19 shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, Matt 19 shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or corresponding provision of any United States Internal Revenue Law; or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, as amended, or corresponding provision of any future United States Internal Revenue Law. (FEIN # 20 – 2834188)
- 7.2** Upon the dissolution of Matt 19, after paying or making provision for payment of all the liabilities and all of the assets of Matt 19 shall be disposed of exclusively for the purposes of this Corporation in such manner, or to such an organization equipped to operate exclusively for charitable, educational, religious or scientific purposes, who meet the criteria to qualify as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII: AMENDMENTS TO BYLAWS

8.1 These bylaws may be amended by a two-thirds (2/3) majority vote of the membership present at the Special Agenda Business Meeting of our Fall retreat, usually held in September. Proposed amendments shall be submitted in writing at any monthly business meeting to the Secretary or at least Two (2) months prior of the Special Agenda Meeting for review by the Executive Board and the Board of Trustees.

****Special note #1***

If an officer of the Group has become incapacitated, he will be given the opportunity to come forward, to the group and resign his position of office. If he does not do so, he is to be removed from office at a special meeting of the group's Executive Board and Trustees. The current group Chairman shall call such a meeting.

*****Special note #2***

The Group will send a delegation that consists of at least Two (2) officers and/or Trustees w/one alternate, to the National business meeting, which is held in the month of November. All officers/trustees must be ready to co-operate with the National Movement in all workshops and other endeavors to further the cause of the MATT TALBOT RETREAT MOVEMENT INC.

******Special note #3***

Addendum to: Matt Talbot Retreat Group #19 of South Jersey Inc.
"Aims and Purposes"; awarding of scholarships.

1. Individuals must be in attendance, w/sponsor, and have been to one or two monthly business meeting, prior to upcoming retreat.
2. His sponsor w/o said individual present must indicate substantiated reasons for this scholarship.
3. Upon receiving this information, elected officers (ONLY) will make this final decision.
4. UNDER NO CIRCUMSTANCES will this individual's name be released nor will the decision of the Executive Board be released, to other than his Sponsor, for sensitivity reasons and our anonymity clause.
5. There will be no restrictions on the amount of times an individual may seek a retreat scholarship, although, The Executive Board shall have the right to scrutinize the determining circumstance of each individual situation.