

**BYLAWS
MATT TALBOT MEN'S
RETREAT GROUP 19
OF SOUTH JERSEY INC.**

**Of The
Matt Talbot Retreat Movement Inc.**



**A
New Jersey State registered
Not-For-Profit Organization**

**Certificate of Incorporation #: 0400092298
FEIN #: 20-2834188**

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Founded: March 11, 1974
Incorporated: May 13, 2005
Original Bylaws: July 10, 1985
Approved revision of Bylaws: September 12, 2009

THIS IS A LEGAL DOCUMENT:

It reflects the policies and traditions of the Matt Talbot Retreat Movement Incorporated and Matt Talbot Men's Retreat Group 19 of South Jersey Incorporated.

ARTICLE I: PREFACE:

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. *The Matt Talbot Retreat Movement Inc. and Matt Talbot Men's Retreat Group 19 of South Jersey Inc. is not affiliated with Alcoholics Anonymous. However, Matt Talbot Retreats can be used as a vessel to foster and enhance spiritual recovery as suggested by AA's Twelve-Step Program.* 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. Matt Talbot Retreat Group 19 of South Jersey Inc. is a registered **"not for profit organization"** with the State of New Jersey. We are registered with The United States Internal Revenue Service (IRS), Federal Employee Identification Number (FEIN): 20 – 2834188.

ARTICLE II: MISSION STATEMENT

We, as a group of recovering alcoholics who have recognized the need for help from a power greater than ourselves are tired of being belligerent, vindictive, intolerant, anxious, and full of self-pity. The Matt Talbot spiritual retreat offers the solution. We use the spiritual retreat weekend to find out how to utilize the tools suggested in the *Twelve Steps and Twelve Traditions* of Alcoholics Anonymous.

However, we are not affiliated with AA or any other 12-step program. We have found that Matt Talbot spiritual retreats have helped us to practice the steps and achieve a greater degree of serenity and joy in our daily lives. We have chosen Matt Talbot as our example. We have chosen him because he went to any lengths to be relieved from alcoholism, and he practiced a set of principles similar to those found in the twelve steps.

The Roman Catholic Church is considering Matt Talbot for sainthood, we have decided to help that process in any way we can. However, we are not affiliated with the Catholic religion. Our retreats are non-denominational, any recovering alcoholic is welcome. The purpose of Matt 19 is to promote among alcoholics the Laymen's Retreat Movement and to assist said alcoholics in their spiritual rehabilitation by methods of attending a retreat, also 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, also to provide financial assistance to worthy alcoholics for the purpose of defraying incidental expenses in connection with making a retreat.

A priest or qualified theologian who is also a recovering alcoholic normally leads our retreats. Our retreats shall be held at sanctioned Laymen's retreat facilities. The cost of a retreat shall be determined by The Executive Board for these retreats, and past onto the membership. Many of our members also make voluntary contributions to cover our operating expenses, and to provide financial assistance to worthy alcoholics for the purpose to assist in defraying cost in connection with attending a spiritual retreat.

ARTICLE III: NAME

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

ARTICLE IV: PRAYER

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

4.2 THE 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 favors the power he enjoys in your sight. We ask this through the same Jesus Christ, Our Lord. Amen.

ARTICLE V: OFFICERS (Executive Board)

5.1 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-Treasurer.

5.2 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 2/3 majority vote.
- f) Individuals nominated and elected, are of voluntary action and have not or will not be compensated in their position.
- g) 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.
- h) 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.

ARTICLE VI: ADMINISTRATIVE DUTIES & TERM OF OFFICE

- 6.1 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. Term of office; One (1) year.
- 6.2 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. Term of office; One (1) year. The Co-Chairman automatically rotates into the office of Chairman upon completion of his term.
- 6.3 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. Term of office: Three (3) years.
- 6.4 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. Term of office: Three (3) years, the Co-Treasurer automatically rotates into the office of Treasurer upon completion of his term.
- 6.5 SECRETARY:** (Combination thereof; 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 with full disclosure 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 be computer oriented. He will keep a current register of all Matt 19 group members, living or deceased. He will keep a current and comprehensive 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. Term of office: Five (5) years.
- 6.6 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. Term of office: Five (5) years. The Co-Secretary automatically rotates into the office of Secretary upon completion of his term.

- 6.7 RETREAT OFFICERS SELECTION:** Individuals will be nominated for the positions of retreat director and retreat treasurer during the Chairman's Special Agenda Business Meeting. All responsibilities for retreat activities shall be within the scope of "Retreat Officers Responsibilities" work sheet.

ARTICLE VII: TRUSTEES

- 7.1 MANNER OF APPOINTMENT:** Appointment by the Corporation shall consist of a minimum Three (3) Trustees and Two (2) Alternate Trustees. The present Executive Board shall decide selection of appointment as a Trustee, through selective methods of determination.
- 7.2 SELECTIVE 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 of long-term participation with determination, enthusiasm, and commitment to maintain continuity of Matt 19.
- 7.3 TERMS OF APPOINTMENT:** Each Trustee and Alternate will have the power to vote. They shall serve until they wish to resign their tenure, or decide willingly to help another member seeking appointment as a Trustee or Alternate Trustee to fill his appointed vacancy.
- 7.4 DUTIES OF TRUSTEES:** to counsel and oversee all affairs; including Executive Board decisions, control of finances and all related activities within the scope of Matt 19.

ARTICLE VIII: MEMBERSHIP

- 8.1** Matt Talbot Retreat Group # 19 of South Jersey Inc. is affiliated with Matt Talbot Retreat Movement Inc.
- 8.2** Any recovering alcoholic desiring to become a member of Matt 19 and our corporate affiliate shall not be denied.
- 8.3** 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.
- 8.4** Awarding of scholarships:
- a) Individuals must be in attendance, with sponsor, and have been to one or two monthly business meeting, prior to upcoming retreat.
 - b) His sponsor, without said individual present, must have substantiated reasons for this scholarship.
 - c) Deliberation of this information; elected officers (ONLY) will make this final decision.
 - d) UNDER NO CIRCUMSTANCES will this individual's name be released nor will the decision of the Executive Board be released for sensitivity reasons and to protect his own anonymity.
 - e) There will be no restrictions on the number of times an individual may seek a retreat scholarship. However, the Executive Board shall have the right to scrutinize circumstances for each individual situation.

ARTICLE IX: FINANCES

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. No major fund disbursement of Matt 19 will be implemented without final Executive Board approval. No account may be opened in any institution in any manner other than by a majority vote of the Executive Board.

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. The Treasurer shall maintain books of account for Matt 19 on a basis of a fiscal year ending December 31st. Copies of all such financial statements shall be supplied to all officers and Trustees, including upon request to any group member present at the monthly business meetings.

ARTICLE X: TAX COMPLIANCE PROVISIONS

- 10.1** No part of the net earnings of Matt 19 shall inure 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)
- 10.2** 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. It shall be disposed of exclusively for the purposes of this Corporation in such manner, that such an organization equipped to operate exclusively for charitable, educational, religious, or scientific purposes, who meet the criteria qualified.

ARTICLE XI: AMENDMENTS TO BYLAWS

- 11.1** 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 amendment changes shall be submitted in writing at any monthly business meeting to the Group Secretary.
- 11.2** Changes must be received at least Two (2) months prior of the Chairman's Special Agenda Business Meeting. Following review by the Executive Board and the Board of Trustees it shall be determined [with 2/3 majority vote], that its contents, will meet the criteria of our "Mission Statement" [Matt 19 Bylaws, Article II – line item 2.1] which will generate advancement and development of Matt 19 for its membership.