

# **METUCHEN DIOCESE CHAPTER**

## **KNIGHTS OF COLUMBUS**

### **CONSTITUTION AND BYLAWS**

#### **ARTICLE I**

Section 1 This organization shall be known as the Metuchen Diocese Chapter of the Knights of Columbus and shall consist of the councils within the Diocese of Metuchen in the state of New Jersey that are present members of the Chapter and such other councils hereafter whom are invited to join.

Section 2 The primary objective of the Chapter shall be to promote the well-being of the Order of the Knights of Columbus within the Chapter boundaries.

Section 3 Applications for new or readmission membership in the Chapter shall be made in writing and must be authorized by the council seeking membership at a regular or special meeting of such council.

Section 4 The Chapter's representatives shall consist of (1) Grand Knight and two elected representatives from each member council; (2) District Deputies within the Chapter's jurisdiction; (3) the State Deputy and / or other State Elected Official or nominee from the Diocese of Metuchen; and (4) the Chapter officers. Each representative is entitled to one vote.

In the event a council representative is unable to attend a Chapter meeting, the councils Grand Knight shall appoint a temporary alternate to replace the representative. The temporary alternate shall have the same authority as the elected representative. If the State Deputy is not able to attend a Chapter meeting, the State Deputy may appoint the Diocesan Deputy to attend the meeting on his behalf as a voting member of the Chapter.

Section 5 The Officers of the Chapter shall be elected by the representatives at the regular meeting of the Chapter during the month of June each year. The Officers of the Chapter shall be President, Vice President, Secretary and Treasurer who shall serve a two (2) year term. Members who have served two (2) terms as a Chapter officer shall be ineligible for re-election to the same Chapter office. A majority of votes cast shall be necessary to elect. Only one (1) officer can be from the same council. However, it will require a motion from the floor and approval of the membership. Only third-degree members of any member council of the Chapter shall be eligible for election to an office of the Chapter. The newly elected officers shall take office at the end of the last meeting of the fraternal year. Installation of officers shall occur in the home council of the newly elected President or at a location of his choosing. Installation of officers shall be

conducted by the most recent Past President. In the absence of the most recent Past President, any Past President may conduct the ceremony.

## **ARTICLE II**

### **Section 1 Duties of Officers**

- a) The President shall be the Chapter's Chief Executive Order and shall preside at all the Chapter meetings. The President may appoint committees on an ad hoc basis and shall be an ex-officio member of each committee. He shall perform such other duties as the Chapter may direct.
- b) The Vice President shall perform the duties of the President in the President's absence. He may also perform such other duties as the Chapter may direct.
- c) The Secretary shall (1) record the minutes of each meeting; (2) provide notice of each chapter meeting to the Grand Knight's of each member council, the District Deputies within the Chapter's jurisdiction, the Chapter's Officers, the State Deputy or other State elected official from the Metuchen Diocese and the Diocesan State Officer within 15 days from the date of the meeting; (3) forward copies of the minutes of each meeting to the Grand Knight of each member council, the District Deputies within the Chapter's jurisdiction, the Chapter's Officers, the Diocesan State Officer and any Supreme Board member who resides within the Chapter's jurisdiction no later than two (2) weeks after each meeting; (4) be the custodian of all reports submitted to the Chapter; and (5) perform such other duties as the Chapter or President may delegate to him.
- d) The Secretary shall collect and receive all monies due the Chapter and all funds obtained from any source. The Chapter Secretary will then pay over to the Chapter Treasurer all monies received at meetings or between meetings for fines, dues, contributions or from other sources, for which said Treasurer shall issue a receipt to the Chapter Secretary, specifying the funds to which the same shall be credited.
- e) The Treasurer shall (1) be the Chapter's Chief Financial Officer; (2) keep all books and records of the Chapter's financial accounts; (3) deposit all monies received in the name of the Chapter in a reliable bank or other secure financial institution designated by the Chapter; (4) prepare and sign check on orders (vouchers) drawn on him by the Secretary (all checks shall be countersigned by the President or the Vice-President in the event the President is unavailable); (5) deliver a report of the Chapter's financial condition to the membership at each Chapter meeting; and (6) make all books and records available for an audit in July of each year.

### **ARTICLE III**

- Section 1 The Chapter shall conduct for the Good of the Order, one (1) major Chapter wide activity each fraternal year.
- Section 2 Any funds raised from any activity shall be dedicated and segregated or disbursed for charitable, educational or religious purposes within twelve (12) months of the date the funds are raised.

### **ARTICLE IV**

- Section 1 Each Council represented in the Chapter shall pay annual dues of eighty-five dollars (\$85.00), due on the first day of January each year. Dues bills are to be mailed to the Financial Secretary in October. Any Council remaining in arrears more than three (3) months shall, ipso facto, be deprived of all benefits from the Chapter until its dues are paid, unless a petition for relief is submitted by the Grand Knight of said Council to Chapter officers for their consideration and action. All monies received by the Chapter in payment of Council dues shall be credited to the General Fund.

### **ARTICLE V**

- Section 1 The fiscal year of the Chapter shall begin on the first (1st) day of July and end on the thirtieth (30th) day of the following June.
- Section 2 The Chapter shall hold between five (5) to seven (7) meetings during the fraternal year. Meeting dates and months to be determined and announced by the Chapter President or another appropriate officer. Meetings shall be called to order promptly at 7:30pm. The membership will be informed through means of proper communication.
- Section 3 The Chapter meetings shall rotate in such a manner that each meeting will be held in the Council home of a different member council of the Chapter, with the manner of rotation being determined by the Visitation Chairman.
- Section 4 Special meetings of the Chapter shall be convened (1) by direction of the Chapter President; (2) by a majority of the Officers, or (3) on a petition of five Grand Knights of member councils provided the petition is forwarded to the Chapter President at least five business days prior to the date of the proposed meeting. Notice of a special meeting shall be sent to the Grand Knights of each member council, the District Deputies within the Chapter's jurisdiction, the Chapter's Officers, the State Deputy and the Diocesan State Officer and shall state the purpose of the meeting. No business other than that stated in the notice shall be transacted at a special meeting.
- Section 5 The business session of the Chapter shall be conducted in the third section. The order of business shall be as follows:

- 1) Call to Order and Inspection of Travel Cards
- 2) Opening Prayer
- 3) Pledge of Allegiance to the flag of the U.S.A.
- 4) Opening Ode
- 5) Quorum Report – Sargent-at-Arms reports on number of councils present
- 6) Roll Call of Officers and District Deputies
- 7) Approval of Minutes of previous meeting
- 8) Reading of Bills and Communications
- 9) Treasurer Report
- 10) Chapter President Report
- 11) Report of Committees
- 12) Unfinished Business
- 13) New Business (Elections to be first item under New Business, when applicable)
- 14) District Deputy Report
- 15) State Officer Report
- 16) Chaplain Report
- 17) Poll of Council activities
- 18) Good of the Order
- 19) Report of Host Grand Knight
- 20) Closing Ode
- 21) Announcement of next meeting
- 22) Closing Prayer
- 23) Adjournment

**Section 6** Any expenditure in excess of five hundred dollars requires a resolution and a written notification to Grand Knights, Chapter Officers, District Deputies of the Chapter and the Diocesan State Officer. Said expenditures shall also require approval by a majority vote at one Chapter meeting. Any request for expenditures, donations or any monies of any amount that are not included in the normal operating expenses of the Chapter shall be presented in writing to the Officers to review at the Officer's meeting prior to the Chapter meeting. Any such request

made at a Chapter meeting without the prior approval of the officers shall be tabled, to be reviewed at a future Chapter officer's meeting.

- Section 7 In the event of a vacancy occurring in any office, the Chapter President shall immediately appoint a Nominating Committee of five (5) representatives. The Committee shall recommend their selection at the next scheduled Chapter meeting and consider all other vacancies that may occur as a result of the first vacancy. The election must take place at the following meeting after the Nominating Committee has submitted their report, with nominations also being accepted from the floor.
- Section 8 Any Members of the order in good standing and in possession of a third-degree membership card may attend the meetings of the Chapter. Only those representatives of the Council designated in Article I, Section 4 are entitled to a vote. The Chapter may at any meeting allow the privilege of the floor to any representative present.
- Section 9 A quorum shall consist of representatives from ten (10) councils of the Chapter in good standing.
- Section 10 Except where otherwise provided in this Constitution and Bylaws, the meeting of this Chapter shall be conducted in accordance with "Robert's Rules of Parliamentary Law."
- Section 11 The Chapter officers shall file an annual report of the Chapter activities and finances for the preceding fraternal year with the Supreme Secretary, State Deputy and State Secretary. The report shall be filed no later than August 1st of each year signed by the Chapter President, Secretary and Treasurer.

## **ARTICLE VI**

- Section 1 Violation of any of the laws of the Order or rules promulgated by the Supreme Board of Directors shall be cause for dissolution of the Chapter. The Chapter cannot be dissolved without first obtaining the approval of the State Deputy and the Supreme Board of Directors.
- Section 2 Assuming the State Deputy and Supreme Board of Directors grant the Chapter permission to dissolve, a vote of no less than two-thirds of the member councils is necessary to formally dissolve the Chapter. Each member council is entitled to one vote. Before the vote is held, the Chapter's Secretary shall send each member council a written notice identifying the date, time and location of the meeting. If the Chapter approves the motion to dissolve, the President shall send written notice of the action to the State Deputy and Supreme Board of Directors. Once dissolved, the Chapter's assets will be donated to the Bishop of the Diocese of Metuchen with a request that the funds be used to support seminarians.

Section 3      If a member council wishes to withdraw from the Chapter, it must: (1) make a motion during a regular business meeting expressing its desire to withdraw from the Chapter; (2) publish notice of the motion in its newsletter along with an announcement describing the date and time the council will vote to consider the motion; and (3) approve the motion by a majority vote.

## **ARTICLE VII**

Section 1      Amendments to this Constitution and Bylaws shall be presented in writing at a regular meeting of the Chapter but shall not be acted upon until the next succeeding regular meeting. Notice of such proposed amendments shall be mailed to all member councils by mail, by the Secretary, within at least one week before the date of the meeting at which it is presented. A two-third (2/3<sup>rd</sup>) vote of the members present at said meeting and voting shall be necessary for the adoption. This Constitution and Bylaws shall take effect upon adoption and approval by the Supreme Advocate. All Constitutions, Bylaws, rules and regulations **conflicting with this Constitution and Bylaws are hereby replaced.**