

By Laws of the Bergen Chapter of New Jersey
Effective: 1 July 2010

ARTICLE I

Section 1. The name of this organization shall be "The Bergen Chapter, Knights of Columbus of New Jersey." It shall hereafter be referred to as the CHAPTER.

Section 2. The primary purpose of the CHAPTER is to assist in every way, financial or otherwise, cases of genuine distress amongst the Brother Knights in good standing of affiliated Councils. It shall also consider and promote all matters of general Catholic and patriotic interest and adopt such measures as shall be deemed necessary to promote same, and encourage the participation of affiliated Councils in the furtherance of these purposes.

Section 3. The CHAPTER shall consist of two (2) delegates and two (2) alternates of every member Council.

Section 4. The Councils affiliated with the CHAPTER shall hereinafter be referred to "Member Councils".

Section 5. Each member Council shall be entitled to a maximum of two (2) votes, by authorized delegates and/or alternates present at the meeting.

Section 6. Proxy votes are unacceptable on any motion or action.

Section 7. A roll call of councils will be taken when the outcome of a voice vote cannot be ascertained.

Section 8. Any information (meeting dates, schedules, forms, etc.) that is to be posted to an Internet site, message board, etc. shall first be brought up before the Chapter officers and voted upon. A simple majority in favor of posting such information shall be required to do so.

Section 9. No one shall post any information (meeting dates, schedules, forms, etc.) to an Internet site or message board, etc., without the expressed written permission of the Chapter Chairman.

ARTICLE II

Section 1. Councils may be admitted to membership in the CHAPTER by a majority vote of the delegates present at any regular CHAPTER meeting. An organization expense of ten dollars (\$10.00) shall accompany the application for CHAPTER membership.

Section 2. Each member Council shall be assessed annually 50 cents per member based on the number of members recorded as active members in the Supreme Council reports to the Financial Secretary as of July 1st of each year with a maximum per capita not to exceed \$125.00, effective July 1, 2009. This sum shall be payable by November 30. Failure to pay such assessment by December 31st shall be cause for suspension of member Council.

Section 3. Any member Council suspended by Supreme Council is automatically suspended from the CHAPTER.

Section 4. Any suspended Council shall not be entitled to representation in or participation in any benefits of the CHAPTER.

Section 5. Any suspended Council may be reinstated by a majority vote of delegates present at any regular CHAPTER meeting and upon payment of a \$10.00 readmission fee.

ARTICLE III

Section 1. DELEGATES: A Delegate shall be a Third Degree member in good standing of the Council that he represents.

Section 2. ALTERNATES: An alternate shall be provided for each delegate. An Alternate shall be a Third Degree member in good standing of the Council that he represents.

Section 3. Delegates and alternates to the CHAPTER shall be certified as such by the member Councils to which they belong and shall hold office for one (1) year.

Section 4. Should a vacancy occur at any time in the representation of a member council, said Council shall provide a successor to fill the unexpired term of the former delegate or alternate within thirty (30) days. The CHAPTER Secretary is to be provided with the name and address of the successor via regular mail and on council letterhead.

Section 5. The names, addresses, telephone numbers, and e-mail addresses of the delegates and alternates shall be certified by the Recording Secretary of the council on the form provided by the CHAPTER and returned to the Secretary of the CHAPTER by July 31 of each year.

Section 6. In the event that a Council is not represented at three (3) consecutive CHAPTER meetings, the Grand Knight of the Council shall be notified by mail by the Secretary of the CHAPTER, requesting an explanation or replacement. Copies of notifications are to be given to the Chairman.

ARTICLE IV

Section 1. The officers of the CHAPTER shall be a Chaplain, a Chairman, a Vice Chairman, a Secretary, a Treasurer, a Warden, and three (3) Trustees.

Section 2. The Chaplain will be appointed annually by the Chairman, subject to the approval of the Archbishop of Newark, New Jersey.

Section 3. The Chairman shall be the chief executive officer of the CHAPTER. He shall preside at all meetings of the CHAPTER. He shall have general charge of the business of the CHAPTER, shall sign and execute all authorized contracts in the name of the CHAPTER and with the Treasurer shall sign all bonds and shall countersign all checks, notes, drafts or orders for payment of money. In the absence of the Chairman, the Vice Chairman, along with the Treasurer, shall countersign all checks, notes, drafts or orders for payment of money. (Refer to Article IV, Section 4.) He shall also appoint annually, a Chaplain, Welfare Committee Chairman, and Death Benefit Chairman.

In case of the removal of the Chairman from office or of his death or resignation, the Vice Chairman shall become Chairman.

The Chairman shall be elected each year as recommended by the Nominating Committee, and shall hold office for no more than two (2) consecutive years. However, if the Nominating Committee fails to recommend a candidate for the office of Chairman, or there are no nominations from the floor for the office of Chairman, the present Chairman, if he so accepts, may be elected to a third term upon a majority vote of a quorum of the member councils present at the election meeting.

A person who has previously held the office of Chairman, and whereby two (2) terms have lapsed since he has held the office of Chairman, may be eligible to run again for the office of Chairman.

Section 4. The Vice Chairman shall be vested with all the powers and shall perform all the duties of the Chairman in his absence.

Section 5. The Secretary shall keep all the minutes of all the meetings of the CHAPTER; he shall have the custody of the seal and shall affix the same to any instrument authorized by the Trustees. He shall attend to such correspondence as may be assigned to him and shall perform all the duties incident to his office.

Section 6. The Treasurer shall have the custody and care of all funds and securities of the CHAPTER, and shall deposit the same in the name and to the credit of the CHAPTER in such bank or banks as the Board of Trustees may designate. On written authorization of the Board of Trustees, he shall disburse the moneys of the CHAPTER by checks, which shall be countersigned by the Chairman. The Treasurer shall be an ex-officio member of the Board of Trustees.

The Treasurer shall furnish to the CHAPTER a bond for the faithful performance of his duties in such sum as the Board of Trustees may designate. In the event of said bond being given by an indemnity company, the CHAPTER therefore shall pay the premium.

The Treasurer shall submit to the CHAPTER a monthly report of current receipts and disbursements and an annual report on the general condition of the finances of the CHAPTER. A copy of the annual report shall be sent to each member council.

At the election meeting in June, the Treasurer shall provide and prepare signature cards for any and all banks that CHAPTER funds are deposited in.

Section 7. The Warden shall be in charge of the entrance to the meeting room of the CHAPTER. He shall make known if all present are in possession of proper credentials.

Section 8. It shall be the duty of the Board of Trustees to designate the depositories of all the funds of the CHAPTER. The Trustees also shall designate the securities in which any of the funds of the CHAPTER shall be invested. Such designation of depositories or securities may be changed by a three-fourths vote of all the delegates of the CHAPTER. Said depositories shall be FDIC insured.

It shall be the duty of the Trustees to approve all bills and warrants presented at each CHAPTER meeting, and in writing to approve their payments by the Treasurer, or reject it. Any bill or warrant rejected by the Trustees may be ordered paid by a three-fourths vote of all the delegates of the CHAPTER.

It shall be the duty of the Trustees to audit the books and accounts of the Treasurer at the end of each fiscal year, submit a report of the audit at the October meeting of the CHAPTER and have the audit made available to all councils that request it.

Section 9. If the office of Vice Chairman, Secretary, Treasurer, Warden, or Trustee becomes vacant by reason of death, disability, resignation, disqualification, or otherwise, the delegates shall at the next CHAPTER meeting for which due written notice of the election has been given, elect a successor to fill the vacant office, and he shall hold office for the balance of the unexpired term.

ARTICLE V

Section 1. The regular meetings of the CHAPTER shall be held on the third Wednesday of November, January, March, May, and June at 8:00 PM. In addition, a non-business Kickoff Dinner will be held in September.

Section 2. The CHAPTER meetings shall be open to all Third Degree members in good standing in the Order, who may be granted the privilege of the floor, but who shall possess no vote.

Section 3. Notice of regular meetings shall be sent to each delegate by mail at least five days prior to each meeting.

Section 4. Special meetings of the CHAPTER may be held for any purpose or purposes whatsoever. The Chairman on the written request of five (5) delegates shall call special meetings, each delegate being a representative from one (1) member Council. The request will state the object of the meeting. No business other than that stated in the request shall be transacted at a special meeting. Notice of special meetings shall be sent to each delegate by mail at least five days prior to the meeting and shall state the time, place, and in general terms, the purpose of the meeting.

Section 5. If less than a quorum be present at any regular or special meeting, the Chairman may adjourn the meeting until a quorum is present.

Section 6. In the event of an adjourned meeting, the Secretary shall notify the delegates of the time and place to which the meeting has been adjourned.

Section 7. One third (1/3) of the member councils that are represented by delegates and/or alternates shall constitute a quorum at CHAPTER meetings. Refer to Article I, Sections 5 and 6.

ARTICLE VI

Section 1. Roberts Rules of Order shall govern the parliamentary procedure at all meetings of the CHAPTER.

Section 2. The order of business at all regular meetings of the CHAPTER shall be:

1. Warden's report on membership cards.
2. Opening Prayer.
3. Salute to the flag.
4. Roll call of Officers.
5. Roll call of Councils.
6. Reading of minutes of previous meeting.
7. Reading of bills and communications.
8. Chairman's Report.
9. Death Benefit Fund Report.
10. Treasurer's Report.
11. Trustees Report.
12. Welfare Committee Report.
13. Old Business.
14. New Business.
15. Sick or in Distress.
16. Council Activities.
17. Chaplain's Report.
18. Degree Dates.
19. Host Grand Knight's Comments
20. Notice of Next Meeting.
21. Closing Prayer.

ARTICLE VII

Section 1. The Chairman shall appoint a nominating committee at the April meeting. It shall consist of five (5) members: Three (3) of whom shall be current delegates, the most immediate Former Chairman who shall serve as Chairman and the fifth member shall be a Former Chairman of the CHAPTER.

Section 2. Officers shall be elected annually at the June CHAPTER meeting, and except for the Trustees who shall hold office for terms of three (3) years, said officers shall hold office for a term of one (1) year from July 1 until June 30 in the following year or until their successors shall be elected.

Section 3. The slate presented by the nominating committee shall not include any member of the nominating committee.

Section 4. The nominating committee must present a slate of candidates at the May CHAPTER meeting.

Section 5. Nominations from the floor will be accepted at the June CHAPTER meeting.

Section 6. A majority of eligible members present and voting is required to elect officers. Refer to Article I, Sections 5 and 6.

Section 7. When two (2) or more members have been nominated for the same position, voting for that office will be done by ballot.

ARTICLE VIII

The Welfare Committee shall consist of the Welfare Chairman as Chief Investigator and six (6) Delegates. The Chairman of the CHAPTER shall appoint one Delegate from each of six member councils to the Welfare Committee and said Delegates shall serve for a term of one (1) year, beginning July 1.

ARTICLE IX

Section 1. The following classes of cases are excluded from any participation in the benefits offered by the CHAPTER Welfare Committee.

- A. All diseases arising from an infraction of the Sixth Commandment.
- B. Any other cases which in the opinion of the CHAPTER Welfare Committee do not come within the purpose for which the said committee was organized. Such cases must be reported by it to the CHAPTER for action.
- C. All cases involving gambling debts.

Section 2. Cases in need of any form of relief provided by the CHAPTER shall be brought to the attention of the Grand Knight of the Council to which the needy brother belongs. After investigation by the Grand Knight or by a member appointed by him, the case, if worthy shall be written up on forms provided for this purpose, signed by the Grand Knight and transmitted to the CHAPTER Welfare Committee. The Chairman of this committee shall assign each case a serial number and shall not impart the names of the needy members to any one, except as hereinafter provided. If the CHAPTER Welfare Committee approves the application, it shall submit the same at the same regular meeting of the CHAPTER with a recommendation for a specific action. On approval by the CHAPTER, a warrant shall be issued to the Treasurer, ordering the drawing of a check or checks. The name of the needy brother shall appear on the check, but not the serial number.

Relief of \$50.00 up to but not exceeding \$200.00 per application will be provided. The Welfare Chairman on recommendation of the majority of his committee shall present case to the Delegates at a regular meeting of the CHAPTER. A majority vote of the Delegates present at a regular meeting is required on a motion directing payment of a relief award.

If necessary a case may be reopened, upon reinvestigation and a two-thirds majority vote of the Welfare Committee. Upon presentation of a reopened case at a regular meeting a further payment may be authorized on a two-thirds majority vote of the Delegates present and voting. The amount is not to exceed a total payment of \$600.00 per year; the year beginning on the date the case was originally presented to CHAPTER.

ARTICLE X

Amendments to these by-laws 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 amendment shall be given to the delegates by mail within two (2) weeks from the date of the meeting at which it is presented. A two-thirds vote of the delegates present and voting shall be necessary for the adoption of such proposed amendments.