

**Constitution and By-Laws**  
**Hudson Valley Chapter-Knights of Columbus**

**CONSTITUTION**

**ARTICLE I - Name**

Sec. 1. This body shall be known as the Hudson Valley Chapter, Knights of Columbus.

**ARTICLE II - Purpose**

Sec. 1. The chapter shall be the service organization, to the councils within the jurisdiction of the chapter located in the archdiocese of New York and shall:

- a) Provide service through harmonious and concerted action, and to be the medium *for* the exchange of ideas and measures for the benefit of the Order and the councils within the jurisdiction of the chapter.
- b) To exemplify in the highest degree, among its members, in all their action the principles of the Order, namely: Charity, Unity, Fraternity and Patriotism.
- c) To have celebrated annually a Memorial Mass for the deceased members of the Order, within the jurisdiction of the chapter.
- d) To promote and sponsor Christ and his Church through Catholic action and Catholic education.
- e) To foster and promote guidance of our youth.
- f) To uphold and defend the Constitution of the United States.

**ARTICLE III - Membership**

Sec. 1. This chapter shall consist of the State Deputy. District Deputies having jurisdiction of councils within the counties of Dutchess, Orange, Sullivan, Ulster and Loretto Council in Putnam County in the State of New York and representatives from such councils, and also such members of the Supreme Board of Directors who reside in New York State.

Sec. 2. COUNCIL REPRESENTATIVES.

- (a) The Grand Knight of each council that is a member of the Hudson Valley Chapter shall be a representative of the council to the Chapter and each council shall be allowed two (2) additional representatives. Each representative shall have one (1) vote. The State Deputy shall be an ex-officio

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member of all Chapters within his jurisdiction and shall have a vote on all matters coming before the Chapter. In the event a council representative is unable to attend any chapter meeting, the Grand Knight of that council shall appoint an alternative to replace the council representative at that meeting. The alternate so appointed shall have the same authority at the Chapter meeting as would the replaced representative.

- (b) Additional Council representatives shall be Past State Deputies and State Officers who are members of a council in the jurisdiction of the Hudson Valley Chapter Knights of Columbus.

#### **Sec. 3. CREDENTIALS,**

- (a) The Secretary of the Chapter shall prepare and furnish credential blanks to the Grand Knight of each Council in the jurisdiction on or before May 1st each year. The Financial Secretary of each Council shall prepare and certify a list of the representatives from such council and shall forward such list on the regular form provided or on council stationery to the Secretary of the Chapter on or before the 1st day of July. No change shall be made in the list of council representatives unless the Financial Secretary or Grand Knight thereof signs a statement on council stationery certifying a vacancy, by whom filled by election at council meeting, and the name or names of previous representative or representatives.

#### **Sec. 4. VOTING RIGHTS.**

No member shall have more than one vote.

### **ARTICLE IV - Amendments**

Sec. 1. An amendment to this Constitution must be submitted in writing at a regular meeting of the Chapter and immediately referred to the By-laws Committee for its report at the next meeting of the Chapter. The proposed amendment shall not be subject to debate nor further amendment except at the meeting of the Chapter after written notice thereof is given to each member of the Chapter at least ten (10) days prior to said meeting. No amendment to the Constitution shall be adopted, unless it is approved by a two-thirds vote of the members present and voting at the said meeting of the Chapter.

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**BY-LAWS**

**ARTICLE I - Dues**

Sec. 1. AMOUNT. Each council shall pay for the period of July 1 to June 30 inclusive, annual dues. The amount of Dues to be recommended annually by the Chapter Advisory Board with the approval of the Chapter's Delegates, said set Dues to be effective the 1st day of the following Columbian Year.

Sec. 2. PAYMENT. Dues must be paid before the regular meeting of the Chapter at which the annual election of officers takes place. Councils failing to pay Chapter dues shall not be entitled to credentials for their representatives to this Chapter nor shall such council representative be entitled to hold any office of the Chapter, either elective or appointive, nor vote or participate in the deliberations of the Chapter.

**ARTICLE II - Meeting**

Sec. 1. The Chapter shall meet per the calendar proposed by the Chapter Advisory Board. The meeting will be alternated between the various counties according to invitations from councils. A schedule of meeting dates for the fiscal year will be prepared by the Advisory Board not later than the September meeting. Where there is sufficient reason, this section may be suspended as to the date and/or place by majority vote of the Delegates, present at a regular meeting prior to the meeting subject to change, or in emergency, by agreement of the Chapter officers who are also members of the Advisory Board.

Sec. 2. QUORUM. Ten (10) members, representing at least ten (10) different councils in good standing shall constitute a Quorum for the transaction of business at all meetings.

Sec: 3. SPECIAL MEETINGS. Special meetings may be called by the Chapter Chairman or upon the written request of at least one delegate from each of ten (10) different councils. No business other than that which is stated in the written notice of such meeting sent to each member at least ten (10) days prior to the meeting shall be considered.

Sec. 4. NON-DELEGATES. Third degree members of the Order in good standing may attend meetings of this Chapter, but shall not be entitled to either a voice or vote. Chairmen and/or Co-chairmen who are not otherwise members of the Chapter shall be permitted to privileges of membership In the Chapter, with a right to speak on questions pertaining only to the functions of their respective committees, but without the

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right to vote.

Sec. 5. ORDER OF BUSINESS. The order of business shall be as follows:

- 1 Call to order.
- 2 Validation of membership cards.
- 3 Prayer.
- 4 Pledge of Allegiance.
- 5 Roll call of officers and councils.
- 6 Election of officers.
- 7 Reading of Minutes of previous meeting.
- 8 Reading of communications.
- 9 Report of Treasurer.
- 10 Report of Board of Audit.
- 11 Report of Board of District Deputies.
- 12 Reports of Committees.
- 13 Unfinished Business.
- 14 New Business.
- 15 Good of the Order.

Remarks of:

- a) Master
- b) Conference Chairman
- c) Vice Supreme Master
- d) State Officer(s)
- e) Past State Deputies
- f) Supreme Director
- g) State Deputy
- h) Chaplain

- 16 Closing Prayer.

This order of business may be altered at any meeting by a majority vote of the delegate present and

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voting.

### **Sec. 6. DISCUSSIONS.**

No member shall occupy the floor for more than ten (10) minutes discussing any one question without unanimous consent.

### **ARTICLE III - Officers**

Sec. 1. The officers of the Chapter shall be Chapter Chairman, Chaplain, Vice-Chairman, Secretary, Treasurer, Advocate, and a Board of Audit consisting of three (3) members. Except for the Chaplain, who shall be appointed by the Chapter Chairman, all officers shall be elected. The Chapter Chairman may appoint a Warden(s). The Warden(s) shall not serve as an officer(s) of the Chapter.

### **Sec. 2. ELECTION.**

- (a) Time of Election and term of office: The members shall elect at the June meeting of each year all officers, who shall serve for a term of one year or until their successors shall have been elected. Only council representatives and members *ex officio* of the Chapter who are also members in good standing of their respective councils within the jurisdiction of the Chapter shall be eligible to hold office.
- (b) Method of Election: A majority of those present and voting shall be necessary to constitute an election. When more than one (1) candidate is presented for an office, the election shall be as follows: The Secretary shall call from the roll the name of those entitled to vote, and as each name is called, the individual voting will step forward and deposit his ballot, using the credential card Issued by the Secretary as a means of identification.

Sec. 3. DUTIES OF OFFICERS. -The duties and powers of the officers of the Chapter shall be as follows:

Chapter Chairman - The Chapter Chairman shall preside at all meetings; appoint committees, unless otherwise ordered by the membership; attend the annual meeting of the New York State Council Knights of Columbus, and perform such other duties necessary and incident to such office as may be imposed by the Chapter. He shall serve as Advisory Board Chairman. He shall be a member *ex officio*, with the right to vote at all committees. He shall in the absence of the Chaplain act as such. He should countersign all checks drawn upon the funds of the Chapter.

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Chaplain - The Chaplain shall perform such duties as are pertinent to such office.

Vice-Chairman - In case of the death or absence of the Chapter Chairman or inability from any cause to act, the Vice -Chairman shall perform the duties of the Chapter Chairman. He shall in the unavailability of the Treasurer or Chapter Chairman for any reason co-sign all checks drawn upon the funds of the Chapter.

Secretary - The-Secretary shall keep a full and correct record of the proceedings of the Chapter and transfer these to the Secretary elect at the end of each fraternal year. He shall also maintain a list of the members of the Chapter; notify the members of all meetings and perform such other and further duties incidental to such office as may be imposed by the Chapter.

Treasurer - The Treasurer shall be the custodian of all monies and securities owned by the Chapter, depositing forthwith all monies in such accounts in the name of the Hudson Valley Chapter Knights of Columbus, in a bank or banks to be designated by the Advisory Board of the Chapter. Withdrawals from the Chapter accounts shall be made on the signature of the Chapter Chairman and Treasurer of the Chapter. The Treasurer of the Chapter shall keep an account of all monies received and expended for the use of the Chapter and shall make disbursement only upon the counter-signature of the Chapter Chairman. He shall send out all bills, collect all dues, and perform such other further duties incident to such office as may be imposed by the Chapter or its Advisory Board. He shall also prepare for use by the Advisory Board a summary of the current fiscal budget, the actual and projected expenditures for the current fiscal year. His ledger shall reflect the budget allocations and the fiscal expenditure of each category. He shall prepare a monthly financial statement and present it to the body at large, each meeting

Advocate - The Advocate shall be Chairman of the By-laws Committee.

Board of Audit - The Board of Audit shall examine the financial statements and all financial reports and records in accordance with generally accepted auditing standards, annually or on the call of the Chapter Chairman and at such other times as shall be directed by the Chapter. All Board of Audit reports and recommendations must be submitted to the Chapter Chairman at least one (1) week prior to presentation to the Chapter Delegates. It shall examine and approve all final financial reports of the Chapter Committees prior to their adoption by the Chapter. During their annual review, the Board of Audit will ensure that two signatures are present on all checks. It will also cross check the Chapter Treasurer's books against

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the monthly bank statements. If, in the joint opinion of the Board of Audit and the Advisory Board, the service of an independent auditor is desired, the Advisory Board shall have authority to authorize the action.

Sec. 4. HONORARIUM TO OFFICERS. The Vice-Chairman shall be given an Honorarium of one hundred (\$100) dollars per annum payable in July. The Secretary shall be given an Honorarium of seventy-five (\$75) dollars per annum payable in July. The Treasurer shall be given an Honorarium of seventy-five (\$75) dollars per annum payable in July.

Sec. 5. RESIGNATIONS. Resignations of officers shall be submitted in writing

Sec. 6. VACANCIES. Vacancies shall be filled at the next regular meeting of the Chapter, upon written notice to the members at least ten (10) days prior to the meeting, in the same manner as set forth in Article III Sec. 2b of these By-laws.

### ARTICLE IV Committees

Sec. 1. APPOINTMENT. The Chapter Chairman, as soon as practicable after the annual election of officers, shall appoint all committees, except as otherwise provided in these By-laws and shall designate the Chairmen of such committees and the number of members to act thereon. The Chapter Chairman may appoint a non-delegate third degree member as Chairman or as a committee member.

Sec. 2. STANDING COMMITTEES. The Standing Committees of the Chapter shall be as follows:

Advisory	Memorial Mass	Blood Donors
Nomination	By-laws	Pro- Life
Charity Drive	Publicity	Columbette and Ladies Aux
Fraternal Activities	Vocations	Youth

Sec. 3. SPECIAL COMMITTEES. At any regular meeting of the Chapter, the Delegates present, by motion duly made, seconded and carried, may instruct the Chapter Chairman to appoint such other committee or committees as may be deemed necessary to effectuate the purpose of the Chapter.

Sec. 4. COMMITTEE VACANCIES. The Chapter Chairman shall have the power to remove from membership of any committee, any member who fails to attend two or more regular meetings of his committee without sufficient reason or who fails to fulfill the duties of his office.

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Sec. 5. REPORTS OF COMMITTEES. No Committee shall be entitled to more than five (5) minutes in the presentation of any but its final report, except upon unanimous consent of all the delegates present. All final reports of Committees shall be made in writing. The Treasurer of the Chapter shall have authority over and responsibility for the financial reporting of all committees. He will set procedures to receive all funds on a timely basis, determine the records to be maintained, prescribe the financial reporting format.

Sec. 6. DUTIES OF COMMITTEES. The duties and powers of the various committees shall be as follows:  
Advisory Board - the Board shall consist of the Chapter Chairman, Vice-Chairman, Secretary, Treasurer, Advocate, Past State Deputies and State Officers who are members of a council within the jurisdiction of the Hudson Valley Chapter. The Chapter Chairman may appoint additional members to the board providing the total board does not exceed 11 members. The Chapter Chairman shall be designated as Chairman of the Advisory Board. The Board shall prepare the annual budget to be presented to the delegates at the September meeting. The Board shall prepare and submit for approval, the outline of the Charity Drive. This outline of the Charity Drive is subject to the approval of a majority of voting representatives at the Chapter meeting when presented. The Board shall consider and recommend its decision to the Chapter on any fund raising plans, unusual requests for donations, and any other matter referred to it by the vote of the membership or by the Chapter Chairman for such final action as the membership deems necessary on these matters.

Blood Donor Committee - The Committee shall encourage and foster the establishment of blood donor groups in the subordinated councils, Columbiettes and Auxiliary of the councils within the Hudson Valley Chapter. The Committee shall be authorized to establish the procedures and eligibility for the distribution of blood.

By-laws Committee - The Committee shall present in proper form any suggested change to these By-Laws. It shall keep a record of the changes adopted and have them available at all times for the use of the Chapter. The Advocate shall be chairman of this committee.

Charity Drive Committee - The Committee shall make all arrangements necessary for an annual charity drive, after a general outline has been approved by the Advisory Board. The committee will also make recommendations to the Advisory Board as to the designated charity for receipt of funds raised as part of the



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Charity Fund.

Columbiette and Ladies Auxiliaries Coordinator - He shall attend the regular meeting of the Hudson Valley Chapter Columbiettes and report at the next regular meeting of the Hudson Valley Chapter the business transacted thereat. He shall attend Ladies Auxiliary Meetings as appropriate.

Fraternal Activities Committee - The Committee shall make recommendations to the Chapter for approval of such fraternal activities as it deems advisable to be operated by the Chapter, and on such approval shall proceed to accomplish its recommendations

Memorial Mass Committee - The Committee shall make arrangements necessary for the celebration of the annual memorial mass (or masses) to be held for the deceased members of the Order within the jurisdiction of the Chapter.

Nominating Committee - The committee shall recommend to the Chapter such candidates for office, as they deem qualified to hold office. This Committee shall render their report to the membership not later than the May meeting.

Pro-Life Committee - The Committee shall make recommendations to the Chapter for approval of such pro-life activities as it deems advisable to be operated by the Chapter, and on such approval shall proceed to accomplish its recommendations.

Sports Activity Committee - the Committee shall make recommendations to the Chapter for approval of such sports activities as it deems advisable to be operated by the Chapter, and on such approval shall proceed to accomplish its recommendations

Vocations Committee. The Committee shall promote the vocations program throughout the Columbian year and shall make recommendations to the Chapter for approval of such vocations promotion activities as it deems advisable to be operated by the Chapter, and on such approval shall proceed to accomplish its recommendations.

Youth Activity Committee - The Committee shall use every means within its power to encourage the growth and development of youth. The objectives of this committee shall include the promotion of Supreme Council supported youth activities, and other activities as designated by the Chapter Membership.

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### ARTICLE V - Chapter Funds and Expenses

Sec. 1. General Fund. The general fund of the Chapter shall be made up from:

- a) Councils Chapter Dues
- b) Council contributions
- c) Vocations Fund
- d) Such other funds as may become available.

Sec. 2. General Fund Expenses. Disbursements from the general fund shall be made for the following:

(a) Budgeted Expenses:

General overhead expenses of the Chapter, as outlined in the adopted budget. The budget shall be divided into a main section and a supplementary section. The main section will include office-operating expenses, and other such fixed costs as well as charitable contributions. A provision for Committee activities, to be referred to as the supplementary section, of the total budget, will also be included. The total budget will be presented at the September meeting for approval. The supplementary section of the total budget will be devoted to program or committee activities. To enable the Chapter Chairman to have proper input to the allocation of funds, this section of the budget would only allocate the fund approved for committee activities in the total budget. Any increase in the total expense will require Chapter approval. However, the allocation between committees would need only Advisory Board approval. During the period from July 1st through September 30th and / or until the budget is approved, the Chapter Chairman is authorized to expend monies as necessary in order that the Chapter continue to meet its obligations and carry out its programs.

(b) Non Budgeted Expenses

No monies shall be paid from the General Fund of this Chapter (except such monies as the Chapter is called upon to regularly pay for current expenses as provided by the laws of the Order or for purposes approved by the Supreme Council or its Board of Directors, or as specifically set forth in the By-laws of this Chapter as approved expenses) unless by two thirds vote of members present and voting at a regular business meeting held subsequent to a regular business meeting at which notice in writing of Intention to pay such money and the purpose and amount to be paid shall have been given and regularly read. The proposed expenditure shall not be subject to debate or amendment at the meeting at which it is

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introduced but shall be immediately referred to the Advisory Board for its report at the next regular meeting of the Chapter. At such meeting, approval by two - thirds of the members at large is required.

Sec. 3. Charity Fund - This fund is to be used exclusively for the expenses related to the Charity Drive

- a) The Charity Fund shall be made up from receipts from the charity raffle.
- b) Disbursements from this fund shall be made for annual costs in connection with the donation to the selected charity for the specific year, as contained in the approved outline of the Charity Drive submitted by the Advisory Board.

Sec. 4. Vocations. Disbursements from this fund shall be in support of the vocations program

Sec. 5 Investments. All surplus funds of the Chapter, as determined by the Advisory Board of the Chapter, shall be Invested in such securities as are legal in the State of New York. But in no event shall an investment be made of the funds of the Chapter in any bond and mortgage upon real property or in any participating certificates or other securities issued solely in connection with Interests In real property. The Advisory Board shall select all investments and it shall report to the Chapter all changes in investments. All investments shall be registered only in the name of Hudson Valley Chapter Knights of Columbus. The Board shall recommend the bank or banks in which cash funds of the Chapter are to be deposited in the name of the Hudson Valley Chapter, Knights of Columbus. All Chapter Funds and Securities shall be maintained in the name of the "Hudson Valley Chapter, Knights of Columbus".

#### **ARTICLE VII Amendments**

Sec. 1. An amendment to these By-laws must be submitted in writing at a regular meeting of the Chapter and immediately referred to the By-laws Committee for its report at the next meeting, but no later than the second meeting following its presentation to the Chapter. The proposed amendment shall not be subject to debate nor further amended, except at a meeting of the Chapter after written notice thereof is given to each member of the Chapter at least ten (10) days prior to the meeting. No amendment to these By-laws shall be adopted unless it is approved by a two-thirds vote of the members present and voting at said meeting of the Chapter.

#### **ARTICLE VIII Miscellaneous**

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Sec. 1. Suspension of By-laws. A By-law or any part thereof may be temporarily suspended by a three fourths vote of the members present and voting at any regular meeting provided that it is not part of the Constitution and laws of the Order or the Chapter.

Sec. 2. Rules of Order. The latest edition of Robert's Rules of Order shall govern in all cases not covered by the foregoing.