

# CONSTITUTION AND BY-LAWS PATERSON FEDERATION KNIGHTS OF COLUMBUS COUNCILS



## ARTICLE I - NAME

**SECTION 1** This unincorporated Association shall be know as the

### **PATERSON FEDERATION KNIGHTS OF COLUMBUS COUNCILS**

**SECTION 2** It shall hereinafter be referred to as the **FEDERATION**.

**SECTION 3** It shall comprise all Councils in the counties of Morris, Passaic and Sussex that are presently members and such other Councils as may be subsequently established and admitted to membership in the **FEDERATION**.

**A.** Membership in the **FEDERATION** need not be restricted to the counties of Morris, Passaic and Sussex if a majority of the delegates present vote to admit a council outside these boundaries.

## ARTICLE II - PURPOSE

**SECTION 1** The objectives of the **FEDERATION** are:

- A.** To consider all matters of Catholic and Civic Interest;
- B.** To establish and promote a scholarship fund to assist graduating students to attend Catholic High Schools;
- C.** To promote, among the member Councils, a close bond of Spiritual, Fraternal, Social and Civic Action;
- D.** To promote unity of action amongst member Councils;
- E.** To provide a forum for communication and exchange of ideas amongst member Councils.

## **ARTICLE III - MEMBERSHIP**

**SECTION 1** A council application for membership in the **FEDERATION** shall be made only in writing on Council letterhead, signed by the Grand Knight. It is to be accompanied by:

A. Copy of the Council resolution (on the form provided by the **FEDERATION**) approved at a Council meeting by the Council members, signed by the Grand Knight and attested to by the Recorder.

B. The Council check in the amount of the current **FEDERATION** dues.

**SECTION 2** The application shall be acted upon at the first regular **FEDERATION** meeting following receipt of the application.

**SECTION 3** Approval of the application must be by majority vote of the Delegates or eligible Alternates present at the **FEDERATION** meeting.

**SECTION 4** Should the application be rejected, the Council check will be refunded.

## **ARTICLE IV - DUES**

**SECTION 1** Annual dues shall be Fifty Dollars (\$50.00).

**SECTION 2** Dues shall be payable by August 1 each year, to the Comptroller of the **FEDERATION**.

## **ARTICLE V - MEETING-QUORUM**

**SECTION 1** Regular meetings of the **FEDERATION** shall be held, one each, in the months of September, November, January, April and May.

**SECTION 2** The date shall be determined by the **FEDERATION** Officers.

A. The place for the meeting shall be determined in consultation with respective Grand Knights of those Councils who are willing and able to accommodate at least one hundred (100) **FEDERATION** members.

B. The May meeting shall be held at the New Jersey State Convention.

**SECTION 3** For just and valid reason, meetings may be rescheduled at the discretion of the Chairman.

**SECTION 4** All third degree members in good standing shall be eligible to attend **FEDERATION** meetings.

**SECTION 5** **SPECIAL MEETINGS:**

A. Special Meetings may be called by the Chairman and no less than five (5) Councils, in writing, specifying the reason(s) for which the meeting should be called.

B. The Chairman of the **FEDERATION** shall call such **SPECIAL** meeting within two (2) weeks of receipt of the request.

C. The Secretary shall notify all Delegates, in writing, at least ten (10) days **prior** to such proposed **SPECIAL** meeting date.

D. All **SPECIAL** meetings shall pertain to business of the **FEDERATION** and only that business for which the **SPECIAL** meeting is called shall be discussed.

**SECTION 6** Delegates from one-third (1/3) of the member Councils, in good standing, shall constitute a **QUORUM** for the **FEDERATION** meetings.

## **ARTICLE VI - DELEGATES & ALTERNATES**

**SECTION 1** Each member Council, in good standing, of the **FEDERATION** shall be entitled to two (2) Delegates and two (2) Alternates, each likewise in good standing in their Council. Each Delegate shall have the right of one (1) vote at each **FEDERATION** meeting.

**SECTION 2** Delegate. Alternates need only be 3<sup>rd</sup> degree members. Delegates and Alternates to the **FEDERATION** shall be the duly elected Council Delegates and Alternates to the New Jersey State Convention and shall be the Delegates and Alternates until their successors shall be elected.

**SECTION 3** The Grand Knight shall automatically be one of the Delegates. A Past Grand Knight of the Council shall be the second Delegate. The exception to this will be in the case of those Councils in which the Grand Knight is unable to assume the duties of the Delegate, any available Officer or Past Grand Knight or 3<sup>rd</sup> degree member may represent the Council as a

- SECTION 4** In the absence of either Delegate, the Grand Knight may designate which Alternate shall be eligible to vote.
- SECTION 5** Only Delegates or Alternates will be permitted to address the Chairman during the business meeting on behalf of their Council. The Chairman may, at his pleasure, recognize Non-Delegates or Non-Alternates to speak from the floor.
- SECTION 6** The names, addresses, phone numbers and Email addresses (where available) of the Delegates and Alternates shall be certified on the Form provided by the **FEDERATION** and forwarded to the Secretary of the **FEDERATION** by the 30<sup>th</sup> of July of each year, accompanied by the Council check for dues.
- SECTION 7** Delegate or Alternate vacancies shall be filled by election at a Council meeting for the unexpired portion of such term. This elected Delegate or Alternate shall not be entitled to any vote privilege at any **FEDERATION** meeting until he has been certified to the Secretary of the **FEDERATION**, in writing, by the Recorder of the Council.
- SECTION 8** The **FEDERATION** Officers and Advisors, the incumbent State Officer and all Past State Deputies from the counties of Morris, Passaic and Sussex shall each be entitled to one (1) vote at each **FEDERATION** meeting.
- SECTION 9** District Deputies shall have the rights and privileges of Delegates, but without the right to vote, unless they are chosen Delegates or Alternates of their member Councils.

## **ARTICLE VII - OFFICERS & DUTIES**

- SECTION 1** The Officers of the **FEDERATION** shall be: Chairman, Vice-Chairman, Secretary, Comptroller, Warden and Chaplain.
- A. No two (2) elected Officers shall be from the same Council.
- B. The Comptroller shall be appointed by the Advisory Board and the Incumbent State Officer.
- SECTION 2** Their term of office shall be from July 1 to June 30, with the exception of the Comptroller, whose appointment shall be for three (3) years.
- SECTION 3** All Officers, at the time of their election, must be an active third (3<sup>rd</sup>) degree member, in good standing, in a **FEDERATION** member Council, in good standing. It is preferable, but not necessary, that all officers at the time of their election are duly elected Delegates of their Council.

**SECTION 4** The Chairman shall serve no more than two (2) consecutive terms as Chairman.

**SECTION 5** The Chairman shall:

- A. Preside at all **FEDERATION** meetings.
- B. Perform all duties, as are usually the responsibilities of a presiding Officer.
- C. Call **SPECIAL** meetings of the **FEDERATION** when required.
- D. Appoint a nominating Committee at the January meeting. The Chairman shall not be a member of this Committee.
- E. Appoint the Chairman of any and all Committees.
- F. Become eligible as a member of the Advisory Board upon completion of his term as Chairman.
- G. Counter-sign all checks drawn by the Comptroller.
- H. Be an ex-officio member of all Committees except the Nominating Committee.
- I. Appoint a Chaplain.

**SECTION 6** The Vice-Chairman shall:

- A. In the absence of the Chairman, preside and perform all of the duties of the Chairman.
- B. Assist the Chairman in all matters pertaining to the activities of the **FEDERATION**.
- C. Be the Chairman of the annual fund raising activity of the **FEDERATION**.

**SECTION 7** The Secretary shall:

- A. Maintain a permanent record of all **FEDERATION** meeting minutes and financial reports.
- B. Conduct all correspondence as may be required.

- C. Maintain attendance records of:
  - 1. Officers
  - 2. Advisory Board
  - 3. District Deputies
  - 4. Member Councils, Delegates and Alternates
- D. Record minutes of all **FEDERATION** meetings.
- E. At the end of the Fiscal Year the Secretary shall bind all records and forward them to the permanent storage site, as directed by the Chairman.

**SECTION 8**           The Comptroller shall:

- A. Receive and deposit all monies due the **FEDERATION** and all funds obtained from any source, for and in the name of the **FEDERATION**, in such depository as may be designated by the Chairman and Comptroller after consulting with Advisory Board.
- B. Pay all orders drawn on him by the Chairman.
- C. Have all checks drawn by him counter-signed by the Chairman.
- D. Be a permanent member of the Scholarship Committee.
- E. Be responsible for the financial records of the **FEDERATION**.
- F. At the end of the Fiscal Year he shall bind his records and forward them to the permanent storage site, as directed by the Chairman.

**SECTION 9**           The Warden shall:

- A. Prepare the chamber for the meeting and maintain order.
- B. Ensure that all Delegates present at the **FEDERATION** meeting are in possession of the current third (3<sup>rd</sup>) degree membership card.
- C. Perform such other duties as may be imposed by the Chairman of the **FEDERATION**.

**SECTION 10**        The Chaplain shall:

- A. Look after the spiritual well being of the **FEDERATION** and all its members.

- B. Advise the Chairman and Committees on all subjects in regard to their moral and religious obligations.

## **ARTICLE VIII - ADVISORY BOARD**

**SECTION 1** The Advisory Board shall:

- A. Consist of four (4) members, each of whom shall be a Past Chairman of the **FEDERATION**.
- B. Each year the outgoing Chairman shall automatically become the candidate for the Advisory Board.
- C. Advisory board members are to be elected for no more than four (4) consecutive one-year terms.
- D. In the event that the nominating committee does not renominate a member, for cause, his remaining eligibility must be filled by an active former Chairman of the **FEDERATION**.
- E. In the event the Chairman and Vice-Chairman are absent, a Senior Advisory Board Member will act as Presiding Officer of the **FEDERATION** meeting.

**SECTION 2** Should any member of the Advisory Board find it impossible to continue his term of office, a successor shall be elected by the Delegates at the next **FEDERATION** meeting to fill the unexpired term. A majority vote shall be required.

**SECTION 3** In the event that an elected officer consistently does not attend **FEDERATION** meetings and officers meetings, it shall be the responsibility of the Advisory Board to determine if he should be replaced and if so, to find a suitable replacement, within the rules of the By-Laws, to serve until the next election of officers.

**SECTION 4** The Advisory Board, in conjunction with the Incumbent State Officer representing the Paterson Diocese, shall appoint a Comptroller to serve at the Advisory Board's pleasure for a period of three (3) years, commencing July 1. The Comptroller may subsequently be appointed to additional terms, but may not serve more than nine (9) years, or three (3) three-year terms. The Advisory Board and Incumbent State Officer retain the right to replace the Comptroller prior to the expiration of a three-year term, for just causes, by majority vote.

## **ARTICLE IX - NOMINATIONS & ELECTIONS**

- SECTION 1** Prior to the January **FEDERATION** meeting the Chairman shall appoint a Nominating Committee consisting of five (5) members, two (2) of whom shall be Advisory Board Members, one (1) of whom shall be the Chairman of the Committee.
- SECTION 2** The slate of candidates shall be presented to the Chairman of the **FEDERATION** at the January meeting.
- SECTION 3** Election of Officers for the **FEDERATION** shall take place at the April meeting.
- SECTION 4** In all cases of election to any office in the **FEDERATION**, a majority of all votes cast shall be necessary.

## **ARTICLE X - ROTATION LIST**

- SECTION 1** The Rotation List has been developed to insure that every member council will at some predetermined time, providing they meet the qualifications in Section 2 below, represent the **FEDERATION** at the Supreme Council Convention.
- SECTION 2** In order to qualify as the **FEDERATION** representative to the Supreme Council Convention, Subordinate Councils on the Rotation List shall:
- A. Have been active in the Columbian, Father McGivney, and Founder Awards Programs, as attested to by the District Deputy for the Council, for the year preceding its Rotation List turn, as well as for the current year.
  - B. Have had two (2) Representatives attend the full session of the New Jersey State Council Convention for two (2) consecutive years preceding their Rotation List turn. They must also attend four (4) of the five (5) **FEDERATION** meetings, the May Convention meeting being one of them for the two years preceding their Rotation List turn.
  - C. Be in good standing with the **FEDERATION**, the New Jersey State Council and the Supreme Council.

- SECTION 3** Any Council that is disqualified at the time it is at the top of the Rotation List will be placed at the bottom of the list.
- SECTION 4** Councils may not exchange positions on the Rotation List
- SECTION 5** New Councils accepted into the **FEDERATION** shall be placed at the bottom of the Rotation List according to acceptance date.
- SECTION 6** The Council at the top of the Rotation List, having met the qualifications listed, in Section 2 above, shall submit to the **FEDERATION** Chairman, at the January meeting, the names of their selection of Delegate and Alternate to attend the Supreme Council Convention.
- SECTION 7** At the April meeting the **FEDERATION** shall:
- A. Consider the eligibility of the Delegate and Alternate names as submitted.
  - B. Select the Delegates from the **FEDERATION** to:
    - 1. Nominate the State Officer candidates(s).
    - 2. Second the nomination thereof at the New Jersey State Council Convention.

## **ARTICLE XI - AMENDMENT OF BY-LAWS**

- SECTION 1** Amendments to the By-Laws shall be presented to the Chairman by July 15<sup>th</sup> for review and consideration at an officers meeting. If found viable they will be presented to the **FEDERATION** at the September meeting and voted upon at the November meeting.
- SECTION 2** Notice of the proposed amendment(s) shall be given in writing to members Councils, by the Secretary, within two (2) weeks from the September meeting, the meeting at which the amendment(s) were presented.
- SECTION 3** A two-thirds (2/3) vote of the member Councils present shall be necessary for the approval of such amendment(s). The approved amendment(s) shall then become a part of these By-Laws upon adoption.
- SECTION 4** All other Constitutions, By-Laws, Rules and Regulations conflicting with these By-Laws are hereby repealed.

## ARTICLE XII - BUDGETS, FUNDS, AUDIT

**SECTION 1**           The Fiscal Year shall be from July 1 to June 30.

**SECTION 2**           The Advisory Board shall, in conjunction with the incumbent officers, determine the budget, prior to the first **FEDERATION** meeting of the Fiscal Year.

**SECTION 3**           All **FUNDS** received by the **FEDERATION** shall be turned over to the Comptroller for recording and depositing. He shall issue a receipt for these **FUNDS**.

The Comptroller only by means of a voucher will disburse **FUNDS** approved by the Chairman and two (2) members of the Board of Advisors.

At each **FEDERATION** meeting the Comptroller shall give the Secretary a Report of all funds received.

**SECTION 4**           No later than July 15 and January 15, the financial position of the **FEDERATION** shall be audited by three (3) members of the **FEDERATION**, at least two (2) of whom shall be from the **FEDERATION** Advisory group, all of whom shall be appointed by the Chairman. The Comptroller shall be present with the financial records.

## ARTICLE XIII - SCHOLARSHIP FUND

**SECTION 1**           **Name:**  
The scholarship fund shall be known as the **Paterson Federation Knights of Columbus Scholarship Fund**, as a memorial for deceased Knights of the **FEDERATION** and their families.

**SECTION 2**           **Purpose:**  
The Scholarship Fund is a separate fund for high school scholarships to be awarded to worthy graduating Catholic students from grammar schools (public, private or parochial) within member councils, in good standing, of the **FEDERATION** for the sole purpose of attending a Catholic High School of their choice, with strong emphasis and consideration to be given first and foremost to a Catholic High School in the counties of Morris, Passaic and Sussex.

**SECTION 3           Funding:**

The **FEDERATION** will build this fund primarily by earmarking a minimum of ten percent (10%) of all monies raised that are not previously dedicated to a specific charity. Other methods of funding may be devised by the Scholarship Committee.

**SECTION 4           Scholarship Committee:**

A. The Scholarship Committee shall consist of five (5) **FEDERATION** members. They include the incumbent State Officer, the **FEDERATION** Chairman and Comptroller and two members-at-large, who will initially be appointed. Each year one member-at-large alternately will face election for a two-year term. The members-at-large need not be Council Delegates and may be reelected.

B. All Past State Officers are considered ex-officio committee members.

**SECTION 5           Awards:**

Any awards presented, as scholarships, will come from the interest accrued from the Fund's principal, which will remain intact. As the interest accrues, the committee will determine the size of the award to be presented to the recipients.

**SECTION 6           Criteria for Selection of Worthy Students:**

The Scholarship Committee will determine, in a fair and equitable manner, the criteria used for selecting the recipient(s) of the scholarship. They will also choose an impartial, third-party organization or individual who will do the actual picking of the worthy scholar(s) based on those criteria. Periodically the committee will review these criteria for appropriateness and relevancy. The criteria will be distributed to the Delegates of the **FEDERATION** and to all schools participating in this program.

## **ARTICLE XIV - DISBURSEMENT OF FUNDS**

**SECTION 1**           Upon the dissolution of the **FEDERATION** all monies in the treasury shall be distributed to bona fide charities; after all financial bills and obligations have been paid and satisfied.

Adopted this 21st day of November 2008 by a vote of the **PATERSON FEDERATION  
KNIGHTS OF COLUMBUS COUNCILS.**

**BY-LAWS COMMITTEE:**

Carmen A. Blandino, FDD, Chairman  
Frank A. Manganelli, FDD  
Michael Lucarelli, FDD  
Anthony E. Sansone, FDD  
Walter F. Marino, FDW

---

Frank A. Manganelli, FDD  
FEDERATION CHAIRMAN

---

James R. Bird, Jr. FDD  
FEDERATION SECRETARY

## INDEX

<b>ARTICLE I</b>	<b>-</b>	<b>NAME</b>	<b>Page 1</b>
<b>ARTICLE II</b>	<b>-</b>	<b>PURPOSE</b>	<b>Page 1</b>
<b>ARTICLE II</b>	<b>-</b>	<b>MEMBERSHIP</b>	<b>Page 2</b>
<b>ARTICLE IV</b>	<b>-</b>	<b>DUES</b>	<b>Page 2</b>
<b>ARTICLE V</b>	<b>-</b>	<b>MEETING-QUORUM</b>	<b>Page 2</b>
<b>ARTICLE VI</b>	<b>-</b>	<b>DELEGATES &amp; ALTERNATES</b>	<b>Page 3</b>
<b>ARTICLE VII</b>	<b>-</b>	<b>OFFICERS &amp; DUTIES</b>	<b>Page 4</b>
<b>ARTICLE VIII</b>	<b>-</b>	<b>ADVISORY BOARD</b>	<b>Page 7</b>
<b>ARTICLE IX</b>	<b>-</b>	<b>NOMINATIONS &amp; ELECTIONS</b>	<b>Page 8</b>
<b>ARTICLE X</b>	<b>-</b>	<b>ROTATION LIST</b>	<b>Page 8</b>
<b>ARTICLE XI</b>	<b>-</b>	<b>AMENDMENT OF BY-LAWS</b>	<b>Page 9</b>
<b>ARTICLE XII</b>	<b>-</b>	<b>BUDGETS, FUNDS, AUDIT</b>	<b>Page 10</b>
<b>ARTICLE XIII</b>	<b>-</b>	<b>SCHOLARSHIP FUND</b>	<b>Page 10</b>
<b>ARTICLE XIV</b>	<b>-</b>	<b>DISBURSEMENT OF FUNDS</b>	<b>Page 11</b>