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***Knights of Columbus Allentown Diocesan Chapter***  
**CHAPTER BYLAWS**  
**As of January 1, 2013**

**ARTICLE I – THE CHAPTER**

**SECTION 1. AUTHORITY.**

Section 242 of the Charter, Constitution and Laws of The Knights of Columbus and Amendments authorizes the formation of a chapter.

**SECTION 2. CREATION OF THE CHAPTER.**

On \_\_\_\_\_, the Pennsylvania State Deputy petitioned The Supreme Board of Directors of the Knights of Columbus (Supreme Board) to authorize the formation of a Knights of Columbus chapter that would cover the geographic area that makes up the Roman Catholic Diocese of Allentown, The Supreme Board granted that petition and authorized the formation of the “Knights of Columbus Allentown Diocesan Chapter” on the \_\_\_\_\_ day of \_\_\_\_\_.

**SECTION 3. DEFINITIONS.**

Hereinafter the Knights of Columbus Allentown Diocesan Chapter is referred to as the Chapter and member Councils as Members.

**SECTION 4. PURPOSE.**

The Chapter exists to bring closer in spirit and in fact the subordinate Councils located within the Diocese of Allentown. The Chapter exists to enhance the unity of its Members’ brothers, spiritually and physically. Toward these ends, the Chapter shall plan and implement spiritual, charitable and fraternal endeavors that promote the Good of the Order and that are of common interest to the Members. It shall 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 Members in furtherance of these purposes.

**SECTION 5. RESPONSIBILITIES.**

The Chapter shall conduct at least one major Chapter-wide activity each year. Chapter activities shall not be in competition with Knights of Columbus State Council sponsored activities. Reasonable efforts will be made to eliminate or minimize any conflicts between Chapter and Member activities. Any funds, less expenses, raised from said Chapter activities shall be dedicated, segregated and disbursed for charitable, educational, or religious purposes within twelve (12) months of the date the funds are raised.

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## **ARTICLE II – ORGANIZATION**

### **SECTION 1. REPRESENTATION.**

The Chapter's representatives shall consist of the State Deputy, the District Deputies of those districts having one or more member Councils of the Chapter, such members of the Supreme Board of Directors who reside within the Allentown Diocese, all past presidents of the Chapter. The representatives will also consist of such representatives from the Members who may be elected by their respective Councils -- such individuals, hereinafter referred to as elected representatives, must be in good standing in their respective Councils. Each Council shall have three elected representatives. The Grand Knight of each member shall be an ex officio elected representative for his Council. Each Member may elect two additional elected representatives from brothers in good standing of its Council. Each Member controls the procedures for electing representatives from its council. In addition, each Member's Grand Knight may appoint up to two alternate representatives who may replace either elected representative if he is unable to attend any meeting. The alternate so appointed shall have the same authority at the Chapter meeting as would the replaced elected representative.

Any Knights of Columbus Council chartered within the geographic boundaries of the Diocese of Allentown is eligible for membership in the Chapter. Interested Councils must submit to the Chapter a resolution indicating that the Council has voted to join the Chapter. The Chapter will grant such membership requests as a matter of course at the next Chapter meeting and will subsequently notify the Grand Knight of the petitioning council. Representatives from this new Member shall be seated at the next Chapter meeting.

The Grand Knight of the new Council shall submit the names and titles of Council representatives duly elected to serve as Chapter representatives to the Secretary prior to the start of the meeting at which the Council is to be seated. The Council shall be properly introduced and installed as a Member by the Chapter President immediately following the approval of the reading of the Minutes of the previous meeting. The new Representatives, upon being seated, shall have full rights and privileges as a Member.

### **SECTION 2. REVOCATION.**

A Council, upon being seated as a Member, shall have full rights and privileges as a Member until: (1) the Council withdraws as a Member; (2) the Council has been suspended by the Supreme Board of Directors; or (3) the Chapter votes to revoke membership. Membership revocation by the Chapter shall require a 2/3rds vote of all representatives.

### **SECTION 3. RECALL.**

Any representative who loses his good status in his council, simultaneously ceases to be a representative. Prompt action shall be taken by his Council to elect a replacement,

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and the Secretary of the Chapter shall be so notified by the Council's Grand Knight when such action has been taken. Recall action of any of its elected representatives also may be taken by a member Council at any time for any other reason by notifying the Chapter Secretary of such action. Councils taking recall action must elect a replacement and notify the Chapter Secretary of such action.

#### **SECTION 4. ORGANIZATION MEETING.**

All Chapter officers shall be elected annually by ballot at the regular meeting of the Chapter held the 2<sup>nd</sup> quarter of the calendar year. The one-year officer's term will begin the 1<sup>st</sup> of July of the election year and end June 30. No elected representative may serve in any position for more than two years total. Supreme Directors and State Officers may not serve as Chapter Officers or committee heads.

### **ARTICLE III – OFFICERS**

#### **SECTION 1. OFFICERS.**

The officers of the Chapter shall be a President, Chaplain, Vice-President, Secretary, Treasurer, and Immediate Past President. All officers, except the Chaplain and Immediate Past President, shall be selected from and elected by the elected representatives by secret ballot for each office unless there is only one candidate, he then may be elected by acclamation. A majority of all ballots cast shall be necessary for election.

#### **SECTION 2. DUTIES OF OFFICERS.**

- A. President – The President shall preside at all Chapter meetings, appoint all committees, appoint the Parliamentarian, appoint the Chaplain, shall be an *ex officio* member of all committees, and shall attend to such duties as are incident to the office, or as may be properly imposed by the Chapter itself. He shall countersign all checks drawn by the Treasurer.
- B. Vice-President – The Vice-President shall preside in the absence or inability of the president and execute all the duties of said president. He shall be the Program Director of the Chapter being responsible for the planning, staffing, and implementing programs that the Chapter may direct. He shall perform such other duties as the Order may impose.
- C. Secretary – The Secretary shall prepare, with due diligence, a roll of the Chapter membership. The Secretary shall notify the representatives of the Chapter at least five days in advance of any meetings, special meetings excepted. He shall keep a true record of all proceedings of the Chapter, specifically advise the Grand Knight of a member Council when any representative has missed three consecutive meetings, so that the member Council may take recall action, if it so chooses, as provided in Article II, Section 3; conduct all correspondence, make a record of the attendance of the Chapter representatives present at each Chapter meeting. Further, he shall be the custodian of all reports given to the Chapter and produce an annual report prior to the State Convention.
- D. Treasurer – The Treasurer shall receive and have control of all funds, cash or securities of the Chapter, subject to the direction of the representatives,

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rendering a receipt for all funds received; he shall deposit all such funds in the name of "Knights of Columbus, Allentown Diocesan Chapter", in a savings or checking account of a bank or banks designated and approved by the representatives, and he shall disburse all funds by check only; he may, subject to the approval of the representatives, transfer funds between the checking and savings accounts, maintaining a sufficient balance in the checking account only to cover anticipated disbursements; he shall keep a true and accurate account of all Chapter funds coming into his possession, and shall see that these funds are recorded in the Chapter books for the purpose intended. The books and records of the Treasurer shall be audited annually, as directed by the president, and a report thereof made promptly to the Chapter.

### **SECTION 3. INCIDENTAL DUTIES.**

Each of the above officers shall perform the duties above prescribed by these By-Laws, and such other duties as are incident to his respective office, or are properly entrusted to him by the Chapter.

### **SECTION 3a. CONVENTION REPORT**

The Chapter will present a report to the annual state convention. The report will be presented by the President or his designee. If the convention is held more than 150 miles from the President or his designee's home, the Chapter will reimburse for one (1) nights lodging provided funds are available.

### **SECTION 4. VACANCIES.**

Vacated office or offices shall be filled, after notice, to all appropriate legal officials and Members, by election at the next regular meeting after such vacancy occurs. Notice may be made by means of written United States Postal Service first-class mail, or by electronic mail.

## **ARTICLE IV – FUNDS AND REPORTS**

### **SECTION 1. DISBURSEMENT OF FUNDS.**

No money shall be paid or transferred from the Treasury of this Chapter, except such monies as the Chapter is called upon to regularly pay for its current expenses and as provided by the Laws and Budget of this Chapter, unless by a two-thirds vote of the representatives of the Chapter present and voting at a regular business meeting.

### **SECTION 2. RESERVE FUNDS.**

The Chapter shall reserve in its treasury each year up to \$2,000 for the purpose of providing funds to finance start-up operations for Chapter approved activities as outlined in Article I, Section 5.

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### **SECTION 3. REPORTS.**

In addition to the report required under Article III, Section 2, the Chapter 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 no later than August 1<sup>st</sup> each year. The President, Secretary, and Treasurer of the Chapter shall sign said report.

## **ARTICLE V – MEETINGS**

### **SECTION 1. REGULAR MEETINGS.**

The regular meetings of the Chapter shall be held on a quarterly basis, on a date to be determined by the President and at a place designated by the President.

### **SECTION 2. SPECIAL MEETINGS.**

The President may call a special meeting of the Chapter at any time on his own motion. The President shall call a special meeting upon a written request of five (5) representatives from at least three (3) Members, or upon a request of all District Deputies having members under their jurisdiction, or upon request of the State Deputy for Pennsylvania. The business to be conducted at such Special Meetings shall be limited to the business for which the meeting was called.

Notice of all special meetings shall be transmitted in writing or by electronic means to all representatives so as to be received at least twenty-four (24) hours prior to the time fixed for the meeting. The notice shall state time, place, and purpose for the meeting.

In the event a special meeting is to be held on less than three (3) days notice, the Secretary will notify all District Deputies and the Grand Knights of the Members.

## **ARTICLE VI – APPOINTED OFFICERS**

### **SECTION 1. CHAPLAIN.**

The President may annually select a priest to act as Chaplain, but such selection must be made in accordance with the rules established by the Bishop of the Diocese of Allentown.

### **SECTION 2. PARLIAMENTARIAN.**

The Parliamentarian shall be appointed by the President and shall be the attorney of the Chapter in case of trial and investigation of any matter whatsoever of interest to the Chapter. He shall advise the Chapter of all matters of procedure, shall be the custodian of the By-Laws of the Chapter and maintain a current copy at all meetings, and cause the printing of the By-Laws as prescribed herein.

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## **ARTICLE VII – COMMITTEES**

### **SECTION 1. STANDING COMMITTEES.**

The Chapter shall have three standing committees, the membership committee, the property committee, and the audit committee. The chairmen of all committees shall be selected from and elected by the elected Chapter representatives at the annual organization meeting of the Chapter by secret ballot for each chairmanship or position unless there is only one candidate for each chairmanship or position. He then may be elected by acclamation. In the event of a vacancy (ies) such vacancy (ies) shall be filled as provided in these Bylaws.

### **SECTION 2. MEMBERSHIP COMMITTEE.**

The membership committee shall assist the Chapter officers in the performance of their duties and shall be responsible for the recruitment and retention of member councils, Chapter publicity, and shall perform such other duties as the Chapter officers and representatives direct.

### **SECTION 3. PROPERTY COMMITTEE.**

The property committee shall have charge of all the property of the Chapter except money and accounts and record books of officers. It shall be responsible for appointing guards and instructing them in their duties and shall appoint the same as necessary. The committee shall perform such other duties as may be imposed by the Chapter.

### **SECTION 4. AUDIT COMMITTEE.**

The terms and duties of the audit committee shall be identical to those described in the current edition of the CHARTER, CONSTITUTION and LAWS of the Knights of Columbus, Section 145, with substitution of the word Chapter for council.

## **ARTICLE VIII – AMENDMENTS**

### **SECTION 1. AMENDING PROCEDURES.**

Proposed amendments to any of these By-Laws shall be presented by Resolution at any regular meeting of the Chapter, but shall not be acted upon until the next regular meeting of the Chapter. Copies of such resolution shall be transmitted in writing or by electronic means to all representatives at least twenty (20) days prior to the next regular meeting of the Chapter, at which time the proposed amendment shall be voted upon. A two-thirds vote of the representatives present at such meeting shall be necessary for the adoption of any amendment.

### **SECTION 2. PRINTING OF BY-LAWS.**

The By-Laws shall be reprinted with all amendments every five (5) years or more often at the direction of the representatives.

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## **ARTICLE IX – BUSINESS PROCEDURES**

### **SECTION 1. ORDER OF BUSINESS.**

The following shall form part of the Order of Business and Procedure at regular meetings of the Chapter:

1. Call to Order
2. Report on Membership Cards
3. Prayer
4. Pledge of Allegiance
5. Opening Ode
6. Roll Call of Officers
7. Roll Call of Councils
8. Reading of Minutes of Previous Meeting
9. Chaplain's summary
10. Admission of New Member Councils
11. Reading of Bills and Communications
12. Report of Treasurer
13. Report of Committees
14. Unfinished Business
15. New Business: When elections are in order, this is the first item under New Business
16. Good of the Order
17. Closing Prayer
18. Closing Ode
19. Adjournment

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**SECTION 2. PARLIAMENTARY PROCEDURE.**

The latest edition of Roberts Rules of Order, wherever applicable, shall govern all matters not covered by these By-Laws and shall be the controlling factor in the parliamentary procedure of Chapter Meetings. These By-Laws were duly adopted by vote of the Allentown Area Chapter at its meeting on \_\_\_\_\_, \_\_\_\_\_.

SIGNED:

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President

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Secretary

AS AMMENDED ON: