

BY-LAWS

New Jersey State Knights of Columbus Motorcycle Ministry



Adopted: 12/11/2010

Amended: 7/1/2012

ARTICLE 1 - NAME

Section 1. The association shall be known as the:
New Jersey State Knights of Columbus Motorcycle Ministry

Section 2. It shall hereinafter be referred to as the:
NJKOFCMM

ARTICLE II – PURPOSE

Section 1. The objectives of the New Jersey State Knights of Columbus Motorcycle Ministry are:

- a. To pursue, promote and protect the interest of motorcyclists, through charitable good deeds.
- b. To develop better and more enthusiastic relations between the general public and riders, by publicly supporting a variety of charities and hosting charity events.
- c. The NJKOFCMM will raise money and/or supplies for the NJKOFCMM, the Knights of Columbus, and other charities.

Section 2. The NJKOFCMM is a non-profit organization under Section 501 (c)(7) of the Internal Revenue Code.

Section 3. The NJKOFCMM shall be comprised of individually governed geographic units called a 'Chapter' that will be overseen by a centralized body called the 'State'. The Chapters will report to the State and will work in conjunction with it to carry out business to insure that the objectives defined in Section 1 above are carried out. Currently there are 2 Chapters defined as 'North' and 'South'.

In the event another state requests a charter from the NJKOFCMM said state will be subordinate to the New Jersey State governing body which will be referred to as the "mother chapter".

ARTICLE III – MEMBERSHIP

- Section 1. To apply for membership to the NJKOFCMM, applicants must be a current Knights of Columbus member in good standing. (Must submit NJKOFCMM supplied application with a copy of a current, valid Knights of Columbus traveling card and new member dues).
- Section 2. The completed membership application, traveling card and dues will be acted upon at the first Regular meeting following receipt of application.
- Section 3. All members are full members with voting rights, regardless of whether a rider, enthusiast or general member.
- If a member wishes to attend a Regular meeting, either North or South Chapter, he is always welcome. Show NJKOFCMM travel card at door.
 - Voting rights are only at the Chapter you are from and State.
- Section 4. As a member, you are a member state wide. North and South Chapters are defined by geography using the Driscoll Bridge as a division point.

ARTICLE IV- DUES

- Section 1. a. New member dues for first year will be \$75.00. This will cover dues, administrative fees and incurred expenses.
- Section 1.b. Annual membership dues after the first year will be \$25.00 per year. \$15.00 will go to the member's chapter. \$10.00 will go to the State level of the NJKOFCMM. The Chapter portion of the dues will be distributed to the Chapter from the State on a quarterly basis. The term 'Chapter' refers to all subordinate bodies under the mother chapter.
- Section 1.c. The NJKOFCMM year runs from January 1st to December 31st. Dues notification will be sent out March 1st and the completed form and payment in full should be returned no later than May 31st. Failure to comply in time will result in the member to be no longer considered active status.
- Section 2. New members will receive their rocker and patches, which should be displayed on the back of their vest as shown below. Vests will be made of black leather.



- Section 3. Dues are waived for Clergy and current and Past State Deputies.
- Section 4. All rockers and patches are the property of the NJKOFCMM. Involuntary dismissal or voluntary termination from NJKOFCMM will require returning the rockers and patches to the state Sergeant at Arms.

ARTICLE V- MEETINGS

- Section 1. Officer Meetings
Officer meetings of the State, North and South Chapters of the NJKOFCMM shall be held the **first Monday** of each month. To be attended by ministry officers only, unless invited by the State President. Prospective members interested in attaining an officer's position may attend this meeting in an observatory capacity only. If an officer is unable to attend a meeting he must contact the State President personally in order to be excused.
- Section 2.a. Regular Meetings
Regular meetings of the North and South Chapters of the NJKOFCMM shall be held the **third Monday** of each month. To be attended by all current members. If a chapter officer is unable to attend a meeting he must contact the Chapter President personally in order to be excused.
- Section 2.b. Combined Meetings
Combined (North and South) Regular meetings shall be held quarterly, in the months of January, April, July and October. If an officer is unable to attend a meeting he must contact either the State or his Chapter President personally in order to be excused.
- Section 3. Parliamentary Authority
The ministry will follow Supreme by-laws defining the ministry as a local council. Any topics not addressed by the Supreme by-laws will be addressed using Roberts Rules of Order.

ARTICLE VI – ELECTIONS

- Section 1. Elections shall be held once a year for all expiring office terms. There is NO LIMIT to office terms and incumbents seeking to continue in their office may do so if elected.
- Section 2.a. A nominating committee appointed by the President shall produce a slate of proposed candidates at a Regular meeting not less than 3 months prior to scheduled elections.
- Section 2.b. Nominations from the floor will be accepted at the Regular meeting where election(s) will take place immediately following the reading of the slate of proposed candidates.
- Section 3. Newly elected officers will take their position at the beginning of the new term or at vacancy of that position.
- Section 4. Only ministry members in good standing can vote and can be nominated for a position.
- Section 5.a. Vacant Office
A vacant office is when the currently elected officer:
-resigns
-dies
-is removed or dismissed
- Section 5.b. Procedures for Filling a Vacant Office.
Vacancies in elective offices shall be filled after notice to the members, by election at a Regular meeting at which time nominations will be taken immediately preceding the election. The President will appoint an election committee to oversee the process at that meeting.

ARTICLE VII – OFFICERS AND DUTIES

- Section 1. The State Officers of the NJKOFCMM shall be:
- a. President (2 years)
 - b. Vice President (2 years)
 - c. Treasurer (2 years)
 - d. Recording Secretary (2 years)
 - e. Financial Secretary (2 years)
 - f. Sergeant at Arms (1 year)
 - g. 4 Trustees (1 year)
 - h. 3 Membership Directors (1 year)
 - i. Program Director (1 year)
 - j. Community Director (1 year)
 - k. Road Captains (1 year)
 - l. Chaplain
- Section 2. A term of office will be for a two (2) year period from July 1st to June 30th of the second year. Exception applies to those offices that are denoted above as a one (1) year term.
- Section 3. All Officers shall be at the time of their election duly elected and to take over on the July 1st date.
- Section 4. The President shall:
- a. Preside at all NJKOFCMM meetings.
 - b. Perform all duties as are usually the responsibilities of a presiding President
 - c. Call “Special” meetings of the NJKOFCMM when required.
 - d. Counter sign all checks drawn by the Treasurer.
 - e. Run elections and be the deciding vote in case of a tie.
- Section 5. The Vice President shall:
- a. In the absence of the President, preside and perform all the duties of the President.
 - b. Assist the President in all matters pertaining to the activities of the NJKOFCMM.
 - c. Counter sign all checks drawn in the absence of the President or Treasurer.

- Section 6. The Treasurer shall:
- a. Maintain the ledger and financial transactions of the NJKOFCMM.
 - b. Receive all cash from the Financial Secretary and give a receipt at the time of receipt for the Financial Secretary's records.
 - c. Hold an audit of the Treasury twice a year no later than August 15th and February 15th with the Trustees during the Columbian year.
- Section 7. The Recording Secretary shall:
- a. Maintain a permanent record of all NJKOFCMM meetings minutes.
 - b. Notify all members of the minutes and the time, place and date of the next two (2) meetings / "Special" meetings that will be held in the near future.
 - c. Surrender the recordings of the minutes that will reflect the on goings of each meeting including, but not inclusive; Financial Secretary reports, Treasurer's reports, voting for membership and votes on the Ministry's business.
- Section 8. The Financial Secretary shall:
- a. Take in all monies (cash or check) received from any member or event and issue a receipt to said member in accordance with Article VIII, Section 1.
 - b. Record and keep a ledger of the cash flow and keep the rolling cash flow record for the audit which was spelled out with the position of Treasurer. The four (4) Trustees will do all audits twice annually.
- Section 9. The Sergeant at Arms shall:
- a. Maintain order at meetings.
- Section 10. The Trustees shall:
- a. Audit the financial stability twice a year of the Recording Secretary, Treasurer and the Financial Secretary and that each reflects the correctiveness of the Ministry.
 - b. Serve as chairman of the by-laws committee.
 - c. Perform other duties as may be imposed by the President of the NJKOFCMM
- Section 11. The Membership Directors shall:
- a. Take charge of membership and application there of.

- Section 12. The Program Director and Community Director shall:
- a. Work together in coordinating all Ministry events as well as to assist in promoting the events of councils that may need assistance or attendance for their events.
- Section 13. The Road Captains shall:
- a. Have prior notice of all events so they can obtain knowledge of the entire route, start to finish.
- Section 14. The Chaplain shall:
- a. Act as spiritual guide for NJKOFCMM.
- Section 15. Each Chapter shall have its own cabinet of elected officers and their positions shall be the same as the State Officers as defined above with the exception of the Program Director, Community Director and Chaplain which will only exist at the State level.

ARTICLE VIII - FUNDS

- Section 1. All moneys obtained from any source, by or through any person or persons, acting for or in the name of the NJKOFCMM or under its direct authority shall be considered NJKOFCMM funds and shall be delivered to the Financial Secretary who shall give his official receipt and report as such at Regular meetings and shall deliver the same to the Treasurer and take his receipt thereof. Each Chapter shall have its own Financial Secretary and he will receive all funds generated within his Chapter. He shall then deliver said funds to the Chapter Treasurer.
- Section 2. The Treasurer shall deposit all moneys received from the Financial Secretary in a bank to the credit of the NJKOFCMM. Disbursements of funds shall be made only by check signed by the President and Treasurer. The Vice-President will sign checks in the absence of the President or Treasurer. The bank shall be furnished with the signatures of the authorized signees. Each Chapter shall have its own account with a bank and the Treasurer will receive all funds generated within his Chapter from his Chapter's Financial Secretary. In the case of funds submitted with new applications for membership all of the funds received will be forwarded from the Chapter to the State Financial Secretary from the Chapter's bank account.
- Section 3. No money in excess of \$200.00 (two-hundred dollars) shall be paid or transferred from the treasury of the NJKOFCMM except such moneys as the council is called upon to regularly pay its current expenses and as provided by the Laws of the Order or for purposes approved by the Supreme Council or Board of Directors unless by a 2/3 (two-third) vote of members present at a Regular business meeting.
- Section 4. Expenses made by an individual member on behalf of the NJKOFCMM will be reimbursed only upon presentation of a receipt clearly stating the nature of the expense and the amount. Failure to provide such a receipt shall cause the member to forfeit all claims for reimbursement. The trustees shall be responsible for authorizing all claims for reimbursement only when accompanied by a satisfactory receipt.

ARTICLE IX – DISMISSAL FROM THE NEW JERSEY STATE
KNIGHTS OF COLUMBUS MOTORCYCLE MINISTRY

- Section 1. Behavior unbecoming a NJKOFCMM member by word or deed that is contrary or discredits the NJKOFCMM.
- Section 2. Violation of NJKOFCMM by-laws or the Supreme by-laws defining the Ministry as a local council; willful misconduct, self-dealings and reckless behavior shall be deemed reason for dismissal.
- Section 3. Removal or discipline of a member is to be decided by a majority vote of membership in attendance at a Regular membership meeting.
- Section 4. Involuntary dismissal or voluntary termination from the Knights of Columbus would cause ineligibility as defined in Article III, Section 1.

ARTICLE X – APPEALS

- Section 1. Must be in writing and presented seven (7) days prior to a Regular monthly meeting.
- Section 2. Reinstatement only by 100% (one hundred percent) of voting members present. The decision of the Executive Board is final. (The Executive Board consists of the President, Vice-President, Treasurer, Secretary, Sergeant at Arms, Financial Secretary and Trustees).

ARTICLE XI - AMENDMENTS TO BY-LAWS

Section 1. Amendments of by-laws shall be presented at a Regular meeting of the NJKOFCMM. The proposed amendment must be read at three (3) consecutive meetings prior to a vote by at least 2/3 (two-thirds) total membership.