

**Knights of Columbus
Suffolk County Conference
Suffolk County, New York**



**By-Laws
Adopted June 22, 2016**

Knights of Columbus
Suffolk County Conference
Suffolk County, New York

BY-LAWS

ARTICLE I

Name

Sec. 1. The name of the organization is **SUFFOLK COUNTY CONFERENCE.**

ARTICLE II

Purpose

Sec. 1. The purpose of this organization shall be:

- a) To effectively promote the programs of the Knights of Columbus.
- b) To create harmony with the other minor conferences in the Long Island Conference structure.
- c) To recommend qualified candidates to the State Deputy. for positions within the State Council.
- d) To provide qualified candidates for New York State Council Officers according to the Long Island Conference Rotation System.
- e) To develop qualified leaders in all phases of all Knights of Columbus activity.
- f) To provide proper indoctrination and training for all Suffolk County State Appointments, District Deputies, Grand Knights, and Financial Secretaries.

ARTICLE III

Membership

Sec. 1. The members of this organization shall be:

- a) Each of the Knights of Columbus Councils located within the County of Suffolk, State of New York are members of this organization and shall be represented by their respective delegates to the organization. The delegates

from these member Councils shall be the current Grand Knight and a Past Grand Knight from the Council in good standing actually residing within the State of New York. If there be more than one Past Grand Knight, the Council shall elect the one to represent it in the Suffolk County Conference. A Council having no Past Grand Knight may elect any one of its Third Degree members in good standing in lieu thereof as a delegate of said Council to the Suffolk County Conference. Each Member Council shall also elect a Grand Knight alternate delegate and a Past Grand Knight alternate to serve in the absence of the delegates. It is the responsibility of the delegates to attend all regular and Special Suffolk County Conference meetings and all Long Island Conference Meetings including the State Convention. In addition, the Grand Knight delegate should notify the alternate delegates of such meetings and insure that at least two (2) delegates are present at each meeting. It is also his responsibility to return to his Council and advise the members of the workings of the Suffolk County Conference. In the absence of the delegates, the alternate delegates will assume all of the aforementioned responsibilities.

- b) The elected State Officers of the New York State Council who are members of a Council within the County of Suffolk, State of New York are members of this organization.
- c) A Past New York State Deputy currently a member of a member Council and having been elected while a member of a Council within the County of Suffolk, State of New York is a member of this organization.
- d) The following who belong to a member Council are members of this organization: Current State Chairman; current Auxiliary State Chairman; Past Suffolk County Conference Chairman; and all current and former Suffolk County District Deputies.
- e) Each year, after the annual election of Council Officers, the Financial Secretary of each Council within Suffolk County shall provide a written list of the name, address and telephone number of each of the Council Delegates to the Secretary of the Suffolk County conference prior to August 1st. This list will serve as the official mailing roster of the Suffolk County Conference for meeting notices and delegate listings. In the absence of such information, the meeting notices will be sent only to the Grand Knight as listed in the Official Directory of the Suffolk Chapter. (Chapter Directory)

ARTICLE IV

Officers & Duties

Sec. 1. Any member in good standing of a member Council shall be eligible to hold office in the Suffolk County Conference.

Sec. 2. The officers of this organization shall be:

- a) Chairman.
- b) Vice-Chairman
- c) Secretary
- d) Treasurer
- e) Warden

Sec. 3. The term of office for all officers shall be one year, commencing July 1st and ending June 30th.

Sec. 4. The CHAIRMAN shall preside at all meetings of the Suffolk County Conference and represent our Conference at all Executive Meetings of the Long Island Conference. The Chairman, acting in his capacity as Chairman, shall always voice the expressed and accepted decisions of the Conference Delegates at all meetings of the Long Island Conference and at the annual meeting of the New York State Council. He shall appoint all Committees of the Conference and be ex-officio member of all Committees except as noted in the by-laws. He shall see that all correspondence from the other Conferences is read to the membership at the meetings of the Suffolk County Conference.

Sec. 5. The VICE CHAIRMAN, in the absence or inability of the Chairman shall preside and shall execute all the duties of the Chairman, and from time to time other duties, which the Chairman may assign to him.

Sec. 6. The SECRETARY shall keep a true and complete record of the meetings of the Suffolk County Conference. He shall read aloud at all meetings all correspondence sent to the Conference. He shall maintain a current list of all delegates and alternate delegates by district, by council. Said list shall be provided to the Chairman of the Credentials Committee at least seven (7) days prior to all meetings of the Conference. He shall send meeting notices to the delegates and alternate delegates as prescribed in Article V, Sec. 6, as to Date, Time and Location of the meeting. He will send any correspondence as directed by the Chairman and shall execute all other duties assigned by the Chairman.

Sec. 7. The TREASURER shall send the annual Conference Contribution notice to all appointees of the Conference and Councils within the Suffolk County Conference jurisdiction. He shall receive all monies obtained from all sources by or through any person or persons, acting for or in the name of the Suffolk County Conference. He shall deposit all funds forthwith in the bank approved by the Executive Board of the Conference. He will, at each meeting, give to the members a financial report. He shall supply to the Audit Committee any and all information requested by the Committee in the performance of its duties. He shall

execute all other duties as assigned by the Chairman .

Sec. 8. The WARDEN shall be responsible to direct all delegates and alternate delegates to the Credentials Committee for verification of the Conference delegates and alternates. He shall appoint Guards as necessary and maintain security in the meeting hall during all Conference meetings. He shall direct all late arrivals to the Credentials Committee. Additionally he shall be the custodian of all Conference paraphernalia, and shall execute all other duties assigned by the Chairman.

Sec.9. Should a vacancy occur in one of the offices listed in Sec.2 of this Article, it shall be filled in the following manner: All subordinate officers to the one vacated shall move up in rank. Having done so, all remaining vacancies shall be filled by a vote of the Executive Board until the next scheduled meeting of the Suffolk County Conference, at which time the appointed position(s) shall be filled by a vote of the membership *as follows*:

1. *If the vacancy(s) occurs prior to the preparation of the mailing of the meeting notice for the November meeting of the Suffolk County Conference as described in Article V, Section 1, the vacancy(s) will be filled as described in Article V, Section 2, Paragraph G.*
2. *If the vacancy(s) occurs after the time specified in paragraph 1 above, but prior to April 15th, a third meeting must be called for the purpose of filling the vacancy(s).*
3. *If the vacancy(s) occurs on or after April 15th, the vacancy will not be filled during the current Columbian year.*
4. *If, at the discretion of the Executive Board, the vacancy(s) should be filled in a more timely manner, the Executive Board may call a special meeting as provided for in Article V, Section 6.*

ARTICLE

V

Meetings

Sect. 1. The Suffolk County Conference shall meet at least twice each year, once in November and again in June. The November meeting shall take place the last week of November except in those years when Thanksgiving falls in that week, at which time the meeting shall then be held the week preceding Thanksgiving Week. The June meeting shall take place the last week of June.

Sec.2. The November meeting shall be for the purposes of:

- (A) Endorsing or disapproving any resolution which has been received from other Conferences within New York State to be presented at the New York State Council Annual Convention .

- (B) Accepting or rejecting the cross endorsement of candidates that have been nominated from other Conferences within New York State and have been sent to the Suffolk County Conference for consideration.
- (C) Electing a Suffolk County Conference Representative to the Long Island Conference.
- (D) When applicable, electing Suffolk County Conference Delegate(s) and Alternate Delegate(s), to the Supreme Convention.
- (E) Electing the New York State Council Officer from Suffolk County Conference as prescribed by the Long Island Conference rotation system.
- (F) When applicable, electing a candidate for State Deputy approximately 18 months prior to the Annual Meeting of the New York State Council when such selection of a State Deputy from the Long Island Conference is prescribed by the State Rotation System.
- (G) Elect, when applicable, any vacant position on the Executive Board as described in Article IV, Section 2 of these By-Laws.
- (H) Establishing a Finance Committee.
- (I) Establishing an Audit Committee.
- (J) Establishing a Nominating Committee.
- (K) Establishing a By-Laws Committee.
- (L) Any other business which may come before the Conference.

Sec. 3. The June meeting shall be for the purposes of:

- (A) Electing the Officers of the Suffolk County Conference for the new Fraternal Year, July 1st through June 30th.
- (B) Reports of all standing committees.
- (C) Any other business that may come before the Conference. Said meeting of June can be rescheduled at the discretion of the Conference Officers. The voting Delegates for the rescheduled meeting will be those Delegates who would have voted at the June meeting.

Sec. 4. The quorum for all meetings shall consist of one-half plus one of the number of member Councils in the Suffolk County Conference.

Sec. 5. Notice of regular Conference Meetings will be sent to the Delegates, Past

Conference Chairmen, and all those described in Article III, Sec. 1 (C) and (D). This notice shall be sent no more than 26 days nor less than 15 days before said meeting by email or US Mail in the absence of available email address. Council Delegates' contact information is to be provided by the Financial Secretary of each subordinate Council to the Conference Secretary prior to August 1st and shall include the name, address, telephone number and email of each delegate and their alternate. This information shall constitute the official mailing roster of the Conference. In the absence of such information, the meeting notices will only be sent to the Grand Knight as listed in the Official Directory of the Suffolk Chapter (Chapter Directory).

Sec. 6. A special meeting may be called by either a majority vote of the Executive Board or by a request of 25% of the member Councils, providing the request is in writing and sent to the Conference Chairman, at least 21 days prior to said meeting, allowing in either case 14 days notification of said meeting to all delegates as specified in Article III.

Sec. 7. Order Of Business:

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Roll Call of:
 - a. Councils
 - b. District Deputies
 - c. State Office Appointees
5. Reading and Acceptance of the Minutes of the Previous Meeting
6. Reading of Bills and Communications
7. Officer's Reports
 - a. Chairman
 1. Chairman's Report
 2. Include new NYS Appointments in June
 - b. Treasurer
8. Report of Committees
 - a. Audit
 - b. By-Laws
 - c. Others (if any)
 - d. Nominating
9. Elections*
10. Unfinished Business
11. New Business
12. Good of the Conference
13. Closing Prayer

*As Required

Sec. 8. Voting. All members of the organization have the right to the floor at all meetings. However, only delegates or alternate delegates filing the role of a delegate and those members identified in Article III, Sec. 1b. and 1c. are permitted to vote.

ARTICLE VI

Executive Board

- Sec. 1. Board Composition. The officers of the Conference, in addition to any Officer of the New York State Council who belongs to a member council, shall constitute the Executive Board.
- Sec. 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Conference between its business meetings, fix the date, hour and location of meetings, make recommendations of individuals whom they believe should hold office in the New York State Council to the Advisory Committee, for final approval, prior to submission to the State Deputy and perform such other duties as are specified in these bylaws.
- Sec. 3. Board Meetings. Meetings of the Board may be called by the Chairman and shall be called upon the written request of three members of the Board. All members of the Board may take part in the deliberations of the Board but only the Officers of the Conference may vote.
- Sec. 4. Expenses. Executive Board may spend up to, but not exceed the sum of Three Thousand dollars (\$3,000.00) per Columbian Year, for the travel and expenses incurred by the Conference Officers, when representing the Conference in an official capacity.

ARTICLE VII

Committees

- Sec. 1. Finance Committee. A Finance Committee composed of the Executive Board. It shall be the duty of this committee to prepare a budget for the fraternal year beginning the first day of July and to submit it to the Conference at its regular meeting in June.
- Sec. 2. Auditing Committee. An Auditing Committee of two (2) Past Suffolk County Conference Chairman and two (2) delegates of the Suffolk County Conference shall be appointed by the Chairman of the Suffolk County Conference at the November meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fraternal year and to present a written report to the Executive Board and the Delegates of the Suffolk County Conference, at the following June meeting of the Suffolk County Conference. The Treasurer of the Suffolk County Conference is precluded from serving on this committee but shall render whatever assistance is requested by the Committee.
- Sec. 3. Nominating Committee. The Nominating Committee shall consist of five (5) members. The Conference Chairman shall appoint a chairman of the Nominating Committee who shall then select one member for this committee; an additional three (3) members shall be elected by and from the delegates to the Suffolk County Conference at the November meeting. No current Officer of the

Suffolk County Conference is eligible for membership on this committee. It shall be the duty of this committee to present the Chairman of the Conference with a slate of officers for election at the June meeting of the Conference. The slate of officers so nominated shall be included in the June meeting notice sent to all Conference delegates.

- Sec. 4. By-Laws Committee. The Conference Chairman shall appoint a chairman of the By-Laws Committee who shall then select members for this committee, whose duty it shall be to review and revise the bylaws and present its report to the Conference Secretary by June 1st for inclusion in the June meeting notice sent to all Conference delegates.
- Sec. 5. Advisory Committee. An Advisory Committee composed of the Executive Board and one representative from each District within Suffolk County. The District members shall be elected at a District meeting called for and presided over by the District Deputy of each District in Suffolk County prior to the November meeting of the Conference. The District Deputy shall immediately notify, in writing, the Secretary of the Suffolk County Conference of the results of said election. It shall be the duty of this committee to recommend to the State Deputy individuals whom they believe should hold office in the New York State Council. Each member of the Advisory Committee shall have one vote. To override the recommendations of the Executive Board of the Suffolk County Conference, a two-third (2/3) vote of those present will be required. The Suffolk County Conference Chairman will notify the Advisory Committee members of time, date and location of meetings at least 14 days prior to said meeting.
- Sec. 6. Credentials Committee. The Conference Chairman shall appoint a Credentials Committee consisting of a Chairman and five (5) members whose duty shall be to register all delegates and alternate delegates at all meetings of the Suffolk County Conference. The Chairman shall certify the list and present it to the Warden at the beginning of the meeting.

ARTICLE VIII

State Recommendations

- Sec. 1. The Grand Knights, District Deputies, State Chairman, Auxiliary State Chairman and the present State Officers, shall forward to the Conference Chairman, by the first of May each year, recommendations of outstanding members of their Council and districts, respectively, whom they believe should hold office in the New York State Council.
- Sec. 2. The list of recommendations approved by the Advisory Committee shall be forwarded, by the Chairman of the Suffolk County Conference, to the State Deputy, through the normal channels, for his consideration. This list of recommendations shall remain confidential. The Advisory Committee shall recognize the State Deputy's prerogative of making and announcing appointments.
- Sec. 3. If the State Deputy rejects any of the approved recommendations then it will be

the duty of the Suffolk County Conference Executive Board, with the approval of the Advisory Committee, to submit to the State Deputy a second list of recommendations as necessary.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Suffolk County Conference in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Conference may adopt.

ARTICLE X

Amendment Of By-Laws

These By-Laws may be amended at any regularly scheduled meeting of the Suffolk County Conference by a two-thirds (2/3) vote of the voting delegates present, provided that the amendment is submitted in writing and included in the meeting notice for said meeting.

Adopted at the June 22, 2016 Meeting of the Suffolk County Conference to take effect upon adoption.

Bylaws Committee
William Doyle, PGK, Chairman
Walter Denzler, PGK