



*NJ State  
Council  
Columbiettes  
By-Laws*

June 2022

New Jersey State Council  
Columbiettes  
By-Laws



These By-Laws are not the property of any individual Columbiette and are to be placed in the Administration Manual.

Revision to June 2022

# **ARTICLE I**

## **NAME – PURPOSE – POWER AND AUTHORITY**

### **SECTION 1 – Name:**

This Organization shall be known as the New Jersey State Council Columbiettes and shall comprise Ladies Auxiliaries of the Knights of Columbiettes, which are affiliated under the name of Columbiettes within the boundary of the State of New Jersey.

### **SECTION 2 – Purpose:**

This Organization pledges to promote the spiritual, social, intellectual and economic welfare of its member; to be of aid to the affiliated Auxiliaries; to render whatever assistance may be requested by the Knights of Columbus.

### **SECTION 3 – Powers and Authority:**

This Organization is authorized, at the Annual Meeting thereof, to take into consideration all matters whatever relating to the well being and good of the Order and laws of the Columbiettes in the State of New Jersey, or throughout the Order of Columbiettes and to pass votes and resolutions if reference thereto, and to make report thereof, to the Supreme Council of the Columbiettes, for action, and to make laws for its own government and for the government of the Subordinate Columbiettes within the State of New Jersey, in all matters not in conflict with the Constitution, laws, rules and regulations of the Supreme Council of Columbiettes or the Board of Directors, thereof, and to make laws and rules for their enforcement. No law regulation adopted by the New Jersey State Council Columbiettes, however, shall be effective until approved by the Supreme Council of the Columbiettes or the Board of Directors to which such law or regulation shall be transmitted, for approval or disapproval, by the State President. The New Jersey State Council Columbiettes shall have the power to levy, collect and enforce such assessments upon the Columbiette Auxiliaries or membership in the State of New Jersey as it may find necessary for the defraying of its legitimate expenses. Subordinate Columbiette Auxiliaries failing to pay such assessments or the Supreme Council Columbiettes assessments shall not be entitled to representation in the New Jersey State Council Columbiettes until such assessments and all arrears thereof are paid.

## **ARTICLE II**

### **MEMBERSHIP AND CREDENTIALS**

#### **Section 1 – Membership:**

(a) The membership to the New Jersey State Council Columbiettes shall consist of the President and a Past President from each Columbiettes Auxiliary in good standing; the Supreme President, ex-officio, and the last living Past State President. If there be more than one Past President, the Columbiette Auxiliary shall elect one of the Past Presidents to represent it in the New Jersey State Council Columbiettes. A Columbiette Auxiliary having no Past President may elect any one of its fully initiated members in good standing in lieu thereof as a representative of said Columbiette Auxiliary in the New Jersey State Council Columbiettes. Each Columbiette Auxiliary shall elect alternates for its representation in the New Jersey State Council Columbiettes. Alternates shall be designated Number One and Number Two and either may replace the President or Past President Delegate. (Approval 2022)

(b) Past State Presidents, other than the last living Past State President and District Deputies shall be permitted the privileges of membership in the New Jersey State Council Columbiettes but without the right to vote therein, unless they be otherwise members of the New Jersey State Council Columbiettes.

(c) Chairmen of Standing Committees of New Jersey State Council Columbiettes, in number not to exceed twelve, who are not otherwise members of the New Jersey State Council Columbiettes, shall be permitted the privileges of membership in the New Jersey State Council Columbiettes, with a right to speak of questions pertaining to the functions of their respective Committees, but without the right to vote.

#### **Section 2 – Credentials:**

At least eight weeks prior to the Annual Meeting of the New Jersey State Council Columbiettes, the State Secretary shall have prepared and forwarded to the Financial Secretary of each Columbiette Auxiliary in the New Jersey State six credential forms.

The Financial Secretary of each Columbiettes Auxiliary shall complete the six credential forms by inserting the Names and Addresses of the President, the Delegate Past President and the Alternates, certify said credential forms and send one copy thereof to the State President, and one copy to the State Secretary at least three weeks before the Annual Meeting of the New Jersey State Council Columbiettes, and she shall deliver promptly one copy of said credential forms to each of the President, the Delegate (Past President) and the Alternates. Each person claiming the right of membership in New Jersey State Council Columbiettes, other than Officers thereof, shall present to the Credential Chairman thereat said credential form showing qualification of membership in New Jersey State Council Columbiettes, whereupon a card credential, signed by the State Secretary, will be issued. This card credential will be used to identify Delegates during the Annual Meeting.

### **Section 3 – Temporary Roll Call of Delegates:**

The State Secretary shall prepare a roll of the names of all Delegates and Alternates as shown by the credentials presented to her prior to the calling to order of the Annual Meeting, and said roll shall be the roll of the New Jersey State Council Columbiettes until the Credentials Committee has submitted its report and the permanent roll has been determined by the action on such report.

## **ARTICLE III**

### **MEETINGS**

#### **Section 1 – Meetings:**

New Jersey State Council Columbiettes shall be convened annually, between the First day of April and the Last day of June in each year, by the State President for the election of Officers, and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the Constitution, Laws, Rules and Regulations of the Supreme Council Columbiettes; but no law, rule or regulation adopted by the New Jersey State Council Columbiettes shall be operative until approved by the Supreme Council Columbiettes or Board of Directors thereof. The State Council Officers shall fix the date of meeting for the succeeding year. The Supreme President may call a special meeting of the New Jersey State Council Columbiettes by and with the consent of a majority of the Supreme Officers.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1 – Officers:**

The Officers of the New Jersey State Columbiettes shall be State President, Immediate Past State President, State Vice President, State Secretary, State Financial Secretary, State Treasurer, State Advocate and State Sentinel.

#### **Section 2 – Terms of Office:**

(a) State Officers shall hold office for the term of one year from and after the first day of July following their election and until their successors have been elected and qualified.

(b) State President – A member who has served two consecutive terms in the Office of State President shall be ineligible for re-election to that office. All other State Officers shall serve no more than two consecutive terms in their respective office.

#### **Section 3 – Eligibility:**

All Officers must be members in good standing who are fully initiated, who have served, or are currently serving, as an Auxiliary or Chapter Officer. Candidates for election are not required to be Delegates or Alternates. (Approval 2022)

#### **Section 4 – Compensation and Expenses:**

(a) The Finance Committee of the New Jersey State Council will determine the amount of monies to be allocated to the State Officers for their expenses to the State Convention. Determination will be made prior to the opening date of the Convention. Said expenses to be paid by the New Jersey State Council Columbiettes.

(b) The Finance Committee of the New Jersey State Council will determine the amount of monies to be allocated toward the expenses of the New Jersey Delegates to the Supreme Convention at the meeting prior to the convening of the Supreme Convention. Said expenses to be paid by the New Jersey State Council Columbiettes.

## **ARTICLE V**

### **NOMINATIONS AND ELECTIONS**

#### **Section 1 – Nominations:**

(a) The Nominating committee shall consist of the Immediate Past State President as Chairman, plus two duly elected members of each of the Chapters within the State. Said Committee shall meet sixty (60) days prior to the Annual Meeting, and present, in writing, its report to the Auxiliaries prior to the Convention, and during the first session under the section of Committee reports.

(b) Any duly accredited delegate may nominate a candidate on the floor of the Convention. It is not necessary, however, that any nominee be present at such Convention in order to be candidate for the particular office for which she has been nominated. The consent of said nominee must have been procured prior to the nomination. An absentees nominee's consent must be in writing. (Approval 1990)

#### **Section 2 – Order of Elections: At the Annual Meeting**

(1) The nominations for, and the election, on separate ballots, of such candidates to the offices of State President, State Vice President, State Secretary, State Financial Secretary, State Advocate and State Sentinel respectively, in that order will be held and the results declared.

(2) Then shall follow the nomination and election, on one ballot, of the representatives to the Supreme Council Columbiettes, and the declaration of the result.

(3) After which shall follow the nomination and election, on one ballot, of the Alternate Delegates to the Supreme Council Columbiettes and the declaration of the result.

#### **Section 3 – Form of Ballot:**

(a) Election shall be by secret ballot given to the Delegates to whom proper credentials have been furnished previously. No ballot containing the names of more or fewer candidates that there are places to be voted shall be counted. The candidates receiving the highest number of votes cast for Delegates to the Supreme Council Columbiettes shall be declared elected. The candidates receiving the highest number of votes for Alternate to the Delegates to the Supreme Council Columbiettes shall be declared elected in the order of the number of votes received by them respectively.

(b) When more than one candidate is nominated for any State Office, or when more candidates are nominated for Delegates or Alternates to the Supreme Council Columbiettes than the number to be elected, the election shall be by individual ballot and the procedure shall be as follows: The State Secretary shall call from the permanent roll the names of the Columbiette Auxiliaries entitled to vote and as each Auxiliary name is called, the respective Delegates shall step forward and deposit their ballots, using the card credential issued by the State Secretary, as a means of identification.

(c) In the event there is but one nominee for an office, the Secretary, by the unanimous vote of the membership present shall cast a ballot for such nominee.

#### **Section 4 – Tellers:**

The State President shall appoint as many Tellers as she deems necessary for the purpose of speedily counting all the ballots. The Secretary shall distribute the ballots for the purpose of voting for the various candidates.

#### **Section 5 – Results:**

The results of any contest shall be given to the Presiding Officer to announce.

#### **Section 6 – Vacancies:**

In the event a vacancy occurs in any State Office, said vacancy will be filled by appointment by the State Board of Officers. In case of any vacancy in the Office of Alternate Delegate to the Supreme Council Columbiettes, such vacancy will be filled by appointment by the State Board of Officers.

#### **Section 7 – State Chaplain:**

A State Chaplain shall be appointed by the State Officers.



## **ARTICLE VI**

### **DUTIES OF THE STATE OFFICERS**

#### **Section 1 – State President**

- (1) She shall be the Chief Executive Officer of the New Jersey State Council Columbiettes and the representative of the Board of Directors and of the Supreme President.
- (2) Shall preside at all the meetings of the State Council Columbiettes and shall be ex-officio member of all committees.
- (3) Shall appoint all committees.
- (4) Shall divide the State into Districts, which shall be subject to the approval of the Supreme President or the Supreme Board of Directors.
- (5) Shall appoint a District Deputy for each of the dully approved districts within the State, and shall have the direction and supervision of all District Deputies so appointed whose terms shall expire on June 30<sup>th</sup> each year.
- (6) Shall countersign all check and vouchers drawn and signed by the State Treasurer.
- (7) Shall select a suitable place for the holding of the meetings of the State Council Columbiettes in the city chosen this purpose and shall certify the report of the proceedings of the meetings of the State Council Columbiettes.
- (8) Shall designate a member of the Columbiettes to act as her personal secretary.
- (9) Appoint a Chairman of District Deputies whose duties shall be:
  - (a) Hold office at the pleasure of the State President, but not longer than the State President's elected term, and to serve as liaison between District Deputies and State President.
  - (b) Hold periodic conferences with the District Deputies within her district. (If more than one Chairman is appointed due to geographic locations).
  - (c) Set up a Seminar for District Deputies in September for the purpose of the Installation and a workshop pertaining to their duties.
  - (d) Assist the State President at the Installation of the District Deputies.
  - (e) Instruct District Deputies to submit a semiannual report as to the status and conditions of their individual Auxiliaries.
  - (f) Report at each State Council meeting the status of the District Deputies as to their performance and attendance to their Auxiliary and to the Auxiliaries they are assigned to.
  - (g) Follow up and notify all District Deputies on all changes whether it be a directive from Supreme or State and on any changes in the Constitution and Laws as Resolution being passed at a State or Supreme Convention.

(h) Support and instruct a District Deputy as to the formation or dissolution of an Auxiliary to be sure that the procedures are executed properly and paper work is sent to the proper person. (Approval 1996)

### **Section 2 – Immediate Past State President:**

(1) She shall serve in an advisory capacity and shall perform such other duties as may be assigned to her.

### **Section 3 – State Vice President:**

(1) In case of the death, resignation, disqualification, absence, refusal or neglect of the State President to discharge the duties of her office or in case of the temporary disqualification of the State President to discharge the duties of her office, the State Vice President shall perform all duties upon the State President until the disability is removed, and the State Vice President shall perform such other duties as may be reasonably required by the Laws of the Order of the New Jersey State Council.

### **Section 4 – State Secretary:**

(1) She shall keep a true and faithful record of all meetings of the State Council and State Board of Officers meetings as well as any other meetings called by the State President.

(2) Shall have copies of the reports of the State Officers and State Committee Chairmen printed for distribution at the Annual meeting.

(3) Shall prepare and have printed forthwith a report of the proceedings of the Annual Meeting, to be certified by the State President, and shall furnish a copy of said report to each delegate to the New Jersey State Council.

(4) Shall prepare and furnish credential blanks to each Columbiette Auxiliary for the Annual Meeting.

(5) Shall, subject to the approval of the State President, select two stenographers to assist in recording the proceedings of the Annual Meeting.

### **Section 5 – State Financial Secretary:**

(1) Shall receive and collect all monies due to the New Jersey State Council Columbiettes, credit and make record thereof, and transmit the same forthwith to the State Treasurer.

(2) Shall send all notices of all assessments to Columbiette Auxiliaries.

(3) Shall draw vouchers on the State Treasurer for the payment of all debts due from the New Jersey State Council Columbiettes.

## **Section 6 – State Treasurer:**

- (1) She shall be the custodian of all funds.
- (2) Shall receive all monies from the State Financial Secretary, keep a true and accurate account thereof and forthwith deposits same in a bank to be designated by the State President.
- (3) Shall sign all checks and/or vouchers countersigned by the State President.

## **Section 7 – State Advocate:**

- (1) She shall be the legal advisor of the New Jersey State Council Columbiettes and of the State Officers in all matter pertaining the Order referred to her.
- (2) Shall be the Chairman of the Resolutions Committee at the annual Meeting of the State Council Columbiettes.

## **Section 8 – State Sentinel:**

- (1) She shall prepare the room for meetings.
- (2) Shall attend the entrance of the meeting room and shall inspect Travel Cards of members desiring entrance to the meeting room, with such assistance as the State President shall deem necessary.

## **Section 9 – Officer’s Reports:**

- (1) All Officers shall report at the Annual Meeting of the New Jersey State Council Columbiettes and shall forward to the State Secretary a copy of their proposed reports six weeks before such meeting. (Approval 1996)

## **ARTICLE VII**

### **EXECUTIVE BOARD**

#### **Section 1 – Who Comprises:**

The State Officers and Immediate Past State President during their term of office shall constitute the Executive Board of the New Jersey State Council Columbiettes. All the Past State Presidents shall be considered members of this Board in an advisory capacity.

#### **Section 2 – Meetings:**

The Executive Board of the New Jersey State Council shall hold monthly meetings on the second Tuesday of each month, unless otherwise ordered by the Executive Board, in all months except July and August. An Office of a member may be vacated by her absence from three consecutive meetings of the Board without good and sufficient reason satisfactory to the Executive Board. Ten (10) days notice of each meeting of the Executive Board shall be given to each member, mailed to her at the last known address. The place of the monthly meeting shall be selected by the President in office. (Approval 2002)

## **ARTICLE VIII**

### **COMMITTEES**

#### **Section 1**

(1) The committees of the New Jersey State Council Columbiettes shall be divided into Standing Committees and Special Committees.

(2) The Standing Committees shall be the Audit Committee, Catholic Action Committee, Expansion/Retention Committee, Finance Committee, Press and Historian Committee, Legislative Committee, Ceremonials Committee, Public Relations Committee, Squirettes of Mary Committee, Charity Committee, Support Fund Raising Committee and Vocations Committee. (Approval 1991, 1993, 1996)

## **Section 2**

### **(a) Audit Committee:**

The Audit Committee shall consist of three (3) members, one of whom shall be designated Chairman, and shall audit the books and accounts of the State Financial Secretary and the State Treasurer at least twice a year, on or about January 1<sup>st</sup> and July 1<sup>st</sup>. When a change in Treasurer and/or Financial Secretary occurs the Committee will audit their books. The Audit Committee will also audit the accounts of the Convention Fund, Charity Raffle Fund and Retreat Fund. (Approval 1991)

### **(b) Catholic Action Committee:**

The Catholic Action Committee shall consist of a Chairman and such members as shall be designated by the State President, and shall report at the Annual Meeting such matters of Catholic interest as it deems should be brought to the attention of the State Council Columbiettes, and all such other matters as may be referred to it in coordination with the Knights of Columbus.

### **(c) Expansion/Retention Committee:**

The Expansion/Retention Committee shall consist of such members as shall be appointed by the State President one of whom shall be designated Chairman. This Committee shall initiate plans for increasing Columbiette Auxiliaries within the State of New Jersey. When inquiries are received by the State President from Knights of Columbus Councils in New Jersey she shall refer these inquiries to the Chairman of the Expansion/Retention Committee. The Chairman or a member of the Committee shall make the initial presentation to the interested Council as outlined in the Administration Manual. This Committee shall also exercise all efforts to retain existing Auxiliaries. (Approval 1991)

### **(d) Finance Committee:**

The Finance Committee shall be composed of the State Board of Officers. It shall be the duty of the Finance Committee to invest and re-invest such portion of the funds as are not required for current expenses. The Finance Committee shall have the power to adjust and compromise, in its discretion, arrears in per capita assessment due from any Columbiette Auxiliary if such Columbiette Auxiliary shall merit such consideration. The Finance Committee shall determine the amount of money to be expended to the State Officers for their expenses to the Annual Convention of the New Jersey State Council Columbiettes and the Delegates to the Annual Meeting of the Supreme Council for their expenses.

**(e) Press and Historian Committee:**

The Press and Historian Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated as Chairman. This Committee shall record the history of the New Jersey State Council. They shall also, subject to the approval of the State President, give to the news media any items of interest concerning Columbiette Programs and activities throughout the State. (Approval 1996)

**(f) Legislative Committee:**

The Legislative Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated Chairman. The Committee shall keep apprised of legislation pending before the New Jersey State Legislature insofar as such Legislation affect Catholics and their fundamental relationship as citizens of the State of New Jersey. They should take such action as may be necessary to inform members of the Legislative and Executive Departments of the State of New Jersey of the Catholic attitude on such pending legislation. They shall advise the Auxiliaries throughout the State of their recommended course of action regarding such legislation.

**(g) Ceremonial Committee:**

The Advisor of the Ceremonial Committee shall be appointed by the State President. The Ceremonial Advisor will be available to Auxiliaries and Chapters for assistance with the Initiation Ceremony (Approval 2022)

**(h) Public Relations Committee:**

The Public Relations Committee shall consist of a Chairman and a member from each Chapter appointed by the State President and others as deemed necessary. The Primary purpose is to encourage new membership in existing Auxiliaries.

**(i) Squirettes of Mary Committee:**

The Squirettes of Mary Committee shall consist of such members as shall be appointed by the State President, one of whom shall be designated Chairman. The Committee shall have the responsibility of encouraging the growth and development of the Squirettes of Mary in New Jersey and shall coordinate its activities through the Chairman to the Supreme Council Squirettes of Mary Chairman.

### **(j) Charity Committee:**

The Charity Committee shall consist of a Chairman appointed by the State President and one (1) member elected by each Chapter. This Committee shall have the responsibility of conducting at least one (1) fund raising project for Charity. (Approval 2006)

The money from said project shall be given to the charities selected by the Chapter, prorated based on the involvement and support of each individual Chapter at a time designated by the State Board of Director. (Approval 1995)

In March, each Chapter President shall advise the New Jersey State President of the charity selected and to be presented at the Annual Meeting. (Approval 1996)

### **(k) Support Fund Committee:**

Support Fund Raising Committee shall consist of a Chairman and a representative of each Chapter in the State of New Jersey. The Chairman to be appointed by the New Jersey State President, and the members to be appointed by their respective Chapter President. This Committee shall have the responsibility of presenting a fund raising project for the New Jersey State Council Columbiettes for the purpose of operational expenses for the New Jersey State Council Executive Board. (Approval 1998)

### **(j) Vocations Committee:**

The Vocation Committee shall consist of a Chairman and Co-Chairman and such members as shall be appointed by the State President. It shall raise funds to help Seminarians and Postulants preparing for the religious life. Such funds shall be distributed equally amongst the Chapter areas within the New Jersey Council jurisdiction. The Vocations Committee shall promote and further the movement within the Auxiliaries of the New Jersey State Council. The amounts to be distributed to the Seminarians and Postulants will be determined by the New Jersey State Council Board of Officers. (Approval 1993)

## **DUTIES OF SPECIAL COMMITTEES**

### **(a) Convention Committee:**

The Convention Committee shall consist of two (2) General Co-Chairs and a minimum of five (5) members, including the Hospitality Chairman, Appointed by the State President. The Chairman shall have general supervision of the plans for the Annual Meeting and report to the State Executive Board. (Approval 2009)

**(b) Credential Committee:**

The Credential Committee shall consist of one (1) member under the supervision of the State Secretary and shall receive and pass upon the credential presented, verify the correctness of the roll prepared for it by the State Secretary. It shall furnish each Delegate, when she registers with a card or badge as evidence of her being a Delegate and having the right to admission to the Annual Meeting. The Chairman of said committee shall submit at the Annual Meeting a list of the Delegates and Alternates, if any, whose credentials have been verified. (Approval 1996)

**(c) Resolution Committee:**

The Resolution Committee shall consist of the State Advocate as Chairman with one (1) member from each Chapter appointed by the State President from the State Council and shall pass upon all resolutions submitted to the State Council. Such committee shall report its recommendations at the Annual Meeting. (Approval 1999)

**(d) Nominating Committee:**

The Nominating Committee, as designated in Article V, Section 1, shall have the Immediate Past President as Chairman, and shall perform such duties as prescribed by said Article.

**(e) Memorial Fund Committee:**

The Memorial Fund Committee shall consist of a Chairman and such member as shall be appointed by the State President. The State Executive Board shall be responsible for selecting a Charity for the year to be approved by the Executive Board. The Chairman shall be responsible for accepting donations and responses for donations. All monies collected shall be given to the State Financial Secretary and presented to the selected Charity at the Annual Meeting. (Approval 1996)

**(f) Jewelry Committee:**

The Chairman of the Jewelry Committee shall be appointed by the State President. She shall be responsible for the ordering and distribution of all jewelry, and proper record keeping and reporting of same. All monies collected are to be submitted to the State Financial Secretary and a quarterly report of all activity. (Approval 2006)

**Section 3 – Committee Reports:**

(1) All Committees shall report in writing to the Annual Meeting, said report to be signed by the Chairman of the Committee presenting same, and to be sent to the State Secretary six weeks prior to said meeting.



## **ARTICLE IX**

### **ASSESSMENTS**

#### **Section 1 – Assessments:**

(1) An assessment on the membership of the Columbiette Auxiliary as of December 31, as shown by the records of the Supreme Secretary, in an amount to be determined by the New Jersey State Council Columbiettes, shall be annually levied to defray its expenses. (Approval 2006)

(2) The Council to which such Columbiette Auxiliary is affiliated, will, at no time be held responsible for the payment of any assessments to taxes levied against the Columbiette Auxiliary.

#### **Section 2 – When Payable:**

(1) All assessments or per capita tax must be paid thirty (30) days after notice thereof.

#### **Section 3 – Columbiettes Auxiliary Proportionate Share:**

(1) A Columbiette Auxiliary instituted during the year subsequent to July 1<sup>st</sup> shall pay a proportionate share of any per capita tax levied for the expense of the New Jersey State Council Columbiettes during the year.

#### **Section 4 – Failure to Pay Assessments:**

(1) Columbiette Auxiliaries not having paid duly levied assessments shall not have the names of their Delegates placed on either the temporary or permanent roll of the New Jersey State Council Columbiettes until they shall have paid same.

## **ARTICLE X**

### **FUNDS AND FINANCE**

#### **Section 1 – Deposit of Monies:**

(1) All monies of the New Jersey State Council, with the exception of the Convention Funds, the Charity Raffle Funds and the Retreat Funds shall be deposited in one general account in the name of “New Jersey State Council Columbiettes” in a depository to be selected by the State Board. (Approval 1998)

(2) All monies of the Convention Fund, Charity Raffle Fund and the Retreat Fund, shall be deposited in depository to be selected by the State Chairman of the respective Committees. (Approval 1988)

### **Section 2 – Receipts and Disbursements:**

Money owing to the New Jersey State Council Columbiettes shall be received by check, money order or draft to the Order of the New Jersey State Council Columbiettes and forwarded to the State Financial Secretary. Money shall be disbursed ONLY by check signed by the State Treasurer and countersigned by the State President drawn pursuant to vouchers signed by the State Financial Secretary and countersigned by the State President.

### **Section 3 – Expenses:**

(1) The necessary expenses of the State President or her representative shall be paid by the State Council Columbiettes from the general fund upon bills to be rendered within ninety (90) days.

### **Section 4 – Neuman/O’Shea Memorial:**

The New Jersey State Council Columbiettes will make a donation to assist the special needs children with the cost of Summer Camp. The amount of the donation will be based upon the available funds in the State Treasury. (Approval 2009)

## **ARTICLE XI**

### **AMENDMENTS**

#### **Section 1 – Amendments:**

(1) These By-Laws or any part thereof may be amended at any Annual Meeting of the New Jersey State Council Columbiettes, after notification is written to all Delegates and Alternates, by a majority vote of the Delegates present and voting, provided the amendment is proposed as set forth in ARTICLE XII, Section 5 of these By-Laws.

#### **Section 2 – When Effective:**

(1) No amendment shall take effect until approved by the Supreme Council Columbiettes or by the Supreme Board of Directors.

### **Section 3 – Suspension of By-Laws:**

(1) These By-Laws or any part thereof, may be suspended at a current meeting by a two-thirds vote provided the By-Law to be suspended is not part of the Constitution and Laws of the Columbiette Order.

## **ARTICLE XII**

### **RULES OF ORDER**

#### **Section 1**

(1) Robert’s Rules of parliamentary procedure shall govern the meeting of the New Jersey State Council Columbiettes insofar as they are applicable and not inconsistent with the Constitution and Laws of the Columbiettes and the By-Laws of the New Jersey State Council Columbiettes.

#### **Section 2 – Quorums:**

(1) It shall be necessary that at least one-third of the members of the Columbiette Auxiliaries be represented in order to conduct a meeting.

#### **Section 3 – Privileges of the Floor:**

(1) None, but Delegates, Alternate Delegates (When acting as a Delegate), the Supreme President, New Jersey State Columbiette Officers, District Deputies, Past State Presidents, Honorary State Presidents and Chairmen of Standing Committees in number not to exceed twelve, within the limits set forth in ARTICLE II, Section 1, (c) hereof, shall be entitled to the floor, except by privilege of the State Council Columbiettes.

#### **Section 4 – Limitation of Debate:**

(1) No member shall speak longer than five minutes without permission of the Chair, or more than once upon any question until all others who desire to speak have spoken. Anyone requesting the privilege of the floor must identify herself by giving her name and Auxiliary and/or title. (Approval 1991)

#### **Section 5 – Resolutions:**

(1) All resolutions and all amendments to these By-Laws must be submitted in writing and sent by certified mail with a return receipt to the State Advocate not less than ninety (90) days prior to the opening of the Annual Meeting of the New Jersey State Council Columbiettes. Resolutions and amendments may be submitted by an accredited Delegate to the New Jersey State Council Columbiette meeting, any Committee Chairman, any State Officer or any Auxiliary. If submitted

in the name of a Columbiette Auxiliary, it shall be certified under the seal of the Auxiliary by which the resolution is presented, as having been passed at a regular meeting of the Auxiliary. The Chairman of the Resolutions Committee, however, may, with the unanimous consent of the members of said Committee, present to the committee any matter for its consideration and action. (Approval 1990)

### **Section 6 – Roll Call:**

(1) A roll call shall not be taken merely to obtain the results of a motion but only at the request of one-third of the Delegates present.

## **ARTICLE XIII**

### **ORDER OF BUSINESS**

#### **Section 1 – Order of Business:**

The order of business at the meetings of the New Jersey State Council Columbiettes shall be as follows:

- (1) Call to Order
- (2) Check Travel Cards
- (3) Opening Prayer
- (4) Salute to Flag
- (5) Report of the State Secretary of Regularity of Credentials
- (6) Communications
- (7) Report of Committee of Credentials
- (8) Report of State Officer
  - (a) State President
  - (b) Immediate Past State President
  - (c) State Vice President
  - (d) State Secretary
  - (e) State Financial Secretary
  - (f) State Treasurer
  - (g) State Advocate
  - (h) State Sentinel
- (9) Report of Committees
- (10) Unfinished Business
- (11) New Business
- (12) Nominations and Election of Officers, Delegates and Alternate Delegates
  - (a) State Officers
  - (b) Delegates to the Supreme Council Columbiettes
  - (c) Alternate Delegates to the Supreme Council Columbiettes

- (13) Good of the Order
- (14) Closing Prayer
- (15) Adjournment

## **ARTICLE XIV**

### **MISCELLANEOUS**

#### **Section 1 – District Deputies:**

(1) District Deputies shall notify the State Secretary forthwith of the institution of any new Columbiette Auxiliary in their respective Districts together with then name and address of the President and the name of the Columbiette Auxiliary.

#### **Section 2 – Supreme Council Columbiette Delegates:**

(1) The Delegates to the Supreme Council Columbiettes shall present to that body copies of all resolutions adopted by the New Jersey State Council Columbiette Meeting at which they were elected and shall furnish to the next Annual Meeting of the New Jersey State Council Columbiettes a report of the disposition made by the Supreme Council Columbiettes of said resolutions.

(2) The Delegates and/or Alternates to the Supreme Council Columbiettes support all resolutions approved at the New Jersey State Council Columbiette Annual Meeting at which they were elected.

#### **Section 3 – By-Laws Effective:**

These By-Laws shall take effect upon approval by the Supreme Board of Directors. All other By-Laws, Rules and Regulations heretofore adopted are hereby repealed.

These By-Laws were approved by the Supreme Board of Directors on November 20, 1962.

Madeline Bird  
Supreme Advocate

Revised to June 24, 2022

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Revised to June 24, 2022

Signature: Nadine Lecorchick

NJ State President Nadine Lecorchick

Signature: Kathleen Donahue

NJ State Secretary Kathleen Donahue

Revisions approved by Supreme Board of Directors Date: 16 July 2022

Signature: Kathleen M. Bacon

Supreme Advocate: Kathy Bacon