

KNIGHTS FOR LIFE INC./LIFEPAC INC.
“CONFIRMED SOLDIERS OF AND FOR CHRIST”
FORMED IN THE MEMORY OF THE LATE JOHN CARDINAL O’CONNOR

SECTION 1

NAME OF ORGANIZATION

ARTICLE 1:

- THE NAME OF THIS ORGANIZATION SHALL BE KNIGHTS FOR LIFE, INC.
(THE ORGANIZATION)

ARTICLE 2:

- THE NAME SHALL BE CONSISTENT WITH ALL PRO LIFE PRINCIPLES FROM CONCEPTION UNTIL NATURAL DEATH.

ARTICLE 3:

- THE ORGANIZATIONS NAME SHALL NOT BE CHANGED OR ALTERED UNLESS RATIFIED BY A VOTE OF TWO THIRDS OF THE AT LARGE MEMBERSHIP PRESENT AND VOTING AFTER DUE NOTICE TO ALL CONCERNED. THE DURATION OF THIS ARTICLE SHALL BE PERPETUAL.

ARTICLE 4:

- ALL CORRESPONDENCE AND LITERATURE SHALL BEAR THE CORRECT NAME OF OUR ORGANIZATION AND REFLECT THE SAME ALWAYS. THE MAILING ADDRESS OF THE ORGANIZATION SHALL BE: P.O. BOX 1672, NORTH MASSAPEQUA N.Y. 11758.

ARTICLE 5:

- NO MEMBERS SHALL USE THE NAME OF THE ORGANIZATION FOR ANY TYPE OF PERSONAL GAIN OR MONETARY BENEFIT. THE NAME OF THE ORGANIZATION SHALL NOT BE USED WITHOUT PERMISSION OF THE VOTE TAKEN BY THE EXECUTIVE BOARD AND GENERAL MEMBERSHIP AS PROVIDED HEREIN.

SECTION 2

MISSION

ARTICLE 1:

- THE MISSION OF THE ORGANIZATION SHALL BE TO EDUCATE AND REFLECT ALL PRINCIPLES CONSISTENT WITH PRO LIFE AND THE DIGNITY THEREOF. NO MEMBER SHALL ENGAGE AT ALL IN PRO CHOICE ISSUES AND BRING THEM TO THE TABLE OF KNIGHTS FOR LIFE FOR ANY REASON WHATSOEVER. ALL ACTIVITIES OF THE ORGANIZATION SHALL BE CONSISTENT WITH CATHOLIC CHRISTIAN PRINCIPLES, AND THE CATECHISM OF THE CATHOLIC CHURCH.

ARTICLE 2:

- ALL PROJECTS AND UNDERTAKINGS SHALL BE CONSISTENT AT ALL TIMES WITH THE MISSION OF THE ORGANIZATION AND THE STATED MISSION IN THESE BY LAWS.

SECTION 3
OFFICERS

ARTICLE 1

- THE OFFICERS OF THIS ORGANIZATION SHALL BE AS FOLLOWS:
CHAIRMAN, VICE CHAIRMAN, SECRETARY, TREASURER, CHAPLAINS, SARGEANTS AT ARMS, AND THOSE THAT MAY BE APPOINTED BY THE CHAIRMAN ON AN AS NEEDED BASIS. THERE WILL BE AT LEAST 3 OFFICERS PRESENT FOR A QUORUM AT THE EXECUTIVE BOARD MEETINGS.

ARTICLE 2

- THE OFFICERS SHALL SERVE OUT ALL TERMS AS ELECTED AND WILL NOT ENGAGE IN ANY ACTIVITY THAT WOULD EMBARRASS OR HALT OR BE INCONSISTANT WITH THE MISSION OF THIS ORGANIZATION.

ARTICLE 3

- RESIGNATIONS MUST BE SUBMITTED IN WRITING AND, AFTER DUE NOTICE TO THE MEMBERSHIP AT LARGE VACANCIES WILL BE FILLED AT THE NEXT REGULAR MEETING FOLLOWING THE VACANCY ANNOUNCEMENT.

ARTICLE 4

- THE OFFICERS WILL BE ELECTED AT THE DECEMBER MEETING ON A CALENDAR YEAR BASIS AND FULFILL THE TERMS TO WHICH THEY WERE ELECTED BEGINNING JANUARY 1 OF THE FOLLOWING YEAR, WHICH SHALL INCLUDE MEETING ATTENDANCE AND OTHER OBLIGATIONS AS NEEDED.

ARTICLE 5

- NO OFFICER SHALL RECEIVE ANY FORM OF REMUNERATION FOR ANY REASON WHILE PERFORMING OR FULFILLING THE DUTIES OF THE ORGANIZATION THIS SECTION SHALL, NOT BE APPLICABLE TO EXPENSES FOR REIMBURSEMENT FOR THE ORGANIZATIONS WORK THAT IS PERFORMED BY THOSE MEMBERS WHO ARE ASSIGNED BY THE CHAIRMAN.

SECTION 4
MEETINGS

ARTICLE 1

- THE REGULAR MEETINGS OF THE ORGANIZATION SHALL BE HELD ON THE FOURTH TUESDAY OF EVERY MONTH AT A LOCATION TO BE DETERMINED. THE USUAL LOCATION WILL BE 110 MERRITTS ROAD IN FARMINGDALE N.Y. 11735. ALTERNATE SITES MAY BE SELECTED AS NEEDED.

ARTICLE 2

- ALL MEETING NOTICES WILL BE POSTED BY CALLING POST AUTOMATION.

ARTICLE 3

- SPECIAL MEETINGS WILL BE CALLED AT THE REQUST OF THE CHAIRMAN OR BY A MAJORITY OF THE OFFICERS ON AN AS NEEDED BASIS AND WILL ONLY BE HELD FOR THE SPECIFIC PURPOSE CALLED FOR.

ARTICLE 4

- ALL MEETINGS WILL BE HELD CONSISTENT WITH THE PROPOSED AGENDA AND WILL WORK UNTIL COMPLETION. PARLIAMENTARY PROCEDURE WILL APPLY AS NEEDED FOR ALL MEETINGS AS PER ROBERTS RULES OF ORDER.

ARTICLE 5

- EXECUTIVE BOARD MEETINGS WILL BE CALLED AS NEEDED BY THE CHAIRMAN FOR PURPOSES OF DISCUSSING THE NEEDS OF THE ORGANIZATION AND ALL OTHER BUSINESS. THE EXECUTIVE BOARD, A QUORUM BEING PRESENT, SHALL TRANSACT ALL BUSINESS BETWEEN GENERAL MEETINGS OF THE ORGANIZATION WHICH SHALL BE BINDING.

ARTICLE 6

- ALL MEETINGS WILL COMMENCE AT 7:30 PM. MEETINGS CANCELLED DUE TO BAD WEATHER WILL BE DONE SO BY 6:00 PM THE EVENING OF THE MEETING AND ALL WILL BE NOTIFIED BY CALLING POST. ALL ATTENDEES WILL SIGN IN ON THE ATTENDANCE BOOK UPON ARRIVAL.

- **ARTICLE 7**

THE FOLLOWING SHALL BE THE ORDER OF BUSINESS AT ALL MEMBERSHIP MEETINGS OF THE ORGANIZATION:

CALL TO ORDER

PRAYER

PLEDGE

MOMENT OF SILENCE FOR THE UNBORN

ROLL CALL

PREVIOUS MEETINGS MINUTES

COMMUNICATIONS

READING OF BILLS AND RECIEPTS

TREASURY REPORT

CHAPLAINS REPORT (WHEN PRESENT)

CHAIRMAN'S REPORT

OFFICER REPORTS

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

GOOD AND WELFARE

ADJOURNMENT

THIS AGENDA WILL BE ADHERED TO AS BEST AS CAN BE BY THE PRESIDING OFFICER AND MAY BE ALTERED FOR GOOD CAUSE SHOWN.

ARTICLE 8

QUORUM

- A QUORUM WILL BE DECLARED PRESENT WHEN 3 OFFICERS ARE PRESENT AND ACCOUNTED FOR AT ALL MEETINGS AND AT LEAST 5 GENERAL MEMBERS.

SECTION 5

OFFICERS DUTIES

ARTICLE 1

CHAIRMAN

- THE CHAIRMAN SHALL BE THE CHIEF EXECUTIVE AND CHIEF ADMINISTRATIVE OFFICER AND WILL PRESIDE AT ALL MEETINGS OF THE ORGANIZATION. HE SHALL SIGN ALL CHECKS WRITTEN ALONG WITH THE TREASURER. THE CHAIRMAN SHALL REPRESENT THE ORGANIZATION IN ALL MATTERS THAT PERTAIN TO MEDIA RELATIONS AND OTHER SPECIAL PROJECTS AS WELL AS REGULAR ORDERS AS THEY ARISE.

ARTICLE 2
VICE CHAIRMAN

- THE VICE CHAIRMAN WILL FULFILL ALL THE DUTIES OF THE CHAIRMAN IN HIS OR HER ABSENCE OR INABILITY TO SERVE. HE WILL ASSIST THE CHAIRMAN AS NEEDED WITH ALL PROJECTS. HE WILL HAVE THE AUTHORITY TO SIGN ALL CHECKS WHEN THE CHAIRMAN IS UNABLE TO DO SO. HE SHALL BE A EX OFFICIO MEMBER OF ALL COMMITTEES.

ARTICLE 3
SECRETARY

- THE SECRETARY SHALL RECORD ALL PROCEEDINGS OF ALL MEETINGS OF THE ORGANIZATION AND WILL KEEP A TRUE AND ACCURATE RECORD OF ALL THE WORKINGS OF THE ORGANIZATION. ALL CORRESPONDENCE WILL BE RECORDED BY THE SECRETARY AND KEPT IN A RECORD BOOK FOR HISTORICAL PURPOSES. ALL CORRESPONDENCE WRITTEN WILL BE UNDER THE SIGNATURE OF THE CHAIRMAN. THE CORPORATE SEAL WILL BE HELD AT THE LEGAL COUNSELS OFFICE IN THAT TOWN OF OFFICIAL ADDRESS. HE/SHE SHALL KEEP ARCHIVES OF ALL ACTIVITIES OF THE ORGANIZATION AS WELL.

ARTICLE 4
TREASURER

- THE TREASURER WILL BE THE TRUSTEE AND GUARDIAN AND CHIEF FISCAL AND FINANCIAL OFFICER OF THE ORGANIZATION, AND WILL DEPOSIT ALL MONIES RECEIVED BY HIM OR HER IN A BANK ACCOUNT IN THE NAME OF KNIGHTS FOR LIFE INC. AND WILL MONITOR ALL FUNDS AS NEEDED BY THE ORGANIZATION. HE/SHE WILL ALSO RECEIVE ALL BANK STATEMENTS FROM THE FINANCIAL HOUSE OF RECORD AND KEEP IN A ACCURATE ACCOUNTING OF ALL MONETARY AFFAIRS OF THE ORGANIZATION. HE WILL COUNTERSIGN ALL CHECKS WRITTEN AS WELL WITH THE CHAIRMAN. HE WILL READ ALL INCURRED BILLS AT THE MEETINGS FOR APPROVAL BEFORE PAYING.

SECTION 6
COMMITTEES

ARTICLE 1

- THE FOLLOWING SHALL BE THE STANDING COMMITTEES OF THE ORGANIZATION: LEGISLATION, POLITICAL ACTION, NEWSLETTERS, EMAIL ALERTS, CALLING POSTS, WEBSITE, MEDIA RELATIONS, FUNDRAISING DEVELOPMENT, PUBLICITY, ALBANY VISITS, ANNUAL MEMORIAL MASS FOR OUR LADY OF GUADALUPE AND LITERATURE DISTRIBUTION AND INVESTMENT AND FINANCE.

ARTICLE 2

- SPECIAL COMMITTEES SHALL BE CREATED BY THE EXECUTIVE BOARD AS MAY BE DETERMINED AND THE CHAIRMAN WILL BE APPOINTED BY THE CHAIRMAN OF KFL.

ARTICLE 3

- ALL COMMITTEES NAMED WILL BE HEADED BY A CHAIRPERSON AND THAT WILL BE THE FIRST PERSON NAMED UNLESS THIS APPOINTEE REFUSES THEN AN ALTERNATE WILL BE SELECTED.

ARTICLE 4

- ALL COMMITTEES WILL REPORT MONTHLY TO THE GENERAL MEMBERSHIP AND GET APPROVALS AS NEEDED FOR RECOMMENDATIONS, ACTIVITIES AND EXPENDITURES.

ARTICLE 5

- NO COMMITTEE WILL HAVE POWER TO SPEND MONEY WITHOUT BOARD AND MAJORITY MEMBERSHIP APPROVAL.

SECTION 7

FINANCES

ARTICLE 1

- ALL MONIES WILL BE DELIVERED TO THE ORGANIZATION'S TREASURER IN THE MOST EXPEDITIOUS MANNER POSSIBLE.

ARTICLE 2

- A RECEIPT WILL BE GIVEN FOR ALL MONIES RECEIVED BY THE TREASURER.

ARTICLE 3

- THE BANK OF RECORD WILL BE THE OCEANSIDE CHRISTOPHER FEDERAL CREDIT UNION WITH LOCATIONS IN OCEANSIDE AND SEAFORD. ALL MONIES RECEIVED WILL BE DEPOSITED AS SUCH IN THIS ACCOUNT FOR CHECKING PURPOSES.

ARTICLE 4

- AN AUDIT OF ALL BOOKS WILL BE PERFORMED ANNUALLY BY THE ORGANIZATION'S INDEPENDENT FINANCIAL ADVISOR AND HE WILL RECOMMEND ANY AMENDMENTS TO THE RECORDKEEPING AND FISCAL AND FINANCIAL PROCESS AS NEEDED AND THIS WILL BE ENACTED BY THE TREASURER AND WITH OVERSIGHT BY THE EXECUTIVE BOARD.

ARTICLE 5

INVESTMENTS

- ALL INVESTMENTS WILL BE RECOMMENDED BY THE INVESTMENT COMMITTEE COMPOSED BY MEMBERS OR OUTSIDERS OF THE ORGANIZATION WITH EXPERIENCE AS NEEDED TO RECOMMEND A PORTFOLIO FOR THE ORGANIZATION IN THE MOST SAFEST MANNER POSSIBLE AND VOTED ON BY THE EXECUTIVE BOARD AND MEMBERSHIP.

SECTION 8

AMENDMENTS

- AMENDMENTS TO THESE BY-LAWS CAN BE SUBMITTED IN WRITING TO THE EXECUTIVE BOARD AND AFTER REVIEW CAN BE RECOMMENDED FOR APPROVAL OR DISAPPROVAL TO THE MEMBERSHIP. THE MEMBERSHIP ULTIMATELY HAS THE FINAL WORD AND MUST BE PASSED BY A VOTE OF OF 2/3RDS OF THE MEMBERS PRESENT AND VOTING AT A REGULAR MEETING OF THE ORGANIZATION.
- ANY ITEMS NOT COVERED IN THESE BY LAWS WILL BE GOVERNED BY PARLIAMENTARY PROCEDURES UNDER ROBERTS RULES OF ORDER.

SECTION 9:

- **REMOVAL OF A MEMBER OR CHAIRMAN OR OFFICER OF THE ORGANIZATION SHALL BE DONE VIA NOTIFICATION OF ALL CHANGES AT LEAST 15 DAYS PRIOR TO A REGULAR MEETING. THE PERSON CHARGED HAS A RIGHT TO BE HEARD TO ANSWER AND REFUTE ALL THE CHARGES, AFTER ALL RELEVANT AND MATERIAL EVIDENCE IS HEARD AT A REGULAR MEETING, A QUORUM BEING PRESENT, A VOTE SHALL BE TAKEN. A 2/3RD VOTE OF ALL PRESENT MUST BE HAD FOR THE REMOVAL OF THAT PERSON**

APPROVED BY THE MEMBERS: _____

**KEITH WILSON
CHAIRMAN**

**CAPRICE RINES
SECRETARY**

