

Italian Catholic Federation

Central Council Statutes



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1 **Mission Statement of the Italian Catholic Federation:**

2
3 “Through families and fellowship, the Italian Catholic Federation promotes
4 and supports the Catholic faith and its values, encourages apostolic and
5 charitable works, and celebrates our Italian-American heritage
6 and all the heritages of our communities.” Rev. 8/30/14

7
8 **CHAPTER I - INTRODUCTION**
9

10 **Article 1** - The Central Council of the Italian Catholic Federation
11 (hereafter referred to in these Statutes as the Federation) shall be the
12 governing body of the organization. It is the duty of the Central Council
13 Members to keep the Catholic spirit intact and to assure the integrity and
14 continuance of the Federation.

15
16 **Article 2** - The Central Council is the source of all the powers of the
17 Federation reserving said powers to them unless otherwise noted in these
18 Statutes.

19
20 **Article 3** - The Central Council shall act through committees named
21 in these Statutes.

22
23 **Article 4** - The Central Council shall approve the annual budget and
24 other major expenditures unless otherwise provided herein.

25
26 **Article 5 - A.** - Elected Central Council Members must maintain full
27 membership in an active Branch of the Federation in order to maintain status
28 on the Central Council. If dues are not paid by March 31st of the current
29 year, the Central Council Members will be notified to pay their dues within

1 fifteen (15) days. If not, the Central Council Member will be considered
2 resigned. (He/She would need to be a Branch delegate to the Convention
3 and run for an elected Central Council position to return to the Central
4 Council.) Added 10/15/16 / Rev. 6/9/18

5

6 **Article 5 - B.** - Central Council Life Members must maintain full
7 membership in an active Branch of the Federation in order to maintain status
8 on the Central Council and as a Life Member. If dues are not paid by March
9 31st of the current year, the Central Council Life Member will be notified to
10 pay their dues within 15 days. If not, the Central Council Life Member will
11 be considered resigned. (He/She would need to be a Branch delegate to the
12 Convention and run for an elected Central Council position to return to the
13 Central Council.) Added 10/15/16 / Rev. 6/9/18

14

15 **Article 6** - If not specifically addressed in these Statutes, the Central
16 Council will be governed by the Branch By-Laws. Rev. 10/15/16

1 **CHAPTER II - ORGANIZATION**

2
3 **Article 1** - There shall be twenty (20) Members on the Central Council -
4 ten (10) Elected Members and ten (10) Life Members. All Members of the
5 Central Council shall be known equally as Central Council Members. The
6 Spiritual Director serves as an Advisor of the Central Council. Rev. 6/10/06 / Rev.

7 2/14/15 / Rev. 10/15/16

8
9 **Article 2** - Life Members will be elected at the end of business of the
10 June meeting of the Central Council, and will be designated as “Life Member -
11 Elect.” The designated period of service as a Life Member shall begin at the
12 beginning of the Central Council meeting at the next Annual Convention and
13 end at the completion of business of the June meeting of the Central Council
14 following their seventy-fifth (75th) birthday, when an election of a new Life
15 Member will take place. At that time, the current Life Member shall be
16 considered Life Member Emeritus - Elect. Rev. 2/11/06 / Rev. 2/14/15/ Rev. Article Number from 2 to 3

17 2/14/15 / Rev. Article Number from 3 to 2 10/15/16

18
19 **Article 3** - Central Council Members are not eligible to run for the
20 Central Council if they have reached their seventy-fifth (75th) birthday before
21 the date of the election. Rev. Article Number from 3 to 4 2/14/15 / Rev. Article Number from 4 to 3 10/15/16

22
23 **Article 4** - When a vacancy occurs on the Central Council, from among those
24 serving as Life Members, it shall be the duty of the Central Council to elect a
25 replacement from current Central Council Members. Notification of an
26 election for Life Member must be sent to all Central Council Members ten

1 (10) days before balloting. Rev. 10/21/06 / Rev. 2/14/15 / Rev. Article Number from 4 to 5 2/14/15 / Rev. Article
2 Number from 5 to 4 10/15/16

3

4 **Article 5** - When a vacancy occurs on the Central Council from among
5 those serving as Elected Members prior to the conclusion of the regularly
6 scheduled February meeting, the Central Council shall fill that seat by
7 election. Notification of an election for a Central Council Member for the
8 remaining part of the one (1) year term must be sent to all Central Council
9 Members ten (10) days before the balloting. If a vacancy occurs on the
10 Central Council from among those serving as Elected Members after the
11 February meeting, that vacancy will be filled in accordance with these Statutes
12 at the Annual Convention. Rev. 10/21/06 / Rev. 2/14/15 / Rev. Article Number from 5 to 6 2/14/15 / Rev. Article

13 Number from 6 to 5 10/15/16

14

15 **Article 6** - An employee of the Italian Catholic Federation may be a
16 Central Council Member, however he/she may not hold an office of the
17 Central Council or serve on the Executive Committee except as an ex-officio
18 member without a vote. In addition, in an emergency, the Grand President
19 may appoint any Central Council Member to fill any employee position on a
20 temporary basis. Added 6/14/08 / Rev. Article Number from 6 to 7 2/14/15 / Rev. Article Number from 7 to 6 10/15/16

CHAPTER III - OFFICERS

1

2 **Article 1** - The following Officers of the Central Council are elected
3 and installed at the Annual Convention:

4

5 Grand President	Grand Treasurer
6 Grand First Vice-President	Grand Parliamentarian <small>Rev. 10/15/16</small>
7 Grand Second Vice-President	Grand Trustees (3)
8 Grand Secretary	Grand Sentinel <small>Rev. 10/16/15</small>

9

10 **Note: The Immediate Past Grand President serves as an Ex-Officio**
11 **Member of the Central Council.*** Rev. 6/10/06

12

13 **Article 2** - The Central Council shall elect its Officers at the Annual
14 Convention. Officers shall be elected from among the Central Council
15 Members. Central Council Members shall not serve as Grand Second Vice-
16 President, Grand First Vice-President or Grand President without two years
17 prior membership in the Central Council. Rev. 10/21/06

18

19 **Article 3** - The Officers of the Central Council, except Grand Trustees,
20 shall be elected by a majority of those present and voting. The Grand Trustees
21 shall be elected by receiving the highest number of votes of those present and
22 voting. Announcement of the results of these elections must be made at the
23 Annual Convention, followed by a formal installation ceremony.

1 **Article 4 - Spiritual Director**

2

3 **A.** - The Spiritual Director, as an advisor, shall promote the religious
4 spirit, spiritual guidance and counseling throughout the Federation and shall
5 see that all matters of the Federation are done in accordance with the spiritual
6 and moral welfare of the organization. Rev. 6/10/06

7

8 **B.** - The Spiritual Director

9 1. shall serve as an advisor of the Apostolate/Charity Committee
10 (Chapter V, Art. 3 ¶A).

11

12 2. shall serve as an advisor of the Convention Directors'
13 Committee (Chapter V, Art. 5 ¶A).

14

15 3. shall serve as an advisor of the Executive Committee
16 (Chapter V, Article 7 ¶A).

17

18 4. shall serve as a chairman of the Judiciary Committee
19 (Chapter V, Art. 11 ¶A). Rev. 6/10/06

20

21 5. shall say Masses for the intentions of donors to the Providenza
22 Fund. A stipend shall be paid to the Spiritual Director for saying
23 the Masses. Added 6/12/10

24

25 6. shall attend Central Council meetings. Added 6/12/10

1 7. shall assist in the planning of Liturgies for the Annual
2 Convention, in cooperation with the local Chaplains and Bishop.

3 Added 6/12/10

4
5 8. shall assist with the appointments of Diocesan Chaplains and
6 District Chaplains. Added 6/12/10

7
8 **Article 5 - Grand President**

9
10 **A.** - The Grand President shall be the agent of the Central Council and
11 shall supervise the administrative, financial and general welfare of the
12 Federation. He/she shall serve as an ex-officio voting member of all
13 committees.

14 **B.** - The Grand President shall preside at all meetings of the Central
15 Council, the Executive Committee and the Annual Convention.

16
17 **C.** - The Grand President may call special meetings of the Central
18 Council, Executive Committee or any other Central Council Committee.

19
20 **D.** - The Grand President shall make a report as to the condition of the
21 Federation, with his/her recommendations, at the meetings of the Central
22 Council and at the Annual Convention.

23
24 **E.** - The Grand President only votes in case of a tie vote or when the
25 vote is being taken by secret ballot.

1 **F.** - The Grand President shall serve no more than two (2) consecutive
2 one (1) year terms.

3
4 **G.** - If the office of the Grand President is permanently vacated, the
5 Grand First Vice-President shall assume that position. Added 6/9/18

6
7 **Article 6 - Grand First Vice-President**

8
9 **A.** - In the absence of the Grand President, the Grand First Vice-
10 President shall assume all of the Grand President's duties and rights.

11
12 **B.** - The Grand First Vice-President shall serve as an ex-officio voting
13 member of all committees.

14
15 **C.** - The Grand First Vice-President shall serve no more than two (2)
16 consecutive one (1) year terms.

17
18 **D.** - If the office of the Grand First Vice-President is permanently
19 vacated, the Grand Second Vice-President shall assume that position. Added 6/9/18

20
21 **Article 7 - Grand Second Vice-President**

22
23 **A.** - The Grand Second Vice-President shall in the absence of the Grand
24 President and Grand First Vice-President assume all their duties and rights.
25 However, if the chair of the Grand First Vice-President is permanently
26 vacated, the Grand Second Vice-President shall assume that position. Rev. 6/9/18

1 **B.** - The Grand Second Vice-President shall serve no more than two (2)
2 consecutive one (1) year terms.

3
4 **C.** - The Grand Second Vice-President shall serve as an ex-officio
5 voting member of all committees. Added 6/9/07 / Rev. 6/11/16

6
7 **Article 8 - Grand Secretary**

8
9 **A.** - The Grand Secretary shall direct the keeping of the minutes of the
10 meetings of the Central Council, Executive Committee and the Annual
11 Convention. The use of an assistant must have the approval of the Executive
12 Committee.

13
14 The Grand Secretary shall notify the office staff within three (3) days of
15 a Central Council meeting or an Executive Committee meeting of any tasks
16 requiring the action of the office staff. Added 6/12/10

17
18 **B.** - The Grand Secretary receives correspondence from Districts,
19 Branches and members of the Federation and assists the Grand President in the
20 preparation of correspondence.

21
22 **C.** - The Grand Secretary shall serve no more than four (4) consecutive
23 one (1) year terms.

1 **Article 9 - Grand Treasurer**

2

3 **A.** - The Grand Treasurer shall supervise, through the Central Council
4 office, the keeping of all financial records, showing receipts, expenditures and
5 balances of all Central Council funds.

6

7 **B.** - The Grand Treasurer shall present to the Executive Committee the
8 monthly financial report. Rev. 10/19/13

9

10 **C.** - The Grand Treasurer shall serve as Chairperson on the Finance
11 Committee and review the financial records of the Federation before the
12 Annual Convention. Additionally, it shall be the responsibility of the Grand
13 Treasurer and Finance Committee to prepare an annual budget for presentation
14 to and approval by the Central Council at its October meeting. The Grand
15 Treasurer also serves as an ex-officio voting member of the Hospitalization
16 Committee. Rev. 6/11/16

17

18 **D.** - The Grand Treasurer shall submit to the Annual Convention the
19 financial statement of the Central Council for the year ending with the
20 calendar year preceding the convention.

21

22 **E.** - The Grand Treasurer shall serve no more than four (4) consecutive
23 one (1) year terms.

1 **Article 10 - Grand Parliamentarian** Rev. 10/15/16

2

3 **A.** - The Grand Parliamentarian shall interpret the meanings of the
4 Central Council Statutes and Branch By-Laws. Rev. 10/15/16

5

6 **B.** - The Grand Parliamentarian shall see that the Central Council
7 Statutes and Branch By-Laws are enforced and that all business is conducted
8 in accordance with said laws. 10/15/16

9

10 **C.** - The Grand Parliamentarian shall present every charge and appeal
11 before the Judiciary Committee, the Central Council or any other of its special
12 committees. Rev. 10/15/16

13 **D.** - The Grand Parliamentarian shall serve as Chairperson of the By-
14 Laws and Rituals Committee. Rev. 10/15/16

15

16 **E.** - The Grand Parliamentarian shall serve no more than four (4)
17 consecutive one (1) year terms. Rev. 10/15/16

18

19 **Article 11 - Grand Trustees**

20

21 **A.** - The Grand Trustees shall have access to all the financial records of
22 the Federation and must report any irregularity to the Executive Committee
23 immediately.

24

1 **B.** - They shall review the finances of the Central Council prior to every
2 meeting of the Central Council and prior to the Annual Convention shall meet
3 with the Grand Treasurer to review the Financial Report of the Federation.

4
5 **C.** - The Grand Trustees shall review the annual budget prepared by the
6 Grand Treasurer before the October meeting of the Central Council.

7
8 **D.** - The Grand Trustees shall serve no more than two (2) consecutive
9 one (1) year terms.

10
11 **Article 12 - Grand Sentinel** Rev. 10/17/15

12
13 **A.** - The Grand Sentinel shall see to it that no one takes part in a
14 meeting who has no right to do so. Rev. 10/17/15

15
16 **B.** - The Grand Sentinel shall serve no more than two (2) consecutive
17 one (1) year terms. Rev. 10/17/15

CHAPTER IV - MEETINGS

1

2 **Article 1** - The Central Council shall hold three (3) regular meetings per
3 year (February, June and October). Additionally, the Central Council shall
4 hold a meeting at the Annual Convention. All Central Council Members must
5 be notified of the time and place of all meetings. A simple majority will
6 constitute a quorum.

7

8 **Article 2** - Special meetings of the Central Council may be called by the
9 Grand President or by a signed request from at least five (5) Central Council
10 Members. Rev. 6/9/18

11

12 **Article 3** - A Central Council Member who fails to attend and is not
13 excused from two (2) successive meetings will be considered resigned.
14 Exceptions may be considered in cases of emergencies or family special
15 events. A Central Council Member unable to attend a meeting of the Central
16 Council shall notify the I.C.F. office and the Grand President in writing, by a
17 letter and/or e-mail, of his/her reason for requesting an excuse. The Grand
18 President will inform the Grand Secretary if the member is excused or absent
19 for recording in the minutes. Rev. 10/15/16

20

21 **Article 4** - No amendment to the Central Council Statutes may be acted
22 upon at a Central Council meeting unless the author of the amendment has
23 sent a written copy of the proposed amendment to the Federation Office
24 (Office) at least fifteen (15) days prior to the meeting. The Office shall mail
25 such proposed amendments to Central Council Members at least ten (10) days
26 before the meeting. Rev. 6/9/18

1 **Article 5** - Proposals to change Branch By-Laws made by Central
2 Council Members shall be presented to the Office at least fifteen (15) days
3 before the regular meeting of the Central Council. Proposals from Central
4 Council Members and those of the Executive Committee shall be forwarded to
5 the Central Council Members at least ten (10) days before the June Central
6 Council meeting.

CHAPTER V - COMMITTEES

1

2 **Article 1** - The standing committees of the Central Council are:
3 Apostolate/Charity, By-Laws and Rituals, Convention Directors, Executive,
4 Expansion, Finance, Gifts of Love, Heritage, Hospitalization, Judiciary, Live
5 to Give, Membership, Public Relations, Scholarship, Task Force, Ways and
6 Means and Workshop. Rev. 9/1/13 / Rev. 10/19/13 / Rev. 6/11/16

7

8 **Article 2 - A.** - The Grand President appoints all committee
9 chairpersons. Added 6/11/16 *The Grand President shall have the option to use a
10 Life Member Emeritus or Member Emeritus as a committee chairperson.
11 *Added 6/10/17 The Grand President has the right to appoint other committees as
12 needed.

13

14 **B.** - The Central Council shall act through committees named in these
15 Statutes. Except as otherwise noted, the Grand President shall appoint all
16 committee chairpersons - See Page 2 - Chapter II - Organization - Article 2 -
17 from within the Elected and Life Members of the Central Council.
18 Committee members shall be appointed by the Grand President from the
19 Elected Members, Life Members, Life Members Emeritus and Members
20 Emeritus. *Every Elected Member and Life Member of the Central Council
21 shall be appointed as a full voting member to at least one (1) committee. *Added
22 2/9/19 Committee members are entitled to a vote at committee meetings to
23 which they are appointed. The Grand President may appoint assistant(s), who
24 provide help to the committee, and advisor(s), who share experience and
25 knowledge with the committee, from members-at-large or non-members of the

1 Federation, as non-voting members to a Central Council Committee. Rev. 10/21/06 /

2 Rev. 6/9/12 / Rev. 2/14/15 / Rev. 2/9/19

3

4 C. - The Grand President shall have the power to remove and/or
5 substitute chairpersons and members of committees for cause with the
6 approval of the Executive Committee. Rev. 6/11/16

7 **Article 3 - Apostolate/Charity Committee**

8

9 A. - The Apostolate/Charity Committee shall be composed of a
10 chairperson, three (3) members from the Central Council and the Spiritual
11 Director as an advisor. The Grand President may appoint an additional six (6)
12 members from the general membership as a screening subcommittee. Rev. 6/10/06

13

14 B. - All matters touching on the Apostolate/Charity Program of the
15 Federation and all matters of a religious nature shall be the primary concern of
16 this committee. It shall present its programs and requests for funding through
17 the Central Council.

18

19 C. - The current National Charity shall remain in force until the
20 Apostolate/Charity Committee proposes a change. When a change is
21 proposed, the committee will consult with the Spiritual Director to recommend
22 three (3) choices to the Grand President. The Grand President will then
23 present these choices to the Central Council who will select one (1), from that
24 list, at the next Central Council meeting. Rev. 9/1/13 / Rev. 6/10/06 / Rev. 6/9/18

1 **Article 4 - By-Laws and Rituals Committee** Rev. Article Number from 5 to 4 6/11/15

2

3 **A.** - The By-Laws and Rituals Committee shall be composed of the
4 Grand Parliamentarian, serving as chairperson, and two (2) members from the
5 Central Council. 10/15/16

6 **B.** - The committee will review the Statutes of the Central Council, the
7 Rituals and By-Laws of the Branches. It shall recommend any changes to the
8 Central Council through the Executive Committee.

9

10 **Article 5 - Convention Directors' Committee** Rev. Article Number from 6 to 5 6/11/16

11

12 **A.** - The Convention Directors' Committee shall be composed of a
13 chairperson, five (5) members from the Central Council, one (1) member from
14 the membership-at-large and the Spiritual Director as an advisor. Rev. 6/10/06

15

16 **B.** - The committee shall prepare and recommend the Convention
17 program to the Executive Committee and Central Council and supervise all
18 phases of that program, reporting directly to the Executive Committee.

19

20 **C.** - The committee shall investigate possible sites for future Federation
21 Conventions and make its recommendation to the Executive Committee,
22 Central Council and finally to the Convention delegates for approval. No
23 more than two (2) committee members, not including the chairperson or ex-
24 officio members, shall visit a prospective site if expenses are incurred.

1 **D.** - The Convention Directors' Committee will promote the Convention
2 Awards program. The committee will screen the applications for the Pope
3 Saint John XXIII Award, Grand President's Award, Saint Teresa of Calcutta
4 Award, Young Adult Leadership Award and the Family of the Year Award.
5 The committee will select the three (3) finalists in each category. Summaries
6 of the three (3) applicants selected are to be e-mailed or mailed to each voting
7 Central Council Member ten (10) days before the June Central Council
8 meeting. Actual material submitted in support of candidates for these awards
9 must be available for review at the June meeting. The Central Council
10 Members will review the applications/summaries and vote at the June Central
11 Council meeting. Selection in each category will be by a simple majority of
12 those voting. Added 6/11/16

13

14 **Article 6 - Gifts of Love Committee** Rev. Article Number from 7 to 6 6/11/16

15

16 **A.** - The Gifts of Love Committee shall be composed of a chairperson
17 and two (2) members from the Central Council. Two (2) additional members,
18 either from the membership-at-large or non-members who are knowledgeable
19 in the programs and needs of developmentally disabled persons, may be
20 appointed to this committee. The Grand President may, at the request of the
21 chairperson of the committee, appoint additional members on an as needed
22 basis.

23

24 **B.** - The committee will be responsible for all aspects of this program
25 including fund raising and the selection of recipients for financial assistance.
26 The committee shall report directly to the Central Council

1 **Article 7 - Executive Committee** Rev. Article Number from 8 to 7 6/11/16

2

3 **A.** - The Executive Committee shall consist of the Grand President,
4 Grand First Vice-President, Grand Second Vice-President, Grand Secretary,
5 and Grand Treasurer. The Immediate Past Grand President serves as an ex-
6 officio voting member. *The Spiritual Director serves as an advisor. Officers
7 of the Central Council will hold that same office on the Executive Committee.
8 Additionally, three (3) members of the Executive Committee will be elected
9 from among the Central Council Members at the meeting held at the Annual
10 Convention. Rev. 6/10/06 / Rev. 6/11/16

11

12 **B.** - If a seat of an elected Executive Committee member should become
13 vacant, the Central Council will fill that seat by election at its next meeting.
14 Notice of such election shall be sent to all Central Council Members at least
15 ten (10) days before the meeting.

16

17 **C.** - The Executive Committee shall meet at least nine (9) times per
18 year. The Grand President may call special meetings. Notification of the
19 time and place of all Executive Committee meetings shall be sent to all
20 committee members. A simple majority will constitute a quorum at regular
21 and special meetings of the Executive Committee. Rev. 6/9/07

22

23 **D.** - The Executive Committee shall review the application for the
24 establishment of new Branches.

25

26 **E.** - The Executive Committee must pre-authorize the purchase/payment
27 of all items not considered to be part of the routine day-to-day operation of the

1 Federation, authorize those individuals entitled to sign checks drawn on
2 Federation accounts and determine the salary of all Federation employees.

3

4 **F.** - The Executive Committee will act as a conciliatory body when
5 disputes arise within the Federation and advise the Grand President on
6 appointments to Committees of Investigation when such committees become
7 necessary. If the Executive Committee is unable to reach a peaceful
8 settlement of any dispute, they shall refer the matter to the Judiciary
9 Committee.

10

11 **G.** - The Executive Committee shall review and approve changes
12 recommended by the Finance Committee regarding the investment of Central
13 Council funds.

14

15 **H.** - The Executive Committee shall be kept informed when problems
16 occur within a Branch and shall of its own initiative, or at the request of a
17 Central Council Member, render such assistance deemed necessary. Deleted Article

18 H (Moved to Article 8 - D.) - Re-Labeled I to H Rev. 6/9/18

19

20 **I.** - The Executive Committee shall approve the hiring of all employees.

21 Deleted Article H (Moved to Article 8 - D.) - Re-Labeled J to I Rev. 6/9/18

22

23 **J.** - The duties of the Executive Committee as listed herein shall in no
24 way deprive or limit the Central Council of its right to direct the Federation.

25 Deleted Article H (Moved to Article 8 - D.) - Re-Labeled K to J Rev. 6/9/18

1 **Article 8 - Expansion Committee** Added 9/1/13 / Rev. Article Number from 9 to 8 6/11/16

2

3 **A.** - The committee shall be composed of a chairperson and two (2)
4 members from the Central Council. Additional members from either the
5 Central Council or the membership-at-large can be asked to assist with
6 carrying out expansion efforts. Added 9/1/13

7

8 **B.** - The committee shall be responsible for opening, reopening,
9 relocating and reorganizing Branches. Added 9/1/13

10

11 **C.** - An appointed member of the Central Council shall meet quarterly,
12 if possible, with new and reopened Branches for the first year the Branch is
13 open. Added 9/1/13 / Rev. 6/9/18

14

15 **D.** - The Expansion Committee shall oversee the opening of each new
16 Branch so that it will be celebrated in a fitting manner and according to the
17 approved rituals of the Federation. Additionally, they will ensure that
18 guidance and instruction is provided to the officers of the new Branch. Added 6/9/18

19

20 **Article 9 - Finance Committee** Rev. Article Number from 10 to 9 6/11/16

21

22 **A.** - The Finance Committee shall be composed of the Grand Treasurer,
23 serving as Chairperson, the Grand Trustees, the Grand Second Vice-President
24 (ex-officio and voting) and up to three (3) Central Council Members. Rev. 6/9/07 /

25 Rev. 6/11/16

26 The Chairperson of the Hospitalization Committee shall serve as an ex-officio
27 voting member of the Finance Committee. Added 6/13/09 / Rev. 6/11/16

1 **B.** - The Finance Committee shall analyze the investment of the funds
2 of the Federation and is empowered to make reasonable and prudent changes,
3 with the approval of the Executive Committee, to the investment of the funds
4 of the Federation. All changes must concur with the Investment Policy
5 Statement approved by the Central Council. All changes shall be reported to
6 the Central Council at their next meeting after the change is made. The
7 committee shall meet a minimum of twice (2) a year and shall review the
8 annual budget before it is presented to the Central Council for approval.

9 **C.** - The committee shall determine the amount of the Providenza
10 Seminary Scholarship Fund to be allocated to each Diocese based on a
11 proportionate share according to the number of Federation members in each of
12 the Dioceses. The amount shall be evaluated by the committee annually and
13 presented to the Central Council for their approval.

14
15 **D.** - With the approval of the Executive Committee and the Central
16 Council, the Finance Committee shall develop policies for reimbursement for
17 Central Council Members on official business.

18
19 **E.** - The Finance Committee shall recommend to the Executive
20 Committee who in turn shall recommend to the Central Council (at the June
21 meeting) the per diem and travel allowances for Central Council Members
22 attending the Annual Convention.

23
24 **F.** - The Finance Committee shall prepare an annual budget for
25 presentation to and approval by the Central Council at its October meeting.

26

1 **G.** - The Finance Committee shall submit to the Executive Committee
2 the amount of funds available for salary and benefits for all Federation
3 employees by October 10th of each year. The Executive Committee then shall
4 make recommendations on compensation packages for individual employees.
5 The recommendations of the Executive Committee shall be presented to and
6 voted upon by the entire Central Council at its October meeting. (Note: This
7 provision will require a meeting of the Executive Committee in October.) The
8 presentation and discussion of compensation packages for individual
9 employees shall be done in Closed Session at the Central Council meeting.

10 Rev. 6/9/07 / Rev. 6/9/18

11
12 **Article 10 - Heritage Committee** Rev. Article Number from 11 to 10 6/11/16

13
14 **A.** - The Heritage Committee shall be composed of a chairperson and
15 two (2) members from the Central Council and one (1) member who may be
16 selected from the membership-at-large. Rev. 2/12/05

17
18 **B.** - The committee will supervise all heritage activities and it shall
19 present its programs and requests for funding through the Central Council.

20
21 **Article 11 - Hospitalization Committee** Rev. Article Number from 12 to 11 6/11/16

22
23 **A.** - The Hospitalization Committee shall be composed of two (2)
24 members nominated from and elected by the Central Council Members and
25 two (2) members nominated from and elected by the delegates at the Annual
26 Convention. The Grand President shall appoint one of the elected Central
27 Council Members of the Hospitalization Committee as its chairperson. The

1 terms of the two (2) members elected by the Central Council and the two (2)
2 members elected by the delegates shall be respectively two (2) and one (1)
3 years. A member elected for a term of two (2) years shall thereafter replace
4 the annual outgoing member. The Central Council shall fill vacancies
5 occurring during a member's term so that there will be two (2) Central
6 Council members and two (2) members from the membership-at-large.
7 Serving as an ex-officio voting member is the Grand Treasurer. Rev. 6/11/16

8 **B.** - All matters concerning payment to subscribers from the
9 Hospitalization Program shall be within the province of this committee. Any
10 member may appeal the decision of the Hospitalization Committee to the
11 Executive Committee of the Central Council.

12
13 **C.** - The Hospitalization Committee shall make recommendations to the
14 Executive Committee and the Central Council pertaining to prudent changes in
15 the plan.

16
17 **D.** - The Chairperson shall report the financial condition of the
18 Hospitalization Fund to the Central Council at its meetings and to the
19 delegates at the Annual Convention. A fee of fifteen percent (15%) shall be
20 charged by the Central Council to administer the fund.

21
22 **E.** - The Chairperson of the Hospitalization Committee shall serve as an
23 ex-officio voting member of the Finance Committee. Added 6/13/09 / Rev. 6/11/16

24
25 **F.** - The Hospitalization Committee shall meet prior to the October
26 Finance Committee meeting. The purpose of this meeting will be to determine

1 the allocation and propose the dollar amount of Hospitalization monies to be
2 transferred for the upcoming year. The Committee's recommendation shall be
3 presented at the October Finance Committee meeting, in order for the
4 recommended amount to be included in the proposed budget. The
5 Chairperson of the Hospitalization Committee shall present the proposal to the
6 Central Council at its October meeting. Added 6/8/13

7

8 **Article 12 - Judiciary Committee** Rev. Article Number from 13 to 12 6/11/16

9

10 **A.** - The Judiciary Committee, composed of five (5) members, shall
11 only be formed when the existence of an appeal or any other judicial matter is
12 pending. The Spiritual Director of the Central Council shall serve as
13 Chairperson. The Grand President shall appoint four (4) committee members,
14 composed of two (2) members from the Central Council and two (2) members
15 from the membership-at-large, in matters pertaining to Districts, Branches
16 and/or individual members. The Central Council shall elect four (4) members
17 from the Central Council in matters pertaining to a Central Council Member, a
18 Member Emeritus or a Life Member Emeritus. The committee will be
19 dissolved upon settlement of the appeal or judicial matter for which it was
20 formed.

21

22 **B.** - All matters referred to the Judiciary Committee must be submitted
23 in writing, clearly stating the details of the matter in question. Upon receipt of
24 the written statement the committee has the power to inspect books, call
25 witnesses and make local visits when necessary to gather information essential
26 to making a fair judgement on the matter.

27

1 **C.** - Appeals on decisions of the Judiciary Committee may only be
2 made to the entire Central Council. Notice of such appeal must be sent in
3 writing to each Central Council member ten (10) days in advance of the
4 meeting. Seventy-five percent (75%) of the members voting are necessary to
5 overturn a decision of the Judiciary Committee.

6 **Article 13 - Live to Give Committee** Added 9/1/13 / Revised Article Number from 14 to 13

7 6/11/16

8

9 **A.** - The committee shall be composed of a chairperson and two (2)
10 members from the Central Council. A consultant with blood or organ donor
11 background may be appointed. Added 9/1/13

12

13 **B.** - The committee shall be responsible for promoting the blood and
14 organ donor awareness programs. Added 9/1/13

15

16 **Article 14 - Membership Committee** Rev. Article Number from 15 to 14 6/11/16

17

18 **A.** - The Membership Committee shall be composed of a chairperson
19 and four (4) members from the Central Council.

20

21 **B.** - The committee shall prepare, propose and promote an annual
22 membership campaign to the Central Council.

23 Rev. 9/1/13

1 **Article 15 - Public Relations Committee** Rev. Article Number from 16 to 15 6/11/16

2

3 **A.** - The Public Relations Committee shall consist of a chairperson, two
4 (2) members from the Central Council and one (1) member selected from the
5 membership-at-large. Serving as an ex-officio non-voting member is the
6 Editor of the Bollettino. Rev. 6/11/16

7

8 **B.** - The committee shall review matters concerning public relations,
9 publicity, income and expenditures of the Bollettino and make
10 recommendations to the Executive Committee and/or the Central Council.

11

12 **C.** - The committee shall review the policies to be maintained by the
13 official publication, the Bollettino. The committee shall assist in the selection
14 of the editor for recommendation to the Executive Committee.

15

16 **D.** - The committee shall be responsible for maintaining and updating
17 the Federation's official Web site. It may work with a webmaster to fulfill
18 these responsibilities. The committee shall assist in the selection of the
19 webmaster for recommendation to the Executive Committee. Rev 10/19/13

20

21 **Article 16 - Scholarship Committee** Rev. Article Number from 17 to 16 6/11/16

22

23 **A.** - The Scholarship Committee shall be composed of a chairperson,
24 three (3) members from the Central Council and one (1) member who may be
25 selected from the membership-at-large. The Grand President may also appoint
26 six (6) additional members from either the Central Council Members or the

1 membership-at-large to assist with the screening and judging of the first year
2 awards. Rev. 2/12/05

3

4 **B.** - The committee shall promote and conduct the scholarship program
5 of the Federation and shall seek funding from and report directly to the Central
6 Council. Additionally, the committee will seek further funding from the
7 Districts, Branches and individuals.

8

9 **Article 17 - Task Force Committee** Rev. Article Number from 18 to 17 6/11/16

10

11 **A.** - The Task Force Committee shall be composed of a chairperson,
12 five (5) members from the Central Council and one (1) member from the
13 membership-at-large.

14

15 **B.** - The committee will study and evaluate topics referred to it by the
16 Grand President and report to the Executive Committee and Central Council.

17

18 **C.** - The chairperson is empowered to invite qualified members-at-large
19 and non-members to attend meetings for the purpose of gaining their insight
20 on subjects being considered.

21

22 **Article 18 - Ways and Means Committee** Rev. Article Number from 19 to 18 6/11/16

23

24 **A.** - The Ways and Means Committee shall be composed of a
25 chairperson and two (2) members from the Central Council. Additional
26 members can be asked to assist.

1 **B.** - The committee shall be responsible for fund raising activities of the
2 Central Council.

3
4 **C.** - The committee shall be responsible for establishing group travel
5 trips and program.

6
7 **Article 19 - Workshop Committee** Rev. Article Number from 20 to 19 6/11/16

8
9 **A.** - The committee shall be composed of a chairperson and three (3)
10 members from the Central Council. Additional members from either the
11 Central Council or the membership-at-large can be asked to assist with
12 carrying out workshops.

13
14 **B.** - The Workshop Committee shall be responsible for planning and
15 carrying out Workshops in the various areas where the Federation is
16 established. Subject matter may vary according to the needs of the area being
17 visited, and may include but not be limited to duties of Branch officers and the
18 history, policies and programs of the Federation.

1 **CHAPTER VI - FUNDS OF THE CENTRAL COUNCIL**

2

3 **Article 1 - Apostolate Fund**

4

5 **A.** - The Apostolate Fund shall be used by the Central Council for the
6 expenses of the Spiritual Director and for payment of expenses directly or
7 indirectly related to the religious purposes of the Federation. Two dollars and
8 40 cents (\$2.40) of the yearly Membership Dues is assessed for the yearly
9 Apostolate Dues. Rev. 6/8/13

10

11 **B.** - The Central Council shall allocate 80 cents (\$.80) of the yearly
12 Apostolate Dues to maintain the fund. Added 6/8/13

13

14 **Article 2 - Charity/Relief Fund** Rev. 2/9/08

15

16 **A.** - The Charity/Relief Fund of the Federation shall be at the disposal
17 of the Central Council to be used only in special cases for charity or in case of
18 a public calamity. Each case shall be examined and decided by the Central
19 Council, or by the Executive Committee, when time is of the essence. Rev. 2/9/08

20

21 **B.** - The Central Council shall allocate 10 cents (\$.10) of the yearly
22 Apostolate Dues to maintain the fund. Rev. 6/8/13

23

24 **Article 3 - Providenza Seminary Scholarship Fund**

25

26 **A.** - The Providenza Seminary Scholarship Fund shall be maintained by
27 the Federation for the purpose of making annual donations to the Ordinaries of

1 the Dioceses in which the Federation is located. This donation is to be
2 earmarked for the benefit of individual seminarians in each Diocese.

3

4 **B.** - The Central Council shall allocate one dollar and 50 cents (\$1.50)
5 of the yearly Apostolate Dues to maintain the fund. Additionally, voluntary
6 donations to the fund will be accepted. Rev. 6/8/13 / Rev. 10/17/15

7

8 **Article 4 - General Fund**

9

10 The General Fund shall be used by the Central Council for all general
11 revenue and expenses of the Federation including per capita tax, running the
12 office, payroll, expenses of the Central Council, Annual Convention,
13 Bollettino, insurance, and other miscellaneous revenue and expenses not
14 covered by the other funds listed herein.

15

16 **Article 5 - Hospitalization Fund**

17

18 The Hospitalization Fund shall be used to account for dues collected
19 from the subscribers of the Plan, and payments made to the subscribers, in
20 accordance with the Statutes pertaining to the Hospitalization Committee.

21 A fee of fifteen percent (15%) shall be charged by the Central Council to
22 administer the fund.

1 **Article 6 - Futures Fund**

2

3 The Futures Fund shall be used by the Central Council to account for
4 funds received for specific purposes, and payments made to the specific
5 purposes for which the funds are collected, such as Scholarship, Gifts of Love,
6 the National Charity, and other miscellaneous donations not covered under
7 other funds described herein.

8

9 **Article 7 - Signatories** Added 10/19/13

10

11 **A.** - The Grand President and Grand Treasurer shall be signatories on
12 the accounts of all Central Council funds. A total of four (4) additional
13 signatories shall be selected from among the Central Council Life Members,
14 Elected Members, Life Members Emeritus or Members Emeritus at the
15 September Executive Meeting.

16

17 **B.** - Two signatures are required for each check disbursed from the
18 Central Council funds that exceed one thousand (\$1,000.00) dollars.
19 Signatories shall not sign checks made out to them. Rev. 10/18/14 / Rev. 10/15/16

20

21 **C.** - Signatories must ensure that proper documentation, such as a
22 receipt, contract or invoice verifying the total to be reimbursed, is provided.

23 Added 10/18/14

1 **B.** - When a Branch has (a) fewer than twelve (12) members, (b) been
2 delinquent for six (6) months in payment of per capita or assessments to the
3 Central Council, (c) shown disrespect toward the authority of the Central
4 Council, (d) shown the absence of Catholic spirit in the conduct of its
5 members or (e) failed to hold regular meetings or acts of officers indicating
6 practical dissolution, a representative of the Executive Committee shall
7 investigate. When necessary, he/she shall take control of all ledgers and
8 properties of the Branch, declare all offices vacant and proceed to endeavor to
9 reorganize the Branch. He/she shall report progress or lack thereof at the
10 earliest meeting of the Executive Committee who shall then decide on further
11 necessary steps.

12

13 **C.** - The Central Council has the right, by a majority vote at any of its
14 meetings, to suspend or dissolve any Branch.

15

16 **D.** - Members in good standing shall be encouraged to transfer to other
17 established Branches.

CHAPTER VIII - THE ANNUAL CONVENTION

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Article 1 - The Annual Convention shall be held each year on the Labor Day Weekend. The site of the Annual Convention will be decided by the vote of the delegates at a preceding Convention. The Central Council reserves the right to change the selected site if special circumstances should occur such as fire, flood, acts of God, labor disputes or the selected hotel's inability to perform in accordance with the signed contract.

Article 2 - The Grand President shall preside at all meetings of the Annual Convention.

Article 3 - The Finance Committee shall recommend to the Executive Committee who in turn shall recommend to the Central Council (at the June meeting) the per diem and travel allowances for Central Council Members attending the Annual Convention. Per Diem shall only be paid for Convention days when the Central Council Member actually attends Convention activities, and shall not be paid for days when the Central Council Member leaves early.

Article 4 - A. - Central Council Members shall attend the Annual Convention as a delegate-at-large with the right to vote, to be re-nominated for a position on the Central Council and to nominate prospective members for the Central Council. In the event of an emergency that causes an elected Central Council Member to ask to be excused, said Central Council Member will submit a letter and/or e-mail stating his/her desire to run for the Central Council. This Central Council Member can also be nominated for a Central Council Office in absentia by submitting a letter and/or e-mail. The Grand

1 President, with the assistance of the Grand Parliamentarian, will make the
2 final decision. Rev. 10/17/15 / 10/15/16 / 6/9/18

3

4 **Article 4 - B.** - A Central Council Member who has not paid dues by
5 March 31st of the current year will not be considered in good standing and
6 shall not be seated at the Annual Convention as a Member-at-Large of the
7 current year. The Central Council Member not in good standing will have no
8 voting privileges at said Convention. Added 10/15/16

9

10 **Article 5 - A.** - The order of discussions of proposals at the Annual
11 Convention shall be prepared in advance by the Grand Parliamentarian and
12 approved by the Central Council. Matters presented by the Central Council
13 shall have precedence. All other proposals to be presented at the Annual
14 Convention must be accepted by the Central Council before presentation.

15 Rev. 10/15/16

16

17 **B.** - The Central Council is authorized to eliminate proposals: (1) clearly
18 unconstitutional, discriminatory (except as to the age for benefits) or
19 infringing on the fundamental principles of the Federation, (2) defeated at the
20 immediate previous Annual Convention, except if the Central Council
21 approves them for re-presentation.

CHAPTER IX - MENTOR PROGRAM Rev. 6/10/17

1

2 **Article 1** - The Grand President shall appoint the Chairperson of the
3 Branch Mentor Program from among the Central Council Members. The
4 Branch Mentor Program Chairperson shall appoint all District Mentors with
5 the recommendation of the District President and District Council and appoint
6 all Branch Mentors in consultation with the District Mentor. Rev. 6/10/17

7

8 **Article 2** - The representatives of the Central Council in each Branch
9 shall be known as the Branch Mentors. The District Mentors shall coordinate
10 the activities of the Branch Mentors in his/her District. The District Mentors
11 shall report directly to the Chairperson of the Branch Mentor Program.

12 Rev. 6/10/17

13

14 **Article 3** - Branch Mentors will submit monthly reports on the activities
15 and condition of the Branch to the District Mentor, who in turn will submit
16 quarterly reports to the Chairperson of the Mentor Program. Urgent matters
17 shall be reported immediately. Rev. 6/10/17

18

19 **Article 4** - The Chairperson of the Branch Mentor Program will meet
20 with the District Mentors on a quarterly basis by mail, phone or at the annual
21 Convention. Rev. 6/10/17

22

23 **Article 5** - The District Mentor shall be an ex-officio voting member of
24 his/her District Council, shall be given recognition with a distinctive insignia
25 and be given honors due Central Council Members. Rev. 6/10/17

1 **Article 6** - District Mentors shall remain in office for a maximum of a
2 seven (7) year term and Branch Mentors for a four (4) year term with an
3 assigned Branch or until his/her successor has been appointed. All District
4 Mentors and Branch Mentors are subject to removal at any time by the
5 Chairperson of the Branch Mentor Program or the Grand President. *Rev. 6/10/17*

6
7 **Article 7** - Branch Mentors shall (1) attend the monthly meeting of the
8 Branch they are assigned, (2) do all in their power to see that the Branch under
9 their mentorship maintains the Catholic spirit of the Italian Catholic
10 Federation and its By-laws, (3) settle difficulties within their assigned Branch,
11 (4) be responsible for instructing and training Branch officers of their duties,
12 explaining the charities and benefits that the Italian Catholic Federation has to
13 offer, (5) installing new Branch officers and initiating new members but may
14 yield this responsibility to the District Mentor or a Central Council Member,
15 (6) shall execute the directives of the Central Council or Executive Committee
16 whether conveyed directly or through the Chairperson of the Branch Mentor
17 Program, (7) shall have the right to a distinctive insignia and receive the honor
18 due a Central Council Member and (8) shall be a voting member of the
19 District Council. *Rev. 6/10/17*

20
21 **Article 8 - A.** - The interpretation, decisions and settlements of the
22 Branch Mentor are binding on the Branch, subject to appeal. *Rev. 6/10/17*

23
24 **B.** - Appeals by the Branch, on the ruling of the Branch Mentor, must be
25 made in writing to the Executive Committee. Until the Executive Committee
26 rules on the appeal the decision of the Branch Mentor will remain in effect.

27 *Rev. 6/10/17*

**CHAPTER X - SUSPENSION AND EXPULSION OF
MEMBERS**

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8

Article 1 - Members who have failed and continue to fail to abide by the Articles of Incorporation, Central Council Statutes, Branch By-Laws, or who have committed or are in the course of committing some act prejudicial to the purpose of the Federation are subject to suspension for a period not to exceed six (6) months, or may be expelled from the Federation. Such matters shall be referred to and decided by the Judiciary Committee.

CHAPTER XI - SPECIAL REPRESENTATIVES

1

2 **Article 1** - Special Representatives may be appointed by the Grand
3 President at his/her discretion and are under his/her direction. The purpose of
4 the Special Representative is to aid Branches and/or Districts in need of
5 assistance.

CHAPTER XII - MEMBERS EMERITUS

1

2 **Article 1 - A.** - After five (5) years of service, an Elected Member who
3 ceases to serve in that capacity, shall be named Member Emeritus unless they
4 have been elected as a Life Member.

5

6 **B.** - Members Emeritus of the Central Council shall (1) have the right to
7 attend Central Council meetings at their own expense and have the right to
8 speak but shall have no vote on any matter, (2) when attending Central
9 Council meetings have his/her meal expense covered to the same extent as
10 Central Council Members, (3) attend the Annual Convention as a delegate-at-
11 large without compensation for travel or per diem, (4) if attending the Annual
12 Convention have his/her registration and banquet fee covered to the same
13 extent as Central Council Members, (5) be eligible to accept a nomination as a
14 candidate for the Central Council, if otherwise eligible according to the
15 Statutes, but upon election shall forfeit the rank of Member Emeritus, (6) be
16 presented a plaque at a suitable ceremony when joining the rank of Member
17 Emeritus, (7) shall not serve as an Officer of the Central Council, and *(8)
18 may Chair and serve on a standing Central Council committee. Rev. 10/21/06 / *Rev.

19 6/10/17

20

21 **Article 2 - A.** - A Life Member who ceases to serve in that capacity
22 shall be named Life Member Emeritus.

23

24 **B.** - Life Members Emeritus - Elect shall be an interim title for a Life
25 Member whose term is ending following their seventy-fifth (75th) birthday
26 before the date of election of new Life Members at the completion of business

1 at the June Meeting of the Central Council. Life Members Emeritus - Elect
2 shall (1) have all rights as an elected Central Council Member or Life Member
3 at the next immediate Annual Convention, (2) become Life Members Emeritus
4 of the Central Council at the beginning of the Central Council Meeting at the
5 Annual Convention, and (3) thereafter be titled as Life Member Emeritus of
6 the Central Council. Rev. 2/11/06

7

8 C. - Life Members Emeritus of the Central Council shall (1) have the
9 right to attend Central Council meetings at their own expense and have the
10 right to speak but shall have no vote on any matter, (2) when attending Central
11 Council meetings have his/her meal expense covered to the same extent as
12 Central Council Members, (3) attend the Annual Convention as a delegate-at-
13 large, without compensation for travel or per diem, (4) if attending the Annual
14 Convention have his/her registration and banquet fee covered to the same
15 extent as Central Council Members, (5) be eligible to accept a nomination as
16 a candidate for the Central Council, if otherwise eligible according to the
17 Statutes, but upon election shall forfeit the rank of Life Member Emeritus of
18 the Central Council, (6) be presented a plaque at a suitable ceremony when
19 joining the rank of Life Member Emeritus, (7) shall not serve as an Officer of
20 the Central Council, and *(8) may Chair and serve on a standing Central
21 Council committee. Rev. 10/21/06 / *Rev. 6/10/17

22

23 **Article 3** - A Life Member Emeritus or Member Emeritus must
24 maintain full membership in an active Branch of the Federation in order to
25 maintain Emeritus status.

CHAPTER XIII - DISTRICT COUNCILS

1

2 **Article 1** - Three (3) or more Branches may form a District Council.
3 Once established, they may continue to function as long as two (2) Branches
4 remain.

5

6 **Article 2** - The purpose of the District Council shall be to coordinate
7 activities in the District, to promote District and Branch activities and to
8 cooperate with other Districts in Diocesan programs.

9

10 **Article 3** - The District Council shall have administrative, but not
11 legislative power. It shall confine its activities within the scope of the Articles
12 of Incorporation and Statutes of the Federation.

13

14 **Article 4** - The original By-Laws of the District and any amendments
15 thereto must be approved by the Executive Committee before they are
16 effective.

17

18 **Article 5** - It shall be up to the majority of the members of an individual
19 Branch as to their Branch's participation in the District Council. When a
20 Branch wishes to either join or withdraw from a District Council, notification
21 of said vote is to be sent to all Branch members ten (10) days in advance of the
22 meeting when the voting will take place. Voting must be by secret ballot. A
23 simple majority will rule.

24

25

26 Statutes as of February 9, 2019