

**BY-LAWS**  
**(updated April 2024)**  
**ARTICLE I**

*Section 1 - Name.* This Council shall be known as St. Philip Apostle Council, No. 11671, Knights of Columbus.

*Section 2 – Initiation Fee.* Except as otherwise provided, the initiation fee shall be \$15.00. Notwithstanding the foregoing, the initiation fee shall be \$10.00 for applicants under 26 years of age or who are full time students and there shall be no initiation fee for Priests and religious. One-half of the initiation fee shall accompany the application but it shall be refunded if the applicant is rejected.

*Section 3 – Annual Dues.*

(a) Each member shall pay annual dues in the amounts set forth pursuant to this Section 3 or in such amounts as may be determined by the Council from time to time. The annual dues shall be payable upon the member’s receipt of a demand or invoice by the Council.

(b) The annual dues of members shall be \$30.00. Notwithstanding the foregoing, the annual dues for insured members under 26 years of age or who are full time students shall be one-half of that sum; the annual dues for honorary members shall be \$10.00; and honorary life members shall not pay dues.

(c) For purposes of this Section 3, the term “honorary member” shall mean a member who has attained the age of sixty-five (65) years and who has been a member of the Knights of Columbus (the “Order”) for at least twenty-five (25) consecutive years; and the term “honorary life member” shall mean a member who has attained the age of seventy (70) years and who has been a member of the Order for at least twenty-five (25) consecutive years.

**ARTICLE II – Elections**

*Section 1 – Annual Election.* The annual election of officers shall take place at a regular meeting held between May 15 to and including June 15. Not less than three months before the annual election, the Grand Knight shall appoint a Nominating Committee of three who shall prepare a slate of candidates for the elective council offices. This slate shall be presented to the council not later than the regular business meeting preceding the meeting at which annual elections are to take place. Other nominations may be made from the floor and nominations may not be closed until the election meeting has convened and the members are ready to vote.

*Section 2 – Secretary Proxy Vote.* The election of officers shall be by vote of the members. If there are no nominations from the floor, the Secretary, without the requirement of a vote of the members, shall be authorized and appointed to serve as proxy for all of the members and shall vote for the slate of candidates advanced by the Nominating Committee. If there are nominations from the floor for one or more of the elective council offices, then, as to such offices, the Secretary’s proxy shall be revoked and such officers shall be elected by a ballot vote of the members according to the procedure set forth in Section 3 of this Article II.

*Section 3 – Ballot Vote.*

(a) In the event a ballot vote is required as set forth in Section 2 of this Article II, the Grand Knight shall appoint two members to act as Tellers.

(b) After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall then proceed to count the votes in full view of the Council. One of the Tellers shall examine each ballot singly and pass same to his associate, who shall read aloud the name or names written or printed on all legal ballots. The Recorder shall tally the same and the result thereof shall be announced by the presiding officer. A majority of all votes cast shall be necessary to elect a member to any office.

(c) Notwithstanding the foregoing, where several offices of equal degree are to be chosen (such as, by way of example but not limitation, three Guards), a majority shall not be necessary, but all such offices shall be voted for on one ballot. Each ballot shall vote for the number of candidates for that number of offices to be voted for. No ballot containing names of more or less candidates than there are such offices to be voted for shall be counted, and those receiving the highest number of votes shall be declared elected in the order of the number of votes received.

*Section 4 - Qualifications.* Each officer elected must qualify as set forth in Article III, Section 1 of these by-laws and fill the office to which he is chosen at the first regular meeting in the month of July succeeding his election, unless any such officer who cannot attend said meeting for good reason, notifies the Council of his reason for not being able to attend and he is excused by a vote of the Council, and must present himself for installation at the time specified in the notice issued by or through the State Deputy or District Deputy, unless any such officer who cannot attend such installation for good reason, notifies the State Deputy or District Deputy and is excused by such State Deputy or District Deputy. If any officer cannot fulfill the requirements as set forth herein, such office shall be considered vacant.

*Section 5 - Vacancies.* Vacancies in elected offices shall be filled, after notice to the members, by election at the regular business meeting next succeeding the regular meeting at which the vacancy was created.

### **ARTICLE III – Officers**

*Section 1 - Eligibility.* Only members who are in good standing and who have been initiated in the first three Degrees of the Order shall be eligible to hold office in this Council. No member shall hold more than one office at the same time.

*Section 2 – Elective Officers and Duties.* The elective officers shall and their duties shall be as follows:

(a) Grand Knight: The Grand Knight shall:

(i) Preside over all meetings of the Council and shall enforce the rules and regulations of the Council and the laws of the Order, and shall be Chairman of the Board of Trustees;

(ii) Except as otherwise provided in these Bylaws, appoint committees in and for the Council whose appointment is not regularly provided for by the laws of this Council, and shall serve as a member ex officio of all committees;

(iii) Act as Chaplain in the absence of the regular Chaplain;

(iv) Countersign orders drawn and signed by the Financial Secretary for the payment of money when the same shall have been ordered by the Council, or approved by the Board of Trustees, provided, however, that benefit orders drawn on the Benefit Fund, as such term is defined in Section 2(i)(i) of this Article III, may be drawn upon the Treasurer of the Council upon an order drawn and signed by the Financial Secretary and the countersigned by the Grand Knight and with the Grand Knight's approval alone, and also all demands of the Supreme Council or the Board of Directors or State Council, and the regular and usual payments of the Council may be paid by an order drawn and signed by the Financial Secretary and countersigned by the Grand Knight without the approval of the Board of Trustees;

(v) Countersign checks drawn and signed by the Treasurer;

(vi) Receive the vouchers from the Financial Secretary of the moneys paid by such Secretary to the Treasurer, and also the vouchers showing that such moneys were by such Treasurer deposited in an approved bank or other secure institution of deposit, and shall read the same publicly at the next subsequent meeting after receiving the same, and shall then deposit such vouchers for safekeeping with the trustees of the Council, and it shall be his duty to read all receipts and vouchers sent through him to the Treasurer by the Supreme Council to the Council at the next meeting subsequent to receiving the same and before delivering said receipts and said vouchers to said Treasurer;

(vii) Read or cause to be read at Council meetings all notices relative to the Fourth Degree sent to the Council by the Supreme Officers or by the Supreme Master, Vice-Supreme Master, or Masters of the Fourth Degree; and

(viii) Perform such other duties as the Order may impose.

(b) Deputy Grand Knight: The Deputy Grand Knight shall preside in the absence or inability of the Grand Knight and execute all the duties of said Grand Knight and shall perform such other duties as the Order or these Bylaws may impose.

(c) Chancellor: The Chancellor shall assist the Grand Knight and the Deputy Grand Knight in the performance of their duties and shall take charge of the Council during the incapacity or extended absence of both. He shall be charged with the total participation of the membership in the activities of the Council. Subject to the approval of the Grand Knight, he shall institute a program to develop the availability and interest of the members in the specific activities of the Council and refer his findings to the Grand Knight. He shall exercise a special interest in the new members and those members who are sick or in distress. He shall perform any other duties as the Grand Knight directs.

(d) Recorder: The Recorder shall (i) keep a true record of the doings of the Council upon books approved by the Board of Directors and furnished by the Supreme Secretary at the expense of the Council; (ii) conduct all correspondence of the Council; (iii) file all reports, including all reports of committees provided as required pursuant to Article VI of these Bylaws, in a filing book to be provided for that purpose and the same shall be preserved as a part of the records of this Council; and (iv) perform such other duties as the Council or the Order may direct.

(e) Treasurer: The Treasurer shall:

(i) Be the custodian of all funds of the Council obtained from any source, by or through any person or persons, acting for or in the name of the Council or under its direction or authority.

(ii) Receive from the Financial Secretary all moneys whatever received by such Secretary at each meeting of the Council or between meetings, as the case may be, and shall give written receipt to such Secretary for the funds so received, specifying the funds to which the same shall be credited. The moneys so received by the Treasurer shall be forthwith deposited by said Treasurer to the credit of the Council in an approved bank or other secure institution of deposit, subject to the approval of the Board of Trustees or majority vote of the Council. He shall obtain vouchers or certificates of deposit therefor, a copy of each of which shall be delivered by such Treasurer to the acting Grand Knight before the next succeeding meeting. His deposit books may be accepted as such vouchers.

(iii) Pay to the Supreme Council all moneys assessed by it or by the Board of Directors against the Council upon order drawn and signed by the Financial Secretary and countersigned by the Grand Knight. Payment to the Supreme Council shall be by check, money order or draft, payable to "Knights of Columbus, Supreme Council" and no other form of payment shall be received by the Supreme Secretary nor shall any other form of payment discharge the Council of its obligation.

(iv) Pay all orders drawn on him which are signed by the Financial Secretary and countersigned by the Grand Knight. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, Board of Directors or State Council, and the regular and usual stated payments of the Council and the payments of the Council and payments authorized by the Council after notice and vote in accordance with Article VII of these Bylaws. Payment of all orders shall be by check, money order or draft signed by the Treasurer and countersigned by the Grand Knight.

(v) Keep separate accounts of the moneys placed in his hands by the Council or the officers thereof that shall plainly show at all times the amount of moneys in the general expense fund of the Council and the amount of moneys in each and every special fund of the Council and the dates of receiving and disbursing the same; such accounts to be kept in books furnished by the Supreme Secretary to such Treasurer at the expense of the Council.

(vi) Retain all orders of the Grand Knight as his vouchers.

(f) Advocate: The Advocate shall be the attorney of the Council in case of trial and investigation of any matter whatsoever of interest to the Council.

Warden: The Warden shall be present at the opening of all Council meetings. He shall appoint his guards and instruct them in their duties. Other than Council moneys, accounts and record books of officers, the Warden shall have charge of all Council property which shall be maintained in proper condition and available for Council meetings. The Warden shall maintain a list and location of all Council property, such as but not limited to, flags, banners podiums and electronic equipment. The Warden shall ensure that all Council property shall be utilized only for Council business and that no Council property is used for personal business.

(g) Guards: Two Inside Guards shall attend to the entrance to the Council chamber through its inner door, and an Outside Guard shall attend to the entrance to the Council through the outer door. Each Guard shall perform such other duties as may be imposed by the Council.

(h) Board of Trustees: The Board of Trustees shall consist of the Grand Knight and three (3) members to be elected by the Council. The Grand Knight shall be the chairman. At each election, one Trustee shall be chosen for a term of three (3) years. The Trustees shall:

(i) Have supervision of all the financial business of the Council and their approval shall be necessary for the payment of all moneys except Benefit Fund moneys and demands of the Supreme Council or Board of Directors or State Council, and the regular usual stated payments of the Council after notice and vote pursuant to Article VII of these Bylaws. For purposes of these Bylaws, the term "Benefit Fund" shall mean properly approved fund provided for and maintained for rendering mutual aid and assistance to the Council's sick, disabled and needy members and their families and families of deceased members.

(ii) Audit the accounts of the Financial Secretary and Treasurer at least every six (6) months, and in January and July report thereon to the Council, State Deputy, District Deputy and Supreme Secretary, upon forms approved by the Board of Directors and furnished by the Supreme Council. The Grand Knight shall issue the call for such meetings of the Board of Trustees.

(iii) See that the Financial Secretary and the Treasurer give proper bonds running to the Knights of Columbus in trust for the Council in amounts fixed by the Council as set forth in Section 4 of this Article III or, in absence of such determination, by said trustees, and they shall be the custodians of such bonds. But in case the Board of Directors shall bond such officers, the trustees shall be charged only with fixing the amount such bonds in excess of the amount provided for by the Board of Directors, and in such case they shall have evidence that said officers shall have been bonded in such excess amount.

(iv) Perform such other duties as the Council or District Deputy or Territorial Deputy or the officers of the Order may direct.

*Section 3 – Appointive Officers and Duties.* The appointive officers and their duties shall be as follows:

(a) Financial Secretary: The Financial Secretary shall be appointed by the Supreme Knight. The Financial Secretary is entitled to receive annual compensation of eight percent (8%) of the monies collected on account of dues from both insurance and associate members. Prior to the beginning of each Columbian year, the Financial Secretary shall advise the Grand Knight in writing whether the Financial Secretary intends to accept or waive such annual compensation. If the Financial Secretary chooses to be compensated for the upcoming calendar year, the Financial Secretary shall be paid quarterly at the end of each calendar year quarter. No lump sum payment is permitted as compensation. The council shall issue a Form 1099 to the Financial Secretary to evidence such compensation. No additional or alternative compensation of any kind may be provided to the Financial Secretary in remuneration for services rendered to the Council. In addition to carrying out the directions of the Grand Knight, the Financial Secretary shall have the following duties:

(i) Collect and receive all moneys due the Council and all funds obtained from any source, by or through any person or persons, acting for or in the name of the Council or under its direction or authority, including all moneys resulting from any form of athletic activity carried on by the Council or with its authority, or in which its name or any part thereof is used, or in which any representation is made in any way that such activity is a Council activity. Provided, however, that where two or more councils engage jointly in any form of athletic activity the moneys resulting therefrom shall be handled as directed by the State of Territorial Deputy or Deputies in whose jurisdiction such councils are located.

(ii) Keep an account of the indebtedness of each member and each certificate holder and the amount received from each, giving credit for the whole amount paid and the purpose for which the same is paid upon the precise day of payment, be the same made for arrears or advance or both, and make proper record of same in the books provided for that purpose.

(iii) Pay over to the Treasurer of his Council all moneys received at meetings or between meetings for fines, dues, contributions, death benefit assessments, initiation fees from other sources, at and to the close of each meeting, for which said Treasurer shall forthwith give a written receipt to such Secretary, specifying the funds to which the same be credited, which receipt shall be given to the acting Grand Knight by the Financial Secretary before the next succeeding meeting.

(iv) Keep a roll of members and certificate holders, their ages, residences and occupations, and their dates of initiation; and keep a record of Fourth Degree members as and when furnished by the Master of the Fourth Degree and Comptroller.

(v) Cause every member before initiation to subscribe his name, subjecting himself to the constitution and bylaws of the Order and of this Council.

(vi) Notify the Supreme Secretary of the names and addresses of all Council officers.

(vii) Keep a record of the financial and business transactions of the Council upon books approved by the Board of Directors and furnished by the Supreme Council at the expense of the Council, to wit: the number of propositions received and the names of the candidates, the number elected and their names, the number initiated and their names, the amount of money received from what sources, the amount paid to the Treasurer and for what purpose, the amounts of all orders drawn against the Treasurer stating to whom paid and for what purpose.

(viii) Draw all orders on the Treasurer of his Council when ordered by the Supreme Council, State Council, the Council, Board of Trustees or Grand Knight for the payment of all claims or demands against the Council, which orders shall be signed by him and countersigned by the Grand Knight.



(ix) With the Grand Knight, notify the Supreme Secretary promptly of names of members initiated, suspended, expelled, withdrawn, deceased, reinstated, readmitted, transferring to or from the Council, and changes of address for necessary entry on the Supreme Council records.

(x) Be the accountant of the Council, keeping said accounts so that same will show the complete and accurate financial standing of the Council and its members at all times, and such books and records as are required by the laws and rules, and furnished by the Supreme Council at the expense of the Council.

(xi) When a candidate receives degrees in the Council of which he is not a member, the Financial Secretary thereof shall notify the Grand Knight of said candidate's council.

(xii) Keep the seal of the Council and affix the same to all proper papers, documents, contracts and other important papers.

(xiii) Notify the Comptroller of the Fourth Degree Assembly of any Fourth Degree member who may transfer to the Council, or who may transfer from the Council, or who may be suspended by the Council.

(xiv) Perform all other acts required by the laws of this Council and the Order and the rules of the Board of Directors.

(b) Lecturer: The Lecturer shall be selected by the Grand Knight and shall endeavor to devise means to entertain the Council at meetings and perform such other duties as the Council may direct.

(c) Chaplin: The Chaplin shall be a priest selected annually by the Grand Knight, Deputy Grand Knight, and Board of Trustees in accordance with any rules established by the Bishop of the Diocese.

*Section 4 – Bonding Requirement.* At the last regular business meeting in June of each year the Council shall take the following actions:

(a) Subject to any rules and regulations of the Order to the contrary, to determine whether the Treasurer and Financial Secretary are required to furnish a bond in addition to the bond furnished by the Supreme Council for the faithful performance of their duties; and

(b) If a bond is required, to determine the amount of the bond to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council. The Treasurer and Financial Secretary shall not take office or be installed or receive any money or property of the Council until they have furnished such bond and the same has been approved by the Board of Trustees. The premium on said bond shall be paid by the Council.

## ARTICLE IV – Meetings

*Section 1.* Regular meetings of the Council shall be held on the first or third Wednesday of each month. At least one meeting each month shall be a regular business meeting. All meetings shall commence at 7:30 P.M. Twenty Five (25) members shall constitute a quorum at business meetings. Notwithstanding the foregoing, should any regular meeting be postponed or rescheduled due to circumstances beyond the control of the Council, the rescheduled meeting date shall serve as the regular business meeting of the Council.

*Section 2.* All meetings of the Council shall be presided over by the Grand Knight, who will ascertain from the Warden if all present are possessed of the current membership card.

*Section 3.* The following shall be the order of business and procedure at regular business meetings of this Council:

1. Call to order.
2. Warden's report on Membership Card.
3. Prayer.
4. Pledge of allegiance to Flag or some other suitable patriotic display of loyalty.
5. Roll call of officers.
6. Reading of Minutes of previous meeting.
7. Report of Admission Committee and reading of applications.
8. Balloting for Membership.
9. Reading of Notices of applications in other councils.
10. Initiations.
11. Grand Knight's Report.
12. Chaplain's Report.
13. Treasurer's Report, including reading of receipts of Treasurer to Financial Secretary and Treasurer's voucher of deposit.
14. Reading of bills and communications.
15. Financial Secretary's Report on receipts of meeting.
16. Report of Auditors and Trustees.
17. Chancellor's Report.
18. Deputy Grand Knight's Report on committees and committee reports.
19. Unfinished Business.
20. New Business (when elections are in order, such will be the first item under new business).
21. Insurance Agent's Report.
22. District Deputy's Report.
23. Good of the Order.

24. Chaplain's Summation.
25. Closing Prayer.

*Section 4.* Special business meetings shall be convened by direction of the Grand Knight which shall state the object of the meeting. Due notice of special business meetings and their purpose shall be given to each member in the manner set forth in Section 9 of this Article IV and no other business shall be transacted at any such meeting.

*Section 5.* The following shall be the order of business and procedure at special business meetings:

1. Call to Order.
2. Warden's Report on Membership Card.
3. Prayer.
4. Roll Call of Officers.
5. Special Order of Business.
6. Closing Prayer.

*Section 6.*

(a) It shall be the duty of all officers to attend each meeting of the Council. In case of inability of any officer to attend a meeting, due notice shall be given to the Grand Knight in the manner set forth in Section 9 of this Article IV and arrangements made to have all necessary books and papers in the possession of such officer at the meeting. If a chairman of a committee to report at a meeting is absent from such meeting, such chairman shall designate a committee member to act for him.

(b) If an elected officer, without reasonable excuse approved by the Grand Knight, is absent from three (3) consecutive regular business meetings, the Grand Knight may report this fact to the District Deputy to declare the office vacant.

(c) If a vacancy arises, the Grand Knight will appoint a replacement until a member is duly elected and qualified for such vacant office. Any election shall take place by special meeting.

*Section 7.* In the absence or inability of the Grand Knight, the Deputy Grand Knight shall preside and he shall execute all of the duties of the Grand Knight. In the absence of the Grand Knight and Deputy Grand Knight the duty of presiding shall devolve on the other officers in the Council in the order in which they are named in Article III, Section 2(b) of these Bylaws.

*Section 8.* If any meeting shall fall on a legal holiday said meeting shall be cancelled provided one meeting shall be held during such month.

*Section 9.* For purposes of these Bylaws, the term “notice shall mean the following:

(a) As to an officers absence from a regular or special meeting, notice shall be any communication, whether delivered in person, by telephone, in writing or by electronic mail, given at least twenty-four (24) hours prior to any such meeting which sets forth a valid reason for such officer’s absence from such regular or special meeting.

(b) As to notices of meetings, notice shall be given in writing not fewer than ten (10) days or greater than thirty (30) days prior to any such regular or special meeting. For purposes of this Section 9, the term writing shall mean any written communication whether by letter, electronic mail, or publication. If such communication is by electronic mail, service shall be effective upon delivery; if by letter, service shall be effective three (3) days after mailing of said notice; and if by publication on the date such publication is made.

## **ARTICLE V – Membership**

*Section 1.* Only practical Catholics in union with the Holy Spirit shall be eligible to and entitled to continue membership in the Order. An applicant for membership shall not be less than 18 years of age on his last birthday.

*Section 2.* No person shall be admitted as an insurance member of the Order unless his application shall have been approved by the Supreme Physician.

*Section 3.* Application for membership shall be signed by the applicant and shall be in such form and contain such agreements, pledges, forfeitures, certificates and statements as may be deemed proper by the Board of Directors of the Order.

*Section 4.* Every application for membership shall be presented to the Grand Knight of the Council who shall file same with the Financial Secretary. The Financial Secretary shall immediately notify the insurance agent of the Council of said application and the contents of same.

*Section 5.*

(a) The Grand Knight shall appoint an Admission Committee of seven (7) members. Within five (5) days after the presentation to him of the application(s), the Grand

Knight shall refer the application(s) to the Admission Committee and thereupon said Committee shall notify the applicant(s) to appear before it for examination as to his/their qualifications for membership. After such examination, the members of the Admission Committee shall file a written report with the chairman of the Admissions Committee, endorsing any applicant or withholding endorsement of such applicant. If five (5) members of the Committee shall file a written report withholding endorsement because the applicant is not a practical Catholic, said applicant shall be deemed rejected. Otherwise, the recommendations of the Admissions Committee shall be evidenced by the certification of the chairman of the Admissions Committee on a form to be prescribed by the Board of Directors. In the event of the failure or neglect of the Admission Committee to make report within ten (10) days after an application has been referred to it, the Grand Knight shall discharge the said Committee and shall cause the Financial Secretary to proceed as set forth in subsection (b) of this Section 5.

(b) The Financial Secretary shall notify the Grand Knights of the other councils in Clifton, New Jersey of the names, ages, residences, and occupations of applicants for membership in the Council within three (3) days after the meeting at which said application was proposed. The other Grand Knights shall cause said notices to be read at their next council meetings and, within three (3) days thereafter, notify the Grand Knight of the Council of the reading of the application and any objections thereto. No application shall be voted on by the Council until such notice has been sent and a response received or fourteen (14) calendar days pass with no response from said Grand Knights. If any Grand Knight or member of any subordinate council located in Clifton, New Jersey makes any objection to any applicant's application, the Grand Knight shall appoint a new Admission Committee and the Grand Knight shall place before said committee all objections made against any said applicant. The procedure relating to said application shall be made in the manner set forth in subsection (a) of this Section 5.

(c) Upon completion of the examination set forth in this Section 5 of Article V, the Grand Knight shall discharge the Admission Committee and present the applicant to the Council for action.

#### *Section 6.*

(a) Unless the application is rejected for the reasons set forth in Section 5 of this Article V, it shall be read by the Grand Knight at the first meeting following the time allowed for the report of the Admission Committee as set forth in Section 5 of this Article V, the Council shall proceed forthwith to a voice vote for the admission of such applicant after said reading. If there is any objection to the admission of the new applicant, then the Council shall proceed to a ballot for the admission of such applicant in accordance with the procedure set forth in Section 7 of this Article V.

(b) Upon the initiation of an applicant in the First Degree, the Financial Secretary shall forthwith forward the application to the Supreme Council, with proper endorsements thereon, showing dates of proposal, election and initiation into the First Degree.

*Section 7.* Where a ballot of an application for membership is required, the Grand Knight and Deputy Grand Knight shall privately inspect the ballot box, both before and after the ballot, and the former shall announce the result. Balloting of candidates shall be the charge of the Warden who shall distribute ballots to all members present. He shall place the ballot box on the salutation table and take his place six feet therefrom. He shall then request that all officers vote and after they have voted, he shall request the members to vote. They shall advance in single file and deposit their ballots in the ballot box, but no member shall pass the Warden until the member preceding him has voted. After all who desire to do so have voted, the Warden shall exhibit the ballot box to the Grand Knight and Deputy Grand Knight and they shall count the votes. If the number of negative ballots cast does not exceed one-half of the members present, the applicant shall be declared elected, otherwise rejected. The exact number of negative ballots shall not be stated. If more than one candidate is to be balloted for at a meeting, the Grand Knight may announce that the first ballot shall be a general one upon all candidates, and that if not more than one-half of those present shall cast negative ballots upon such general ballot no other ballots shall be taken. If such announcement is made, and not more than one-half negative ballots are cast upon said general ballot, all candidates so balloted for shall be declared elected. If more than one-half negative ballots are cast upon said general ballot, than an individual ballot shall be taken on each candidate.

*Section 8.* Any member of the Council shall, ipso facto, forfeit his membership if such member:

(a) Fails to remain a practical Catholic in union with the Holy Spirit.

(b) Fails to pay any per capita or special assessment levied by the Supreme Council or the Board of Directors within thirty (30) days from the date of mailing or transmitting the notice for such assessment by the Financial Secretary of the Council, the Financial Secretary;

(c) Fails to pay his dues to the Council within three (3) months after same are levied and payable, such levy shall be by written notice to the member, followed by a second notice if such dues are not paid within thirty (30) days from the date of such notice, followed by a third notice sent certified or registered mail to the member if such dues are not paid within sixty (60) days from the date of such notice; or

(d) Is convicted of a felony crime by a court of competent authority and jurisdiction.

*Section 9.* Where a member ipso facto forfeits his membership, the Grand Knight and Financial Secretary shall immediately notify the Supreme Secretary of such forfeiture and shall immediately send notice in writing to the member, including the date and the reason therefor. In those cases relating to ipso facto forfeiture for failure to pay council dues, such notice shall not be sent to the Supreme Secretary or to the member until an officer or a member of the Membership Committee shall contact the member and endeavor to have him retain his membership by payment of all dues in full.

## **ARTICLE VI – Committees**

*Section 1.* The following Committees shall be established:

(a) Program Committee: The Grand Knight shall appoint the Deputy Grand Knight as the Program Director to oversee the goal of this Committee which is the direct involvement and personal commitment of the Council in programs that will establish the Knights of Columbus as truly a Catholic, family, fraternal, service organization. In furtherance of this goal, the following shall apply:

(i) *Subcommittees*: The following subcommittees shall be established:

(A) Pro-Life Subcommittee to further the pro-life activities of the Council and advise the Council of any legal or other developments.

(B) Eyes for the Needy Subcommittee to oversee the collection of new and used glasses for distribution to those in need.

(C) Golf Event Subcommittee to plan and oversee the operation of this annual fundraising event.

(D) Night at the Races Subcommittee to plan and oversee the operation of this fundraising event.

(E) Citizens with Developmental Disabilities Subcommittee to plan and oversee the operation of this fundraising event to benefit local charities serving the developmentally disabled.

(F) Monsignor Peter J. Doody Beefsteak Subcommittee to plan and oversee the operation of this annual fundraising event for the Monsignor Peter J. Doody Scholarship Fund.

(G) Picnic Subcommittee to plan and oversee the annual Council picnic.



(H) Christmas Party Subcommittee to plan and oversee the annual Christmas party.

(I) Communion Breakfast Subcommittee to plan and oversee the annual communion breakfast to ensure that the Council receive Holy Communion in a body during the Easter period.

(J) Raffle Subcommittee to oversee the operation of a Winter and Spring raffle to raise funds for the Council's operations.

(K) The Program Director shall have the power to establish such other subcommittee as the Council deems necessary in connection with the purposes of the Program Committee.

(ii) *Powers of Program Director:* All Subcommittees shall be appointed by the Program Director and the first person named on the Subcommittee shall act as Chairman thereof. Standing Subcommittees shall serve until their successors have been appointed. A majority of the Subcommittee shall constitute a quorum for the transaction of business.

(iii) *Proceeds from Fundraising Events:* The proceeds from any fundraising event conducted by a subcommittee shall be distributed according to the following procedure:

(A) As to payment of bills and expenses, the Chairman of the subcommittee shall follow the procedures set forth in Section 5 of Article VII of these Bylaws.

(B) As to the charitable purposes for the distribution of proceeds, the subcommittee shall hold a meeting for the purposes of making a recommendation for the distribution of the proceeds. The subcommittee shall submit its recommendation to the officers of the Council for review (such recommendation may be to make no recommendation).

(C) Upon receipt of the recommendations of the subcommittee, the officers shall review such recommendations and either accept or reject such recommendations. If the officers shall reject the recommendations or if no recommendations are made, then the officers shall determine the proposed distribution of the proceeds of such fundraising event.

(D) Upon approval of the subcommittee's recommendations or modification or determination by the officers of the Council, the Deputy

Grand Knight or chairman of the subcommittee shall present the proposed distribution of the proceeds of such fundraising event to the Council at the next subsequent regular business meeting. After discussion, the Council shall move on such recommendation and vote for its approval. If the Council rejects the proposed distributions, the proposed distributions shall be modified and resubmitted to the Council in the manner set forth in this subsection (a) (iii).

(iv) *Event Reports:* At the conclusion of all fundraising events, the Chairman of the subcommittee and Financial Secretary shall prepare an event report and submit said report to the Trustees and the Grand Knight within ten (10) days of the conclusion of such event for review and approval in accordance with the procedures set forth in these Bylaws. Upon approval by the Trustees, the Chairman of the subcommittee shall then present the report to the Council at the next subsequent regular business meeting.

(v) The Subcommittees established hereunder shall comply, in all respects, to the same rules and procedures established for the other Committees as set forth in this Article VI.

(b) Membership Committee: The Committee shall have supervision of a comprehensive program of recruitment and retention for the Council, including contacting ipso facto members for purposes of retaining the membership of such ipso facto members as set forth in Section 9 of Article V of these Bylaws.

(c) Church Activities Committee: The Grand Knight shall appoint a deacon or other church leader to (i) promote a program that will enable the membership to respond to the constant call for the active participation of the laity in the work of the Church, and (ii) provide the youth in the community with the means and the opportunity to become personally committed and involved in the Church and meeting the challenges of our times.

(d) Admission Committee: The Admission Committee shall have the responsibility of reviewing all applications for membership pursuant to the procedures set forth in Article V of these Bylaws.

(e) Nominating Committee: The Committee shall be responsible for interviewing potential officer candidates and preparing a slate of candidates for nomination as officers pursuant to Article II of these Bylaws.

(f) Brothers in Need Committee: This Committee shall oversee the needs of the care and needs of the sick and deceased members of this Council. Specifically, this Committee shall

(i) On the death of a member in good standing the Committee shall give notice to the members and, if time permits, shall request them to assemble and pay their respects to the memory of the deceased at a time and place to be indicated in such notice.

(ii) When notice of the death of a member in good standing is received, the Committee shall forward to the family of the deceased a message of condolence on behalf of the Council and shall arrange to have five (5) Masses said for the repose of the soul of the deceased.

(iii) The Committee shall arrange for the celebration during the month of November of each year of a Mass for the repose of the souls of the deceased members and shall cause five (5) days' notice to be given to the members of the time and place of such Mass. The Mass shall be celebrated by the Chaplain unless he is indisposed.

(iv) When notice of an illness or infirmity of a member in good standing is received, the Committee shall (A) give notice to the members, (B) to the extent practicable, arrange visits to such ill member by members of the Council, and (C) forward a message of well wishes to the ill and/or infirm member.

(g) Carnival Committee: This Committee shall oversee the staffing and assist in the planning, implementation and operation of the annual church carnival and shall encourage the members to volunteer their time and talents to such carnival.

(h) Such other Committees as may be deemed necessary by the Grand Knight from time to time.

(i) Information and Technology Committee: The Committee shall be responsible for all technological related activities of the Council to include, but not be limited to, hardware and software purchase and maintenance, Council website update, maintenance and improvements and electronic media communications.

*Section 2.* All Committees shall be appointed by the Grand Knight and the first person named on the Committee shall act as Chairman thereof. Standing Committees shall serve until their successors have been appointed. A majority of the Committee shall constitute a quorum for the transaction of business.

*Section 3.* The Chairman or Director of a committee, as the case may be, shall designate someone to keep the minutes of every committee meeting. The Director or Chairman shall report of any progress of such committee to the Council and shall submit the meeting minutes of every meeting of the committee to the Recorder to be included in the minutes of the Council.

## **ARTICLE VII – Funds**

### *Section 1.*

(a) All moneys obtained from fundraising event pursuant to Article VI of these Bylaws, shall be delivered to the Financial Secretary, who shall give his official receipt therefor and who shall report at the close of each meeting the amounts so received and shall deliver the same to the council Treasurer and take his receipt therefor. Such funds so delivered shall be distributed in accordance with the determination of the Council for the disbursement of such Funds as set forth in Article VI, Section 1 (a)(iii) of these Bylaws.

(b) All moneys obtained from any source other than as set forth in subsection (a) herein, by or through any person or persons, acting for or in the name of the Council or under its direction or authority, shall be considered Council Funds and shall be forthwith delivered to the Financial Secretary, who shall give his official receipt therefor and who shall report at the close of each meeting the amounts so received and from what source and shall deliver the same to the council Treasurer and take his receipt therefor.

*Section 2.* The Treasurer shall deposit all moneys received from the Financial Secretary in a bank to the credit of the council. Disbursements from this fund shall be made only by check signed by the Grand Knight and Treasurer. If requested, the depository bank shall be furnished with a copy of this section.

*Section 3.* No monies shall be paid or transferred from the Treasury of this Council, except (i) such moneys as the Council is called upon to regularly pay for its current expenses, (ii) an annual gift or gifts totaling \$500.00 to a seminarian or seminarians, (iii) two gifts of \$500.00 (totaling \$1,000.00) to Saint Philip the Apostle Roman Catholic Church or such other parish as may be the meeting place of the Council, (iv) no more than \$300.00 to sponsor a Clifton “Midget” league athletic team or teams, (v) any distributions approved by the Council in connection with fundraising events, (vi) an honorarium of up to \$250.00 for a speaker at the annual Council communion breakfast, (vii) an annual gift of \$250.00 to the Bishop at the Federation’s annual Bishop’s night, and (viii) as provided by the Laws of the Order or for purposes approved by the Supreme Council or Board of Directors, unless otherwise determined by the Council pursuant to the procedure set forth in Section 4 of this Article VII..

*Section 4.* Any monies to be paid or transferred from the Treasury of the Council other than those payments or transfers made pursuant to Section 3 above, shall be approved by the Council as follows:

(a) If the amount to be paid or transferred from the Treasury of the Council is \$100.00 or less, such payment or transfer shall be approved by voice vote of the Council at the regular business meeting at which such payment is presented. If there is any objection, such payment shall be approved by a two-thirds vote of the Council present at such regular business meeting.

(b) If the amount to be paid or transferred is in excess of \$100.00, then such payment shall be presented to the Council at a regular business meeting and a formal written request submitted stating: (i) the amount to be paid, (ii) the person, charity or other entity to be paid, (iii) the purpose of the payment, and (iv) the reason why the payment advances the charitable purposes and activities of the Knights of Columbus. The written request shall be presented at the next subsequent regular business meeting and moved by the presenter for action by the Council. Such request shall be approved by voice vote of the Council. If there is any objection, such payment shall be approved by a two-thirds vote of the Council present at such regular business meeting.

*Section 5.* All general bills and expenses shall be presented to the Financial Secretary who shall present it to the Board of Trustees for approval. If any bill is approved, it shall be read to the Council by the Financial Secretary for approval. In case a bill is not approved by the Board of Trustees, it shall be referred back to the Council for action.

*Section 6.* Reserved: NOTE: This section formerly contained a provision for the Building Fund which has been deleted as unnecessary.

## **ARTICLE VIII – Miscellaneous**

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a regular business meeting held subsequent to (i) a regular business meeting at which a resolution in writing providing for such amendment shall have been read and (ii) notice of the proposed amendment shall have been given to the members either in writing or in the Council publication, such notice being given at least five days prior to said second meeting.

Sec. 2. Procedure and debate shall be in accordance with the Laws and Rules of the Supreme Council, the Board of Directors, these By-Laws and the Rules of Parliamentary Law known as the “Robert’s Rules of Order.”

## **Article IX – Reserved**

NOTE: This Article formerly contained the Scholarship Fund bylaws whose responsibility has been assumed by a separate Scholarship Committee.

ANNOTATION: These bylaws were last amended by Resolution and Council adoption on March2, 2022.