

**KNIGHTS OF COLUMBUS  
MARY IMMACULATE  
COUNCIL 12769**



**BY-LAWS**

*Updated 01/01/2020*

# Mary Immaculate Council #12769 By-Laws

## Article I

Section 1. This Council shall be known at Mary Immaculate Council, No. 12769, Knights of Columbus.

Section 2. Each member shall pay annual dues. The dues for men joining the order are **\$35**. Council member's dues will be **\$25** per year. The dues for Priests and Seminarians shall be waived. Dues may be waived for other members with special circumstances as reviewed and voted upon as officers and approved by the council. **Updated 1/1/2020.**

Section 3. The Financial Secretary shall be responsible for collection dues and issuing membership cards at the beginning of each calendar year. Any member whose membership dues are in arrears by more than 60 days, from the beginning of the calendar year, shall receive a letter from the Financial Secretary. The Financial Secretary will notify the Supreme Council on all terminations.

## Article II – Officers

Section 1. 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. The elected offices shall be as follows: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, Warden, Inside Guards, Outside Guards and the Board of Trustees.

Section 3. The Supreme Knight shall appoint the Financial Secretary.

Section 4. The Grand Knight, Deputy Grand Knight and the Board of Trustees in accordance with any rules established with the Bishop of the Diocese shall select the Chaplain.

Section 5. The Grand Knight shall appoint the Lecturer.

Section 6. The Council Officers shall perform the duties required of them as dictated by the Supreme Council, by these By-Laws and such duties as the council may direct. (See Section III for duties of officers).

Section 7. If a Council Officer cannot make a meeting he must contact the Grand Knight or the Deputy Grand Knight before the meeting. If either is contacted you will be excused from the meeting. If neither receive note you will be marked as absent.

Section 8. The Council Officers elected by the council body at large has a duty to attend at least 60% of the scheduled meetings. If an elected officer has three consecutive unexcused absences or misses nine meetings (based on 22 regular meetings during the year), a review and vote will take place with the officers of the council to determine if that officer shall either be able to continue as an officer or be replaced with a new officer.

Section 9. If an officer as determined in Article 2 Section 8 is voted on to be replaced, the officers shall approve another member to take the place of that officer. That member would be voted on at the next council meeting to serve the remainder of that term.

Nominations may be taken off the floor for this office position. A ballot will be taken if necessary.

Section 10. At the end of each semiannual period the Board of Trustees shall meet and audit the several books of this Council and shall in each February and August make a full report of their findings, including the receipts and disbursements of the money's of this Council for the previous semiannual period, the balance on hand to the credit of each of the various funds at the end of each semiannual period, and the assets and liabilities of this Council. The Grand Knight shall issue the call for such meeting with the Board of Trustees.

### **Articles III Duties of an Officer**

Section 1. Grand Knight is the top ranking officer. His duties are to oversee all council activities, preside over meetings, countersigns orders and checks and reads vouchers.

Section 2. Deputy Grand Knight the second ranking officer shall preside in the absence of the Grand Knight. His duties include but are not limited to the controller over committees.

Section 3. Chancellor is the third highest-ranking officer and shall take control of a meeting if either the Grand Knight or Deputy Grand Knight is absent. The Chancellor shall greet the new members into the council and shall report on all members who are sick or in distress.

Section 4. Warden shall check all members for current membership cards. He shall also be the custodian of all Council property except funds and is in charge of seeing up the Council Chamber before a meeting.

Section 5. Recorder shall keep the minutes of the meeting and the historical records.

Section 6. Treasurer shall be responsible for the funds of the Council. The Treasurer maintains the bank accounts and issues checks based on the receipts turned in by the Financial Secretary.

Section 7. Advocate shall be the Chief Legal Officer for the Council.

Section 8. Inside & Outside Guards shall be in charge of security at the meetings and are to assist the Warden as needed. If a member enters the chamber after the meeting begins, it is the duty of the guard to check the member's membership card and escort him to the Deputy Grand Knights table to be recognized by the Grand Knight.

Section 9. Financial Secretary shall be responsible for the financial record keeping – issuing and collecting bills, issuing membership cards etc.

Section 10. Lecturer shall be responsible for the entertainment at meetings and functions.

Section 11. Chaplain shall provide spiritual guidance and direction to the Council. If the chaplain is present at the meeting he shall open and close a meeting in prayer.

Section 12. Board of Trustees comprised of a 1 Year Trustee, a 2 Year Trustee and a 3 Year Trustee shall oversee the financial transactions of the Council, review the bills and financial reports and audit the Council's financial records semi-annually.

### **Article IV Meetings**

Section 1. Regular meetings of the Council shall be held on the first and third Wednesday of each month. One meeting each month, selected by the Grand Knight, shall be a regular business meeting. All meetings shall commence by 8:15 PM. twelve members, which

shall include the minimum of two chair officers, shall constitute a quorum at business meetings.

Section 2. All meetings of the Council shall be presided over by the Grand Knight. If the Grand Knight is absent or unable to preside over the meeting, the Deputy Grand Knight shall stand in. If the Grand Knight and the Deputy Grand Knight are absent it is the duty of the Chancellor to stand in.

Section 3. The Warden shall request all members to show the current membership cards.

Section 4. The order of business and procedure at a regular business meeting of this Council shall be:

- A. Call to order.
- B. Warden's Report on Membership Card.
- C. Opening Prayer
- D. Pledge of Allegiance to the Flag
- E. Roll Call of Officers
- F. Opening Ode
- G. Reading of the minutes from the last meeting
- H. Reading of admissions
- I. Grand Knights Report
- J. Chaplains Report
- K. Bills and Communications
- L. Treasurers Report
- M. Financial Secretary's Report
- N. Trustees Report
- O. Chancellors report on Vocations
- P. Committee Reports
- Q. Old Business brought forth in prior meetings
- R. New Business before the Council
- S. Fourth Degree Report
- T. Insurance Agent Report
- U. District Deputy's Report
- V. For the good of the order-any member or family who is in need of assistance or in distress.
- W. Closing Prayer
- X. Closing Ode

Section 4. If a member addresses the Grand Knight he must stand to be recognized. Once the member is recognized he must salute the Grand Knight and await the return salute. Once he has received the salute he must then salute the Deputy Grand Knight and address the District Deputy and Chaplain (if present).

Section 5. If a member is receiving or giving information directly to the Grand Knight he must stand, be recognized, salute and walk up the side to the Grand Knight. A member should never walk in the center between the Deputy Grand Knight, Chancellor and Warden.

## **Article V Committees**

Section 1. In addition to the Committees provided for in the Laws and Rules of the Order, the Following Service Program Directors shall be appointed:

- A. Program Director whose goal will be the direct involvement and personal commitment of the council and membership in a program that will establish the Knights of Columbus as a truly Catholic, family, fraternal, service organization.
- B. Membership Director Goal is to establish a program to recruit and retain members.
- C. Director of Church Activities whose goal is to establish an active participation of the laity in the work of the Church.
- D. Director of Community Activities whose goal is to develop programs that will service the community.
- E. Director of Council Activities whose goal is to promote brotherhood through athletic, cultural and social programs.
- F. Director of Youth Activities whose goal is to promote youth in the community.
- G. Director of Family Life whose goal is to promote activities and programs with the Council that would strengthen and support family life.
- H. Director of Memorials whose goal is to assemble members to pay respects to the memory of a deceased member, in good standing, or family member. This Committee chairperson shall forward to the family of the deceased a message of condolence on behalf of the Council. If possible the Committee shall arrange a celebration in November or April for the repose of the souls of the deceased members.
- I. Such other Committees as may be required by the By-Laws.

Section 2. The Grand Knight shall appoint all Committees and the first person named on the committee shall act as Chairman. Standing Committees shall serve for the current fiscal year or until their successors have been appointed.

## **Article VI Funds**

Section 1. All moneys 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, shall be considered Council Funds and shall be forthwith delivered to the Financial Secretary, who shall give his official receipt therefore and who shall report at each meeting the amount received.

Section 2. The Treasurer shall deposit all moneys received in a bank account.

Disbursements shall be made only by check signed by the Grand Knight and Treasurer.

Section 3. No money in excess of \$100.00 shall be paid or transferred from the Treasury of this Council except such moneys as the Council is called upon to regularly pay.

Section 4. Any donation proposed on the floor greater than \$100.00 will have to be table for an executive meeting. The Officers and Board of Trustees at the executive meeting decide on if the proposal is of merit and a majority of the Officers are in agreement to dispense the funds. After the meeting the decision is brought back onto the floor and the decision is discussed.

Section 5. All bills shall be present by the Treasurer to the Recorder and read to the Council before being sent to the Board of Trustees for approval.

Section 6. All checks must be signed by two approved officers.

Section 7. The Grand Knight, Deputy Grand Knight, Chancellor and Treasurer should be authorized to sign off on checks.

### **Article VII Elections**

Section 1. The annual nomination of officers shall take place at the first meeting in June. The election of officers will be held at the second meeting in June.

Section 2. The Grand Knight shall appoint a Nominating Committee of at least three members who shall prepare a slate of candidates for the elective council offices. This slate will be presented at the first meeting in June. Other nominations may be made from the floor on an office by office basis.

Section 3. The election of officers shall be by ballot. A majority of votes shall cast shall be necessary to elect. If there is only one slate each name is read and approved or disapproved by the Council.

Section 4. Each officer must qualify and fill the office to which he was chosen at the first regular meeting in July succeeding his election, unless excused by a vote of the Council.

Section 5. Each officer chosen to serve office must present himself for installation at the time specified.

Section 6. Vacancies in elective offices shall be filled by election at the next regular business meeting.

### **Article VIII Balloting for Candidates**

Section 1. The Grand Knight and Deputy Grand Knight shall inspect the ballot box, before and after the balloting. The Warden shall distribute the ballots to all members present. The ballot box shall be placed on the salutation table. The officers shall vote first and then the members of the council. Each member shall walk past the Warden; however, no member shall pass the Warden until the member before has passed finalized his vote. Once balloting has been completed, the Warden shall present the box to the Grand Knight. The Grand Knight shall read the votes while the Recorder enters the votes in a recorder. Once the votes have been counted, the members with the most votes will be declared the winner in each respected position.

### **Article IX Miscellaneous**

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a regular meeting held subsequent to a regular business meeting at which a resolution in writing providing for such an amendment. This amendment shall be read

and notice of the proposed amendment shall be given to the members in writing or in the Council publication at least five days prior to the second meeting.

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

### **Article X Council 12769 Scholarship**

1. The EAC offers financial assistance to Students attending any: High School, College or Vocational School. A Third Degree member, in good standing with the Knights of Columbus for at least one calendar year, may Sponsor a student for assistance.
2. The Sponsor must be the father, grandfather, (or the member himself) of the student. If the Sponsor is deceased, and was in good standing as described above, a related member of Mary Immaculate Council may act as Sponsor for the deceased member’s relation. If there are no members in the Council, an adult family member may complete the Application.
3. All new Sponsors are expected to provide some forms of direct service for the Council. Each Sponsor must contact the Grand Knight to obtain an Application Package and discuss service to the Council.
4. The Grand Knight will verify with the Financial Secretary, the new Sponsor qualifications. He will then forward Section III the Application to the EAC for review.
5. The Student’s overall profile will be considered, not just their academics performance. As part of the Application, the Student is asked to answer specific questions provided them. There is no need to provide financial information since this scholarship is not based on financial need.
6. Each Student selected for an award may be asked to provide a copy of the school’s letter of admission and a letter of acceptance/registration (if not provided with the application).
7. The EAC consists of the: Chairman, Grand Knight, Deputy GK, and PGK’s.
8. The EAC reserves the right to interview all candidates.
9. The EAC may offer a one-time \$500 Scholarship. There is no obligation to offer this scholarship if funds are not available on a given year.
10. There is only one scholarship per person, previous beneficiaries may not reapply.
11. Award recipients and their families agree to K of C publicity.
12. Members of the EAC, who are related to Students, will exempt themselves from voting.
13. All applications are strictly confidential. Materials are not required to be returned.
14. Correspondence must be addressed to EAC Chairman. All materials must be received by: **May 1.**

### **Addendum March 20, 2019**

#### **By-Law Update 2019**

1. Grand Knights may serve up to two consecutive terms of office, but may not continue into a third consecutive term. If no one is willing to run for the office of Grand Knight a Past Grand Knight will be selected by the past Grand Knights and current officers will serve for a one year term. If the present Grand Knight has already served two consecutive terms then he may not be considered for a third term.

2. A scholarship fund will be set up for the Secaucus High School community service club Service, Activities, Involvement, and Leadership which will be known as S.A.I.L from here on thru. There will be two scholarships given one to a male and one to a female student. The scholarship recipients will be selected by the S. A. I. L. advisor. The selection should be based upon the students who dedicate the most time to the program and not necessarily for high academics. Their dedication to the program as well as their work ethics should be the main consideration upon selection. The scholarship will be in a total amount of \$500 going out as \$250 to each selected students. The student must be going to attend a college or trade school. The check will be made out directly to the college or trade school. This will be a one- time opportunity with the funds coming from one bus trip. The remaining bus trips will go into the Council fund. There after the Officers will decide where the funds will come from if the bus trips are discontinued or They may also decide to discontinue the program with a vote from the membership.

3. A brother knight who is in need of assistance may be given a one- time financial assistance of \$200. They should place in writing why this assistance is needed and what the funds will be used towards. Their identity will be kept between the Grand Knight Financial Secretary and Treasurer who will be the committee then voted upon by the membership. Dues will be waived after the proper forms have been completed during the time of the hardship.

4. Funds for the church assistance fund will be generated through any fund raising that the Council has such as dinner events, wreaths/palm cross sales, Fish Fry, etc. 5% of whatever is raised will go into the church assistance fund and 10 % will go into the Council fund. The rest of the 85% will go to the designated fund after expenses are addressed. Shake the can and Baby Bottle Boom - A - Rang are excluded from the 15 % deductions. The funds generated in this category will be used to assist the church in any way that may be needed. The approval will come from the officers first then brought out on to the floor to be voted upon by the membership. As is when monies over \$100 are to be moved or donated.

5. Funds raised from the 200 Club will go directly into the Council Fund. The intent of this fund is to assist the Council with its own needs.

6. Any concerns regarding a brother knight will first be brought to the attention of the officers and past Grand Knights. If a majority of the officers and Past Grand Knights cannot resolve the situation it will be brought to the attention of the District Deputy. (See Supreme By-Laws)

*Information used from Ohio Supreme Council, Florida State K of C by- Laws, Father Francis A. Ryan Council No 5025 Knights of Columbus and St. Joseph's Council 6464 Mendham, NJ.*