

BY-LAWS
ALAMEDA KNIGHTS OF COLUMBUS
NATIVITY OF THE BLESSED VIRGIN MARY
COUNCIL 9928
ALBUQUERQUE, NEW MEXICO

WHEREAS, This Council is known as – The Nativity of the Blessed Virgin Mary Knights of Columbus Council Number 9928 (Council), and

WHEREAS, THIS Council has received its Charter pursuant to the Charter, Constitution, and Laws of the Supreme Council, Knights of Columbus, New Haven, CT (Supreme Laws), and

WHEREAS, These Bylaws are promulgated pursuant to the authority granted in Section 241 of the Supreme Laws, deemed necessary for the conduct of the Council's affairs to better clarify and define the local needs of the Council. Should there be conflict between the provisions of these Bylaws, it is understood that the provisions and their construction as provided in the Supreme Laws shall prevail.

ARTICLE I - ESTABLISHMENT OF THE COUNCIL & MEETINGS

Section 1. – Authority of the Council: As provided by the prevailing Supreme Laws, the Supreme Council, Knights of Columbus, Haven, CT grants to Council 9928 (Council) the power and authority to conduct its affairs as Council 9928. It further vests to Council 9928 the authority to promulgate these Bylaws with the power and authority to make, alter and repeal all laws, rules and regulations for the government, management, discipline and control of the Knights of Columbus - Council 9928.

Section 2. – Regular Meetings: The Council shall meet on the second Monday of each month at 6:00 PM starting with praying of the rosary and promptly followed by the regular meeting to start at 6:30 PM. The order of business shall conform to the provisions of Sec. 125 of the Supreme Laws, including the following:

1. Call to Order
2. Warden's Report on the Membership Card
3. Prayer
4. Pledge of Allegiance to the Flag
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. Grand Knight's Report
11. Chaplain's Report
12. Treasurer's Report

13. Financial Secretary's Report on Receipts and Bills of Meeting
14. Report of Committees
15. Unfinished Business
16. New Business (When elections are in order, this is the first item of business under New Business)
17. Insurance Agent's Report
18. District Deputy's Report
19. Good of the Order
20. Chaplain's Summation
21. Closing Prayer

Section 3 – Quorum Required: A Quorum of twelve (12) Brother Knights present is required to conduct business as put forth in Section 2 herein.

Section 4. Executive Council and Meetings: Pursuant to Section 124 of the Supreme Laws, the Officers of Council 9928 including the members of the Board of Trustees, as put forth in Section 126 of the Supreme Laws, shall comprise the 9928 Executive Council (Executive Council), which shall meet every first Monday of every month at a mutually agreeable time for the conduct of non-legislative Council Affairs. This includes, and is not limited to, the setting the Agenda for the Regular Meeting and the scheduling and provision of adequate notice, as provided herein, for any Special Meetings deemed appropriate by the majority of the Executive Council present, or the conduct of any business, which is non-legislative or abridges the rights of Council Knights to set the course or agenda for Council 9928.

Section 5. Special Meetings: Special Meetings may be called for whatever purpose, other than those items identified in Article I Section 2. Regular Meetings, of these Bylaws. Written Notice to each Council Knight (including the use of written electronic communication) shall provide notice of the time, date and location of the meeting along with a statement of purpose of the meeting. The following shall be the Order of Business at a Special Meeting:

1. Call to Order
2. Warden's Report on Membership Card
3. Prayer
4. Roll Call of Officers
5. Showing of adequate notice of the special meeting
6. Special Order of Business
7. Closing Prayer

ARTICLE II – OFFICERS

Section 1. Officers : The officers, which constitute the Executive Council as provided in Article 1 – Section 3 herein, and as further provided in Section 126 of the Supreme Laws shall include: Grand Knight, Chaplain, Deputy Grand Knight, Chancellor, Recorder, Financial Secretary, Treasurer, Lecturer, Advocate, Warden, Inside Guard, Outside Guard and Board of Trustees.

Section 2. Qualification: Pursuant to Section 129 of the Supreme Laws, “Each officer must qualify and fill the office to which he is chosen, with or without installation, at the first regular meeting in the month succeeding his election, unless excused by a vote of this Council, and must present himself for installation at the time specified in the notice issued by or through the District or State Deputy”

Section 3. Vacancies: Vacancies, pursuant to Section 131 of the Supreme Laws, in elective offices shall be filled after notice to the members, and by election at the regular business meeting next following the regular meeting at which the vacancy was created.

Section 4. Miscellaneous Provisions: The following provisions relating to Council 9928 Officers shall be governed as provided in the relevant Section of the Supreme Laws:

- Section 130 – Bonds Required
- Section 132 – Delivery of Books, Etc.
- Section 133 – Suits or Actions to be Upon Authority of Council

Section 5. Duties of the Council Officers: The Duties of the Council Officers are enumerated in Sections 135 – 145 et. sec. of the Supreme Laws.

Section 6. The Board of Trustees: Pursuant to the Section 145 of the Supreme Laws, The Board of Trustees shall consist of the Grand Knight and three members to be elected by the Council. The Grand Knight shall be the Chairman. As provided, the Trustees, shall be elected in a staggered manner to insure continuity, to serve for three year terms. The Trustees shall have the supervision of all the financial business of the Council and their approval shall be necessary for the payment of all moneys except that specified in said Section 145. As stated in said provision, the Trustees shall audit the accounts of the Financial Secretary and Treasurer twice annually, and provide reports on their findings in the regular business meetings in July and January to the Council and as specified to the State Deputy, District Deputy and Supreme Secretary. Further, they will carry out the remainder of their duties as put forth in said provision.

ARTICLE III – ELECTIONS & APPOINTMENTS

Section 1. Election of Officers: Pursuant to Section 128 of the Supreme Laws, all officers, except the Financial Secretary, Lecturer and Chaplain, shall be elected annually, by ballot at a regular business meeting held between the fifteenth day of May to and including the fifteenth day of June each year, and with the exception of the Trustees who shall serve for terms not exceeding three years as provided by Section 145 of the Supreme Laws, said officers shall hold their offices for the term of one year from the first day of July following, and until their successors are elected and qualified

Section 2. Selection of Appointments:

- a. Lecturer: The Grand Knight shall annually select a Lecturer

- b. Financial Secretary: The Supreme Knight will appoint the Financial Secretary and will hold office at the will of the Supreme Knight. He shall be compensated in a manner approved by the Board of Directors.
- c. Chaplain: The Grand Knight, Deputy Grand Knight and Board of Trustees may annually select a priest to act as Chaplain, subject to the rules established by the Archbishop of the Archdiocese of Santa Fe.

Section 3. Majority of All Votes Cast: Pursuant to Section 93 of the Supreme Laws, in all cases of election to any office in the Council, a majority of all votes cast shall be necessary to elect officers as provided in Article III Section 1 herein. All candidates will be listed and voted upon on one ballot. No ballot containing names of more or less candidates than there are places to be voted for shall be counted, and those receiving the highest number of votes shall be declared elected in order of the number of votes received and to number of places to be filled.

Section 4. Elections: The election of Officers shall be by written ballot. The annual election of Officers shall take place at a regular business meeting of the Council held between May 1st and June 15th. In February, the Grand Knight shall appoint a Nominating Committee of three Brother Knights, who shall prepare a slate of candidates for the elective council officers. This Nominating Committee shall present to the Council a state of Nominees no later than the regular business meetings 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 ballot. At the meeting where the nominees are presented, other nominations may be made from the floor, which, with the approval of the majority of those present, will be accepted on to the slate for consideration.

Section 5. Counting of the Ballots: The Grand Knight shall appoint two members, not in contention for an Office, who will act as Tellers. After all who are entitled have voted, the ballot shall be declared closed and the Tellers shall proceed to count the votes in full view of the Council. One of the Tellers shall examine each ballot singularly and pass the same to his associate, who shall read aloud the name or names as selected on the written or printed legal ballots. The Recorder shall tally the same and the results thereof shall be announced by the Grand Knight.

ARTICLE IV – FEES

Section 1. Annual Fees: Each Brother Knight, associates and insurance members shall pay as annual dues a fee of \$25, of which twenty dollars (\$20.00) will be deposited into the general fund and \$5.00 will be put into the Council's Bereavement Program account to assist only the Council Knights and their immediate family as put forth in Article V Section 5 herein. Honorary Members shall pay \$10.00 as annual dues.

Section 2. Initiation Fees: All Inductees shall pay a fee of \$10 for initiation into the Council.

Section 3. Exemptions For Payment of Fees: Priests, Religious Deacons, and Honorary Life Members shall not pay dues.

ARTICLE V – FUNDS

Section 1. Receipt of Funds: All funds received from any source by any person or persons acting on behalf of the Council, shall be considered Council Funds and shall be delivered with immediate dispatch to the Financial Secretary. The Financial Secretary shall prepare a receipt to be delivered to the original person providing the funding. The Financial Secretary shall report at each regular meeting any new funding received stating the amount, from what sources, and will transfer such funding to the Treasurer, who will in turn provide the Financial Secretary with a receipt.

Section 2. Deposit of Funds and Reporting: The Treasurer shall deposit all moneys received from the Financial Secretary in the Council's bank into the appropriate account. The Treasurer will report at the next regular meeting of the Council, on the current balance and on the deposit of any new funds.

Section 3. Authority to Issue Checks: The Treasurer will have the sole authority to prepare disbursements from the Council's bank account. Pursuant to Section 140.4. of the Supreme Laws, the treasurer shall pay all orders drawn on him which are signed by the Financial Secretary and countersigned by the Grand Knight. As such, all orders shall have the approval of the Board of Trustees pursuant to said provisions. Payment of all orders shall be by check, money order or draft signed by the Treasurer and countersigned by the Grand Knight. Should it be necessary, the Grand Knight can delegate this authority to the Deputy Grand Knight, and the Treasurer to the Financial Secretary, for the limited purpose of conducting business during their excused absences.

Section 4. Limits For the Issue of Disbursements: No disbursements in excess of \$200.00 shall be paid or transferred from the Council's Bank Account unless approved by two-thirds (2/3) vote of the members present at a regular business meeting. The payment of regular on-going current expenses, as reported to the Council as provided herein at Article I Section 2, are exempted from this requirement.

Section 5. Bereavement Disbursements:

a. When a Brother Knight of the Council passes away, the Council shall provide the immediate surviving family member (spouse, child) a check of \$250 pursuant to Article IV Section 1, to assist with the immediate family needs. In the event, there are not sufficient funds in the Bereavement Program account, the Council may take up a collection from the Council membership.

b. Additionally, if there is Brother Knight who passes away from another Council, including the State Council, the Council may take up a collection from the Council membership and present it to the family of the deceased Brother Knight.

Section 6. Financial Hardship Disbursements: In the event a Brother Knight's family is in financial distress, the Council will offer to provide guidance and counsel to assist the Brother Knight and his family. This includes the Council taking up a collection from the Council membership to present to the Brother Knight and/or his immediate family.

Section 7. Reading of the Bills: All bills shall be presented to the Financial Secretary , who shall read them to the Council before submitting to the Board of Trustees for their approval pursuant to Article II Section 6. Any payment of bills not approved by the Board of Trustees, shall be referred back to the Council for consideration under the provision of Section 4 herein.

ARTICLE VI – COMMITTEES

Section 1. Provision for Directors & Committees: In addition to the Committees provided for by the Supreme Laws, the following Service Program Directors shall be appointed by the Grand Knight:

- A. Program Director, who directs the involvement and personal commitment of the Council in a program to lay a foundation for the Council 9928 Knights to achieve the goals of the Knights of Columbus as Catholics, family members, fraternal and service oriented.
- B. Membership Director, who shall establish and execute a comprehensive program for recruitment and retention of Council Brother Knights.
- C. Church Activities Director, who steers and promotes the Council Knights to respond to the constant call for the active participation of the laity of the work of the Church of the Nativity of the Blessed Virgin Mary.
- D. Community Activities Director, who establishes and executes upon programs concerned with the promotion of the brotherhood through athletic, cultural and social programs. In addition, he is responsible for the public relations on behalf of the Council.
- E. Youth Activities Director, who establishes and executes on programs which provide the youth in the community with the opportunity to become committed and involved in meeting the changes caused by time and external conditions. He is also responsible for the promotion of the Council's junior organization, the Columbian Squires.
- F. Family Life Director, who promotes activities and programs with the Council that strengthen and support the family life of its members.
- G. "Hermanos & Vecinos" Director, who develops and executes programs for the provision of "handyman services" for residential properties including light construction work for the repair, construction, remodeling of residential properties. The recipients include Council Knights, their relatives; members and non-members of the Nativity Parish who are elderly, disabled or in any way unable to perform these activities for themselves. For specific guidelines refer to the Council's Hermanos & Vecinos handbook.
- H. Director of Memorials & Funerals, who provides notice to the Council of any recent deceased members, represents the Council in the planning of any Rosary or Funeral Services, and coordinates the honors due a Fallen Brother

Knight. He shall also represent the Council in the giving of a message of condolence to the family of the deceased.

Section 2. Appointment Terms: All Committee Directors shall act as chairmen of their respective committees and will serve for one year or until their successor is named and appointed by the Grand Knight.

Section 3. Program Descriptions & Budgets: As called for by the Grand Knight, each Committee Director shall prepare a brief program description and list of activities the Committee plans to pursue for the coming year. This shall include a budget and objectives for each activity. At the end of the year, the Committee Director shall prepare a brief summation of the Committee's activities and submit it to the Recorder for the preparation of the Council Annual Report to be submitted to the State Council. Committee Directors will be called upon to present a briefing of their activities at regular Council Meetings.

ARTICLE VII – MISCELLANEOUS PROVISIONS

Section 1. "Robert's Rules of Order": All meetings, procedures and debate shall be in accordance with the Supreme Laws, these By-Laws and Rules of Parliamentary Order governed by the "Robert's Rules of Order".

Section 2. In accordance with the current By-Laws, these amendments and any future amendments to the By-Laws, shall be amended by two-thirds vote of the members present and voting at a regular meeting held subsequent to the regular business meeting. At that meeting a resolution in writing proofing for such amendment shall have been read and notice of the proposed amended By-Laws shall have been given to the members in writing or in the Council Publications (including the Council Web Page) at least five days prior to the second meeting.

These By-Laws are adopted by vote of the Council on _____, 2007.

Grand Knight

Council Recorder