

*KNIGHTS OF COLUMBUS*

*RT. REV. MSGR. WILLIAM A. DELANEY COUNCIL NO. 5983*

*110 MERRITTS ROAD      FARMINGDALE, N.Y. 11735*

*PHONE NO. 516-752-5983*



*COUNCIL BY- LAWS*

*REVISED: JANUARY 2015*

*Thomas Moran, Grand Knight*

*Keith R. Wilson, PGK, FDD, PFN, PCC*

*Advocate and Committee Chairman*

COUNCIL BY-LAWS

\*\*ARTICLE 1-GENERAL\*\*

**SECTION 1.** This council shall be known as the Rt. Rev. Msgr. William A. Delaney Council No. 5983, Knights of Columbus.

**SECTION 2.** The initiation fee shall be \$10.00 and will be paid at the initial interview but, it shall be refunded if the applicant is rejected. **This fee may be waived at the council's discretion.**

**SECTION 3.** Each member shall pay annual dues, the same to be payable quarterly in advance at the first regular meetings in January, April, July and October. **The annual dues of members shall be \$40.00. (This includes the culture of life fund donation).** Honorary members (member who has attained the age of 65 years and has 25 years of consecutive service) shall pay \$10.00 annually and Honorary Life Members (member who has attained the age of 70 and has 25 years consecutive service or any member who has 50 years of service regardless of age) shall be exempt from any further payment of dues.

**SECTION 4.** The Financial Secretary shall be compensated as follows:

- A.) **From the Council-** In accordance with the Supreme guidelines, **10%** of the monies collected on account of dues from both Insurance and Associate members payable in quarterly installments at the end of each quarter.
- B.) **From the Supreme Council-** an amount, as approved by the Supreme Board of Directors, for each Life Insurance Certificate registered through the council and in good standing at the end of each calendar year. This amount will be payable annually at the end of the calendar year.

\*\*ARTICLE II- ELECTIONS\*\*

**SECTION 1.** The annual election of officers shall take place at the first regularly scheduled meeting in June.

**SECTION 2.** Only members 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 may hold more than one office at the same time.

**SECTION 3.** The election of officers shall be by secret ballot, except where there is only one candidate for the office, in which case the Secretary shall be instructed to cast one constitutional ballot for the lone candidate. In all cases of election, a MAJORITY of all valid votes cast shall be necessary to elect; - except that where several of equal degree shall be chosen (i.e. Directors, Delegates, etc.) a MAJORITY shall not be required but all shall be voted for on a single ballot. No ballot containing the 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 the order of the number of votes received and to the number of places to be filled.



**SECTION 4.** The Grand Knight shall appoint three members to act as Tellers. After all who are entitled to do so have voted, the voting shall be declared closed and the Tellers shall then proceed to count the votes in full view of the Council. The Tellers shall examine every ballot singly and maintain a tally thereof. When the count is completed, the Tellers shall compare the tallies and, if in agreement, shall inform the Council Presiding Officer, who shall announce the results.

**SECTION 5.** Each Officer elected must 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 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 excused by such officer. Otherwise such office shall be considered vacant.

**SECTION 6.** Vacancies in elective offices shall be filled, after due notice to the membership, by election at the Regular Business Meeting, next succeeding the Regular Meeting at which the vacancy was created.

**SECTION 7.** The Grand Knight shall at the last business (**second**) meeting of each March call for the formation of the Nominating Committee to be composed as follows: three Council members appointed by the Grand Knight and four other members to be elected by the Council at the first regular business meeting in April. It shall be the duty of the Nominating Committee to present at the first Regular Business Meeting in May, a list of candidates for the various offices in the Council to be voted for at the first regular Business meeting in June. At the first and second Regular Business Meetings in May and at the first Regular Business Meeting in June prior to the election, any member of the Council may nominate candidates for the various offices. After the first Regular Business Meeting in May and at least five days before the first meeting in June, a written notice shall be sent to all the members of the Council listing all of the candidates nominated for any elective office. The Chairman of the Nominating Committee shall be appointed by the Grand Knight.

**\*\*ARTICLE III- OFFICERS\*\***

**SECTION 1.** The elected officers shall be as follows: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, and Warden, Inside Guards, Outside Guards (two Inside and Outside Guards may be elected) and Board of Trustees.

**SECTION 2.** The appointed officers shall be as follows: Financial Secretary, Lecturer, Chaplain and Organist. The Financial Secretary shall be appointed by the Supreme Knight. The Chaplain shall be appointed by the Grand Knight, Deputy Grand Knight and the Board of Trustees in accordance with any rules established by the Bishop of his Diocese. The Grand Knight shall select the Lecturer and Organist.

**SECTION 3.** At the last Regular Business Meeting in June of each year, the Council shall determine the amount of the bond, (if any) is to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council, and the Treasurer and Financial Secretary shall not take office or be installed or receive any money or property of the Council until they have been 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.



**SECTION 4.** The Council Officers shall perform the duties required of them by the Laws and Rules of the Order and these By-Laws and such other duties as the Council may direct.

**SECTION 5.** Except when notice of application shall be published as provided by section 110 of the Laws and Rules, it shall be the duty of the Grand Knight, as early as practicable before each regular meeting, to file with the Recorder, a list of candidates to be balloted upon at each meeting.

**SECTION 6.** At the end of each Semi-Annual Period, the Board of Trustees shall meet and audit the several books of this Council and shall, at the first Regular Business Meeting of each Semi-Annual Period, make a full report of their findings, including the receipts and disbursements of the monies of this Council for the previous Semi-Annual Period, the balance on hand to the credit of each of the various funds at the end of each Semi-Annual Period, and the assets and liabilities of the Council. The Grand Knight shall issue the call for such meeting of the Board of Trustees.

**SECTION 7.** 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 reason therefore. In those cases relating to the IPSO FACTO forfeiture for failing to pay Council dues, such notice shall not be sent to the Supreme Secretary or the member until an Officer or a member of Retention(Conservation) Committee shall contact the member and endeavor to have him retain his membership.

**SECTION 8.** The recorder shall file all reports in a filing book to be provided for that purpose and the same shall be preserved as part of the records of this council.

**SECTION 9. Council Officers shall be able to receive compensation within the 5983 Corporation. The Grand Knight and Deputy Grand Knight shall not be able to receive any compensation whatsoever.**

**\*\*ARTICLE IV- MEETINGS\*\***

**SECTION 1.** Regular **Business** meetings of the Council shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. The Council shall hold only one (1) Business Meeting in the months of July and August. All Meetings shall commence at 8:00 P.M. Twelve (12) members shall constitute a quorum at Business Meetings. **Social meetings can be held at the Grand Knights Discretion, allowing for all Fraternal and Council Business needs first.**

**SECTION 2.** All meetings shall be presided over by the Grand Knight.

**SECTION 3.** The following shall form part of the Order of Business and Procedure at Regular Business Meetings of the Council:

- Call to Order
- Checking of Current Traveling Card
- Opening Prayer
- Pledge of Allegiance to the Flag.
- Roll Call of Officers
- Reading of the Minutes of the Prior Meeting
- Reading of Communications
- Reading of New Admission Applications

- Balloting for New Members
- Grand Knight's Report
- Report of Auditors and Trustees
- Treasurer's Report
- Financial Secretary's Report
- Report of Program Committee Chairman
- Report of Standing Committees (C&B, Membership, Etc.)
- Reading of the Receipts of the Meeting by Financial Secretary
- Unfinished Business
- New Business
- 50/50 and Knight of the Month
- Good of the Order
- Closing Prayer & Closing Ode

**SECTION 4.** Special Business Meetings shall be convened as follows: By vote of the Council at a preceding meeting by direction of the Grand Knight; by the Grand Knight upon the written request of seven (7) members, whose request shall state the purpose of the meeting. Due notice of the Special Business Meeting and the purpose shall be given to each member in the usual way and no other business shall be conducted at any such meeting.

**SECTION 5.** The following shall be the Order of Business and Procedure at Special Business Meetings of the Council:

- Call to Order
- Checking of Current Traveling Card
- Opening Prayer
- **Pledge of Allegiance to the Flag.**
- Roll Call of Officers
- Special Order of Business
- Closing Prayer
- Closing Ode

**SECTION 6.** It shall be the duty of all Officers to attend each meeting of the Council. In case of the inability of any officer to attend a meeting, due notice shall be given to the Grand Knight and arrangements made to have all necessary books and papers in the possession of such Officer at the meeting. If a Chair Officer is absent or excused from a Council meeting, the presiding Officer shall designate a member to act for him **for that meeting only.**

**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 the Deputy Grand Knight, the duty of presiding shall evolve to the other officers of the Council in the following order: Chancellor, Recorder, Financial Secretary, Treasurer, Lecturer, Advocate, Warden, Inside Guard, Outside Guard and Board of Trustees. (This is in accordance with Section 126 of the Laws and Rules of the order.)

**SECTION 8.** If any meeting shall fall on a legal holiday, said meeting shall be held on the following day unless the Council, by vote at a previous Business Meeting, annuls such meeting or fixes a different date for such meeting within the month for which it was originally scheduled.



**\*\*ARTICLE V – COMMITTEES\*\***

**SECTION 1.** In addition to the Committees provided for in the Laws and Rules of the Order, the following standing committees shall be appointed:

- **Program Director-** to have supervision of the operation of the Service Programs in this Council.
- **Catholic/Church Activities Committee-** with subcommittees on Charity, Religious Devotion, Christian Formation Course, Lay Leadership, Parochial Activities.
- **Council Activities Committee-** with subcommittees on Entertainment, Athletics, Cultural Affairs, Social Affairs, Public Relations, Blood Donors, Commemorative Services and Fraternal Recognition, **Stationary and Printing and Postage.**
- **Community Activities:-**with subcommittees on Social Action, Civic Involvement, Public Safety, Law Enforcement, Economic Development, Health, Ecology, Poverty Legislation, and the Aged.
- **Youth Activities Committee-** with subcommittees on Columbian Squires, Youth Leadership and Services, Religious, Social and Recreation and Welfare, Children's Christmas Parties and Soccer Challenges.
- **Family Activities Committee-** with Subcommittees on Family of the Year, Picnics, Council Widows, Council Outings, and Theme Poster Contests.
- **Culture of Life- with Subcommittees on: the Aged, Euthanasia, Justice, Right to Life, Education and Culture.**
- **Memorial Committee-with Subcommittees on Wakes, Funerals and Masses. (See Article VII)**
- **Membership Director/ Committees-** to have supervision of the Committees on Recruitment, Retention, Insurance, Ceremonials, Admissions, Reactivations and Round Tables for Parishes.

**SECTION 2.** Except as herein provided, all committees shall be appointed by the Grand Knight and the first Person named shall act as Chairman thereof. Standing Committees shall serve for the current fiscal year or until their successors have been appointed. A majority of the Committees shall constitute a quorum for the transaction of all business.

**\*\*ARTICLE VI- FUNDS\*\***

**SECTION 1.** All monies 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 thereof 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 thereof.

**SECTION 2.** The Treasurer shall deposit all monies received from the Financial Secretary in a bank to the credit of the Council. Disbursements from this fund shall be made only if the check issued is signed by the Treasurer and either the Grand Knight or the Deputy Grand Knight. The Depository Bank shall be furnished with a copy of this transaction.

**SECTION 3.** No money in excess of **\$500.00** shall be paid or transferred from the treasury of this Council (except such monies as the Council is called upon to regularly pay for its current expenses and as provided by the Laws and Rules of the order, or for purposes approved by the Supreme Council of the Board of Directors) unless by a two-thirds (2/3) vote of the members present and voting at a Regular Business Meeting held subsequent to a Regular Business Meeting at which notice, in writing, of a resolution of intention to pay or transfer such money and the purpose and amount to be paid or transferred, shall be given and regularly read.



**SECTION 4.** All bills shall be presented to the Financial Secretary, and by him read to the Council before being referred to the Board of Trustees. In case a bill is not approved by the Board of Trustees, it shall be referred back to the Council for action. Approval by the Board of Trustees shall consist of any two of the three Trustees' signatures.

**SECTION 5.** A sum of \$200.00 shall be paid from the General Fund to the Lecturer to set up a fund known as the Lecturers fund, which shall be used to defray expenses incurred in performance of entertaining and **repast at Council Meetings upon adjournment.**

**\*\*ARTICLE VII- MEMORIALS\*\***

**SECTION 1.** On the death of a member in good standing, the Memorial Committee shall give notice to the members, and if time permits, shall **notify** them, to assemble and pay their respects to the memory of the deceased at a time and place to be indicated in such notice. **All Officers are expected to attend services.**

**SECTION 2.** When notice of the death of a member in good standing is received, the Memorial Committee shall forward to the family of the deceased, a Resolution of Condolence on behalf of the Council and the Memorial Committee shall arrange to have ten masses said for the repose of the souls of the deceased and present the family with a Memorial Bible.

**SECTION 3.** The Memorial Committee shall arrange for during the month of November of each year, the celebration of a Requiem Mass for the repose of the souls of all deceased members of the Council, 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 Council Chaplain, unless he is indisposed.

**\*\*ARTICLE VIII- MISCELLANEOUS\*\***

**SECTION 1.** These Council BY- LAWS may be amended by two thirds (2/3) vote of the members present and voting at a Regular Business Meeting, held subsequent to a Regular Business Meeting at which a resolution in writing, providing for such amendment shall have been read. Notice of the proposed amendment shall have been given to the members, in writing, or shall have been published in the Council official publication The Knight Light, at least five (5) 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, these BY-LAWS and the rules of Parliamentary Law(Robert's Rules Of Order); except that any monetary resolution in excess of **\$500.00** shall be discussed at the time of the resolution as well as at the time of voting.

**Respectfully Submitted by the By Laws Review Committee on 1-04-2015**

**Keith Wilson PGK, FDD, PFN. PCC. Advocate, Committee Chairman**  
**Neal Mancuso, PGK, Com. Member**  
**Robert Coyne, PGK, FDD, PFN. Com. Member**

**Last Amended and Approved by Supreme\_\_\_\_\_.**