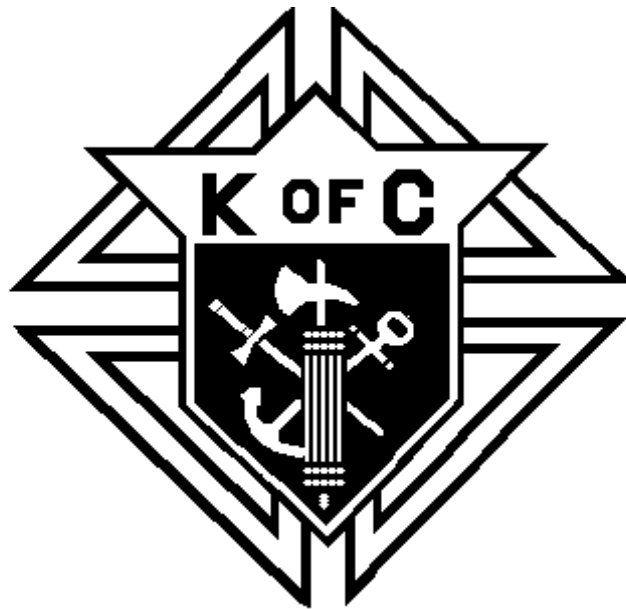


BY-LAWS

Knights of Columbus



FAIR OAKS COUNCIL

No. 6066

Fair Oaks, California

ADOPTED AUGUST 7, 1969

BY-LAWS

ARTICLE I

Section 1. This Council shall be known as Fair Oaks Council, No. 6066, Knights of Columbus.

Sec. 2. The initiation fee shall be \$15.00 except that for applicants under 26 years of age it shall be \$10.00. One Half of the initiation fee shall accompany the application but shall be refunded if the applicant is rejected.

Sec. 3. Each member shall pay annual dues, the same payable quarterly in advance at the first regular meeting in January, April, July and October. The annual dues of members shall be \$35.00; honorary members who shall pay \$9.00 and honorary life members who shall pay nothing. The dues of associate and insurance members shall be the same.¹

Sec. 4. The annual election of officers shall take place at the first regular meeting in June.

Sec. 5. The officers shall receive annual compensation, payable in quarterly installments at the end of each quarter, as follows: Chaplain (and Assistant Chaplains) and Treasurer, an amount equal to their annual dues; Financial Secretary, From the Council an amount equal to ten per cent of the moneys collected on account of dues from both insurance and associate members, payable in quarterly installments at the end of each quarter, From the Supreme Council, payable annually at the end of each calendar year, thirty cents for each life insurance certificate registered through the council and in good standing at the end of the calendar year.

ARTICLE II—Elections

Section 1. The election of officers shall be by ballot. A majority of all the votes cast shall be necessary to elect, except that where several of equal degree are to be chosen, a majority shall not be necessary, but shall be voted for on one ballot and 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 number of votes received.

Sec. 2. The Grand Knight shall appoint two members to act as tellers. 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 the 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.

Sec. 3. Each officer elected 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 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.

¹September 3, 1992

Sec. 4. Vacancies in elective 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. 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 members shall hold more than one office at the same time. Only insurance members shall be eligible for the office of Financial Secretary.

Sec. 2. The elective officers shall be as follows: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, Warden, Inside Guard, Outside Guard, (two Outside Guards may be elected) and Board of Trustees.

Sec. 3. The appointive 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 selected by the Grand Knight, Deputy Grand Knight, and the Board of Trustees in accordance with any rules established by the Bishop of the Diocese. The Grand Knight shall select the Lecturer and Organist.

Sec. 4. At the last regular business meeting in June of each year the Council shall determine the amount of the bond (if any) to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council, and 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 of said bond shall be paid by the Council.

Sec. 5. 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.

Sec. 6. Except when notice of applications 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 such meeting and the Recorder shall incorporate such information in the notice of said meeting to be sent to the members.

Sec. 7. At the end of each semiannual period the Board of Trustees shall meet and audit the several books of this Council and shall, at the first regular meeting of each semiannual period, make a full report of their findings, including the receipts and disbursements of the moneys 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 of the Board of Trustees.

Sec. 8. Where a member ipso facto (by the fact) 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 Conservation Committee shall contact the member and endeavor to have him retain his membership.

Sec. 9. The Recorder shall file all reports 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.

ARTICLE IV–Meetings

Section 1. Regular meetings of the Council shall be on the first and third Thursday of the month. The first meeting of the month shall be a business meeting. The second meeting shall be the Officer's meeting. All meetings shall commence at 7:00 P.M. Twelve members shall constitute a quorum at business meetings.

Sec. 2. All meetings of the Council shall be presided over by the Grand Knight.

Sec. 3. The following shall form part of the order of business and procedure at regular business meetings of this Council:

1. Call to Order.
2. Checking of Travel Cards.
3. Prayer.
4. Pledge of Allegiance to the Flag or some suitable patriotic display of loyalty.
5. Roll call of officers.
- *6. Opening Ode.
7. Reading of minutes of previous meeting.
- *8. Reading of Bills and Communications.
- *9. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.
- *10. Reports of Committees.
11. Reading of applications after referral to Admission Committee.
12. Balloting for Members.
13. Reading of Notices of Applications in other Councils.
14. Unfinished Business.
- *15. Treasurer's Report.
- *16. Report of Auditors or Trustees.
- *17. New Business.
- *18. Initiations.
19. Chaplain's Report.
- *20. Good of the Order.
21. Secretary's Report of Receipts of Meeting.
22. Prayer.
23. Closing Ode.

* Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read.

Sec. 4. Special business meetings shall be convened as follows: By vote of the Council at a preceding regular business meeting; by the direction of the Grand Knight; by the Grand Knight upon written request of seven members, which request shall state the object of the meeting. Due notice of special business meetings and their purpose shall be given to each member in the usual way and no other business shall be transacted at any such meeting.

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

1. Call to Order.
2. Checking of Travel Cards.
3. Prayer.
4. Roll Call of Officers.
5. Opening Ode.
6. Special Order of Business.
7. Prayer.
8. Closing Ode.

Sec. 6. 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 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 from a meeting, the presiding officer shall designate a member to act for him.

Sec. 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 of the Council in the Order in which they are named in Section 126 of the Laws of the Order.

Sec. 8. If any meeting shall fall on a legal holiday said meeting shall be held the following day unless the Council, by vote at a previous business meeting, annul such meeting or fix a different date for such meeting within the month for which it is scheduled.

ARTICLE V–Balloting for Candidates

Section 1. The Grand Knight and the 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 in 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, 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-third of the members present, the application 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-third 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-third ballots are cast upon said general ballot, all candidates so balloted for shall be declared elected. If more than one-third negative ballots are cast upon said general ballot, then an individual ballot shall be taken on each candidate.

ARTICLE VI—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:

- (a) General Program Chairman to have supervision of the operation of Council programs.²
- (b) Catholic Activity Committee. . . Deleted January 6, 1977.
- (c) Council Activity Committee . . . Deleted January 6, 1977.
- (d) Fraternal Activity Committee . . . Deleted January 6, 1977.
- (e) Membership-Insurance Committee . . . Deleted January 6, 1977.
- (f) Public Relations Committee . . . Deleted January 6, 1977.
- (g) Youth Activity Committee . . . Deleted January 6, 1977.
- (h) Conservation Committee . . . Deleted January 6, 1977.
- (i) Committee on Stationary, Printing and Postage . . . Deleted January 6, 1977.

Sec. 2. Except as herein provided, 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 for the current fiscal year or until successors have been appointed. A majority of the Committee shall constitute a quorum for the transaction of business.

ARTICLE VII—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 the close of each meeting the amounts so received and from what source and shall deliver same to the Council Treasurer and take his receipt therefore.

²January 6, 1977

Sec. 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. The depository bank shall be furnished with a copy of this section.

Sec. 3. No money, in excess of \$50.00 shall be paid or transferred from the Treasury of this Council (except such moneys as the Council is called upon to regularly pay for its current expenses and as provided by the Laws of the Order, of for purposes approved by the Supreme Council or Board of Directors) unless by a two-thirds 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.

Sec. 4. All bills shall be presented to the Recorder 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.

Relief Fund

Sec. 5. The sum of \$100.00 shall be paid from the General Fund to the Financial Secretary and shall be known as the Relief Fund. The Grand Knight, Financial Secretary and Treasurer shall constitute a Relief Committee. They shall investigate the case of any brother who is reported to be in distress or in need of relief and if in their judgment the case is one deserving of assistance, they shall have the power to draw from this Relief Fund such reasonable sum of money to afford assistance as the circumstances of the case may require, provided that no single case shall there be more than \$25.00 be paid out without reference to and approval by the Council. The relief fund shall be restored to the sum of \$100.00 at the beginning of each year.

Building Fund

Sec. 6. Deleted January 6, 1977.

ARTICLE VIII—Funerals, Etc.

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 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.

Sec. 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 message of condolence on behalf of the Council and the Memorial Committee shall arrange to have one Mass said for the repose of the soul of the deceased.

Sec. 3. The memorial Committee shall arrange for the celebration during the month of November of each year a Requiem Mass for the repose of the souls of the deceased members and shall cause five 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.

Sec. 4. The Council shall receive Holy Communion in a body during the Easter period, at a time and place to be determined by the vote of the Council.

ARTICLE IX–Miscellaneous

Section 1. The by-laws may be amended by a two-thirds 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 and notice of the proposed amendment shall have been given to the members in writing, or in the Council Publication at least five days prior to the 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 "Robert's Rules of Order."

These by-laws adopted by vote of the Council August 7, 1969.

EDWARD H. HOFFMAN
Grand Knight.

A. L. Pavik
Recorder.

Date of Institution May 5, 1968.

Approved June 22, 1970.
HAROLD J. LAMBOLEY
Supreme Advocate.

Revised January 6, 1977

Revised September 3, 1992

Revised June 1, 1995