



**BY-LAWS**

# **Knights of Columbus**

**LAGUNA COUNCIL NO. 11236  
ELK GROVE, CA**

**BY-LAWS**

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**LAGUNA**

**COUNCIL NO. 11236**

**ELK GROVE, CA**

**Adopted October 10, 2022**

## **BY-LAWS**

### **ARTICLE I**

Section 1. This Council shall be known as LAGUNA COUNCIL NO. 11236, Knights of Columbus.

Section 2. The initiation fee shall be 10.00 except that for applicants under 26 years of age it shall not exceed 10.00 and for Priests and religious it shall be nil.

Section 3. Each member shall pay annual dues. The annual dues of members shall be 40.00, except honorary members who shall pay the sum of State and Supreme Council per capita charges and levies, and honorary life members who shall pay nothing. A reduced rate of dues for insured members under 26 years of age may be established, but it shall not be less than 3.00 per year. Except as stated above, the dues of associate and insurance members shall be the same..

Section 4. The Financial Secretary shall receive annual compensation, payable in quarterly installments at the end of each quarter, from the council an amount equal to 10 percent of the moneys collected on account of dues from both insurance and associate members.

### **ARTICLE II - Elections**

Section 1. The annual election of officers shall take place at a council meeting held between May 1 and June 15 of each fraternal year. At least two 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 council 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 ballot.

Section 2. The election of officers shall be by ballot and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office and no further nominations have been made from the floor, the presiding Grand Knight shall declare the individual elected by acclamation. Voting by absentee ballot is prohibited.

Section 3. 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 Grand Knight.

Section 4. Each officer elected must qualify and fill the office to which he is chosen, with or without installation, at the first council meeting in the month of July 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 5. Vacancies in elective offices shall be filled, after notice to the members, by election at the council meeting next succeeding the council 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 member shall hold more than one office at the same time.

Section 2. The elective offices 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.

Section 3. The appointive officers shall be as follows: Financial Secretary, Lecturer and Chaplain. The Financial Secretary shall be appointed by the Supreme Knight. The Chaplain shall be selected by the Grand Knight, Deputy Grand Knight and Board of Trustees in accordance with any rules established by the Bishop of the Diocese. The Grand Knight shall appoint the Lecturer.

Section 4. At the last council meeting in June of each year, the Council shall determine the amount of 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.

Section 5. The Council Officers shall perform the duties required of them by the Laws and Rules of the Order, and by these By-Laws and such other duties as the Council may direct.

Section 6. At the end of each semiannual period, the Board of Trustees shall meet and audit the several books of this Council. In each January and July, the Board of Trustees shall 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 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. The notice shall state with particularity the reason for the forfeiture and the date the forfeiture occurred. 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 Retention 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 a part of the records of this Council.

#### **ARTICLE IV - Meetings**

Section 1. Monthly council meetings and officers' planning meetings shall be held at a date, time and location established by the Council. Eight members shall constitute a quorum at meetings.

Section 2. All meetings shall be presided over by the Grand Knight, who will ascertain from the Warden if all present members in good standing of the council, members in good standing of the Order, or invited guests.

Section 3. The agenda for council and officers' planning meetings shall conform to the standards established by the Supreme Knight and Board of Directors.

Section 4. Special meetings can be convened: (1) by vote of the Council at a preceding council meeting; (2) by vote of the officers and members at a preceding officers' planning meeting; or (3) by direction of the Grand Knight; (4) by the Grand Knight upon the written request of seven members stating the object of the meeting. Due notice of special meetings and their purpose shall be given to each member in the usual way and no other items shall be considered at any such meeting.

Section 5. Special meetings shall follow the order of business that is covered in ARTICLE IV, Section 3, noting that only the stated purpose of the special meeting shall be considered.

Section 6. It shall be the duty of all officers to attend all meetings. 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. If an elected officer, without reasonable excuse approved by the Grand Knight, is absent from three consecutive council meetings, the Grand Knight may report this fact to the District Deputy for such action under Section 92(b) of the Laws and Rules of the Order as the District Deputy deems appropriate.

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 of the Council in the order in which they are named in 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 the following day unless the Council, by vote at a previous council meeting, annuls such meeting or fixes 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 Deputy Grand Knight shall privately inspect the ballot box, both before and after the ballot, and the Grand Knight shall announce the result. The Warden shall be responsible for the balloting of candidates and 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. 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 the candidates, and if not more than one-half of those present shall cast negative ballots upon the such general ballot, no other ballots shall be taken. If such announcement is made, and no 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, 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 Directors shall be appointed:

(a) Program Director whose goal will be the direct involvement and personal commitment of the council and membership in activities that will establish the Knights of Columbus as truly a Catholic, family, fraternal, service organization.

(b) Membership Director to have supervision of a comprehensive plan of recruitment and retention for his council.

(c) Director of Faith Activities to promote programs that will strengthen our members and their families in the faith, while supporting the work of the Church.

(d) Director of Family Activities promote programs that strengthen the familial bond of our members and communities.

(e) Director of Community Activities to promote programs that positively shape our community by addressing the needs of its citizens.

(f) Director of Life Activities to promote programs that build a culture of life and civilization of love.

(g) Such other Committees as may be required by these By-Laws or may be established by the Council or its Grand Knight.

Section 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 year or until their successors have been appointed. A majority of the Committee shall constitute a quorum.

## **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 will give his official receipt therefore and who will report at each officers' planning meeting the amounts so received and from what source and shall deliver the same to the council Treasurer and take his receipt therefore.

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 in accordance with the Laws of the Order and the rules promulgated on the Officers' Desk Reference. The depository bank shall be furnished with a copy of this section.

Section 3. No money in excess of 500.00 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 and Rules of the Order or 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 council meeting held subsequent to a council meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read.

Section 4. All bills shall be presented to the Recorder and referred to the Board of Trustees

for action.

Section 5. The sum of 250.00 shall be paid from the General Fund to the Financial Secretary and shall be known as the Relief Fund. A Relief Committee shall be composed of the Grand Knight, Financial Secretary and Treasurer and shall investigate the case of any brother who is reported to be in distress or in need of relief. If, in the Committee's judgment, the case is one deserving of assistance, the Committee shall have 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 in no single case shall more than 250.00 be paid out without reference to and approval by the Council.

### **ARTICLE VIII - Funerals, Etc.**

Section 1. Upon the death of a member in good standing, the Grand Knight or his duly appointed respective(s) 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.

Section 2. When notice of the death of a member in good standing is received, the Grand Knight or his duly appointed respective(s) shall forward to the family of the deceased a message of condolence on behalf of the Council.

The Grand Knight or his duly appointed respective(s) shall arrange to have one Mass said for the repose of the soul of the deceased.

The Grand Knight or his duly appointed respective(s) shall arrange for the celebration during the month of November of each year a 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.

### **ARTICLE IX - Miscellaneous**

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a council meeting held subsequent to a council 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.

Section 2. Procedure and debate shall be in accordance with the Laws and Rules of the Supreme Council, the Supreme 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, October 10, 2022



Michael Blakey  
Grand Knight

Raphael Vega  
Recorder

Date of Institution: December 30, 1993

Approved: October 10, 2022

JOHN A. MARRELLA  
Supreme Advocate

# ADDENDUM

**Policies**  
FOR

**LAGUNA COUNCIL No. 11236**



**KNIGHTS OF COLUMBUS**  
**ELK GROVE, CALIFORNIA**

**February 15, 2023**

## ARTICLE I GENERAL PROVISIONS

**Purpose.** The purpose of this Council is to implement the policies of the Supreme Council and State Council, to abide by all laws and regulations of the Supreme Council, to obey the laws of the Church as decreed by the Holy Father, to practice charity, assist members and their families, and to assist in meeting the needs of our local parish and community.

**Council May Make Policies.** The Council may promulgate for its own policies, and regulations as the Council may find necessary for the proper conduct of its affairs. However, no policies, and regulations shall be enacted which shall conflict with or be in opposition to or in any way impair the enforcement of the constitution, policies, and regulations made or enacted by the Supreme Council Board of Directors of the Knights of Columbus. Additionally, no laws may be promulgated that do not comply with Federal, State or local government rules or regulations. Should such government entities create laws or rules after the adoption of these policies, such portions of the policies not in compliance will be nullified without need for council approval. These policies are only supplement to the Council's by-laws as approved by Supreme. The by-laws take precedence over these policies.

**Amendments.** These policies may be amended or repealed and adopted by a two-thirds vote of the members present at any regular business or special meeting where a quorum is present. Written notice of any proposed amendments must be published and relayed to the members via e-mail and/or via the Council Newsletter at least **14 calendar days prior** to the meeting date at which the proposed amendments will be discussed and voted upon. All amendments to the policies do not become effective until officially approved and an effective date is assigned by the Council.

**Annual Council Budget.** In the month of April, the Council shall publish and relay to the members via e-mail and/or via the Council Newsletter, at least **14 calendar days prior** to the subsequent meeting, when the proposed annual budget will be discussed and voted upon. The Treasurer is responsible for developing a budget with input from the Council Officers. A two-thirds majority vote of the member's present is required to approve the final budget. The budget shall contain enough detail via line items, to delineate how monies will be received and spent by the council. The annual budget approval avoids voting on multiple expenditures throughout the year and satisfies the requirements of Section 122(b) of the Laws and Rules of the Order for expenditures exceeding \$500.

The budget shall also contain a specific line item giving the Grand Knight discretion to pay up to \$1,000 per Columbian Year on specific goods or services without having to seek additional authorization. The Grand Knight must report his actions at the subsequent council meeting in order for the expenditure to be properly recorded in the council's books. Any line item in the approved budget is deemed to be authorized by the council. The Treasurer may not write a check or make any other kind of payment for this item unless and until a voucher (also known as an Order on Treasurer or a Warrant Voucher) has been signed by the Financial Secretary and the Grand Knight.

Council members may be reimbursed for budget expenses based on the needs of the Council. For unbudgeted items, approval by Council vote is required.

**Meetings.** The dates of regular business meetings will be published in June for the upcoming Columbian year. Such dates may be modified upon approval by the membership at a regular business or special meeting.

Notice of all business meetings (regular and special) and Officer's meetings shall be relayed to the members via e-mail and/or via the Council Newsletter and/or Council website at least **14 calendar days prior** to the meeting date.

Council meetings have traditionally been closed to non-members, however, the work undertaken at meetings has never been 'secret'. Invited guests (including guest speakers) *may* attend Knights of Columbus meetings, **upon prior approval by the Council**. Such invitations should be for special occasions, not normal practice. Guests should not be invited to meetings if contentious items will be on the agenda.

At every business meeting (regular and special), the flag of the United States of America shall be prominently displayed during the entire meeting.

**Officers.** For the Laguna Council, the Chancellor also assumes the role of the Membership Director of the council, which governs the Admission and Retention Committees.

## ARTICLE II ELECTIONS

**Elections.** All officers, except for the Financial Secretary, Lecturer and Chaplain, shall be elected annually, by written ballot or by acclamation (if only one candidate is running for an elected office), at a regular business meeting held in May of each year.

**The Trustees** shall serve for terms not to exceed three (3) years as provided in the Supreme policies in Section 145 of the Laws and Rules of the Order as illustrated in the example below:

### **Columbian Year 1**

- 3rd Year Trustee; Person X
- 2nd Year trustee; Person Y
- 1st Year trustee; Person Z

### **Columbian Year 2**

- 3rd Year Trustee; nominate a New Person
- 2nd Year Trustee; slated nomination Person X
- 1st Year Trustee; slated nomination Person Y
- Person Z terms out

### **Columbian Year 3**

- 3rd Year Trustee; nominate a New Person
- 2nd Year Trustee; slated nomination (New Person from Columbian Year 2)
- 1st Year Trustee; slated nomination Person X
- Person Y terms out

*And so on...*

Note: All Trustee positions as with all council officers, are open to members in good standing and who have been initiated in the first three degrees of the Order for nomination each Columbian Year. The 3rd and 2nd year Trustees currently serving in office are automatically placed for nomination on the Officer's election slate for the following Columbian Year, according to the example above. The 3rd and 2nd year Trustees currently serving in office may either accept or decline their slated nomination for the following Columbian Year.

### ARTICLE III COMMITTEES

Committees generally consist of an odd number of members (usually three or five), appointed by the Grand Knight for the purpose of investigating a specific matter or carrying out a particular piece of work.

A committee is subject to the same rules of order as the Council but with more flexibility with the activities deemed necessary to carry out the mission or purpose of the committee.

#### **Council Committees Required by the Supreme Council:**

**Admissions Committee.** The Grand Knight shall form an Admission Committee and appoint seven members. Within five days after the presentation of the membership application, the Grand Knight shall refer the application to the Admission Committee and the Committee shall notify the applicant to appear in an interview for examination of his qualifications for membership. If five 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 Admission Committee shall be evidenced by the certificate of the Chairman of the Committee on a form to be prescribed by the Board of Directors. In the event that the Admission Committee failed to make report within ten days after an application has been referred, the Grand Knight shall discharge the said Committee and present the application in question to the Council for action.

Other Council committees are listed in the Laguna Council Bylaws.

### ARTICLE IV MEMBERSHIP

#### **Membership Cards.**

If a member is unable to present his membership card, for sole purpose of attending a council meeting, the Financial Secretary or the Grand Knight can vouch for his status after it is verified that the member is in good standing with the council, and thus, his attendance at the meeting shall be granted.

## ARTICLE V COUNCIL FUNDS

The purpose and amount to be paid or transferred in excess of \$500 shall be published and relayed to the members by resolution via e-mail and/or via the Council Newsletter and/or the Council website at least **14 calendar days** prior to the meeting date at which the proposed funds will be discussed and voted upon.

Any payment or other financial action, including, but not limited to, payment of the expenditures described above shall be referred to the Financial Secretary for a review and report on the current financial status of the Council prior to any action or payment. A record of all such expenditures shall be recorded in the Council's minutes and shall be properly reflected in all Council financial records.

### **Special Funds**

**Building Fund.** \$50 per month *may* be deposited into a special fund to be referred to as "The Building Investment Fund." If such funds are reasonably available, the funds and all interest earned on its investment should be used exclusively for the purpose of purchasing building, maintaining, and improving the permanent home of the Council. The Treasurer shall oversee the annual collection and deposits collected to this fund. The Council may, from time to time, provide additional money to this fund as determined by the officers and approved by the membership.

**Scholarship Investment Fund.** The Council shall deposit the scholarship portion of the net proceeds from its designated scholarship fundraising events into a special fund to be referred to as "The Scholarship Investment Fund." The scholarship portion of the fundraising events proceeds shall be determined by the Council by a majority vote. The Scholarship Investment Fund and all the interests earned on its investments shall be used exclusively for the purposes of providing educational scholarships to deserving Catholic students attending a Catholic school. The Grand Knight shall annually appoint a Scholarship Committee that will make recommendation to the Council the worthiest recipients and the amounts of educational scholarship awards to be made by the Council. The Council may provide additional money to this fund as determined by the officers and approved by the membership. The Scholarship Committee's recommendations shall be subject to approval by a majority vote.

**No Additional Assessments.** The Council shall have no power to independently levy any assessment of any kind upon its members other than regular fixed dues or charges described in Article I, Section 2 and 3 of the Council by-laws. New levies may be considered upon the prior written approval of the Supreme Council **and** by a two-thirds vote of the Council members in good standing present at a meeting of which special notice was relayed to the members via e-mail and/or via the Council Newsletter at least **14 calendar days prior** to the meeting at which the proposed new levy will be discussed and voted upon. Such new assessments, if approved, shall be due and payable at the next regular business meeting.

## ARTICLE VI PARLIAMENTARY AUTHORITY

**Parliamentary Authority.** All proceedings of the council and its committees shall be governed by the latest edition of "*Robert's Rules of Order*" **when they do not conflict** with the Laws and Rules of the Order. In the event of any conflict, the Laws and Rules of the

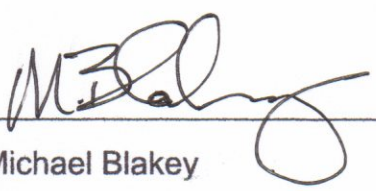
Order shall take precedence. The Financial Secretary shall confirm that two (2) copies *Robert's Rules of Order* are available each Columbian Year for use by the Recorder and Advocate.

These policies adopted by vote of the Laguna Council No. 11236 on **February 15, 2023**.



These policies adopted by vote of the Laguna Council No. 11236 on 2/15/23

Attest:

  
\_\_\_\_\_

Michael Blakey  
Grand Knight  
Laguna Council No. 11236

3/1/23  
Date:

  
\_\_\_\_\_

Rafael Vega  
Recorder  
Laguna Council No. 11236

3/1/23  
Date

The foregoing policies are approved on behalf of the Laguna Council:

  
\_\_\_\_\_

Camilo Pizarro  
Advocate  
Laguna Council No. 11236

3/1/23  
Date