

**BY-LAWS**

# **Knights of Columbus**

**Fourth Degree**

**CHESTER COUNTY ASSEMBLY NO. 1873**

**WEST CHESTER, PA**

Adopted <Assembly Adopted Date>

## BY-LAWS

Pursuant to Article VII, Section 21, of the Laws and Rules of the Fourth Degree of the Knights of Columbus, the following By-Laws are adopted by the CHESTER COUNTY ASSEMBLY NO. 1873, Fourth Degree, Knights of Columbus.

### ARTICLE I - NAME

The official name of this body shall be "CHESTER COUNTY Assembly No. 1873, Fourth Degree, Knights of Columbus."

### ARTICLE II - Elections

Section 1. All officers shall be elected at the first regular meeting in May of each year. The officers shall hold office for a term of one year, beginning July 1, and until their successors are elected and qualified. Trustees shall be elected for a three year staggered term, as provided in Article VIII, Section 24(i) of the Laws and Rules of the Fourth Degree Knights of Columbus.

Section 2. The election of officers shall be by ballot. A majority of all the 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 Faithful Navigator shall declare the individual elected by acclamation. Voting by proxy or absentee ballot is prohibited.

**CCA4 Policy: The Election of officers will be conducted by the Trustees at the May Conclave. The Trustees will propose a nominee for each position. The process will be to call for additional nominations from the floor. In cases where only one nomination exists, the nominee is elected. In cases where more than one nominee exists, a ballot vote will be taken.**

Section 3. The Faithful Navigator shall appoint two members who shall not be candidates in the election 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. 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 Scribe shall tally the same and the result thereof shall be announced by the presiding officer.

Section 4. 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 of July succeeding his election, unless excused by a vote of the Assembly, and must present himself for

installation at the time specified in the notice issued by or through the District Master, unless excused by such officer. Otherwise such office shall be considered vacant.

CCA4 Policy: The Faithful Navigator may excuse any officer from a meeting or installation and the position will not be considered vacant.

Section 5. 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. Each Assembly shall elect a Faithful Navigator, a Faithful Captain, a Faithful Pilot, a Faithful Comptroller, a Faithful Scribe, a Faithful Purser, Faithful Inner and Outer Sentinels, a Faithful Admiral and three Trustees. The Faithful Navigator, Faithful Captain, Faithful Admiral and Faithful Pilot shall annually appoint a priest to act as Faithful Friar or Chaplain but such selection must be made in accordance with any rules established by the bishop of the diocese in which the Assembly is located. The Faithful Admiral shall be chosen from the Past Faithful Navigators of the Assembly, if any.

CCA4 Policy: The Assembly will use a Chair Rotation for elections. The progression and additional responsibilities (unless another assembly member is designated) are as follows:

- 1 Outer Sentinel – Supports the Faithful Pilot in the Exemplification Hospitality Room
- 2 Inner Sentinel – Supports the Faithful Pilot in the Exemplification Hospitality Room
- 3 Faithful Pilot – Responsible for the Exemplification Hospitality Room, the \$500 Gas and Grocery Raffle, Public Affairs
- 4 Faithful Captain – Responsible for the Testimonial Dinner of the Immediate Past Faithful Navigator, includes Ad book. Does Newsletter or E-Blast
- 5 Faithful Navigator – Responsible for the Installation Mass and Breakfast.
- 6 Faithful Admiral – Responsible for the 300 Club Raffle, New member recruitment and member retention
- 7 Three Year Trustee – Performs Annual Audit. Also is the Community and Civic Chair.
- 8 Two Year Trustee – Performs Annual Audit. Also is the Lead for Bi-law and Policy updates.
- 9 One Year Trustee – Performs Annual Audit and Conducts the Election of Officer at the May Conclave.

The following positions are not part of the Progression:

- 1 Faithful Purser
- 2 Faithful Comptroller
- 3 Faithful Scribe

Section 2. The Faithful Navigator shall act as presiding officer, with all powers and duties incident to such office. In his absence, or inability to perform such duties of office, the Faithful Captain shall perform such duties and exercise such powers.

Section 3. The Faithful Captain shall, in the absence of the Faithful Navigator, perform the duties and exercise the powers of that office. He shall also, to assure good attendance at meetings and other functions, have charge of social and other activities under the Good of the Order.

Section 4. The Faithful Admiral shall preside in case of the absence of both the Faithful Navigator and Faithful Captain, and may have such other powers and perform such other duties as herein prescribed.

Section 5. The Faithful Pilot shall have charge of all properties of the Assembly except moneys, accounts and record books of the officers but including ceremonials, shall be responsible for arrangement of the Assembly chamber and shall direct and be responsible for the activities of the Sentinels.

Section 6. The Faithful Comptroller shall collect and receive all moneys due the Assembly and all funds obtained from any source. He shall transfer any proceeds received to the Faithful Purser and obtain a receipt from that officer. He shall also: (1) keep accounts of the charges and receipts of each member; (2) keep a roll of the members, their ages, residences and occupations, with the date of their initiation in the Fourth Degree; (3) upon request by a member transferring to another Assembly, issue a transfer card, signed by the Faithful Navigator and attested by the Faithful Comptroller; (4) issue to each member not indebted to the Assembly for dues a Fourth Degree membership card, duly signed and attested as above, which card shall entitle a member to admittance to any meeting of the Fourth Degree within the period specified on said card and upon further compliance with the rule requiring that the member produce a Third Degree membership card; (5) keep such necessary official records and forms as will be furnished by the Supreme Secretary; (6) notify quarterly the Supreme Secretary of all suspensions, withdrawals, deaths, reinstatements and transfers to or from other assemblies occurring during the period; (7) perform all other duties as directed by the members of the Assembly or by the Faithful Navigator; and (8) perform all duties incident to his office as required by the Order's laws, the Laws and Rules of the Fourth Degree and of the Board of Directors.

**CCA4 Policy: The Faithful Comptroller will use Member Management to maximum extent for the conduct of his duties. The Faithful Admiral will assist with New Member recruitment and member retention.**

Section 7. The Faithful Scribe shall keep a record of the minutes of all regular and special meetings in a bound book furnished for that purpose by the Assembly.

Section 8. The Faithful Purser shall act as the treasurer of the Assembly, keeping necessary records in a bound book furnished for that purpose by the Assembly. He shall give a receipt to the Faithful Comptroller for all moneys given to him by said Faithful Comptroller. He shall pay all orders drawn on him which are signed by the Faithful Comptroller and countersigned by the Faithful Navigator. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, initiation fees due the District Master, the regular and usual stated payments of the Assembly and payments authorized by the Assembly.

Section 9. The Faithful Inner and Outer Sentinels shall be responsible to see that all in attendance at meetings are in possession of appropriate valid Third and Fourth Degree membership cards and shall perform such other duties as directed by the Faithful Pilot.

Section 10. The Faithful Comptroller and Faithful Purser shall each give a bond for the faithful performance of the duties of his office in such amount and form as may be from time to time determined by the Board of Trustees.

Section 11. The Trustees shall before each meeting carefully examine all bills and present same to the Assembly with their recommendation. The approval of at least two members of the Board of Trustees shall be required for the payment of any bills or statements. The Trustees shall annually during the first ten days of July make an audit of the books of the Faithful Comptroller and Faithful Purser, as of each June 30, and report their finding to the Assembly and file the same with the Assembly not later than the next regular meeting of the Assembly following such audit. The Faithful Navigator shall be chairman of the Board of Trustees.

CCA4 Policy: The Trustee are responsible for Budget Execution as the primary method of examining bills. The work of the trustees is conducted prior to the Regular meeting during the Officer Meeting.

CCA4 Policy: The trustee shall conduct the Assembly Audit following the Officer Meeting in June or July.

#### **ARTICLE IV - Delegates to District Assembly**

Delegates and their respective alternates to the District Assembly shall be elected at the February meeting in the year in which such District Assembly is convened; prior notice of the holding of such election having been given to all members of the Assembly.

CCA4 Policy: The Faithful Navigator will coordinate the Delegates and Alternates without the formality of an election. The selection will be the Current Officers of the Assembly.

## ARTICLE V - Committees

The Faithful Navigator shall be ex-officio a member of all committees and of the Board of Trustees of the Assembly, and shall be empowered to appoint, in addition to the permanent committees herein listed, any such committee or committees as he may deem proper and as shall be directed by the Assembly.

The standing committees of the Assembly shall be:

**(1) Admission Committee:** consisting of seven (7) members of the Assembly including the Faithful Admiral who shall be the Chairman. Its duty shall be to pass on all applications for membership in conformity with the provisions of Article IX, Section 28 of the Laws and Rules of the Fourth Degree.

**(2) Welfare Committee:** to visit the sick of the Assembly.

**(3) Membership Committee:** to encourage increase of membership and to encourage worthy Third Degree members of the Knights of Columbus to apply for advancement to the Fourth Degree.

CCA4 Policy. The Committees of the Assembly will be flexible and listed in the Agenda as published by the Faithful Navigator. The adding or removal of Committees is the function of the Officer Meeting.

CCA4 Policy. The Admission Committee and Membership Committee are one committee. It will consist of the Faithful Admiral as Chairmen, Faithful Navigator, Faithful Comptroller, and all Council Financial Secretaries (ex facto) associated with the Chester County Assemblies.

CCA4 Policy: The Welfare Committee consists of the Honor Guard Captain.

## ARTICLE VI - Meetings

The regular monthly meeting of the Assembly shall be held at a date, time and location as established by the Assembly. Special meetings may be called as provided in Article VII, Section 20, of the Laws and Rules of the Fourth Degree. Fifteen members shall constitute a quorum at a meeting, except that at a meeting where a change in these By-Laws is to be voted upon, or other resolution,

then twenty-five shall constitute a quorum.

The order of business shall be such as is provided in Article VII, Section 22 of the Laws and Rules of the Fourth Degree and in all matters not expressly covered by the Laws and Rules of the Fourth Degree, the procedure shall be the same as that provided by the Constitution and Laws of the Knights of Columbus and Roberts Rules of Order.

CCA4 Policy: The Assembly Conclave will be held the First Monday of the Month, 7:30 PM at the Msgr Schylur Hall, West Chester, PA

CCA4 Policy: The Assembly Officer Meeting will be held the last Tues of the Month, 7:30 PM at the Msgr Schylur Hall, West Chester, PA or at a place to be designated by the Faithful Navigator such as a Parish or other facility.

CCA4 Policy: Any meeting may be canceled due to projected inclement weather by the Faithful Navigator.

## ARTICLE VII - Dues

The annual dues of members shall be 25.00, except honorary members who shall pay 10.00, and honorary life members who shall pay nothing.

CCA4 Policy: The dues of Deacons, Priests, Seminarians, Active Duty Members of the Armed Forces, and those members below age 26 or over age 85 are waived and/or considered voluntary. The Faithful Comptroller will maintain these members in Good Standing each year and prepare special billing clearly stating the Dues are Voluntary to Support the Work of the Assembly.

CCA4 Policy: The dues shall only be changed when Revenue will not cover Expenditures in the Budget or when the cash assets of the Assembly fall below \$5000 without a feasible recovery plan. \$10,000 is the minimum goal amount to start and end each fraternal year, its purpose is to allow spending in advance of revenue during any Fraternal Year.

CCA4 Policy: Any member in arrears of Dues for years (owing \$75) should be promptly removed from the 4<sup>th</sup> Degree of the Assembly. The Faithful Comptroller will propose to the Faithful Navigator and Faithful Purser any brother who reports in writing to be in distress or in need of relief from paying the annual dues. A decision to wave dues and maintain the member in good standing will be made and approved at the Officers Meeting. In addition, the Brother will be added to the prayer list as a Brother in Distress, with no mention of the reason for the distress.

## ARTICLE VIII - Funds

Section 1. All monies obtained from any source, by or through any person or persons, acting for or in the name of the Assembly or under its direction or authority, shall be considered Assembly funds and shall be forthwith delivered to the Faithful Comptroller 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 the same to the Purser and take his receipt therefore.

Section 2. The Purser shall deposit all moneys received from the Comptroller in a bank to the credit of the Assembly. Disbursements from this fund shall be made only by check signed by the Faithful Navigator and Purser. The depository shall be furnished with a copy of this section.

Section 3. No money in excess of 250.00 shall be paid or transferred from the treasury of any Assembly (except such moneys as the Assembly is called upon to regularly pay for its current expenses, demands of the Supreme Council, purposes approved by the Supreme Council or Board of Directors, or initiation fees due the District Master) unless by a two-thirds vote of the members present and voting at a regular meeting held subsequent to a regular 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.

CCA4 Policy: The Assembly will operate to a Budget aligned to each Fraternal Year. The Budget is developed and maintained by the Faithful Purser. The Budget will be approved at the September Conclave and require one vote of the Assembly. Spending will be consistent with the Budget and only overages or Budget Adjustments require a vote of the Assembly.

CCA4 Policy: The Officer Meetings will oversee the Budget. The Officer Meetings will approve any transfers of funds from the Treasury in the absence of an approved Budget, typically July 1 to September 30 where the Budget is undergoing approval. The Goal is to complete spending by the June Conclave and resume in the September Conclave.

Section 4. All bills shall be presented to the Scribe and then 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 Assembly for action.

CCA4 Policy: This section only applies to bills not anticipated in the Budget Process.



Section 5. No officers shall receive any compensation for services rendered the Assembly, except the Faithful Comptroller, who shall be entitled to a fee of 8 percent on all collections of dues from members; and the Faithful Purser, who shall receive a salary of 50.00 per annum; such amounts being payable semi-annually at the meeting at which the Trustees shall file their reports.

CCA4 Policy: No officer will receive compensation or salary, nor do the Trustees have to file a report.

Section 6. The sum of 200.00 shall be paid from the General Fund to the Faithful Comptroller and shall be known as the Relief Fund. The Faithful Navigator, Comptroller, and Purser 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 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 50.00 be paid out without approval by the Assembly.

CCA4 Policy: There is no Relief Fund. The Faithful Comptroller will propose to the Faithful Navigator and Faithful Purser any brother who reports in writing to be in distress or in need of relief from paying the annual dues. A decision to wave dues and maintain the member in good standing will be made and approved at the Officers Meeting. In addition, the Brother will be added to the prayer list as a Brother in Distress, with no mention of the reason for the distress.

The Assembly shall set aside at least one Sunday each year for the purpose of attending Mass and receiving Holy Communion in a body, the time and place thereof to be fixed by vote at a regular meeting.

CCA4 Policy: The Installation of Officers and the Memorial Mass will serve this requirement. No vote is required.

## ARTICLE X - Death of Member

Section 1. Upon the death of a member in good standing, notice shall be given to the members and, if time permits, 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, a message of condolence shall be forwarded to the family of the deceased on behalf of the Assembly.

One Mass shall be offered for the repose of his soul. Notice of time and place of such Masses shall be given to the family of the deceased. All arrangements for such Masses shall be made by the Faithful Navigator.

CCA4 Policy: The Honor Guard Chairman performs the coordination to honor a deceased member in good standing. However, should a family request an Honor Guard, no disrespect will be given and the request fulfilled no matter the standing. Typically, the Grand Knight or Financial Secretary of associated councils are responsible for requesting the Honor Guard. All Priests should receive an Honor Guard even if not a Knight if requested.

CCA4 Policy: Whenever an Honor Guard is not provided to a member in good standing, due to late notice or distance of residence, the Assembly will make a \$50 donation to the Charity listed in the Obituary. No donation is made if the member is not in good standing. The Assembly has disbanded the Chalice Fund concept in 2011.

CCA4 Policy: The Faithful Navigator will dispatch a message of condolence to the Family.

CCA4 Policy: The Honor Guard Chairman will arrange the Annual Memorial Mass and Breakfast in November of each year to honor the prior fraternal year losses. The Chairman will invite the family of deceased member to the Mass and Breakfast.

## ARTICLE XI - Amendments

Amendments to these By-Laws shall be presented in writing at a regular meeting of the Assembly, but shall not be voted upon until the next succeeding regular meeting. Notice in writing of such proposed amendments shall be mailed to all members at least five (5) days before meeting at which such resolution is to be voted upon, and a two-thirds vote of those present shall be necessary for the adoption of any such amendment.

CCA4 Policy: Pursuant to this Article, Amendments to the By-Laws on file with Supreme are expected to be rare. The Assembly will establish and maintain Policies in the form of Text boxes with Red Font to distinguish the difference between Supreme Standard Wording and the implementation of assembly practices. Policies not intertwined within the By-laws will follow the By-laws.

CCA4 Policy: In lieu of US Mail, the Assembly will use E-Mail to notify and inform members of the Bi-Laws and Policies. The Assembly will also maintain a Web Site with current information.

## ARTICLE XII - Additional Laws Governing

In all matters not expressly covered in these By-Laws, the Laws and Rules of the Fourth Degree and the Constitution and Laws of the Knights of Columbus will control.

## ARTICLE XIII - Effective Date

These By-Laws and any subsequent amendments shall take effect immediately upon their adoption by the Assembly and their approval by the Supreme Advocate, and when effective shall supersede all By-Laws which may heretofore have been passed by the Assembly.

These By-Laws passed and approved by vote of the Assembly, **<Assembly Adopted Date>**

John F Rogge Faithful Navigator

Albert Bryson Faithful Scribe

Approved: **<Assembly Approved Date>**  
JOHN A. MARRELLA, Supreme Advocate

CCA4 Policy:

