

**BY-LAWS**

# **Knights of Columbus**

**LAGUNA**

**COUNCIL NO. 11236**

**ELK GROVE, CA**

**Adopted March 24, 2019**

## **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 regular membership 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 regular membership 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 proxy or 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 regular membership 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 regular business meeting next succeeding the regular membership 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 regular business 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. The Council's monthly membership meeting and council officers' business meeting 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 of the Council shall be presided over by the Grand Knight, who will ascertain from the Warden if all present are possessed of the current membership card.

Section 3. The order of business and procedure for all regular membership meetings of this Council shall conform to Section 125 of the Laws of the Order.

Section 4. Special membership meetings can be convened: (1) by vote of the Council at a preceding regular membership meeting; (2) by direction of the Grand Knight; (3) by the Grand Knight upon the written request of seven members stating 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.

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

1. Call to Order
2. Warden's Report on Membership Card
3. Prayer
4. Opening Ode \*
5. Roll Call of Officers
6. Special Order of Business
7. Prayer

\*Parts of the order of business marked with an asterisk may be omitted.



Section 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. If an elected officer, without reasonable excuse approved by the Grand Knight, is absent from three consecutive regular membership 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 business 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 Service Program Directors shall be appointed:

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

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

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

(d) Director of Family Activities whose responsibility will be to conduct programs that strengthen the familial bond of our members.

(e) Director of Community Activities to promote programs that are positively shaping 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 for 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 will give his official receipt therefore and who will report at each officers business 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 only by check signed by the Grand Knight and Treasurer. The Deputy Grand Knight shall have the authority to sign council drafts only in the event of the Grand Knight's absence. 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 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 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. In case a bill is not approved by the Board of Trustees, it shall be referred back to the Council 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 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.

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 message of condolence on behalf of the Council.

The Memorial Committee shall arrange to have one Mass said for the repose of the soul of the deceased.

The Memorial Committee 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 regular membership meeting held subsequent to a regular membership



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, March 24, 2019.

Gualberto R. Aglubat Jr.  
Grand Knight

David Magnino  
Recorder

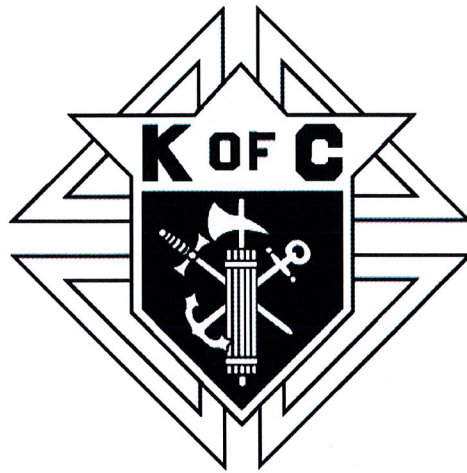
Date of Institution: December 30, 1993

Approved: June 28, 2019

JOHN A. MARRELLA  
Supreme Advocate

# ADDENDUM

**Policies**  
**FOR**  
**LAGUNA COUNCIL No. 11236**



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

**July 2019**



# Knights of Columbus Policies

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## ARTICLE I GENERAL PROVISIONS

**1. 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 brothers and their families, and to assist in meeting the needs of our local parish.

**2. Council May Make Policies.** The Council may promulgate for its own government such policies, policies, and regulations as the Council may find necessary for the proper conduct of its affairs. However, no policies, 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 supplements to the Council bylaws as approved by Supreme. The bylaws shall be referred to first before referring to these policies.

**3. Amendments.** These policies may be amended or repealed and new policies adopted by the vote of a two-thirds of the members of the Council present at any regular business or special meeting where a quorum is present. Written notice of any proposed amendments must be published in the Council's newsletter at least one month prior to the meeting date at which the proposed amendments will be discussed and voted upon. All amendments and/or new policies do not become effective until officially approved and an effective date is assigned by the Council.

**4. Meetings.** The dates of said 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 for dates no earlier than sixty (60) days from the date of said meeting.

Notice of all regular Business, Social, and Officers and Directors meetings shall be published in a special mailing to all members. For those members for whom the Council has good email addresses, notifications by email will be considered sufficient notification. Notice shall be at least ten (10) business days in advance of the scheduled meeting.

Notice of the date and purpose of all special meetings shall be published in the Council's newsletter at least one (1) week before the special meeting.

At each and every meeting, both regular or special, the flag of the United States shall be prominently displayed during the entire meeting.



**5. Officers.** The duties and responsibilities of Council Officers shall be per the Supreme Council Policies section on the 'Duties and Responsibilities of Council Officers'. Only those members who are initiated into the first three (3) Degrees of the Order shall be eligible to hold office in this Council.

**6. Council and Officers Not to Exceed Authority.** The Council and its officers, in performing their duties and administering the powers provided by the laws of the Order, shall be the agents of the members and not of the Order. No act or failure to act by the Council or by any officer or member thereof shall create, or be construed to create, any liability on the part of the Order. The Council or, any of the subordinate officers or members of the order shall have no power or authority to waive any of the provisions of the laws and constitution of the Order. There shall be no waiver excepting as the constitution and policies of the Supreme Council shall be specifically permitted. The constitution and laws shall be binding on the Order, every member, every certificate holder, and on all their beneficiaries.

## **ARTICLE II ELECTIONS**

**7. Elections.** All officers, except for the Financial Secretary, two (2) Trustees, Lecturer and Chaplain, shall be elected annually, by written ballot, 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. Said officers shall hold their offices for the term of one (1) year from the first day of July following, and until their successors are elected and qualified. Trustee three (3) is elected for three years, while Trustee one (1) will be termed out of office.

**8. Delivery of Books, Records, and Other Property.** Officers shall deliver to their successors in office, upon beginning office of said successors, all books, funds and other property, records, and other property belonging to the Council and that office. Deposed or suspended officers shall deliver all books, property, etc., on demand, to the State Deputy, District Deputy, Board of Trustees or Grand Knight, whichever shall make demand, and in case of more than one (1) demand, preference shall be given in the order named. Funds of the Council shall, however, only be delivered by such a deposed or suspended officer to the Board of Trustees.

**9. Suits or Actions Require Council's Authority.** No suit or action may be commenced by the Council except through the Grand Knight then acting under the authority conferred by the majority vote of the Council.

**10. Board of Trustees - Duties.** The Board of Trustees shall consist of the Grand Knight and three (3) members to be elected by the Council. The Grand Knight shall act as the chairman. Three (3) trustees shall be elected, one (1) to hold office for one (1) year or until the next regular election, one (1) for two (2) years or until the second next regular election and the other for three (3) years or until the next regular election. At each annual election, one (1) Trustee shall be chosen to serve for a term of three (3) years.

The Trustees shall have supervision of all the financial business of the Council. Their approval shall be necessary for the payment of all claims except for demands of the Supreme Council or Board of Directors or State Council, and the regular and usual stated payments of the Council, and payments authorized by the Council after notice and vote in accordance with Supreme bylaws.

**11. Misconduct or Malfeasance of Members and Officers.** Any member of the Order who, after trial, excepting where it is provided that no trial shall be had, is found guilty of the conduct specified by the Supreme Council shall be fined, suspended or expelled as set forth by the Supreme policies.

### **ARTICLE III COMMITTEES**

**12. Committees Required by the Supreme Council.** The following Committees and Service Directors are required by the Supreme Council.

**12.1 Church/Memorial Activities Committee and Director** - The Church/Memorial Activities shall establish a program that will enable the membership to respond to the constant call for the active participation of the laity in the work of the Church. The Grand Knight shall appoint three (3) members to serve on this combined committee, one (1) of which shall serve as the Director. The Committee shall also arrange for a Mass during the month of November each year for the repose of the souls of the deceased members of the Council. Notice of the Mass shall be published in the Council newsletter at least one (1) month prior to the scheduled Mass. Upon the death of any member in good standing, the Committee shall request all Council members and their spouses to attend appropriate services as may be provided to pay respects to the memory of the deceased and to offer prayers for the repose of his soul.

**12.2 Council Activities Committee and Director** - The Council Activities Director shall develop a program for the promotion of brotherhood through athletic, culture, and social activities. Additionally, the Council Activities Director shall be responsible for the development and implementation of appropriate public relations procedures for the Council.



**12.3    Membership Committee and Director** - The Grand Knight shall appoint at least three (3) members to this committee. The chairman of this Committee shall be the Chancellor and he shall be responsible for ensuring that the Membership Committee receives and processes all applications for membership in the Council. The Committee shall also function as the Admissions Committee. In the capacity, the Committee shall have the responsibility to review and schedule investigations and interviews with potential candidates, establish and report their qualifications to the Council and its members at a regular business meeting and schedule, when necessary and timely, all First-Degree functions.

The Membership Committee shall also function as the Retention Committee unless otherwise specified by the Grand Knight. The Director of this committee shall have the authorization to call committee meetings as necessary to contact and visit with those members who may be in danger of forfeiting their membership for failure to timely pay Council dues. The Retention Committee shall file a written report to the Grand Knight, Officers, and membership at least once a year indicating the status of all members who have been dropped from the Council's membership rolls of those who are deemed to be in danger of receiving an official Notice of Intent to Suspend and/or a Final Suspension Notice.

**12.4    Relief Committee** - The purpose of the Relief Committee shall be to provide funds for rendering mutual aid and assistance to the sick, disabled, and needy members and their families and families of deceased members of the Council. Upon the written request from an application to the Relief Committee, the Committee shall thoroughly investigate each request.

Requests for assistance in an **amount greater** than two hundred and fifty dollars (\$250) shall be properly noticed and described in the Council's newsletter at least one (1) month prior to the action to be taken at a regularly scheduled business meeting. A majority vote of the members attending a regular business meeting for approval of any request for financial assistance in excess of two hundred and fifty dollars (\$250) shall be required before payment is made.

The maximum amount dispensed for all such combined requests during any on Columbian year shall be one thousand dollars (\$1,000) unless a higher maximum is approved by a majority vote of members in attendance at a regular business meeting. All transactions of the Relief Committee shall be confidential and the names of those assisted shall not be disclosed or entered into any Council records. All financial transactions regarding the funds expended for relief committee purposes shall be properly reflected in the Council's financial statements.

**12.5    Vocations Committee and Chairman** - The Chancellor shall serve as the Chairman of the Vocations Committee, whose duties shall include establishing an annual program including activities to educate, recruit, and assist all interested persons in serving in various segments of religious vocations for the Church. The Grand Knight may appoint other members to serve on this committee as is necessary.



**12.6 Youth Activities Committee and Director** - The Youth Activities Director shall develop and implement a program to provide the youth within the Catholic parishes specifically, and the surrounding community, in general, with options and opportunities to (1) address and understand the challenges of becoming productive, moral citizens, and (2) seek the benefit of cooperative interaction with a cross-section of parish and community officials in a variety of individual and community projects.

**13. Optional Council Committees:** The following committees are not required but are permitted by the Supreme Council:

**13.1 Building Committee and Chairman** - The Building Committee shall consist of at least five (5) members appointed by the Grand Knight, one of which shall act as Chairman. The Building Committee shall be responsible for: 1) monitoring the maintenance of all of the Council's physical assets, shed and equipment, including its meeting hall, 2) for advising the Grand Knight and officers as to the need for certain maintenance, purchases, or improvements to maintain, protect, and enhance the Council's physical assets and equipment. At least once a year, the Committee shall make a written report to the Grand Knight and Officers as to the status of the Council's physical assets and equipment and recommendations for any improvements and/or purchases. The Committee may make such expenditures as needed to carry out its duties upon majority vote of the Council at a regular business meeting and in accord with all the pertinent Council policies.

**13.2 Investment Committee** – The Investment Committee shall be appointed by the Grand Knight and shall consist of at least five (5) members to include the Financial Secretary and Treasurer. The Grand Knight shall be chairman of this committee. The Committee shall recommend to the Grand Knight, Officers, and the membership those investment strategies best suited to provide the Council with optimal returns for its investments. In January, the Committee shall make a written report to the Grand Knight, Officers, and membership describing the status of the Council's investment program.

#### **ARTICLE IV MEMBERSHIP**

**14. Qualifications for Membership.** Only practical Catholics in union with the Holy See shall be eligible to and entitled to continue membership in Order. An applicant for membership shall be at least 18 years of age.

**15. Application.** Application for membership in the Order shall be made to the Council located within the jurisdiction nearest or most accessible to the place of residence of the applicant. With the consent of the State Deputy, the applicant can apply for membership in the Council located in an adjoining jurisdiction. Where there are two or more Councils within the same city or town, application can be made to either Council.

**16. Form of Application.** Application for Council membership shall be signed by the applicant on forms approved by the Supreme Council from time to time.

**17. To Whom Presented.** Every application for membership shall be presented to the Grand Knight of the Council who shall file it with the Financial Secretary. The Financial Secretary shall notify the insurance agent of said Council of the application. Except as otherwise provided in these policies or the Supreme Policies, it shall be the duty of the Grand Knight at the beginning of each business meeting to file with the Recorder a list of candidates to be balloted upon at such meeting.

**18. Admissions Committee.** Within five (5) days after the presentation to the Grand Knight of any new application, the Grand Knight shall refer the application to the Admissions Committee. The Admissions Committee shall notify the applicant to appear before the committee for examination of the applicant's qualifications for membership. If a simple majority of Committee members file a written report to the Grand Knight withholding endorsement because the applicant is not a practical Catholic, the applicant shall be rejected. The rejection of an applicant by the Admissions Committee shall constitute rejection by the Council. Recommendation for approval of new applicants by the Admissions Committee, and approved by the Chaplain, shall be provided in writing to the Grand Knight. If the Admissions Committee fails to make a report within ten (10) days after an application has been referred to it, the Grand Knight shall present said application to the Council for action as soon as possible. Applicants shall complete other such requirements as required by the Bishop of the Dioceses, Supreme Council or their lawful degree.

**19. Rejection - Effect of.** Any applicant rejected for admission shall not be eligible to apply for membership in any Council of the Order for a period of six (6) months from the date of any such rejection. Any person rejected for insurance membership shall not be proposed for insurance membership in any Council for the period of one (1) year after such rejection.

**20. Disposition of Application.** Unless an application is rejected for reasons outlined by the Admissions Committee, the application shall be read by the Grand Knight at the first regular business meeting following the report of the Admissions Committee. Notice of applications shall be published in the Council's newsletter. The Council shall proceed to ballot for the admission of new applicants after said reading. The ballot for the admission of new applicants shall be made at a regular business meeting.

**21. Balloting: When Several Candidates.** If more than one (1) 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. If a majority of members present and voting approve the general ballot, no other ballots shall be taken and all candidates shall be declared accepted. If more than one-half (1/2) negative ballots are cast upon said general ballot, then an individual ballot shall be taken on each candidate.



**22. Candidates.** Candidates must be initiated in the First Degree of the Order in the Council to which they were elected, unless the Council, by special vote, permits a candidate to be initiated outside its own Council. This shall only be done when the Council does not expect to hold an initiation ceremony for some unusual length of time. Initiation to any degree in any other Council than the one to which the member was accepted shall be refused by the representative of the Supreme Council, or the person or persons working such degree, unless the candidate produces a certificate under seal from the Grand Knight of his Council, that he is clear upon the books of his Council and the Grand Knight gives his consent. The District Deputy shall also give his consent to the initiation and in case of initiation in the First Degree, the District Deputy must also certify the Council's vote.

**23. When Initiation Stayed.** If good and sufficient cause shall be made to the Grand Knight and District Deputy that any applicant elected to membership should not be initiated, the initiation of that applicant may be stayed by either officer. The Grand Knight shall notify the proposer of said applicant and the Council at a subsequent regular business meeting that the initiation has been stayed. The vote by which said applicant was accepted may, if so ordered by the Council, be reconsidered at the next regular business meeting.

**24. When initiated.** Each applicant on being notified of his acceptance must present himself for initiation within sixty (60) days, or at the next initiation meeting. Before being initiated, each applicant must pay to the Financial Secretary such sums as are specified by the Supreme Council.

**25. Amount of Fees.** The initiation fee shall be fixed by the Council, provided however, no initiation fee shall be required of any priest or member of a religious community who applies for membership. Before initiation, each applicant shall pay his initiation fee and the Council dues of the month of his entrance and any later months in the quarter of his entrance. Each applicant for insurance membership shall pay such initial amounts of contribution as shall be prescribed by the Board of Trustees, upon the certificate to be issued. In the event that an applicant is illegally admitted, all moneys collected prior to initiation shall be refunded by the Council.

Each member shall pay annual dues, the same to be payable at least quarterly in advance at the first regular meetings in January, April, July, and October.

Members who have attained the actual age of 65 and who have been members of the Order for not less than twenty-five (25) consecutive years, shall be designated as Honorary Members and shall be exempt from general fund charges, except payment of State and Supreme Council per capita charges and levies.

Members who have attained the actual age of 70 years and who have been members of the Order for twenty-five (25) consecutive years, and those who have been members of the Order for fifty-years (50) regardless of age, shall be designated as Honorary Life Members and shall be exempt from further payment of dues, per capita charges and assessments. All priests, and members of religious communities, upon taking the First Degree of the Order, shall automatically be designated as Honorary Life Members and thereafter shall be exempt from further payment of dues, per capita charges and assessments.

Any member who is disabled by bodily injuries or disease and is thereby prevented from engaging in any occupation or employment for a period of at least six (6) consecutive months may, on due request in writing to the Supreme Council and certification by evidence satisfactory to the Supreme Council of such disability, be relieved from the payment of all Council dues and Supreme and State per capita taxes as of the date of approval of said request. Any suspension of such member for non-payment of such dues shall cease as of the date of such approval.

**26. Membership Cards.** The Financial Secretary shall issue a membership card to each member in good standing provided, however, that the Grand Knight at a meeting of the Council may issue a membership card to a member known by him personally to be in good standing if the Financial Secretary shall not be present at the meeting.

The membership card shall be issued under the seal of the Council for such period as the member may pay his dues and assessments for a period of not less than three (3) months. Said card shall state the member's name, the Council to which he belongs and the degrees of the Order (First, Second or Third) attained. The card shall contain the signature of the member and shall be countersigned by the Grand Knight and the Financial Secretary of the Council. The presentation to the proper officers of a current membership card showing the member to be in good standing on the date presented, shall entitle the member to attend all meetings of his Council and if a Third Degree member, to meetings of his State Council, to meetings of the Supreme Council, and to all degree work in the degree to which he has attained membership.

**27. Council Funds.** The purpose and amount to be paid or transferred in excess of Five hundred dollars (\$500) shall be published, in additionally to being read regularly, in the Council's newsletter or via email notice at least one (1) month or thirty days (30), whichever is less, prior to the date of the business meeting at which the intended expenditure is to be 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.



**28. Special Funds:**

**28.1 Building Fund.** Fifty dollars (\$50) per month may be deposited into a special fund to be known as "The Building Investment Fund" if such funds are reasonable available. The fund 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 Investment Committee shall oversee the annual collection and deposits collected to this fund. The Council may from time to time provide additional money to this fund in such amounts and at such times as may be determined within the officers' discretion and as approved by the membership.

**28.2 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 known as "The Scholarship Investment Fund". "The Scholarship Investment Fund" shall have a separate bank account and not combined with the Council General Fund Account. The scholarship portion of the fundraising events proceeds shall be determined by the Council by majority vote in accordance with Section 32 above. The Scholarship Investment Fund and all interest earned on its investments shall be used exclusively for the purposes of providing educational scholarships to deserving Catholic Students. The Grand Knight shall annually appoint a scholarship committee who shall recommend to the Council the worthiest recipients and the amounts of the educational scholarship awards to be made by the Council. The Council may provide additional money to this fund within the Officers' discretion and as approved by the membership. The Scholarship Committee's recommendations shall be subject to approval by a majority vote of the membership in accordance with Section 32 above.

**29. 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 3 of the Council bylaws. New levies may be considered upon the prior written approval of the Supreme Council and by a two-thirds (2/3) vote of the Council members in good standing present at a meeting of which special notice was previously published in the Council's newsletter describing the proposed new levy. Such new assessments, if approved, shall be due and payable at the next regular business meeting. Assessments otherwise levied by the Council shall depend for payment entirely upon the good will of the members.

**30. Council Books to Be Accessible to Officers.** The State Deputy, District Deputy, Board of Trustees, and the Grand Knight or their representatives shall have access to and access to and possession of the books, records and files of the council for the purpose of examination at any time. The officers will permit such access to and make delivery of such books, records, and files upon request to any of the above officers. The members of the Council shall also deliver their Council account books, records, and files upon request to any of such officers for examination. All such books, records, and files of Council officers of members shall not be demanded capriciously but for legitimate purposes and be returned with such promptness as is consistent with the nature of the examinations.


**31. Parliamentary Authority.** All proceedings of the council and its committees shall be governed by the latest edition of "Roberts Rules of Order" when they do not conflict with these policies or the policies of the Supreme Council. In the event of any conflict in the provisions of Roberts Rules of Order and these policies or the policies of the Supreme Council, these policies and the policies of the Supreme Council shall control. The Financial Secretary shall confirm that two (2) copies are available each Columbian Year for use by the Worthy Recorder and Advocate.

These policies adopted by vote of the Laguna Council No. 11236 on \_\_\_\_\_

Attest:


  
\_\_\_\_\_  
Nicholas Suarez  
Grand Knight  
Laguna Council No. 11236

20 JULY 2019  
Date

  
\_\_\_\_\_  
David Magnino  
Recorder  
Laguna Council No. 11236

JULY 25, 2019  
Date

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

  
\_\_\_\_\_  
Camilo Pizarro  
Advocate  
Laguna Council No. 11236

7/25/19  
Date