



CORPUS CHRISTI AREA KNIGHTS OF COLUMBUS



BY-LAWS

OF THE CORPUS CHRISTI AREA CHAPTER OF THE KNIGHTS OF

COLUMBUS

ARTICLE 1

NAME

The name for the organization shall be known as THE CORPUS CHRISTI AREA CHAPTER OF THE KNIGHTS OF COLUMBUS and henceforth known as CORPUS CHRISTI CHAPTER.

ARTICLE

Purpose

This, THE CORPUS CHRISTI AREA CHAPTER OF THE KNIGHTS OF COLUMBUS, is organized as a non-profit organization. Its primary purpose shall be to promote the well-being of the ORDER OF KNIGHTS OF COLUMBUS within the Corpus Christi Area. It shall conduct for the good of the Order, one major Chapter wide activity each year. Its activities shall not be in conflict or competition with State or subordinate council's sponsored events and/or activities. Any funds raised from any activity shall be irrevocably dedicated and segregated or disbursed for charitable, educational, or religious purposes within twelve (12) months of the date the funds were raised.

ARTICLE III

Members

Section 1. The Grand Knight of each Council in good standing that is a member of THE CORPUS CHRISTI CHAPTER, shall be a representative for the Council to the Chapter and each Council shall be allowed two (2) additional elected representatives. Each representative shall have one vote at THE CORPUS CHRISTI CHAPTER meeting. The District Deputy of each District within the CORPUS CHRSTI CHAPTER boundaries shall be a member of the Chapter and each one shall have one vote. The State Deputy shall be an ex-officio member of all Chapters within his jurisdiction and shall have a vote on all matters coming before the Chapter.

In the event that a Council representative is unable to attend a Chapter meeting, the Grand Knight shall appoint an alternative to replace the Council representative at the meeting. The Alternate so appointed shall have the same authority at the Chapter meeting as the replaced representative.

Section 2. The annual dues shall be seventy-five (75.00) dollars payable on or before September 30 of each year. The Treasurer shall notify each member of his obligation to pay the dues by July 15 of each year. (Amended)

Section 3. Prior to the call to order of all the regular meetings of the Chapter, The Grand Knight shall present to the Secretary of the Chapter a list of those members so qualified to have a vote in Chapter proceedings.

ARTICLE IV

Officers

Section 1. The Officers of the Chapter shall be: President, Vice-President, Secretary and Treasurer.

The President shall appoint the Chaplain, Sergeant-at-Arms and the Parliamentarian.

Section 2. At the regular meeting held in May, a nominating committee of five members shall be elected by the members. The President cannot be a member of the committee, ex-officio or otherwise. It shall be the duty of this committee to nominate not more than one candidate for elective position. The nominating committee shall distribute its report to the membership prior to the election meeting held on the fourth Thursday in June. Additional nominations from the floor shall be permitted at the election meeting.

Section 3. The Officers shall be elected annually by ballot at the regular business meeting in June of each year, the Officers shall hold office until the first of July of the following year or until their successors are elected and qualified.

ARTICLE V

Meetings

Section 1. The first regular business meeting of the Fraternal year shall be held in July. All regular meetings shall be on the fourth Thursday of each month and shall be hosted by the Chapter. All meetings shall convene promptly at 8:00 PM. Business at the Chapter meetings may only be conducted by a majority of qualified members to the Chapter. Special Meetings of the Chapter shall be at the call of the President, a majority of the Chapter Officers or on petition of five (5) Grand Knights of Councils within the Chapter, directed to the President of the Chapter, who shall upon receipt of such petition will call a Special Meeting of the Chapter to be held on five (5) day notice.

Section 2. Meetings of the Chapter shall be presided over by the President.

Section 3. The following shall form the order of business and procedures at regular meetings of the Chapter:

1. Call to Order – “Brothers, we are about to open this Chapter in the First Section. All persons not having received the honors of membership in the First Section shall please retire from the chamber. The doors shall now be closed and the Sergeant-At-Arms assume his station.
2. Prayer
3. Pledge of Allegiance
4. Chaplin’s Report
5. Roll Call of Officers
6. Roll Call of Member Councils
7. Reading of the Minutes of the Previous Meeting
8. Election of Officers

9. Treasurer's Report
10. Report of Committees
11. Unfinished Business
12. New Business
13. Good of the Order
14. Closing Prayers

Section 4. The following shall be to order of business and procedures at Special Meetings of the Chapter:

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Roll Call of Officers
5. Roll Call of Member Councils
6. Special Order of Business
7. Closing Prayer

Section 5. Members of the Knights of Columbus in good standing with their Councils may attend the meeting of the Chapter, but only those members set forth in Article III, Section 1 shall have a vote.

Section 6. If any meeting shall fall on a legal holiday or religious holiday, said meeting shall be held the following week unless the Chapter, by vote at a previous meeting, annuls such meeting or fix a different date for such meeting within the month for which it is scheduled.

ARTICLE VI
Duties of Officers

Section 1. The Chapter Officers shall perform the duties required of them by laws and rules of the Order, these By-Laws and such other duties as the Chapter members may direct. It shall be the duty of each Officer to attend each regular or Special Meeting of the Chapter. In case of inability to attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of such officer at the meeting. The presiding officers shall designate a person to act in the absence of the regular Officer.

Section 2. The President shall preside at all regular or Special Meetings of the Chapter. He shall co-sign all checks and /or vouchers drawn and signed by the Treasurer. He shall appoint committees and shall be a member ex-officio of all committees except the nominating committee. The roll of the Chapter Officers prepared by the Secretary shall be submitted by the newly elected President to the State Deputy.

Section 3. The Vice-President shall preside in the absence or inability of the President and execute all the duties of said President. In the absence of the President and Vice-President, then the duties of presiding at a meeting of the Chapter shall evolve on the other Officers of the Chapter in the order in which they are named in Article IV, Section 1.

Section 4. The Secretary shall prepare a roll of all members. The roll shall include the name, address, postal zip code, and telephone number. This roll shall be prepared and submitted to all involved, one week prior to the first regular meeting in July, along with notification of time and place of said meeting of the Chapter. He shall keep a permanent record of all regular and Special Meetings of the Chapter and be custodian of all reports and records submitted to the Chapter. He shall conduct all correspondence of the Chapter and shall perform such duties as the Chapter may direct;

Section 5. The Treasurer shall be custodian of all monies and securities of the Chapter in either general or special funds. He shall deposit all monies in such designated accounts in the name of THE CORPUS CHRISTI DIOCESAN AREA KNIGHTS OF COLUMBUS CHAPTER. He shall draw and co-sign all checks upon the funds of the Chapter, such checks are to be co-signed as prescribed in Article VIII, Section 3 and 4 and he shall make no disbursements of money except in the manner set forth in said Article. He shall submit at each Chapter meeting a report in writing showing the financial condition of the Chapter and shall be bonded in the amount of \$5,000.00 the premium of said bond shall be paid by the Chapter.

Section 6. The Sergeant-At-Arms shall be present prior to all meetings of the Chapter and shall ascertain and so vouch, at the request of the President, that none but duly qualified members and visiting members are in attendance. He shall be responsible for the preparation of the meeting hall.

Section 7. The Chaplin shall conduct all religious exercises of the Chapter. In the event of his absence, the President will open and close the meeting with a prayer.

Section 8. The Parliamentarian shall, at the request of the President of the Chapter, determine and advise proper procedures and debate in all manners before the Chapter.

ARTICLE VII

Committees

Section 1. The President shall appoint all necessary committees and has the duty to select its chairman, which he does by naming that person to the committee first and the committee cannot elect another.

Section 2. The President shall be a member ex-officio of all committees except the nominating committee, said committee is to be elected as set forth in Article IV, Section 2.

Section 3. All committees appointed shall be in keeping with the objectives of the Chapter under Article II.

ARTICLE VIII

Finances

Section 1. All monies obtained from any source by or through any person or persons acting for or in the name of THE CORPUS CHRISTI DIOCESAN AREA KNIGHTS OF COLUMBUS CHAPTER, or under its direction or authority, shall be forthwith delivered to the Treasurer, who shall deposit all monies received in the proper depository bank selected.

Section 2. Upon direction of the Chapter, the Treasurer may establish a special account to facilitate accounting procedures of special activities of the Chapter. All such accounts shall be maintained only for as long as the activity for which it was established it operated and upon closing such accounts, all monies there-in shall be returned to the general fund as herein provided.

Section 3. Disbursements from the general account shall be made only by check, signed by the Treasurer and co-signed by the President. Such disbursements shall not be in the excess for Two hundred (\$200.00) dollars unless supported by a two-thirds vote of Chapter members voting at regular business meeting held subsequent to regular business meeting at which, Notice in writing of a resolution of intention to pay or transfer such money and the amount to be paid or transferred shall have been given and regularly read. This vote may be taken by show of hands or at the discretion of a majority of voting members present, by secret ballot.

Section 4. Sums of \$200.00 or less shall be disbursed only in case of an emergency and with the approval of the majority of the elected Officers. This amount shall not exceed \$600.00 per term of office.

Section 5. Disbursement from Special Accounts of the Chapter shall be by check, signed by the Treasurer or the President and co-signed by the Chairman of the Special Activity for which such account was established. Checks signed by the Treasurer or the President and co-signed by the Chairman of the activity, shall be supported by a voucher signed by the President of the Chapter. Only funds clearly marked "Special Account" shall be disbursed in this manner.

Section 6. The Chapter shall file an annual financial report for the preceding Fraternal year with the Supreme Secretary, the State Deputy and the State Secretary of the Texas State Council, Knights of Columbus. Said report shall be filed no later than August 1st of each year and shall be signed by the chapter President, Secretary and Treasurer.

ARTICLE IX

Parliamentary Authority

Section 1. In case of dissolution of THE CORPUS CHRISTI AREA CHAPTER OF THE KNIGHTS OF COLUMBUS, the District Deputies of the districts in which member councils are located, shall take possession of the books, records and monies of the Chapter for the protection of the Chapter councils. All debts shall be paid prior to the equal distribution of said funds to member councils.

Section 2. Procedures and debate shall be in accordance with the laws and rules of the Supreme Council, their By-laws and the rules of Parliamentary Procedures as prescribed in the "Robert Rules of Order, Newly Revised." **PG7 of 8**

Section 3. The laws governing subordinate councils and their officers shall, in the absence of specific provisions herein, be applicable to the governing of the CORPUS CHRISTI AREA CHAPTER.

Section 4. These By-laws may be amended by a two-third vote of the members present and voting at the regular meeting held subsequent to a regular meeting at which a resolution in writing, providing for such amendment, must have been read and Notice of such amendment must have been given **To** the delegates, in writing, at least five (5) days prior to the second reading.

Section 5. These By-laws shall supersede and shall annul and/or void any prior By-laws entered into by anyone under the name of THE CORPUS CHRISTI AREA CHAPTER OF THE KNIGHTS OF COLUMBUS, and shall become

AREA CHAPTER BY-LAWS AMENDMENTS

ARTICLE III SECTION 2

THE ANNUAL DUES SHALL BE SEVENTY-FIVE (\$75.00) DOLLARS FOR A COUNMCIL OF 100 + MEMBERS, FIFTY (\$50.00) FOR COUNCILS 100 AND LESS MEMBERS PAYABLE ON OR BEFORE SEPTEMBER 30th OF EACH YEAR. THE TREASURE SHALL NOTIFY EACH MEMBER COUNCIL OF ITS OBLIGATION TO PAY DUES BY JULY 15th OF EACH YEAR.

ARTICLE V SECTION 3

(5) ROLL CALL OF MEMBERS COUNCILS IN GOOD STANDING.

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(5) ROLL CALL OF MEMBERS COUNCILS IN GOOD STANDING

BY-LAWS COMMITTEE CHAIRMAN

DISTRICT DEPUTY 133

SK RONALD DAVIS

BY-LAWS REVIEWED AND APPROVED:

Chapter President: Robert "Chief" Lopez (361)549-5223 kofc@corpuschristikofc.com

August 1, 2021 



CORPUS CHRISTI AREA KNIGHTS OF COLUMBUS



CORPUS CHRISTI AREA CHAPTER KNIGHTS OF COLUMBUS

COUNCIL:

STATEMENT

Annual Dues for the 2021-2022	\$75.00*	\$100.00**
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*\$75.00 if your Council has **less than 100** members on the July 1st Membership Roster

\$100.00 if your Council has **100 members or more on the July 1st Membership Roster

Payment Due by **07/01/2021** Make checks payable to: **Corpus Christi Area Chapter**

Mail your Council checks to Michael Hite at P.O. Box 3694 Corpus Christi TX. 78463-3694 or bring the check to the next Chapter Meeting

Your Council is eligible to have three voting representatives at the Chapter meetings. The Grand Knight and two appointed council members. Other Council members are welcome to attend as non-voting members.

The Chapter Meeting is held monthly on the fourth Thursday each month, except November and December, at different locations throughout the Diocese during the year. Check the Chapter Website at www.corpuschristikofc.com and view the "Calendar" tab for all details to obtain the location of the next Chapter Meeting. In some cases, the Chapter meeting may be available via Zoom conference and you can obtain the meeting number/password in the Chapter website calendar tab.

Please consider having your council host a Chapter Meeting to host a meeting. this year. Contact the Chapter President:

Chapter President:
Robert "Chief" Lopez (361)549-5223 kofc@corpuschristikofc.com

August 1, 2021



CORPUS CHRISTI AREA KNIGHTS OF COLUMBUS



Knights of Columbus Chapter Election Procedures

MATERIALS:

- Ballot Box: Large enough to hold the required ballots. It should have a sealable lid with a slot to deposit ballots.
- Ballots: Plain paper slips for members to write the name of the candidate on.
- Pencils/Pens: in sufficient quantity for the members.
- Large envelopes

DUTIES:

- The Chapter President: Appoint two tellers to assist the Parliamentarian in conducting the election, tellers will not be officers, or be a candidate for an office.
- Chapter Secretary: Gather the materials listed above.
- Parliamentarian: In his capacity as nominating committee, the Parliamentarian will approach qualified candidates to encourage them to run for leadership positions. Prior to the meeting when the election is held they will create a nomination list. Sufficient copies of the list will be prepared for distribution to the members attending the election meeting.

PROCEDURES:

1. The Chapter President announces, "Brothers we will now enter into the election for Chapter Officers for the upcoming fraternal year. No Brother shall speak during the nomination unless recognized by the Chapter President. When recognized by the President you will rise in your place, salute, and address the President. There will be no movement during the election except for those directed by the Parliamentarian as necessary for the conduct of the election."
2. The Chapter President ask for nominations for each office beginning with the position of the Chapter President and proceeding downward, ending with the Treasure. If the President is running for another term of office he shall relinquish the gavel to the Parliamentarian when his name is placed in nomination. The Parliamentarian will manage the election of the Chapter President and return the gavel to him at the completion of the election for Chapter President.

3. For each position the Chapter President will begin by asking "the nominating committee to read their nominee for the position of _____?" At that time a member of the nominating Committee will arise, salute the Chapter President, and announce, "Worthy Chapter President, the nominating committee nominates Brother _____ as a candidate for the position of _____." The President will state, "Brother _____ has been nominated for the position of _____. Is there a Second?" Another member of the Nominating committee or any other Brother will second the nomination.

4. At that time the Chapter President will open the nominations from the floor by asking, "Brothers are there any other nominations for the position of _____?" Additional nominations will be offered and seconded in the same manner as above. If no nomination is offered within a reasonable time, the Chapter President will strike the gavel once. He will then repeat the request for nominations. Once the Chapter President has asked for nominations three consecutive times he will strike the gavel and announce, "Brothers, nominations for the position of _____ are now closed." He will then read the complete list of candidates for that position.

5. If there is only one candidate for an open officer position, then the Chapter President will ask for a motion to declare him the winner by acclamation and obtain a second. After the vote, he will then strike the gavel signifying the end of that vote.

6. If there is more than one candidate running for an open office, the Chapter President then directs his election team which consists of the Parliamentarian and two tellers to hand out blank ballots and pencils/pens to all members in attendance. The Chapter President will then direct the Parliamentarian to bring the ballot box forward for inspection. The Chapter President will inspect the box to ensure that it is empty. A table will then be used as the ballot box table for the rest of the election. The Parliamentarian will then place it on the table in front of the Chapter President.

7. The Chapter President will then instruct the Parliamentarian to distribute ballots and pens to each member present. The Chapter President will explain that each member in attendance will be handed a blank ballot and he should "print" the name of the candidate he wants elected on the ballot. Each teller will take up a position approximately 6 feet from the ballot box, one to the right and one to the left.

8. All members should be asked to vote, but they are NOT required to. There are no "write-in" candidates. There are no proxies or absentee ballots. The Chapter President will ask the Chapter Secretary to announce the total number of brothers in good standing present as indicated on that meeting's sign in roster. The number of ballots will equal the number of members who voted plus those members who elected to abstain. Members who chose NOT to vote will place a blank ballot in the ballot box or write "abstain" on the ballot. The number of ballots cast will not exceed the number of members in good standing present.

9. Voting will proceed as follows; at no time will there be more than one member within 6 feet of the ballot box. The Parliamentarian will observe and adjust the positions of the tellers as necessary. Each member will approach the teller positioned to the right of the ballot box, as one faces the head table. One member at a time will carry his ballot to the box when directed by the teller. The member will not touch the box other than to cast his ballot. If the member is concerned about privacy he may pause at the ballot box long enough to fill out his ballot. Once the ballot is cast the member will exit the voting area to the left, passing the teller positioned on the left side. When the member passes the left teller and the voting area is clear the right teller will allow the next member to proceed. There will be no speaking during the voting other than that necessary to conduct the election.

10. Voting will begin with the officers (minus the Parliamentarian), led by the Chapter President, followed by Chapter Officers and then District Deputies, then members in row by row sequence. If any member is not ready to vote he will remain seated until all others have voted. At the conclusion of the voting the Parliamentarian will ask if anyone who wishes to do so has not voted. They will be allowed to vote at that time. Additionally, any member unable to walk to the ballot box due to injury or illness will then give his folded ballot to the Parliamentarian, who will deposit them in the ballot box. If the Parliamentarian carries ballots for members he will do so in such a manner that they are visible to the members at all time. After all others have voted the tellers will vote individually, followed by the Parliamentarian. After voting the Parliamentarian will inform the Chapter President that all have voted.

The Chapter President will then declare voting for that office closed and instruct the Parliamentarian to proceed with the count.

11. The tellers will count the ballots at the ballot box table, under the constant observation of the Parliamentarian. The tellers will first count the ballots to ensure that the total number of ballots cast do not exceed the number of voting members present - the number previously announced by the Chapter Secretary. The tellers will then count the number of votes for each candidate. The counting of ballots will be done in silence. Upon completion the tellers will place the ballots in the envelope. On the exterior of the envelope the tellers will write down the total number of votes cast (this includes abstains and blank ballots), and the number of votes cast for each candidate. The written vote count will match the number of ballots (not the number of members present at the meeting since voting is NOT mandatory). The tellers will then present the envelope to the Parliamentarian and return to their positions. The Parliamentarian will then ensure that ballot box is empty and review the numbers to ensure that they are correct. If the Parliamentarian detects a discrepancy he will order the tellers to recount the ballots.

12. Once the ballots are counted the Parliamentarian will hand the envelope to the Chapter President. The Chapter President will then reveal the name of the winning candidate. If any Members formally request it, the Chapter President may announce the number of votes cast for each candidate. The Chapter Secretary will note the vote totals in minutes for that meeting.

13. If there are more than 2 candidates the winner must receive at least 50% + 1 of the votes or else the top two vote earning candidates will have the opportunity to spend three minutes addressing the Chapter before a re-vote takes place.

14. In case of a very close vote (in the opinion of the Chapter President), he will ask those members who did not vote to identify themselves BEFORE announcing the winner. If one candidate wins by an over whelming number of votes this part can be dispensed with. (Example: 40 members - 37 votes in ballot box = 3 members who abstained from voting.)

15. In the event of a tie vote, all the tied candidates will be given three minutes to address the members. The Parliamentarian will enforce the time limit. At the conclusion of the candidates' remarks another vote will be held.

BY-LAWS REVIEWED AND APPROVED:

Chapter President: Robert "Chief" Lopez (361)549-5223 kofc@corpuschristikofc.com

August 1, 2021

