

*Combined BY-LAWS and Operating Policies*

**Knights of Columbus**

**OUR LADY OF HOPE**

**COUNCIL NO. 8086**

**PORT ORANGE, FL**

**Adopted March 9, 2023**

# *Combined BY-LAWS and Operating Policies*

## **Scope:**

This document serves to combine or integrate the Council 8086 By-Laws document, the content of which is dictated by the Supreme Council, with Operating Policies of Council 8086 that are related to articles, sections and paragraphs of the actual by-laws and that clarify how Council 8086 will operate to the adopted By-Laws.

As an assist to the reader of this document, the By-laws will be printed in standard text and the Operating Policies that clarify how Council 8086 will conduct business in accordance with the articles, sections and paragraphs of the By-Laws, will be printed in *italicized text* directly below related articles, sections and paragraphs, clearly distinguishing the by-law from the operating policy.

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## ARTICLE I

Section 1. This Council shall be known as OUR LADY OF HOPE COUNCIL NO.8086, Knights of Columbus.

Section 2. The initiation fee shall be nil.

Section 3. Each member shall pay annual dues. The annual dues of members shall be 25.00, 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.

***Article I Section 3. Operating Procedure. Honorary Members shall pay \$10.00 annually. Permanent Deacons, members on Active Military Duty and members on Disability Waiver shall be excused from paying dues. Members who are students under the age of 26 years shall be exempt from paying dues. Members who have been identified by the Financial Secretary or other member as having a hardship (current hardship, illness, jobless, ...) and verbally approved by the Grand Knight may be exempted from dues for the current year or longer or permanently (through the year they reach age 70 and have 25 years of continuous service).***

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 8 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.

***Article II, Section 1: Operating Procedure. The Nominating Committee shall be made up of members who are not actively seeking positions as officers for the next CY and no member of the Nominating Committee may be placed on the Nominating Committee's list of officer nominees for the next CY. All nominees shall be members in good standing of Council 8086. No member of Council 8086, who is in good standing, may be prohibited from being nominated for an office during the open nomination period prior to execution of the actual council ballot for succession officers.***

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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.

***Article II, Section 4: Operating Policy. Upon receiving a request from an officer to be excused from a meeting for a valid reason (as determined by the Grand Knight), the Grand Knight may declare the officer "Excused" for the requested meeting. The Grand Knight shall appoint a Third Degree member in good standing to temporarily replace the "Excused" officer for that meeting.***

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

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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.

***Article 3 Section 4: Operating Policy: The Bond for the Financial Secretary and the Treasurer shall be \$5,000.00 each. These Bonds are provided by the Supreme Council Board of Trustees at no cost to 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.

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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. Twelve members shall constitute a quorum at meetings.

*Article IV, Section 1: Operating Policy. The monthly Council Officer Planning meeting shall be held regularly on the first Thursday of the month at a time and location specified in the announcement of the meeting, by the Grand Knight or his delegate.*

*The monthly Council Meeting shall be held regularly on the second Thursday of the month at a time and location specified in the announcement of the meeting, by the Grand Knight or his delegate.*

*The announcements of the Council Officer Planning meeting shall be made by either or both the monthly newsletter or e-mail. All Council 8086 members in good standing are invited to attend these meetings, as participants in the monthly Council meetings and in the Council Officer Planning meetings.*

*Changes in the date and time of the meetings may be required due to church functions, Holy Days or Holidays or other significant events. These changes shall be announced well ahead of time by the Grand Knight or his delegate via the Newsletter and/or e-mail facilities.*

Section 2. All meetings shall be presided over by the Grand Knight, who will ascertain from the Warden if all present are 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; (3) by direction of the Grand Knight; or (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

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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.

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## 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.

***Article VI, Section 1, paragraph a): Operating Policies. The Program Director shall be appointed by the Grand Knight.***

- (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.

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(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.

***a) Article VII, Section 3, Operating Policies. The Council shall develop a budget for the expenditure of funds throughout the Columbian Year (CY). That budget shall be developed for the new CY during May and June of CY preceding the next CY and the budget shall be presented at the July Council meeting for approval. All Line items of the budget may be approved in a single vote and line items exceeding the requirements of the Council By-Laws Article VII, Section 3 are considered approved for expenditure when they are called for expenditure during the CY. They do not require additional vote for approval.***

***b) Donations that received by the Council that are specified by the donor to be expended for a specific purpose (e.g. Coats For Kids, Food for Families, ...) and are additional to similar budgeted income line***

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*items, shall be disbursed by the council for that specified purpose without further consent by the council.*

- c) *If additional expenditures of Council funds are requested by a member and those funds are not or cannot be identified with an existing, currently funded budget line item, the member shall complete a "Donation Request Form" and submit it to the Grand Knight for consideration by the Trustees and Officers of the council for approval or modification action. In any case, if the donation request is approved by the Trustees and Grand Knight, the expenditure may only be made with the approval of the council at a regular Council Meeting subsequent to the approval of the Donation Request and in accordance with Article VII, Section 3 of the Council By-Laws.*

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.

## ARTICLE VIII - Funerals, Etc.

Section 1. Upon the death of a member in good standing, the Grand Knight or his duly appointed representative(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 representative(s) shall forward to the family of the deceased a message of condolence on behalf of the Council.

Section 3. The Grand Knight or his duly appointed representative(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 VIII, Section 3: Operating Policies. Council 8086 shall participate in the Regional or area Mass of Remembrance for deceased Brother Knights which is held in the Month of November and arranged for through the area District Deputies.***

## 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

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least five days prior to the second meeting.

*Article IX Section 1: Operating Policies. The By-Laws shall be reviewed for update prior to the election of officers and potential changes (Grand Knight and Recorder names, for instance) and published/announced so that they can be approved during the first Council meeting of the new CY.*

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 9, 2023.

ROGER PACKARD  
Grand Knight

WALTER KAEHL  
Recorder

Date of Institution: April 1, 1982

Approved: **March 29, 2023**

JOHN A. MARRELLA  
Supreme Advocate

***Council 8086 Operating Policies Approved/Adopted Date\*: April 13, 2023***

- ***Must be Re-approved/adopted annually on the date of the first Council Officer Planning Meeting of each CY***