

BY-LAWS
KNIGHTS OF COLUMBUS

OSSEO/MAPLE GROVE COUNCIL
No. 9139
MAPLE GROVE, MINNESOTA

ADOPTED MAY 6, 1986
AMENDED _____, 2017

BY-LAWS

ARTICLE I

Section 1. This Council shall be known as Osseo/Maple Grove Council, No. 9139, Knights of Columbus.

Section 2. The initiation fee shall be \$15.00 except that for applicants under 26 years of age it shall be \$10.00 and for Priests and religious it shall be nil. The initiation fee shall accompany the application but it shall be refunded if the applicant is rejected.

Section 3. Each member shall pay annual dues within thirty (30) days of receipt of dues statement, or by the first Regular Business Meeting in February, which-ever occurs later. The annual dues of members shall be no less than \$26.00. Students, insured and associate members, under 26 years of age and honorary member's dues shall be one-half of that sum. Honorary life members and military members on active duty shall pay nil. Except as above stated, the dues of associate and insurance members shall be the same.

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

ARTICLE II – ELECTIONS

Section 1. The annual election of officers shall take place at a Regular Business Meeting held between May 15 to and including June 15. Not less than two months before the annual election, the Grand Knight shall appoint a Nominating Committee of five who shall prepare a slate of candidates for the elective council offices. This slate shall be presented to the Council at the Regular Business Meeting preceding the annual election and published 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. A majority of all the votes cast shall be necessary to elect.

Section 3. If there is more than one candidate for an officer position, the Grand Knight shall appoint two members to act as Tellers. After all who are present, desire to vote, and 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 names written or printed on all legal ballots. The Recorder 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 Business 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 Business 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 officers 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 the Board of Trustees. The Board of Trustees shall be elected for a one, two or three-year term, the objective being to have no more than one-third of the Trustees being replaced at any one time.

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 appointed 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 Regular Business Meeting in June of each year the Council shall determine the amount, if any, of the 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, if any, 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 these By-Laws and such other duties as the Council may direct.

Section 6. Except when notice of applications shall be published as provided by Section 110 of the Laws and Rules, it shall be the duty of the Grand Knight, as early as practicable before each Regular Business Meeting, to file with the Recorder a list of candidates to be balloted upon at such meeting.

Section 7. At the end of each semiannual period the Board of Trustees shall meet and audit the books of this Council and shall in each January and July make a full report of their findings, including the receipts and disbursements of the monies 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 this Council. The Grand Knight shall issue the call for such meeting of the Board of Trustees.

Section 8. 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, including the date and the reason therefor. 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 9. 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. Preferably a Google, or other agreed to,

account shall be maintained for electronic storage of Council records; minutes, tax documents, etc. Council minutes are to be retained in perpetuity and other records for a period of time required by law.

ARTICLE IV – Meetings

Section 1. Meetings of the Council shall consist of a Regular Business Meeting, Officer's Meeting and a Special Meeting. The Regular Business Meeting of the Council and the Officer's Meeting shall each be held monthly. All meetings shall commence at 7:00 P.M. Twelve members shall constitute a quorum at the Regular Business Meeting or at a Special Meeting. At Regular Business Meetings, minutes of any Special Meetings and Regular Business Meetings that are unread, to and including the last Regular Business Meeting shall be read.

Section 2. All Regular Business Meetings of the Council shall be presided over by the Grand Knight, who will ascertain from the Warden if all present are in possession of their current membership card.

Section 3. The order of business and procedure at Regular Business Meetings of this Council shall conform to Section 125 of the Laws of the order. [See backside of cover], or as amended or restated by Supreme Council.

Section 4. Special Meetings may be called at any time, for any purpose, by any officer subject to the approval of the Grand Knight and/or a Trustee. Due notice of Special Meetings and their purpose shall be given to each member in the usual way and no other business shall be transacted at any such Special Meeting. Such notice shall be provided at least 24 hours in advance of the Special Meeting. Not all must be in attendance for the Special Meeting; only those having an interest in the subject (purpose). However, no action may take place at a Special Meeting without a quorum.

Section 5. It shall be the duty of all officers to attend Regular Business Meetings of the Council. In case of inability of any officer to attend such 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 an 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 Business Meetings, the Grand Knight may report this fact to the District Deputy for such action under Section 92(b) of the Laws of the order as the District Deputy deems appropriate.

Section 6. It is recommended that all officers attend the Officers Meeting to be held during the week prior to the Regular Business Meeting. The Council encourages any members to attend who wish to provide new business issues and/or recommendations for consideration and discussion. The primary purpose of the Officer's Meeting is to discuss current issues and/or recommendations prior to the officer's recommending that such item(s) be placed on the agenda for the next Regular Business Meeting. Since no official business of the Council is conducted at an Officer's Meeting; notes shall be taken by the Grand Knight, Deputy Grand Knight or Financial Secretary to make certain those issues and/or recommendations discussed are brought forward to the next Regular Business Meeting.

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 the 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 of the Order.

Section 8. If any meeting shall fall on a legal holiday said meeting shall be held the day before or after unless the Council, by vote at a previous Regular Business Meeting, annuls such meeting or fixes a different date for such meeting within the month for which it is scheduled.

ARTICLE V – Balloting - Candidates for Membership

Section 1. The Grand Knight and Deputy Grand Knight shall call for a secret ballot. Balloting of candidates shall be in charge of the Warden who shall distribute ballots to all members present. He shall collect the ballots. The Warden and/or Teller(s) shall count the ballots. 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 Regular Business Meeting, the Grand Knight may announce that the first ballot shall be a general one upon all the candidates, and that if not more than one-half of those present shall casts negative ballots upon such general ballot no other ballots shall be taken. If such announcement is made, and not 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 Church Activities to promote 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.
- d) Director of Community Activities whose responsibility it will be to make the council aware of its life within the community and to develop programs that will be of service to the community.
- e) Director of Council Activities who will be concerned with the promotion of brotherhood through athletic, cultural and social programs. Additionally, he will be responsible for the development of public relations in the council.
- f) Director of Youth Activities to provide the youth in the community with the means and the opportunity to become personally committed and involved in meeting the challenges of our times. He will also be responsible for the promotion of the Order's junior organization, the Columbian Squires.
- g) Director of Family Life Activities to promote activities and programs within the Council that would strengthen and support the family life of its members.
- h) Such other Committees as may be required by these By-Laws.

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 fiscal year or until their successors have been appointed.

ARTICLE VII – Funds

Section 1. Except for monies collected for Minnesota State Council or Supreme Council specific directed projects (i.e., Tootsie Roll Drive and Student Loan Raffle), all monies obtained from any source, by or through any person or persons, activity 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 shall give his official receipt therefor 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 council Treasurer and take his receipt therefor.

Section 2. The Treasurer shall deposit all monies 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 two of the following: the Grand Knight, Treasurer, or one of the three Trustees. The depository bank shall be furnished with a copy of this section.

Section 3. No money in excess of \$500 shall be paid or transferred from the Treasury of this Council, except such monies as the Council is called upon to regularly pay for its current budgeted expenses and as provided by the Laws 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 (publication) in writing of a resolution of intention to pay or transfer such money and the purpose and amount to be paid or transferred shall have been given and regularly read.

Section 4. All bills shall be presented to the Grand Knight and by him read to the Council before being referred to the Board of Trustees for approval. In case a bill is not approved by the Board of Trustees, it shall be referred back to the Council for action.

Section 5. – Grand Knight Fund. The sum of \$100.00 shall be paid from the General Fund to the Financial Secretary and shall be known as the Grand Knight Fund. The Grand Knight, Financial Secretary and Treasurer shall constitute a Grand Knight 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 Grand Knight 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 \$25.00 be paid out without reference to and approval by the Council.

ARTICLE VIII – Funerals, etc.

Section 1. On 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.

Section 3. The Memorial Committee shall arrange for the celebration of a Mass in November of each year for the repose of the souls of the deceased members. The Committee 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 unavailable.

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 Business Meeting held subsequent to a Regular Business Meeting at which a resolution in writing provides 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 Regular Business Meeting.

Section 2. Procedure and debate shall be in accordance with the Laws and Rules of the Supreme Council, the Board of Directors, these By-Laws and the Rules of Parliamentary Law known as "Robert's Rules of Order".

Section 3. Upon dissolution of this Council, its assets remaining after payment, or provision for payment of all debts and liabilities of this Council shall be distributed for one or more exempt purposes within the meaning of Section 501(c)8 of the internal Revenue Code or shall be distributed to the federal government, for a public purpose. Such distribution of the remaining assets of this Council shall be to another Council of the order or the Minnesota State Council.

These By-Laws adopted by vote of the Council, May 6, 1986, and as amended by the Council, ____ __, 2017.

PAUL GRENINGER
Grand Knight

JEROME WALALEE, SR.
Recorder

Date of Institution November 12, 1985

Approved _____, 2017

Supreme Advocate

The Order's Laws, Section 125, require that the following shall form a part of the order of business and procedure at Regular Business Meetings of every subordinate council:

1. Call to Order.
2. Warden's Report on Membership Card.
3. Prayer.
4. Pledge of Allegiance to the Flag, or some other suitable patriotic display of loyalty.
5. Opening Ode.
6. Roll Call of Officers.
7. Chaplain's Report
8. Reading of Minutes of Previous Meeting.
9. Balloting for Membership.
10. Initiation.
11. Grand Knight's Report.
12. Treasurer's Report.
13. Financial Secretary's Report.
14. Report of Trustees.
15. Call on Membership Directors.
16. Program Director's Report.
17. Unfinished Business.
18. New Business (When elections are in order, this is the first item under New Business).
19. Reading of the Bills.
20. Insurance Agent's Report.
21. District Deputy Report.
22. Good of the Order.
23. Closing Prayer.
24. Closing Ode.