

Knights of Columbus



Auburn Council 3598

Auburn, WA

By-Laws

Adopted July 5,2010

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 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 300.00 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 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 by him read to the Council before being 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 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.

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 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 amended by vote of the Council, July 5, 2010.

Phil Fortunato
Grand Knight

Jonathan Jose
Recorder

Date of Institution: April 12, 1953

Approved: July 12, 2010

JOHN A. MARRELLA
Supreme Advocate

Excerpts from Charter, Constitution and Laws of the Knights of Columbus Governing the Supreme, State and Subordinate Councils with amendments to and including the year 2007, revised August 7-8-9, 2007; referenced in the by-laws:

Chapter XIII (Laws of the Order)

Miscellaneous

Eligibility for Office

SEC. 92. (a) Only members who have been initiated in the first three degrees of the Order shall be eligible for any office in subordinate, State or Supreme councils, or in the Order. This shall not apply to the first officers of a new subordinate council. or to medical examiners.

State Deputies, Etc., May Declare Office Vacant

(b) A State, District or Territorial Deputy may declare any office in a subordinate council vacant, where the officer fails or refuses to perform the duties of his office.

Chapter XIV (Laws of the Order)

Laws Governing The Subordinate Councils

Admission Committee

SEC. 108. The Grand Knight shall appoint an Admission Committee of seven members. Within five days after the presentation to him of the application, the Grand Knight shall refer the application to the Admission Committee and thereupon said Committee shall notify the applicant to appear before it for examination as to his qualifications for membership. If five members of the Committee shall file a written report. withholding endorsement because the applicant is not a practical Catholic, said applicant shall be deemed rejected. Otherwise the recommendations of the Admission Committee shall be evidenced by the certificate of the Chairman of the Committee on a form to be prescribed by the Board of Directors. In the event of the failure or neglect of the Admission Committee to make report within ten days after an application has been referred to it, the Grand Knight shall discharge the said Committee and shall forthwith present said application to the council for action.

Disposition of Application

SEC. 109. 1.) Unless the application is rejected for the reason stated in Section 108, it shall be read by the Grand Knight at the first meeting following the time allowed for the report of the Admission

Committee, and except when notice of applications shall be published as provided in Section 110, the council shall proceed forthwith to ballot for the admission of such applicant after said reading. When notice of application shall be published as provided in Section 110, the ballot for the admission of such applicant shall be made at the next regular meeting following the time when the applicant's name shall appear on said bulletin.

SEC. 109. 2.) Upon initiation of an applicant in the First Degree, the Financial Secretary shall forthwith forward the application to the Supreme Council, with proper endorsements thereon, showing dates of proposal, election and initiation into First Degree.

SEC. 109. 3,4 Blank

SEC. 109. 5.) In the case of insurance applicants, insurance membership shall be conditional upon the approval of the application by the Supreme Physician, and no person shall be considered an insurance member without such approval.

SEC. 109. 6.) Upon election of an applicant for insurance as aforesaid, the Grand Knight shall present the applicant for medical examination to the local medical examiner, in each case where such examination is required by law or by the rules of the Order. The application and such examination, when completed, shall be forwarded forthwith by the medical examiner to the Supreme Physician. In case a declaration of insurability is required instead of a medical examination, such declaration in the form prescribed therefor shall be completed by the applicant and, with the application, shall be forwarded forthwith to the Supreme Physician. except as may be otherwise prescribed by the Board of Directors. Before final action on applications the Supreme Physician may direct that additional medical examinations or medical examinations to supplement declarations of insurability be made. In such case the medical examination, when completed, shall be forwarded forthwith by the medical examiner to the Supreme Physician. The Supreme Physician shall forward his approval or rejection of such application to the Financial Secretary, and deliver the application and examination or declaration of insurability to the Supreme Council to be thereupon recorded at the Supreme Office.

SEC. 109. 7. Blank

SEC. 109. 8. In the case of the rejection of an applicant for insurance membership, by the Supreme Physician, he may be initiated as an associate member, in accordance with the provisions of Section 101.

Notice To Councils

SEC. 110. When there are not over four councils in the same city or town, the Financial Secretary of each council therein shall notify the Grand Knight of the others of the names, ages, residences and occupations of applicants for membership in his council, whether the application is for associate or insurance membership, within three days after the meeting at which the same were proposed. The said Grand Knights shall cause said notices to be read at their next council meetings, and within three days thereafter notify the Grand Knight of the council sending same of the reading thereof. No application in such city or town shall be voted upon until such notices aforesaid shall have been sent and received. If any Grand Knight or member of any subordinate council in the city where such notices are sent makes objections to any of the candidates whose names appear on such notices to the Grand Knight of the council to which the candidate is applying for admission, such objections shall have the effect of causing the Grand Knight of such council to appoint a new Admission Committee, and he shall place before said Committee all objections made against the said applicant. The procedure relating to said application shall then be as prescribed in Section 108 and the first subdivision of Section 109.

When four or more councils are located in neighboring territory, the State Deputy may direct that applications for membership therein shall be bulletined in the manner provided in this paragraph and thereupon the Grand Knights of said councils, or if there be more than one district in which any of said councils are comprised, the District Deputies thereof, shall select a member to whom the Financial Secretaries of all said councils shall send the above notice. Said member shall publish the details of said notices in a bulletin to be issued monthly or oftener, at such times as said Grand Knight, or District Deputies shall decree. Copies of said bulletin, either for reading or distribution, as also by said officers determined, shall be furnished to each of said councils and said officers, and no applicant thereto shall be balloted for until his name shall appear on said bulletin. The expense of issuing such bulletin shall be borne by the said councils.

The District Deputies of a city may divide the city into districts and issue separate bulletins for each district, in which case, however, a resident of one district applying for membership in another district, must be regularly bulletined in both districts.

Whenever a group of councils is organized to furnish a bulletin as provided in this Section, a financial statement shall be prepared not later than January 31 and July 31 of each year, showing an itemization of receipts and disbursements, and furnish the same to the councils participating in the activity.

Amount of Fees

SEC. 118. (a) 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. For members

entering under 26 years of age, the initiation fee shall not exceed \$10. Before initiation, each applicant shall pay his initiation fee and the council dues for the month of his entrance and any later months in the quarter of his entrance and each applicant for insurance membership shall pay such initial amount of contribution as shall be prescribed by the Board of Directors, upon the certificate to be issued. Fees for medical examinations in connection with applications for insurance shall be payable by the Supreme Council except as prescribed in Section 152. In case an applicant is illegally admitted, all moneys collected prior to initiation shall be refunded by the council, and if a medical fee for the case has been paid by the Supreme Council, it shall be refunded by the council to the Supreme Council. The fee of the medical examiner for examination in connection with the reinstatement shall be paid by the member.

(b) Dues payable by each member shall be levied quarterly in advance in an amount as fixed by the council. The dues for all associate and insurance members hereafter admitted shall be the same and they shall not be less than \$5 per year; except that councils may fix a different rate of dues for insured members under 26 years of age, but the same shall not be less than \$3 per year.

(c) Members who have attained the actual age of sixty-five years and who have been members of the Order twenty-five consecutive years, shall be designated as honorary members and on due request in writing they shall be exempt from general fund charges, except payment of \$10.00 per annum which shall include State and Supreme Council per capita charges and levies.

(d) Members who have attained the actual age of 70 years and who have been members of the Order for twenty-five consecutive years, and those who have been members of the Order for fifty years regardless of age, shall be designated as Honorary Life members, and on due request in writing they 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 there after shall be exempt from further payment of dues, per capita charges and assessments.

(e) Any member who is disabled by bodily injuries or disease and is thereby prevented from engaging in any occupation or employment for remuneration or profit and shall have been so prevented for a period of no less than six consecutive months may, on due request in writing to the Supreme Council and upon 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 and any suspension of such member for non-payment of such dues and tax shall cease as of the date of such approval.

Order of Business

Section 125 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) Roll Call of Officers.
- 6) *Opening Ode.
- 7) Reading of Minutes of Previous Meeting.
- 8) Report of Admission Committee and Reading of Applications.
- 9) Balloting for Membership.
- 10) Reading of Notices of Applications in other Councils.
- 11) * Initiations.
- 12) Grand Knight's Report.
- 13) Chaplain's Report.
- 14) *Treasurer's Report.
- 15) *Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.
- 16) *Reading of Bills and Communications.
- 17) Financial Secretary's Report of Receipts of Meeting.
- 18) *Report of Auditors and Trustees.
- 19) *Chancellor's Report.
- 20) *Report of Committees.
- 21) Unfinished Business.
- 22) *New Business (When elections are in order, this is the first item under New Business).
- 23) Insurance Agent's Report.
- 24) District Deputy's Report.
- 25) *Good of the Order.
- 26) Chaplain's Summation.
- 27) Closing Prayer.
- 28) *Closing Ode.

*Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read.

Officers

SEC. 126. The officers of each subordinate council shall be: Grand Knight, Chaplain, Deputy Grand Knight, Chancellor, Recorder, Financial Secretary, Treasurer, Lecturer, Advocate, Warden, Inside Guard, Outside Guard and Board of Trustees; except that councils may provide by by-law for the election of two outside guards to alternate in their duties as such.

CHAPTER XV (Laws of the Order)

DUTIES OF COUNCIL OFFICERS

GRAND KNIGHT

SECTION 135. The Grand Knight shall

Preside Over Meetings

1. Preside at all meetings of his council and shall enforce the rules and regulations of the council and the laws of the Order, and shall be Chairman of the Board of Trustees.

Appoint Committees

2. Appoint committees in and for his council whose appointment is not regularly provided for by the laws of his council, and shall be a member ex officio of all committees.

When Act as Chaplain

3. Act as Chaplain in absence of the regular Chaplain.

Countersign Orders

4. Countersign orders drawn and signed by the Financial Secretary for the payment of money when the same have been ordered by his council, or approved by the Board of Trustees, provided, however, that benefit orders may be drawn upon the Treasurer of the council upon an order drawn and signed by the Financial Secretary and counter-signed by the Grand Knight and with the Grand Knight's approval alone, and also all demands of the Supreme Council or Board of Directors or State Council, and the regular and usual payments of the Council may be paid upon an order drawn and signed by the Financial Secretary and countersigned by the Grand Knight without the approval of the Board of Trustees.

Countersign Checks

5. Countersign checks drawn and signed by the Treasurer.

Read Vouchers, Etc.

6. Receive the vouchers from the Financial Secretary of the moneys paid by such Secretary to the Treasurer, and also the vouchers showing that such moneys were by such Treasurer deposited in an approved bank or other secure institution of deposit, and shall read the same publicly at the next subsequent meeting after receiving the same, and shall then deposit such vouchers for safekeeping with the trustees of his council, and it shall be his duty to read all receipts and vouchers sent through him to the Treasurer by the Supreme Council to the council at the next meeting subsequent to receiving the same and before delivering said receipts and vouchers to said Treasurer.

Read Notices Relative to the Fourth Degree

7. Read or cause to be read at council meetings all notices relative to the Fourth Degree sent them by the Supreme Officers or by the Supreme Master, Vice- Supreme Master or Masters of the Fourth Degree.

Other Duties

8. Perform such other duties as the Order may impose.

DEPUTY GRAND KNIGHT

SECTION 136. The Deputy Grand Knight shall preside in the absence or inability of the Grand Knight and execute all the duties of said Grand Knight. He shall perform such other duties as the Order may impose. In the absence of the Grand Knight and Deputy Grand Knight, then the duty of presiding at a meeting of the council shall devolve on the other officers of the council in the order in which they are named in Section 126 after the Deputy Grand Knight.

CHANCELLOR

SECTION 137. The Chancellor shall assist the Grand Knight and the Deputy Grand Knight in the performance of their duties and shall take charge of the council during the incapacity or extended absence of both. He shall be charged with the total participation of the membership in the activities of the council. Subject to the approval of the Grand Knight he shall institute a program to develop the availability and interest of the members in the specific activities of the council and refer his findings to the Grand Knight. He shall exercise a special interest in new members and those members who are sick or in distress. He shall perform such other duties as the Grand Knight directs.

RECORDER

SECTION 138. The Recorder shall keep a true record of the doings of his Council upon books approved by the Board of Directors and furnished by the Supreme Secretary at the expense of the council: conduct all correspondence of the council and shall perform such duties as the council or the Order may direct.

FINANCIAL SECRETARY

SECTION 139. The Financial Secretary shall

Collect and Receive All Moneys

1. Collect and receive all moneys due the council and all funds obtained from any source, by or through any person or persons, acting for or in the name of the councilor under its direction or authority, including all moneys resulting from any form of athletic activity carried on by the councilor with its authority, or in which its name or any part thereof is used, or in which any representation is made in any way that such activity is a council activity. Provided, however, that where two or more councils engage jointly in any form of athletic activity the moneys resulting therefrom shall be handled as directed by the State or Territorial Deputy or Deputies in whose jurisdictions such councils are located.

Keep Accounts

2. Keep an account of the indebtedness of each member, and each certificate holder and the amount received from each, giving credit for the whole amount paid, and the purpose for which the same is paid, upon the precise day of payment, be the same made for arrears or advance or both, and make proper record of same in the books provided for that purpose.

Pay Money to Treasurer

3. Pay over to the Treasurer of his council all moneys received at meetings. or between meetings. for fines, dues, contributions, death benefits, assessments, initiation fees or from sources, at and to the close of each meeting, for which said Treasurer shall forthwith give a written receipt to such Secretary, specifying the funds to which the same be credited, which receipt shall be given to the acting Grand Knight by the Financial Secretary before next succeeding meeting.

Keep Roll

4. Keep a roll of the members and certificate holders, their ages, residences and occupations, with the dates of initiation. Keep a record of Fourth Degree members, as and when furnished by the Master of the Fourth Degree and Comptroller.

Cause Members to Subscribe to By-Laws, Etc.

5. Cause every member before initiation to subscribe his name, subjecting himself to the constitution and by-laws of the Order and of the council.

Notify Supreme Secretary

6. Notify the Supreme Secretary of the names and addresses of all council officers.

Keep Certain Records

7. Keep a record of the financial and business transactions of his council upon books approved by the Board of Directors and furnished by the Supreme Council at the expense of the council, to wit: The number of propositions received and the names of the candidates, the number elected and their names, the number initiated and their names; the amount of moneys received and from what sources; the amount paid to the Treasurer and for what purpose, the amounts of all orders drawn against the Treasurer, stating to whom paid and for what purpose.

Draw Orders

8. Draw all orders on the Treasurer of his council when ordered by the Supreme Council, State Council, and his local council, Board of Trustees or Grand Knight for the payment of all demands or demands against his council. which orders shall be signed by him and countersigned by the Grand Knight.

Notify Supreme Secretary of Suspensions, Etc.

9. With the Grand Knight, notify promptly the Supreme Secretary of names of members initiated, suspended, expelled, withdrawn, deceased, reinstated, readmitted, transferring to or from the council, and changes of address, for necessary entry on the Supreme Council records.

Keep Accounts

11. Be the accountant of his council, keeping said accounts, so that same will show complete and accurate financial standing of the council and its members at all times, and such books and records as are required by the laws and rules, and furnished by the Supreme Council at the expense of the subordinate council.

Notify Candidate's Grand Knight

12. When a candidate receives degrees in a council of which he is not a member, the Financial Secretary thereof shall notify the Grand Knight of said candidates council.

Seal

13. Keep the seal of the council and affix the same to all proper papers, etc.

Notify Comptroller

14. Notify the Comptroller of the Fourth Degree Assembly of any Fourth Degree member who may transfer to the council, or who may transfer from the council, or who may be suspended by the council.

Other Duties

15. Perform all other acts required by the laws of his council and the Order and the rules of the Board of Directors.

TREASURER

SECTION 140. The Treasurer shall-

Custodian of Funds

1. Be the custodian of all funds of the council 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.

Receive Moneys, Etc.

2. At each meeting of tile council receives from the Financial Secretary all moneys whatever received by said Secretary at such meeting, or between meetings, and shall give a written receipt to such Secretary therefore, specifying the funds to which the same shall be credited.

The moneys so received by such Treasurer shall be forthwith deposited by said Treasurer to the credit of the council in an approved bank or other secure institution of deposit. subject to approval of the Board of Trustees or majority vote of the council. He shall obtain vouchers or certificates of deposit therefore, a copy of each of which shall be delivered by such Treasurer to the acting Grand Knight before the next succeeding meeting. His deposit books may be accepted as such vouchers.

Pay to Supreme Secretary

3. He shall pay to the Supreme Council all moneys assessed by it or by the Board of Directors against his council upon order drawn and signed by the Financial Secretary and countersigned by the Grand Knight. Payment to the Supreme Council shall be by check, money order or draft, payable to "Knights of Columbus, Supreme Council" and no other form of payment shall be received by the Supreme Secretary nor shall any other form of payment discharge the subordinate council of its obligation.

Pay Orders Drawn

4. He shall pay all orders drawn on him which are signed by the Financial Secretary and countersigned by the Grand Knight. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, Board of Directors or State Councils, and the regular and usual stated payments of the council and payments authorized by the council after notice and vote in accordance with Section 122. Payment of all orders shall be by check, money order or draft signed by the Treasurer and countersigned by the Grand Knight.

Keep Accounts

5. He shall keep separate accounts of the moneys placed in his hands by his council or the officers thereof that shall plainly show at all times the amount of moneys in the general expense

fund of the council, and the amount of moneys in each and every special fund of such council and the dates of receiving and disbursing the same; such accounts to be kept in books furnished by the Supreme Secretary to such Treasurer at the expense of their respective councils.

Retain Orders

6. He shall retain all orders of the Grand Knight as his vouchers.

LECTURER -DUTIES

SECTION 141. The Lecturer shall endeavor to devise means to entertain his council at meetings and perform such duties as his council may direct.

ADVOCATE -DUTIES

SECTION 142. The Advocate shall be the attorney of the council in case of trial and investigation of any matter whatsoever of interest to the council.

WARDEN -DUTIES

SECTION 143. The Warden shall be present at all meetings of his Council, and at the opening of the same. He shall have charge of all the council property, except moneys and account and record books of officers, and keep the same in proper condition for the meeting of his council. He shall instruct his guards in their duties and appoint the same at pleasure, and perform such other duties as may be imposed by his council.

GUARDS -DUTIES

SECTION 144. The Inside Guard shall attend the entrance to the council chamber, through its inner door; the Outside Guard, the entrance through the outer door; and each shall perform such other duties as may be imposed by the council.

BOARD OF TRUSTEES -DUTIES

SECTION 145. The Board of Trustees shall consist of the Grand Knight; and three members to be elected by the council. The Grand Knight shall be its chairman. At the first election of a new council, three trustees shall be elected, one to hold office for one year or until the next regular election, one for two years or until the second next regular election and the other for three years or until the third next regular election, as determined by lot among themselves. Thereafter, at each succeeding election, one trustee shall be chosen for a term of three years. The Trustees shall have supervision of all the financial business of the council and their approval shall be necessary for the payment of all moneys except Benefit Fund moneys and 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 Section 122. They shall audit the accounts of the Financial Secretary and Treasurer at least every six months, and in .January and .July report thereon to their council, State Deputy, District Deputy and Supreme Secretary, upon blanks approved by the Board of Directors and furnished by the Supreme Council. They shall see that the Financial Secretary and Treasurer give proper bonds running to the Knights of Columbus in trust for their particular council and in amounts fixed by

said trustees, and they shall be the custodians of such bonds. But in case the Board of Directors shall bond such officers, the trustees shall be charged only with fixing the amount of such bonds in excess of the amount provided for by said Board of Directors, and in such case they shall have evidence that said officers shall have been bonded in such excess amount. They shall perform such other duties as their council or the District Deputy or Territorial Deputy or the officers of the Order may direct