

Fr Ragan Council 3269 By-Laws Revised April 2010

Revisions in Red

Article I

Section 1. This Council shall be known as FATHER RAGAN COUNCIL NO. 3269, Knights of Columbus, located in Avon, Ohio.

Section 2. The initiation fee shall be \$13.00. However, for Priests and religious it shall be nil. The initiation fee shall accompany the application, but it shall be refunded if the application is rejected.

Section 3. Each member shall pay annual dues. The dues shall be payable quarterly in advance of the first regular meetings in January, April, July, and October. The annual dues shall be \$38.00. The annual dues of honorary members will be \$10.00, or as otherwise specified in Supreme Bylaws, Section 118(c), and honorary life members shall pay nothing. Dues statements will be mailed on December 1st. Members, other than honorary members, will receive a \$5.00 deduction from their annual dues if payment in full is received by December 31.

Section 4. Deacons, Religious Brothers, and Seminarians shall have their dues waived for as long as they maintain their religious status.

Section 5. Members, who are also members of the military and stationed overseas (using an APO, FPO Etc. mailing address), shall have their dues waived for as long as they maintain that status.

Section 6. 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 monies collected on account of dues from both insurance and associate members.

Article II – 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. The Board of Trustees shall consist of three (3) Past Grand Knights who are currently holding membership in this Council (as referred to in Supreme By-Laws, Section 145). One Trustee per year will be elected for a three year term.

Section 3. The appointive offices shall be as follows: Financial Secretary, Lecturer, and Chaplain. The Financial Secretary shall be appointed by the Supreme Knight. The Chaplain shall be selected by the Grand Knight, Deputy Grand Knight, and Board of Trustees in accordance with any rules established by the Bishop of the Diocese. The Grand Knight shall appoint the Lecturer.

Section 4. At the last regular business meeting in June of each year, the Council shall determine the amount of bond to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council. The Treasurer and Financial Secretary shall not take office or be installed, or receive any money or property of the Council until they have furnished such bond and the same has been approved by the Board of Trustees. The premium on said bond shall be paid by the Council.

Section 5. The Council Officers shall perform the duties required of them by the Laws and Rules of the Order, and these By-Laws and such other duties as the Council may direct.

Section 6. Except when notice of application shall be published as provided by Section 110 of the Laws and Rules of the Order, it shall be the duty of the Grand Knight, as nearly as practicable before each regular 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 several books of the 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 monies of the Council for the previous semi-annual 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 the liabilities of the 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. The notice shall state with particularity the reason for the forfeiture and the date the forfeiture occurred. In those cases relating to ipso facto forfeiture for failure to pay council dues, such notice shall not be sent to the Supreme Secretary or to the member until an officer or a member of the Retention Committee shall contact the member and endeavor to have him retain his membership.

Section 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. Or, Council records shall be retained electronically on the computer used for Council business. Back-ups should be maintained of the Council records off site.

ARTICLE III – ELECTIONS

Section 1. The annual election of officers shall take place at the first regular meeting in June 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 at both meetings in May and during the meeting before the elections are to take place. Other nominations may be made from the floor and nominations may not be closed until the election meeting has convened and the members are ready to ballot.

Section 2. The election of officers shall be by ballot and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office and no further nominations have been made from the floor, the presiding Grand Knight shall declare the individual elected by acclamation.

Section 3. The Grand Knight shall appoint two members to act as Tellers. After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall then proceed to count the votes in full view of the Council. One of the Tellers shall examine each ballot singly and pass the same to his associate, who shall read aloud the name or names written or printed on all legal ballots. The Recorder shall tally the same and the result thereof shall be announced by the Grand Knight.

Section 4. Each officer elected must qualify and fill the office to which he is chosen, with or without installation, at the first regular 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 by the members, by election at the regular meeting next succeeding the regular meeting at which the vacancy was created.

ARTICLE IV – MEETINGS

Section 1. The first monthly meeting of the Council shall be held on the first Thursday of the month, and the second monthly meeting shall be held on the third Thursday of the month. The meetings shall be held at such time and place as the Council may designate.

The first monthly meeting shall be the regular business meeting. Fifteen members shall constitute a quorum at meetings.

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

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

Section 4. Special business meetings can be convened: (1) by vote of the Council at a preceding regular business meeting; (2) by direction of the Grand Knight; (3) by the Grand Knight upon the written request of seven members stating the object of the meeting. Due notice of special business meetings and their purpose shall be given to each member via U.S. mail at least fourteen (14) days in advance of the special meeting. No other business shall be transacted at any such special meeting.

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

- Call to Order
- Warden's Report on Membership Card
- Prayer
- Roll Call of Officers
- Opening Ode*
- Special Order of Business
- Prayer
- Closing Ode*

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

Section 6. It shall be the duty of all officers to attend each meeting of the Council. In case of the inability of any officer to attend a meeting, due notice shall be given to the Grand Knight and arrangements made to have all necessary books and papers in the possession of such officer at the meeting. If a Chair Officer is absent from a meeting, the presiding officer shall designate a member to act for him. If an elected officer, without reasonable excuse approved by the Grand Knight, is absent from three (3) 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 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 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 or any other day that conflicts with another scheduled event, a business meeting will be held on the following Thursday unless the Council, by vote at a previous business meeting annuls such meeting or fixes a different date for such meeting within the month for which it is scheduled.

ARTICLE V – Balloting for Membership

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 place six feet there from. 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 selected, 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 have cast negative ballots upon 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 selected. 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:

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.

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

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.

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.

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.

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.

Director of Family Life Activities to promote activities and programs within the Council that would strengthen and support the family life of its members.

A Retention Committee consisting of the Deputy Grand Knight, who will serve as chairman and the three (3) Trustees whose job will be to review the list of members who have not responded to normal dues statements, make personal contact, and recommend disposition. This group will also rule on requests for relief from payment of dues by reason of disability or any other cause.

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 fiscal year or until their successors have been appointed. A majority of the Committee shall constitute a quorum for transaction of business.

ARTICLE VII – Funds

Section 1. All monies 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 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 the Treasurer and the Grand Knight. However, if the Treasurer is unable to sign the check, the Grand Knight and Deputy Grand Knight can sign the check. If the Grand Knight is unable to sign the check, the Deputy Grand Knight shall have the authority to sign the checks with the Treasurer. The depository bank shall be furnished with a copy of this section. Two (2) of the three officers: Treasurer, Grand Knight, Deputy Grand Knight will need to sign a check.

Section 3. No money in excess of one hundred dollars (\$100.00) shall be paid or transferred from the Treasury of the Council, except as listed below, unless by a two-thirds vote of the members present and voting at a regular meeting held subsequent to the 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.

Exceptions to Section 3

The Grand Knight may authorize expenditures of up to two hundred dollars (\$200.00) for social or fraternal events involving members and/or guests;

Payment of such monies as the Council is called upon to regularly pay for its current expenses, Supreme and State per capita assessments and supplies from Supreme, and as provided by the laws of the Order or for purposes approved by the Supreme Council or Board of Directors.

Disbursement of funds collected and earmarked for a specific purpose, e.g. Pennies for Heaven, Measure Up, and State Raffles etc.

The approved spending limits imposed by this provision may not be linked nor repeated two or more times to circumvent the intent of this provision.

Section 4. All bills shall be presented 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. It will be the Grand Knight, **Financial Secretary**, and Treasurer's responsibility to have enough monies as a cash reserve at the end of the fraternal year to cover the State per capita (based on the May 1st Supreme Roster – currently \$6.50 per member) and Supreme per capita (based on the July 1st Supreme Roster – currently \$1.75 per member payable in July). It will also be their responsibility to have a cash reserve to cover Catholic advertising fees (based on the July 1st Supreme Roster – currently \$0.50 per member payable in July) **as well as anticipated operational expenses through the end of the calendar year. (This amounts to \$3100.00 in 2010)**

Section 6. Deficit spending, including paying properly authorized disbursements without allocating funds for anticipated normal expenses, whether or not the anticipated expenses are currently due, is prohibited. Disbursing funds in advance of a fundraiser, except for direct fundraiser expenses is prohibited. Disbursing funds from a fundraiser before all expenses have been accounted for and paid is prohibited.

Section 7. All invoices shall be presented to the Financial Secretary for payment at the first meeting following receipt.

ARTICLE VIII – Funerals

Section 1. Upon the death of a member in good standing, the Memorial Committee (chaired by the Council Chancellor) shall give notice to the members and, if time permits, shall request them to assemble and pay their respects to the memory of the deceased at a time and place to be indicated in such notice.

Section 2. When notice of the death of a member in good standing is received, the Memorial Committee shall forward to the family of the deceased a message of condolence on behalf of the Council. The Memorial Committee shall arrange to have one Mass said for the repose of the soul of the deceased. The Memorial Committee shall arrange for the celebration on the first Thursday 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 and, if able, the families of the deceased members of the time and place of such Mass. The Mass shall be celebrated by the Chaplain unless he is indisposed.

Article IX – Miscellaneous

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a regular meeting held subsequent to a regular 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 via U.S. Mail at least ten 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, and the Rules of Parliamentary Law known as "Robert's Rules of Order".

Section 3. According to Supreme By-Laws, Section 246, no subordinate Council or any of the subordinate officers or members of the order shall have the power or authority to waive any of the provisions of the laws and constitution of the order.

Section 4. These By-Laws shall be reviewed during the month of July following the installation of the new council officers.

These By-Laws have been amended by unanimous vote of the Council on **April 8, 2010**
(1st Reading **March 18, 2010**)

Mike Moore	Rob Garrett
Grand Knight	Recorder

Date of Council Institution: January 15, 1950

The Father Ragan Council would like to thank the following Council members for their time and effort in putting these By-Laws together:

Chairman Advocate	SK Fred Metz
	PGK Harding Christ
	PGK Tom Czarney
	PGK Ken O'Connor
	GK Mike Moore
	Br. Kevin Burke
	Br Brian Sullivan