

St. Joseph Council 10627 Operations Guidebook



59 Main St., High Bridge, NJ 08829

www.kofc10627.org

July 2020

MAJOR DUTIES OF COUNCIL OFFICERS (Revised in 2020*)

GRAND KNIGHT

- Presides over all meetings.
- Appoints Program & Membership Directors.
- Appoints committees as needed.
- Countersigns checks and orders for payment.

DEPUTY GRAND KNIGHT

- Assists the grand knight with operation of the council and any other duties assigned to him by the Grand Knight.
- In the absence of the Grand Knight, presides over council meetings.
- Recommended to serve on the council's Retention Committee.

CHANCELLOR

- Has the duty of strengthening the members' interests in council activities.
- Assists the Grand Knight and the Deputy Grand Knight with their duties and as assigned.
- Recommended to serve on the council's Admission Committee.

FINANCIAL SECRETARY

- Collects money, in the form of dues, from members.
- Responsible for sending billing notices and initiating retention measures by providing a list of delinquent members to the Grand Knight to prevent members from being suspended for nonpayment of dues.
- Ensures that the council membership records are updated and that new members sign the constitutional roll.
- Receives from the Supreme Council Headquarters honorary and honorary life membership cards for distribution to qualified members.
- Files various reports and membership/insurance transactions with the Supreme Council Headquarters.
- Responsible for completing and submitting the proper 990 for the council.
- Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary.

TREASURER

- Charged with handling council funds.
- Receives money from financial secretary and deposits it in the proper council accounts.
- Responsible for paying all council expenses, including assessments from the Supreme Council.

RECORDER

- Responsible for keeping and maintaining a true and permanent actions of the council.
- Maintains all correspondence of the council.

LECTURER (Appointed by Grand Knight)

- Responsible for providing suitable educational and entertaining programs under the "*Good of the Order*" section of council meetings.

ADVOCATE

- Acts as parliamentarian for the council.
- Should have a working knowledge of Robert's Rules of Order and *Methods of Conducting a Council Meeting*.
- When needed, will seek legal assistance from the State Advocate.

WARDEN

- Responsible for supervising and maintaining all council property.
- Sets up council chambers for meetings and degree exemplifications.
- Oversees Inside and Outside Guards.

INSIDE/OUTSIDE GUARDS

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance.

BOARD OF TRUSTEES

- Consists of Grand Knight and three other elected members.
- Supervises all financial business of the council and conducts the semiannual audits.

PROGRAM DIRECTOR

- Collaborates with the Grand Knight in setting the calendar of council programs for the year.
- Manages each Service Program Director and Chairman as they implement the council's programs and activities.
- Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* and the *Columbian Award Application*.
- Keeps council's Public Relations Chairman informed of all programs and activities for promotion to local media.

MEMBERSHIP DIRECTOR

- Collaborates with the Grand Knight and Council Membership Committee on council membership goals.
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council's membership activities.
- Plans and coordinates the council's schedule of recruitment programs.

* Additional information on the duties and responsibilities of officers can be found in the Knights of Columbus Leadership Resources Book (#5093).

Director & Activity Leader Responsibilities

Program Committee Director:

- Ensures that the council meets its obligations for “Supreme-recommended” **Faith in Action** programs.
- Helps to recruit Activity Leaders for specific service programs.
- Oversees all activities within his program category.
- Participates in annual planning efforts for council activities at the beginning of each Columbian Year.
- Coordinates annual budget income and disbursements for all activities in his program category and works with Activity Leaders to develop and provide their portions of that information.
- Provides photos & information about their activities to the Communications & Media Relations Activity Leader for promotion to the parish and local media.

Activity Leader (“Chairmen” for individual programs):

- Has beginning to end responsibility for his activity including scheduling, site, promotion, photos, etc.
- Participates in annual planning efforts for council activities at the beginning of each Columbian Year.
- Identifies income expectations and funds needed for their activity (July).
- Recruits Knights and others to conduct an activity.
- Maintains a record of Knights who assist in an activity.
- Provides photos & information about their activity to the Communications & Media Relations Activity Leader for promotion to the parish and local media.

Guidance for Program Committee Directors and Activity Leaders:

- The Member Involvement Committee, consisting of the immediate Past Grand Knight and all Council Trustees and other members appointed by the Grand Knight, will guide Directors and Activity Leaders and assist them in obtaining support for their program activities.

Faith in Action Programs *



The four categories: *Faith*, *Community*, *Family*, and *Life*, provides the opportunity to share something that all generations and cultures within our organization seek in their membership in the Knights of Columbus.

The Faith in Action model allows us to come together to share our faith, celebrate fraternity with our families, and do what we do best — stand shoulder to shoulder in service to our community and to defend life at all stages and in every condition.

The Supreme Council has designated select programs as featured programs in each of the program categories.

Conducting well-rounded faith-filled programs will aid in attracting and retaining members.

By conducting well-run programs, our council continues the vision of our founder by assisting people in need, strengthening the bonds that unite our members, and continuing the strategy of Building the Domestic Church.

* Details are found in the Order’s Faith in Action Guidebook. (Current version is #10907 – June 2020)



FAITH



COMMUNITY



FAMILY



LIFE

Faith in Action Program Activities



As Catholics, we are called to take an active part in building a strong parish, Church and community. Our Knights of Columbus council is perfectly positioned to be the lead organization within our parish and community to answer that call.

FAITH

RSVP

Into the Breach

Spiritual Reflection

Holy Hour

Pilgrim Icon Program

Building the Domestic Church Kiosk

Rosary Program

Sacramental Gifts



Community activities support our efforts in Building the Domestic Church. Our actions should include not only Brother Knights but also our community family making up the Domestic Church. Community Programs are a council's 'Visible Arm' to their community. These programs demonstrate to the public how our council is focused on serving the needy! An Active Council is a council involved in their community...

COMMUNITY

Coats for Kids

Global Wheelchair Mission

Habitat for Humanity

Leave No Neighbor Behind**

Disaster Preparedness

Free Throw Championship

Catholic Citizenship Essay Contest

Soccer/Hockey Challenge

Helping Hands



Families are the building blocks of our parishes and, indeed, our Faith. By including them in our mission we can renew the Church's energy for evangelization and insure the sustainability of our Order.

FAMILY

Food for Families

Family of the Month/Year

Family Fully Alive

Family Prayer Night

Keep Christ in Christmas

Family Week

Consecration to the Holy Family

Good Friday Family Promotion



As Catholics we believe that abortion kills children and that the Church supports the sanctity of human life from the moment of conception until natural death. While Life Programs are here to oppose abortion and support pregnant women so they can deliver a healthy baby, there is more to be considered than just abortion. We must also promote proper end of life care in accordance with the teachings of the Church.

LIFE

March for Life

Special Olympics

Ultrasound Program

Pregnancy Center Support

Christian Refugee Relief

Silver Rose

Mass for People with Special Needs

Novena for Life

Fraternal Commitment & Support

(Council) Program Director:

- Oversees and coordinates each Faith in Action Service Program and guides the individual directors. He is also responsible for ensuring that each Committee Director and Activity Leader has the resources he needs for service programs activities within his program category.
- Maintains a record of all council programs to report on the annual Fraternal Activity Survey (January) and to report on the Columbian Awards application (June).
- In addition, the Program Director oversees fraternal events and activities that support the mission of the council.

Membership Director:

- We are called upon to invite every Catholic gentleman and their families the opportunity to join our Order. The best way for a man not to join our Order is by not inviting and offering him and his family the opportunity to join us.
- The Membership Director oversees and coordinates recruitment of new members, ensures that members becomes involved in the activities of the council and works with the Retention Activity Leader on proactive and reactive efforts to maintain membership.

Annual Dues & Retention Activity Timeline:

- **December 15** – The Financial Secretary sends dues first notice via US or e-mail.
- **January 15** – The Financial Secretary sends dues second notice via US or e-mail.
- **January 30** (Approximately) – The Financial Secretary sends ‘Retention Committee Report’ or similar to the Council Retention Chairman. (This allows him time to prepare information for his calling committee.)
- **February 15 to March 15** – Retention Committee contacts the delinquent members and records their findings and attempts. The committeemen’s notes are important to determine the appropriate action needed.
- **March 15** – (or earlier if the Retention Committee has completed their work) the Grand Knight meets with the retention committee and the Financial Secretary to determine further action:
 1. Excuse dues for members that are ill or out of work;
 2. Continue with retention work for those who may pay their dues or are under a year in arrears;
 3. Proceed with suspension for those members that will probably not pay their dues.
- **March 15** (after the meeting) – The Financial Secretary sends ‘**Knight Alert Letter**’ (KA1) to those members who will be suspended if their dues are not paid and minimum retention work has been completed.
- **March 30** (No later than April 15 and two weeks after the ‘**Knight Alert Letter**’) – the Financial Secretary sends ‘**Notice Of Intent To Retain**’ (1845) to members who were sent a KA1 and still have not paid their dues.
 - The Financial Secretary, Grand Knight, or Council Retention Chairman completes the state retention report and returns it to the State Retention Chairman within 30 days of the date that Supreme posted the 1845.
- **60 to 90 days after the ‘Notice Of Intent To Retain’** is sent to Supreme, the Financial Secretary sends ‘**Membership Document**’ (Form 100) to Supreme.

Adherence to the above timeline will have members in arrears off the council rolls before July 1 when per capita fees are assed based on the council membership.

ST. JOSEPH COUNCIL NO. 10627 HIGH BRIDGE, NJ; BY-LAWS Adopted May 17, 2018

ARTICLE I

Section 1. This Council shall be known as ST JOSEPH COUNCIL NO. 10627, 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. One-half of 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 annual dues of members shall be \$48.00, 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. A reduced rate of dues for insured members under 26 years of age may be established, but it shall not be less than \$3.00 per year. Except as stated above, the dues of associate and insurance members shall be the same.

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 10 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 regular business 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 regular business 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.

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 proxy or 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 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 to the members, by election at the regular business meeting next succeeding the regular 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 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.

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 by 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 early 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 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 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.

ARTICLE IV - Meetings

Section 1. The Council's monthly business meeting shall be held at a date, time and location established by the Council. Ten members shall constitute a quorum at business 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 possessed 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 the 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 in the usual way and no other business shall be transacted at any such meeting.

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

1. Call to Order
2. Warden's Report on Membership Card
3. Prayer
4. Roll Call of Officers
5. Opening Ode*
6. Special Order of Business
7. Prayer
8. 8. 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 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 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 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 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 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 *NOTE July, 2020: This Section requires revisions to match Faith In Action Program categories.*

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 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 for transaction of business.

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 \$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 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.

Section 5. The sum of \$500.00 shall be paid from the General Fund to the Financial Secretary and shall be known as the Relief Fund. A Relief Committee shall be composed of the Grand Knight, Financial Secretary and Treasurer and shall investigate the case of any brother who is reported to be in distress or in need of relief. If, in the Committee's judgment, the case is one deserving of assistance, the Committee shall have power to draw from this Relief 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 100.00 be paid out without reference to and approval by the Council.

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 adopted by vote of the Council, May 17, 2018.

Thomas D. Corrado, Grand Knight; Steven J. Bauernfeind Recorder Date of Institution: May 1, 1991

Approved: May 21, 2018 JOHN A. MARRELLA, Supreme Advocate



COUNCIL RULES

Adopted May 17, 2018

These rules supplement the By-Laws approved by the Supreme Advocate on May 21, 2018 following the final motion approved by members on May 17, 2018.

ARTICLE I

Notwithstanding the provisions of By-Laws Article I, the following Initiation Fee and Membership Dues provisions apply:

Section 1:

- Priests, Permanent Deacons and Full-Time College Students are exempted from the Initiation Fee.
- The Initiation Fee (\$15) applies only to prospective members who are not or never were members of the Knights of Columbus.
- Members who transfer into the council or former Knights who are reinstated or readmitted to the Order are exempted from the Initiation Fee.
- The Initiation Fee is not discounted for applicants under age 26.
- The Initiation Fee is payable in full before the applicant attends an Admission Degree.
- The Initiation Fee includes the cost of a council name badge intended to be displayed at Knights and Church activities.

Section 2:

- Priests, Permanent Deacons and Full-Time College Students are exempted from membership dues.
- Dues for new members shall be prorated for new members in the amount of \$12 for each full quarter-year remaining until the end of the Columbian Year (June 30).
- A member who transfers from another council who has paid annual dues to that council is not required to pay dues to St. Joseph Council.
- A member who transfers from another council who has not paid annual dues to that council is required to pay the annual dues amount (\$48) to St. Joseph Council.
- Dues for former Knights who are accepted for readmission or reinstatement shall be prorated in the amount of \$12 for each full quarter-year remaining until the end of the Columbian Year. Such a member must pay a \$7.50 Reinstatement Fee in addition to the prorated dues.
- Members who transfer from another council and former Knights who are accepted for readmission or reinstatement are also required to pay for a council name badge. (The Financial Secretary will determine the current amount for that badge.)
- Annual dues are billed in December and payable on January 1.
- The Annual Dues amount for an Honorary Member is \$15.
- Any member subject to regular annual dues (\$48) and who pays those dues before January 15 (when the Financial Secretary must send additional dues statements and retention efforts begin) is entitled to an \$8 discount (\$40 net).

Council Advocate May 21, 2018