

Operations Guidebook

July 2023



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St. Joseph Council 10627

59 Main St., High Bridge, NJ 08829

www.kofc10627.org

DUTIES OF OFFICERS & TRUSTEES



GRAND KNIGHT

Presides over all meetings.

Appoints Program & Membership Directors.

Appoints committees as needed.

Directs duties to other officers as necessary.

Countersigns checks and orders for payment.

Maintains working relationships with the council's chaplain, district deputy, insurance agent, as well as with other local service organizations.

Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program.



DEPUTY GRAND KNIGHT

Assists the Grand Knight with operation of the council and any other duties assigned to him by the Grand Knight.

Presides over council meetings in the absence of the Grand Knight.

Serves on the council's Retention Committee.

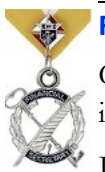


CHANCELLOR

Has the duty of strengthening the members' interests in council activities.

Assists the Grand Knight and the Deputy Grand Knight with their duties, as assigned.

Serves on the council's Admission Committee.



FINANCIAL SECRETARY

Collects dues from members by sending timely billing notices.

Initiates 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.

Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary.

TREASURER

Handles council funds.

Receives money from Financial Secretary and deposits it in the proper council accounts.

Pays all council expenses, including assessments from the Supreme Council.



RECORDER

Keeps and maintains a true and permanent record of the actions of the council.

Maintains all correspondence of the council.



ADVOCATE

Acts as parliamentarian for the council.

Has a working knowledge of the Method of Conducting Council Meetings.

Knows the council's bylaws and the Order's Charter, Constitution and Laws.



WARDEN

Supervises and maintains all council property.

Arranges council chambers for meetings and degree exemplifications.

Oversees Inside and Outside Guards.



INSIDE/OUTSIDE GUARDS

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



BOARD OF TRUSTEES

Supervise all financial business of the council and conduct the semiannual audits.



Current council Officers, Directors and Activity Leaders are listed on the Council Leaders page at www.kofc10627.org

DUTIES OF COUNCIL PROGRAM AND MEMBERSHIP DIRECTORS

Fraternal Commitment & Support

Members are needed to support the growth and overall health of the council and to perform external efforts service in every Faith in Action activity.



Two directors are responsible for recruiting efforts and engaging members in council activities:

PROGRAM DIRECTOR

The Program Director is responsible for providing the council leadership with guidance and direction needed on council programming.

Appointed annually by the Grand Knight.

Collaborates with the Grand Knight in setting the calendar of council programs for the fraternal year.

Manages the Faith in Action Service Program directors (Faith, Family, Community, and Life) as they implement the council's programs.

Keeps accurate records of council programs for reporting on the (January) Annual Survey of Fraternal Activity (#1728) and the (June) Columbian Award Application (#SP-7), along with reports on all other program- related applications and reports.

Keeps the council's Public Relations Activity Leader of all programs and activities for promotion to the parish community and to local media.

Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available kofc.org/safe

➤ Activity Examples:

- a) **Fraternal Social Events:** Events and activities that support the mission of the council
- b) **Council Meetings**
- c) **Special Events:** Activities that provide income for the council to support it's work, including activities such as the K-Club and Charity Golf Day.
- d) **Communications & Media Relations:** Promote the work Knights do for our Church and community.

MEMBERSHIP DIRECTOR

Appointed annually by the Grand Knight.

Oversees recruitment and retention for the council as well as insurance promotion.

Collaborates with the Grand Knight in setting the calendar of membership programs for the fraternal year.

Manages the recruitment and retention committees and insurance promotion chairman as they implement the council's membership growth program.

Ensures that Membership Applications (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent.

Keeps the council's public relations chairman informed of all membership programs and activities for promotion to the parish community and to local media.

➤ Activity Examples:

- Member Involvement:** Partners with the Program Director to encourage member involvement.
- Retention:** Contacts members who become inactive, fail to pay annual dues and let their membership lapse.

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

Faith in Action Programs

Overview



FAITH



COMMUNITY



FAMILY



LIFE

The four categories: *Faith*, *Community*, *Family*, and *Life*, provide 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.



FAITH: Our goal is to strengthen our men and their families in the faith. When we entered the Order, we were reminded to constantly inform ourselves in the Catholic faith. This formation goes beyond mere facts or religious practice to an authentic connection with a loving God and his son Jesus Christ.



FAMILY: Father Michael J. McGivney sought to strengthen the familial bond of father to mother and children to parents. Our family programs are an evolution and response to a society that seeks to weaken the bonds of family. We must make it clear that society should value a family that is faithful to God and each other.



COMMUNITY: As Knights of Columbus, we are called to serve our family and our God. Our first principle is Charity, at home with our families or in our communities. This is a critical part of our Knights of Columbus mission.



LIFE: The urgency of the threat to a culture of life cannot be misunderstood. Respect for the dignity of life demands a commitment to human rights across a broad spectrum. Both as Knights of Columbus and as followers of Christ, “Catholics must be committed to the defense of life in all its stages and in every condition” (Saint John Paul II, 1995).

Details are found in the Order’s Faith in Action Manual #10907

Supreme Recommended Programs

FAITH:

RSVP

Into the Breach Global

Spiritual Reflection

Holy Hour

Pilgrim Icon Program

Building the Domestic Church Kiosk

Rosary Program

Sacramental Gifts

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

COMMUNITY:

Coats for Kids

Wheelchair Mission

Habitat for Humanity

Disaster Preparedness

Free Throw Championship

Catholic Citizenship Essay Contest

Soccer/Hockey Challenge

Helping Hands

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

Bold denotes Featured Programs

Success is a Byproduct of Planning, Preparation and Execution

Our council's service work is the responsibility of the Faith-In-Action leaders.

Directors plan, prepare and coordinate activities within each of the four Faith in Action categories.

The four Directors are supported by other council officers and assisted by Activity Directors appointed for certain activities in each Faith-In-Action category.

Faith-In-Action Directors

- Ensure that the council meets its obligations for “Supreme-recommended” **Faith-In-Action** programs.
- Help to recruit Activity Leaders for specific service programs.
- Oversee all activities within his program category.
- Participate in annual planning efforts for council activities at the beginning of each Columbian Year.
- Coordinate annual budget income and disbursements for all activities in his program category and work with Activity Leaders to develop and provide their portions of that information.

Activity Leaders (“Chairmen” for individual events and programs):

St. Joseph Council also identifies individuals who work with directors to ensure that specific events and activities are successfully handled from start to finish, i.e.:

- Planning & promotion of activities and programs; scheduling, activity site, etc.;
- Identify funding needs and income expectations for his activity in the annual budget at the beginning of each Columbian Year (July 1).
- Coordinating with outside agencies/organizations;
- Recruiting members and others to conduct an activity;
- Reporting activities to the council.



FAITH



COMMUNITY



FAMILY



LIFE

FAITH PROGRAMS DIRECTOR

Responsible for all Faith-based council programs.

Keep accurate records of the council's Faith programs.

➤ **Activity Examples:**

- a) **Spiritual Devotions:** Council's devotional and spiritual programs.
- b) **Vocations:** Encourage Catholic vocations and the RSVP (Refund Support Vocations Program) to assist seminarians.
- c) **Parish Support:** Ensure members know the needs of the parish.
- d) **Parish AED Program:** CPR and AED training opportunities for parishioners to ensure that they achieve certification or recertification.
- e) **Parish Community:** Activities intended to strengthen the parish community.

COMMUNITY PROGRAMS DIRECTOR

Responsible for all Community-based council programs.

Keep accurate records of the council's Community programs.

Must complete all required Knights of Columbus Safe Environment training and must also pass a background check

➤ **Activity Examples:**

- a) **Free Throw:** Annual basketball free throw competition and to assists local winners in advancing to regional/state events.
- b) **Intellectually Disabled:** Annual parish and Shop Rite collections to support the ARC of Hunterdon
- c) **Military & Veterans:** Activities to support the NJ State Council's military/veterans' program.
- d) **Scholarships**
- e) **Scouting Support:** Council activities to encourage Scouting and the council's I-78 flag program.
- f) **Soccer Challenge:** Annual soccer free kick competition and assists local winners in advancing to regional/state events.

- g) **Spelling Bee:** Annual parish spelling bee competitions and assists local winners who advance to regional/state events.

FAMILY PROGRAMS DIRECTOR

Responsible for all Family-based council programs.

Keep accurate records of the council's Family programs including Food for Families

Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program.

➤ **Activity Examples:**

- a) **Food for Families:** Coordinate council and parish activities to raise funds and support local food pantries.
- b) **Family Week**
- c) **Fraternal & Family Concerns:** Provide help and support for our members and their families. Ensure council reaches out to the family and offer to help and ensure the council provides that help such as fruit baskets, flowers, cards, or whatever is appropriate for the situation. Request Masses for a member or his family. Notify other members about their fellow member's needs. Organize 'hands-on' help when needed.

LIFE PROGRAMS DIRECTOR

Responsible for all Life-based council programs.

Keep accurate records of the council's Life programs.

➤ **Activity Examples:**

- a) **March for Life**
- b) **Rally for Life**
- c) **Baby Shower:** Annual baby shower and Lenten Supper intended to support the efforts of the Life Choices Pregnancy Center and the Friendship Center for New Beginnings.
- d) **Religious & Civil Rights:** Acts as council liaison to the NJ State Religious & Civil Rights program and alerts members about those subjects.

MEMBERSHIP DUES

Men who become Knights of Columbus make a continuous financial and personal commitment to the council and its goals. That includes the obligation to pay dues.

Some members are exempted from the requirement to pay dues as provided in the council By-Laws and its supplement.

Dues are assessed on a calendar year basis in accordance with the schedule below.



Annual Membership 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 the chairman 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 assessed based on the council membership.

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 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 \$60.00, 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.

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. at regular meeting in the month of July succeeding his

election, unless excused by a vote of the Council, and must present

Section 4. Each officer elected must qualify and fill the office to which he is chosen, with or without installation, at the first 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 council meeting in June of each year, the Council shall determine the amount of bond to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council. The Treasurer and Financial Secretary shall not take 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. At the end of each semiannual period, the Board of Trustees shall meet and audit the several books of this Council. In each January and July, the Board of Trustees shall make

a full report of their findings, including the receipts and disbursements of the moneys of this Council for the previous semiannual period, the balance on hand to the credit of each of the various funds at the end of each semiannual period, and the assets and liabilities of the Council. The Grand Knight shall issue the call for such meeting of the Board of Trustees.

Section 7. Where a member ipso facto forfeits his membership, the Grand Knight and Financial Secretary shall immediately notify the Supreme Secretary of such forfeiture and shall immediately send notice in writing to the member. The notice shall state with particularity the reason for the forfeiture and the date the forfeiture occurred. In those cases relating to ipso facto forfeiture for failure to pay council dues, such notice shall not be sent to the Supreme Secretary or to the member until an officer or a member of the Retention Committee shall contact the member and endeavor to have him retain his membership.

Section 8. The Recorder shall file all reports in a filing book to be provided for that purpose and the same shall be preserved as a part of the records of this Council.

ARTICLE IV - Meetings

Section 1. Monthly council meetings and officers' planning meetings shall be held at a date, time and location established by the Council. Ten 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 possessed of the current membership card.

Section 3. The agenda for council and officers' planning meetings shall conform to the standards established by the Supreme Knight and Board of Directors.

Section 4. Special meetings can be convened: (1) by vote of the Council at a preceding council meeting; (2) by vote of the officers and members at a preceding officers' planning meeting; (3) by direction of the Grand Knight; or (4) by the Grand Knight upon the written request of seven members stating the object of the meeting. Due notice of special meetings and their purpose shall be given to each member in the usual way and no other items shall be considered at any such meeting.

Section 5. Special meetings shall follow the order of business that is covered in ARTICLE IV, Section 3, noting that only the stated purpose of the special meeting shall be considered.

Section 6. It shall be the duty of all officers to attend 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

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 Faith Activities to promote programs that will strengthen our members and their families in the faith, while supporting the work of the Church.
- d) Director of Family Activities to promote programs that strengthen the familial bond of our members and communities.
- e) Director of Community Activities to promote programs that positively shape our community by addressing the needs of its citizens.
- f) Director of Life Activities to promote programs that build a culture of life and civilization of love.
- g) Such other Committees as may be required by these By-Laws or may be established by the Council or its Grand Knight.

Section 2. Except as herein provided, all Committees shall be appointed by the Grand Knight and the first person named on the Committee shall act as Chairman thereof. Standing Committees shall serve for the current year or until their successors have been appointed. A majority of the Committee shall constitute a quorum for transaction of business. require, provided that in no single case shall more than \$100.00 be paid out without reference to and approval by the Council.

ARTICLE VII - Funds

Section 1. All moneys obtained from any source, by or through any person or persons, acting for or in the name of the Council or under its direction or authority, shall be considered Council Funds and shall be forthwith delivered to the Financial Secretary, who will give his official receipt therefore and who will report at each officers' planning meeting the amounts so received and from what source and shall deliver the same to the council Treasurer and take his receipt therefore.

Section 2. The Treasurer shall deposit all moneys received from the Financial Secretary in a bank to the credit of the council. Disbursements from this fund shall be made in accordance with the Laws of the Order and the rules promulgated on the Officers' Desk Reference. The depository bank shall be furnished with a copy of this section.

Section 3. No money in excess of \$500.00 shall be paid or transferred from the Treasury of this Council, (except such moneys as the Council is called upon to regularly

pay for its current expenses and as provided by the Laws and Rules of the Order or for purposes approved by the Supreme Council or Board of Directors), unless by a two-thirds vote of the members present and voting at a council meeting held subsequent to a council meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read.

Section 4. All bills shall be presented to the Recorder and referred to the Board of Trustees. In case a bill is not approved by the Board of Trustees, it shall be referred back to the Council for action.

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

ARTICLE VIII - Funerals, Etc.

Section 1. Upon the death of a member in good standing, the Grand Knight or his duly appointed representative(s) shall give notice to the members and, if time permits, shall request them to assemble and pay their respects to the memory of the deceased at a time and place to be indicated in such notice.

Section 2. When notice of the death of a member in good standing is received, the Grand Knight or his duly appointed representative(s) shall forward to the family of the deceased a message of condolence on behalf of the Council.

ARTICLE IX - Miscellaneous

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a council meeting held subsequent to a council meeting at which a resolution in writing providing for such amendment shall have been read and notice of the proposed amendment shall have been given to the members in writing or in the council publication at 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, February 23, 2023.

Thomas C Klawunn, Grand Knight

Steven J. Bauernfeind, Recorder

Date of Institution: May 1, 1991

Approved: February 23, 2023, John A. Marrella, Supreme Advocate

BY-LAWS SUPPLEMENT



COUNCIL RULES Adopted February 24, 2023

These rules supplement the Council By-Laws approved by the Supreme Advocate following the final motion approved by council members on **February 24, 2023**. They replace the Council Rules supplement adopted in October 2021.

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

Section 2: Initiation Fees:

Initiation fees are eliminated for all new members or members transferring to our council.

Section 3: Annual Dues. Members shall be required to pay dues with the following exceptions:

New members or members transferring to our council from another council will not have to pay dues until their first full calendar year of council membership.

The requirement that members pay the PayPal processing fee in addition to their dues is eliminated.

Priests, Permanent Deacons and Full-Time College Students continue to be exempted from membership dues.

Annual dues are billed in December and payable on January 1.

The Annual Dues amount for an Honorary Member is **\$15**.

The Annual Dues for all other members (i.e., those who are not exempted, above) shall be **\$60**.

However, those members may meet their annual obligation as follows:

Graduated Dues Schedule:

Member Dues Payment Received:		Amount Required
Before January 15		\$30
After issuance of the Second Notice	(January 15)	\$40
After issuance of Knight Alert	(February 15)	\$50
After issuance of Notice of Intent to Retain	(March 1)	\$60

Adopted February 23, 2023