

BY-LAWS
PRESIDENT JOHN F. KENNEDY COUNCIL No. 372
KNIGHTS OF COLUMBUS
PITTSTON, PENNSYLVANIA
ADOPTED SEPTEMBER 17, 2007

ARTICLE I

Section 1. This Council shall be known as President John F. Kennedy Council, No. 372 Knights of Columbus, Pittston, Pa. 18640.

Section 2. Regular meetings of the Council shall be held on the First and Third Mondays of each month, commencing at 8:00 P.M. except July and August when, by vote of the Council, one meeting each month may be annulled. Nine members shall constitute a quorum. The First meeting of each month shall be the business meeting of the Council and the second meeting of each month can be a social meeting conducted by the Lecturer of the Council.

Section 3. The initiation fee shall be \$10.00, the same to be refunded if candidate is rejected for membership.

Section 4. Each member of this Council, over 18 years of age, shall pay annual dues of \$24.00, the same payable in full or quarterly in advance at the first regular meeting in January, April, July and October. Of the money received on account of dues, thirty percent shall be transferred to the Home Association Building Security Fund for the purpose of payment of taxes and insurance and the balance shall be deposited by the Financial Secretary in the account of President John F. Kennedy, Council No. 372, Knights of Columbus, Pittston, Pa. 18640.

Section 5. The annual Nomination of Officers shall open with the first regular meeting in the month of May of each year and shall remain open until the first regular meeting in June at which time Nominations will be closed and Election of Officers shall take place.

Section 6. The officers shall receive annual compensation, payable in quarterly installments at the end of each quarter, as follows: Financial Secretary - 10% of the amount collected on account of dues.

Recording Secretary - \$100.00

Treasurer - \$100.00

ARTICLE II
Elections

Section 1. The election of Officers shall be by ballot. All candidates for office shall be voted on one ballot and no ballot containing more or less Candidates shall be counted, and those receiving the highest number of votes shall be declared elected.

Section 2. The Grand Knight shall appoint three members to act as tellers, and together with the Recording Secretary shall act as the Election Board.

Section 3. Any member to qualify as a voter shall present his paid up traveling card to gain entry to Council Chambers. The secretary shall check the card against a prepared membership list. All members wishing to vote must be in the Council Chambers PRIOR to 8:00pm. The doors of the Council Chambers will remain closed during the election process (From 8:00 P.M. until 9:00 P.M.) and once the election process is underway, no additional members will be allowed to enter. For each elected office, the member will be provided a ballot. The member shall mark said ballot and place it in the ballot box.

(a) Any member that is handicapped and unable to enter the Council Chambers will be allowed to vote from the Council Home lower level with a ballot provided by the Warden of the council. The Warden shall be responsible for distribution and collection of said ballots from handicapped members. The Warden shall return all collected ballots to the Council Chamber and place them in the ballot box.

Section 4. 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 Recorders shall tally the same and the results thereof shall be announced by the presiding officer.

Section 5. Vacancies in elective offices shall be filled, after notice to the members in the Council's monthly publication, by election at the meeting next succeeding the creation of the vacancy.

Section 6. The Bar located within the Council home shall be closed for one (1) hour beginning at 8:00pm during the election of officers. The bar shall reopen upon the completion of said elections.

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. Only insurance members shall be eligible for the offices of Financial Secretary and Treasurer.

Section 2. The elective officers shall be as follows: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, Warden, Inside Guard, Outside Guard (Two Outside Guards may be elected) and a Board of Trustees composed of three members elected for three individual terms, alternately.

Section 3. The appointive officers shall be as follows: Financial Secretary who shall be appointed by the Supreme Knight as provided for in the rules and By-Laws of the Supreme Council. Chaplain who shall be selected by the Grand Knight, Deputy Grand Knight and the Board of Trustees in accordance with any rules established by the Bishop of the Diocese. The Grand Knight shall appoint the Lecturer and Organist.

Section 4. 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 shall direct.

Section 5. One of the two delegates to the State Convention shall be the Grand Knight and the Second candidate must be a Past Grand Knight, according to the rules and laws of this Order.

Section 6. At the First Meeting in July of each year, the Council shall determine the amount of the bond (if any) to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council. The Treasurer or Financial Secretary shall not receive any money or property of the Council until they have furnished such bond as the same approved by the Board of Trustees. The premium of said bond shall be paid by the Council.

Section 7. At the end of each semi-annual period, the Board of Trustees shall meet and audit the several books of this Council, and shall at the first regular meeting of each semi-annual period make a full report to their findings, including receipts, disbursements, the balance on hand to the credit of each of the various funds at the end of each semi-annual period and the assets and liabilities of this Council. The Grand Knight shall call such meetings of the Board of Trustees at his discretion.

Section 8. Upon sending notice of suspensions to the Supreme Secretary, the Financial Secretary shall immediately, send to the suspended member notice of his suspension, including the date and the reason thereof.

Section 9. The Recorder shall file all reports in a 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. Regular meetings of the Council shall be called by the Grand Knight.

Section 2. The following shall be a part of the order of business and the procedure at regular meeting of this Council.

ORDER OF BUSINESS

- 1. Call To Order. (Grand Knight stands at all times while presiding.)**
Grand Knight - (One rap of gavel)
- 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. (New Members, Readmissions, Reapplications, Transfers)**
- 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 on Vocations**
- 20. Reports of Committees**
- 21. Unfinished Business**
- 22. New Business**
- 23. Insurance Agents Report**
- 24. District Deputy's Report**
- 25. Good of The Order**
- 26. Chaplain's Summation**
- 27. Closing Prayer**
- 28. Closing Ode**

Section 3. Special business meetings shall be convened as follows: By vote of the Council at a preceding regular business meeting, or by direction of the Grand Knight, or by the Grand Knight upon the written request of seven members, which request shall state 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 business shall be transacted at any such meeting.

Section 4. The following shall be the order of business and procedure at special meetings:

1. Call to Order.
2. Warden's Report on Membership Cards.
3. Prayer.
4. Roll Call of Officers.
5. Opening Ode.
6. Special Order of Business.
7. Prayer.
8. Closing Ode.

Section 5. 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.

(a) If an elected officer should miss three (3) successive meetings without a legitimate excuse, his office shall be ordered vacant and filled in accordance with the By-Laws of this Council.

Section 6. In the absence 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 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 2. Article III of these By-Laws.

Section 7. If a regular meeting shall fall on a legal holiday, the Council may, by vote at a previous meeting, annul such meeting within the month for which it is scheduled.

ARTICLE V
Balloting for Candidates

Section 1. Balloting for candidates shall be in charge of the Warden. After exhibiting the ballot box to the Grand Knight, the Warden shall deposit the same on the salutation table and take his place six feet from there. He shall 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. After all who desire to do so have voted, the Warden shall present the ballot box to the Election Board appointed by the Grand Knight and he shall announce the results.

ARTICLE VI

Committees

Section 1. In addition to the Committees provided in the Laws and Rules of the Order, the following standing committees shall be appointed.

- (a) Membership Committee, to consist of five members appointed by the Grand Knight to stimulate the growth of the Council.
- (b) Retention Committee, to consist of five members whose duty it shall be to communicate with members who are about to be suspended for non-payment of dues and endeavor to induce them to retain their membership; also to interview worthy persons whose membership in the council has lapsed and endeavor them to reinstate.
- (c) Sick Committee to consist of the Deputy Grand Knight as chairman and four members to be selected by him and report the condition of sick members to the Council. In the event of death of any member, the sick committee shall visit the family of the deceased and render such assistance in connection with the funeral as may be desirable and proper.
- (d) Entertainment Committee to consist of the Lecturer and four other members whose duty it shall be to provide entertainment at Council meetings and at such other times as may be directed by the council.
- (e) Publicity Committee to consist of three members whose duty it shall be to cause to be published in any manner deemed appropriate such report of the work and progress of this Council and the Order as may tend to promote their best interest.

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 the successors have been appointed. A majority of a committee shall constitute a quorum for the transaction of business.

Section 3. A committee of the Grand Knight, the Recording Secretary and the immediate Past Grand Knight shall be formed, whose duties it shall be to keep the By-Laws of the Council up to date and who shall be empowered to have printed and distributed any change or changes made in the By-Laws of this Council. The report and action of this committee shall be made at the regular meeting in January of each year.

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 forthwith be delivered to the Financial Secretary, who shall give his official receipt and who shall report at the close of each business meeting the amount received and from what source.

Section 2. No money in excess of \$100.00 shall be paid or transferred from the Treasury of this Council, except such moneys as the Council is called upon regularly to pay for its current expense and as provided by the Laws of the Order, or for purposes approved by the Supreme Council, or Board of Trustees, unless by a two-thirds vote of the members present and voting at a regular meeting held subsequent to a regular meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purpose and amount to be paid or transferred shall have been given and regularly read and members notified by mail..

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. On the death of a member in good standing, the Grand Knight 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 notices.

Section 2. When notice of the death of a member in good standing is received, the Recorder and Grand Knight shall forward to the family of the deceased, a message of condolence on behalf of the Council. The Grand Knight shall arrange to have a Mass said for the repose of the soul of the deceased.

Section 3. The Grand Knight shall arrange during the month of November of each year, the celebration of a Requiem Mass for the repose of the souls of the deceased members of this Council and shall cause five days notice to be given to the members of the time and place of such Mass. The Mass shall be celebrated by the Chaplain unless he is indisposed.

Section 4. The Council shall approach Holy Communion in a body, during the Easter period, at a time and place to be determined by the Grand Knight and the Chairman of the Religious Activities of the Council.

ARTICLE IX

Amendment of/To By-Laws

Section 1. The procedure to be followed so as to amend these By-Laws shall be as follows:

1. Any member in good standing shall present to the Grand Knight, at the business meeting of the Council, the proposed amendment, in writing, setting forth the By-Law and/or section of said By-Law to be amended. The proposed amendment will state the reason for said amendment.
2. The Grand Knight shall have the proposed amendment entered into the minutes of that meeting and at the same meeting, will pass on the proposed amendment to the By-Law Committee (Art. VI, Sec. 3(a)) or otherwise to his designee(s) his/their further consideration and the proposed amendment will be published in the Council's monthly publication.
3. Said By-Law Committee shall report back to the Council at the following monthly business meeting, unless an extension of time is granted upon request and for good cause, but in any event, shall not exceed beyond the following business meeting; of which time the By-Law Committee and/or designee shall submit, in writing, its findings, including reasons for such

which shall be duly entered into the minutes for that meeting and duly published in the Council's monthly publication.

ARTICLE X
Miscellaneous

Section 1. The adoption of these By-Laws as the working By-Laws of the Council shall supersede, amend, and declare void any other rules, regulations, amendments, motions or practices now in effect and shall be the guiding rules and regulations of the Council.

Section 2. Procedure and debate shall be in accordance with the Laws and Rules of the Supreme Council and these laws and rules of Parliamentary Law known as "Robert's Rules of Order."

Section 3. These By-Laws of President John F. Kennedy, Council No. 372 Knights of Columbus, Pittston, Pa. 18640 submitted for consideration and adoption by the "By-Laws Committee" appointed by Francis R. Ankenbrand - Grand Knight and consisting of the undersigned, were approved for adoption at a regular meeting held on September 17, 2007.

ATTEST:

Francis R. Ankenbrand - Grand Knight

John D. Casper - Recorder

SIGNED:

Robert G. Joyce - D.G.K. / Committee Chair
Theodore E. Harowicz - D.D. / Trustee
Raymond J. Pasavage - Treasurer

Edward Slade - P.G.K. / Trustee
John A. Snitko, Jr. - P.G.K. / District Warden
James A. Rose - Warden