

BY LAWS

KNIGHTS OF COLUMBUS COUNCIL 372 HOME ASSOCIATION

CONSTITUTION AND BY-LAWS

PREAMBLE

We associate ourselves together to participate in and contribute to the accomplishment of the aims and purposes of the Knights of Columbus John F. Kennedy Council 372 ; to participate with other Catholic and religious groups as well as civic minded committees and organizations within the Pittston area in the fulfillment of religious and community needs; to promote the general welfare of our fellow brothers; to insure the privileges, rights and responsibilities of our brothers; to foster and perpetuate a spirit of Christian charity and patriotism in the community; and to promote friendship and unity through our social activities

ARTICLE --1

SECTION 1. The name of this organization will be known as the Pittston Knights of Columbus Home Association hereinafter referred to as the Association. Its purpose shall be those as stated in the Preamble and Constitution and in the Articles of Incorporation, Domestic Non-Profit Corporation filed with the Corporation Bureau, Department of State, Commonwealth of Pennsylvania on July 24th 1924.

SECTION 2. The location and address of the Association shall be 55 S. Main St. Pittston, Pa. 18640

ARTICLE -- 2

SECTION 1. The government and management of the association are entrusted to the Board of Directors.

SECTION 2. The Board of Directors consists of the officers of the association with the Grand Knight or his designee serving ex-officio.

SECTION 3. A Club Steward may be appointed by the President of the association with the approval of a majority of the board members attending a meeting.

SECTION 4. Five (5) board members shall constitute a quorum for the conduct of business at a Board of Directors meeting.

SECTION 5. If a Steward is appointed, the President, as the Chief Executive Officer, shall convey the wishes of the board to the Steward and shall be solely responsible for directing and supervising him/her in the performance of his/her duties.

ARTICLE--3

MEMBERSHIP

Membership in the Association shall be limited to Regular Members, Associate Members, and Social Members as defined herein:

- (1) Regular Members: Members of John F. Kennedy Council 372 in good standing who possess a current up to date Knights of Columbus Council 372 membership card.
- (2) Associate Members: (a) Members of Council 372 Jacqueline's Association; (b) wives of deceased brothers of Council 372; wives of honorary life members of Council 372.
- (3) Social Members: Any person ineligible for Regular or Associate Membership. Applicant must initially be sponsored by a Regular member of John F. Kennedy Council 372 attesting to the applicant's good standing in the community. Applicant must also be approved by the Board Membership Committee.
- (4) Associate and Social members shall not hold any elected office within the Home Association

ARTICLE 4

DUES

- (1) The dues for Social Members of this Association shall be established by the Board at the August or next meeting following the August meeting for the forthcoming year.
- (2) Social membership dues are payable prior to January 1st of each forthcoming year and shall be collected by the elected Treasurer of the Association or his designee.

ARTICLE 5

BOARD OF DIRECTORS

- (1) The management of the property and affairs of the Association shall be the responsibility of the Board of Directors consisting of twelve (12) Regular (Council) members as follows: Four (4) members will be elected annually to serve a three (3) year term. The said Board of Directors shall have the supervision of the affairs, funds and property of the Association and to that end may exercise all the power to make such additional house rules as may be necessary. The Steward shall be a non-voting position unless elected to the board of directors. The Board of Directors shall meet once a month or more often if necessary. Notice for meetings will be sent by the secretary as directed by the President of the Association.
- (2) The Grand Knight or Ex-Officio members of the Board of Directors shall have the same status as elective members of the Board. If for any reason an ex-officio member declines to serve on the Board of Directors, a vacancy thus caused shall be filled by another officer of the Council, with said succession being in accordance with the order stated in the By-Laws of the Supreme Council, Knights of Columbus.
- (3) Members of the Board of Directors shall be nominated and elected at the regular June meeting of the Association and shall assume their office on July 1st. Vacancies of elected members shall be filled within sixty (60) days through nomination and election of the general membership.
- (4) If any member of the Board of Directors shall be absent from either three (3) consecutive

Board of Directors meetings without being officially excused, that Directors position may be declared vacant and a new Director chosen through nomination and election by the general membership.

ARTICLE 6

OFFICERS

- (1) The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer.
- (2) Only members of the Board of Directors may serve as officers. Officers shall be nominated and elected annually by the members of the Association Board at the regular July meeting of the Board of Directors.
- (3) The position of Association Secretary and Treasurer may be combined by unanimous vote of the Board.
- (4) The duties of the Association officers shall consist of the usual and ordinary duties generally associated with their respective positions in similar organizations or corporations.
- (5) Checks written for Home Association expenses/debts are co-signed by at least two individuals--the Steward, Home Association Treasurer and/or Home Association President. In an emergency situation, only the signature of the Steward will be required.

ARTICLE 7

OFFICIAL NOTICES

- (1) The bulletin board in the club shall be used for posting all notices to the membership.
- (2) All official notices shall be published or posted at least thirty (30) days prior to the next Home Association meeting at which the item will be considered and action taken.

ARTICLE 8

MEETINGS

- (1) The regular meeting of the Home Association board shall be held at the council home on the 4th Wednesday of each month.
- (2) . Special meetings of the association may be called by the President whenever he deems it necessary or upon receipt of a written request, signed by Three (3) active members in good standing, for a meeting with a purpose, which is not in conflict with the By-Laws of the association.

(3) Five (5) active members in good standing shall constitute a quorum for the conduct of business at a regular meeting or special meeting.

(4) All questions of parliamentary procedures shall be governed by Robert's Rules of Order (Revised), provided they are not inconsistent with the Association's By-Laws.

(5) Order of business for regular meetings shall be as follows:

**** Prayer and Pledge of Allegiance

- A. Roll call of officers
- B. Reading of minutes of previous meetings
- C. Treasurers report
- D. Report of Steward
- E. Report of special committees\
- F. Election of new members
- G. Communications
- H. Unfinished business
- I. New business
- J. Nominations/elections of new officers
- K. Good of the Association

ARTICLE 9

CONDUCT OF MEMBERS

(1) The Board of Directors shall establish and adopt "House Rules" to govern the conduct of members and guests. Such "House Rules" shall be posted in the Club.

(2) The Steward and/or the bartender on duty shall have the right to evict any member or guest who violates the "House Rules" or engages in disorderly conduct. An Incident Report will be prepared and submitted to the President of the Board within 24 hours. If the incident or violation is deemed serious, the Manager shall prefer charges in writing to the Board and may recommend punitive action. The written charges shall be submitted in duplicate to the Secretary of the Board who will forward a copy of the charges to the accused member. The accused member shall not be allowed back in the Club until final Board action has been taken and the member so advised. If the accused member is an active member of Council 372 he may continue to attend Council meetings in the Council Chamber but will be prohibited from entering the Club until such time as his situation is resolved.

(3) Punitive action against any member will be determined by a quorum of the Board of Directors

ARTICLE 10

CONDUCT OF OFFICERS

(1) An officer may be removed and/or suspended from office by a vote of a majority of the

membership at a regular or special meeting called for that purpose after due process. Any active member in good standing may present written charges against an officer and file same with the Home Association Secretary in duplicate. The Secretary shall inform the accused of the time and place of the meeting at which the charges shall be presented and furnish him with a copy of the written charges and inform him of his rights to be heard.

(2) A motion to remove an officer from his office shall be properly seconded and approved by a majority of the active members in good standing who are present at the called meeting.

(3) The accused shall not have the right to vote on this motion and shall leave the room while the vote is being taken. After the vote is taken, the Secretary shall inform the accused of the result orally if he is present and shall follow up with a written letter advising the accused of the result. If the accused is the President, the Vice-President shall chair the meeting.

ARTICLE 11

RIGHTS OF MEMBERS

(1) Voting---At annual elections only regular members of John F. Kennedy Council 372 in good standing shall have the right to vote at a regular or special meeting of the Association.

(2) Appeals---A member who has been suspended by the Board shall have the right to appeal the decision to the Board of Directors. The member shall submit a petition for a hearing to the Secretary of the Board and will be heard at the next regular meeting following receipt of the same. The member shall not be allowed in the club until action on his/her appeal is final.

3) A social member may petition the Board of Directors to be heard at a regular or special meeting. His/her petition should be submitted in writing to the Secretary of the Board and should be specific as to subject and purpose. If a time is allotted to him/her, he shall restrict himself/herself to the specific time, subject and purpose.

ARTICLE 12

EMPLOYEES

(1) All employees shall be under the direct supervision of the Steward. They shall adhere at all times to all of the House Rules, directives, and instructions issued by the Steward and the Board. They shall conform to and enforce all applicable laws of the Commonwealth of Pennsylvania and the Pennsylvania Liquor Control Board

(2) All employees are At Will Employees and serve at the discretion of the Board of Directors.

ARTICLE 13

STANDING COMMITTEES

(1) Membership Committee---This committee shall consist of three (3) members of the Board. It shall be their duty to investigate the character and reputation of any applicant for membership and to make recommendations to the Board on persons proposed for social membership in the association.

(2) The President may appoint special committees as deemed necessary.

ARTICLE 14

FINANCES

(1) The Board of Directors shall fix the dues amount and all other charges.

(2) The Board will exercise supervision over all financial transactions of the association.

(3) The Steward may expend up to an amount set yearly by the Board for emergency repairs and purchases. Emergency expenditures are to be justified and explained at the next regular Board meeting.

The board President may call a special meeting when necessary to expedite an emergency expenditure.

ARTICLE 15

DISSOLUTION AND REORGANIZATION

(1) Dissolution---The dissolution of the Home Association shall be accomplished by an affirmative vote of at least two-thirds of the active members in good standing present at a regular meeting or special meeting called for that specific purpose. Pending reorganization, all powers and property of the Association shall be entrusted to the Board of Directors who shall serve as an interim governing board.

(2) Reorganization--The interim governing board shall call a special meeting within thirty (30) days for the purpose of reorganizing the Association. All active members of the Association shall be informed of the time, date, place and purpose of such meeting at least ten (10) days prior to the meeting.

ARTICLE 16

AMENDMENTS

(1) Any active member in good standing may propose amendment(s) of the Association By-Laws in writing to the Secretary at any regular or special meeting called for that purpose. The proposal(s) must be approved by at least a majority of the members in good standing present at the meeting.

(2) Approved proposed amendments shall be considered for adoption at the next regular or special meeting called for that purpose. Approved proposed amendments should be made known officially to the active membership at least thirty (30) days prior to the date of the meeting at which they will be considered for adoption.

(3) The affirmative vote of at least two-thirds of the active members in good standing present at the meeting shall be required for adoption. Each individual proposal shall be voted on separately.

ARTICLE 17

GENERAL

These By-Laws shall become effective immediately upon their approval by the Home Association. These By-Laws shall be published in typewritten form and copies shall be available to each member upon written request to the Secretary of the Home Association and one (1) copy shall be posted in the Club at all times.

**APPROVED BY THE KNIGHTS OF COLUMBUS JOHN F. KENNEDY COUNCIL 372
HOME ASSOCIATION AT A GENERAL MEETING HELD ON THE DATE
APPEARING BELOW.**

DATE:

(Home Association President)

(Home Association Secretary)