

By-Laws

Knights of Columbus

Our Lady of Guadalupe
Chapter 2954
Colorado Springs Diocese

Adopted March 19, 2012



By-Laws

Article I – Membership

Section 1 – This Chapter shall be known as “Our Lady of Guadalupe Colorado Springs Diocese Chapter” of the Knights of Columbus and shall consist of Councils within the Diocese of Colorado Springs.

Section 2 – The purpose of the Chapter shall be to promote the well being of the Order within Chapter boundaries. The object of the Chapter shall be to consider all matters of Catholic interest, to adopt such measures that shall protect and promote these interests, the general welfare of the councils comprising the Chapter.

Section 3 – Applications for readmission membership in the Chapter shall be made in writing and must be authorized by the Council seeking membership at a regular or special meeting of such Council, by majority vote.

Section 4 – The Chapter’s representatives shall consist of: (1) the Grand Knight and two elected representatives from each member council; (2) District Deputies within the Chapter’s jurisdiction, (3) the State Deputy, (4) the Chapter officers, and (5) any current Supreme Director residing in the state. Each representative is entitled to one vote. In the event a council representative is unable to attend a Chapter meeting, the council’s Grand Knight shall appoint a temporary alternate to replace the representative. The temporary alternate shall have the same authority as the elected representative.

Section 5 – A Council may withdraw from the Chapter by a majority vote of the members present and voting at a regular council meeting, but only if written notice to the entire membership that this question will be before the Council is given at least ten days before said meeting. The Chapter may be dissolved only by the Supreme Board of Directors.

Section 6 – The officers of the Chapter shall be: President, Vice President, Secretary and Treasurer. The representatives, at the regular meeting of the Chapter during the month of May, each year shall elect the officers. At this meeting, the Election of Officers shall be the preferred order of business. A majority of votes cast shall be necessary to elect. Only one (1) officer can be from the same Council. Only Third Degree Council members of the Chapter shall be eligible for election. The newly elected officers shall take office at the July meeting. The Chapter Chaplain shall be selected by the (4) officers named in this section and approved by the Bishop of the Colorado Springs Diocese.

Section 7 – The Master of the Fourth Degree for the State of Colorado, any elected officers of the Colorado State Council (except the State Deputy), any Faithful Navigator or his representative of any Fourth Degree Assembly within the jurisdiction of the Chapter, and any former President of the Chapter shall be entitled to a voice, but no vote.

Section 8 – Any Council represented in the Chapter failing to pay any regular assessment within ninety (90) days after such assessment is due and payable, is subject to suspension from the Chapter.

Section 9 – The State Deputy of Colorado, by virtue of his office as Chief Executive of the Order in this State, shall have the same general control over the organization and management of this Chapter as he has over the subordinate councils and shall be responsible for the adoption of rules of the Order.

Article II – Elections

Section 1 – The annual elections of officers shall take place at a Regular Chapter Business meeting in May of each year. Not less than two months before the annual election, the president shall appoint a nomination committee of 3 members who shall prepare a slate of candidates. This slate shall be presented to the Chapter, in writing, no less than 30 days prior to the regular business meeting at which annual elections are to take place.

Section 2 – The election of offices shall be by ballot. A majority of all votes cast shall be necessary to elect.

Section 3 – The President, and in his absence, the Vice President, shall appoint two Tellers and one Judge. If at all possible, the judge shall be selected from the attending District Deputies. All Knights who are at least members in the first section and whose Councils are a member of the Chapter are qualified to cast a vote. After all who are entitled to do so have voted, the Tellers shall examine each ballot singly and pass the same to his associate Teller, who shall read aloud the name or names written on all legal ballots. The Judge shall tally the number of qualified members to vote, number of votes cast and the name of the elected officer. The judge will give the tally to the presiding officer who will announce the results. If there is a question about any ballot, the Judge shall decide the validity of the ballot in question.

Section 4 – Each officer elected must qualify and fill the office to which he is chosen at the first regular business meeting succeeding his election.

Section 5 - Vacancies in the elected offices shall be filled after notice to the membership, by election at the regular business meeting next succeeding the regular business meeting at which the vacancy was created. In case of failure of the Chapter to fill a vacancy in the manner prescribed by law, the State Deputy shall appoint a member of the chapter to the vacant office for the unexpired term.

Section 6 – In the event of a vacancy occurring in any office, the President shall immediately appoint a Nominating Committee of three (3) representatives. The Committee shall recommend their nominees at the next scheduled chapter meeting and also consider all other vacancies that may occur as a result of the first vacancy. The

election must take place at the following meeting after the Nominating Committee has submitted their report, with nominations also being accepted from the floor.

Article III - Officers

Section 1 – The President of the Chapter shall be the Chief Executive Officer and shall preside at all meetings of the Chapter. He shall countersign all checks drawn by the Treasurer. He shall appoint all committees, and will be a member ex-officio of all committees. He shall perform such other duties as the Chapter may direct.

Section 2 – The Vice President shall preside at the meetings in the absence or inability of the President and while acting in such capacity shall execute all the duties of the President. He shall perform such other duties as the Chapter may direct.

Section 3 – The Secretary shall record the minutes of the Chapter meetings and shall send notices of meetings to all members defined in Article I, Section 5 & 7, fifteen (15) days in advance of the meeting dates. Furthermore, he shall send copies of the minutes to all of the above not later than two (2) weeks after each meeting. He shall be the custodian of all reports submitted to the Chapter. He may purchase such supplies, not to exceed two hundred dollars (\$200.00) each Chapter year, necessary to carry out the duties of his office. He shall perform such other duties as the Chapter may direct.

Section 4 – The Treasurer shall be the Chief Financial Officer of the funds of the Chapter obtained from any source and shall deposit all monies received in the name of “Our Lady of Guadalupe Colorado Springs Diocese Chapter” Knights of Columbus, in such reliable bank(s) or other secure institutions of deposit as designated by the Chapter. He shall prepare and sign checks and the President shall countersign such checks. In the event the President is incapacitated, the Vice President shall countersign such checks. The Treasurer shall keep a file of all vouchers drawn on the treasury. He shall keep a separate record of all the various funds of the Chapter. He shall submit to the Chapter at every regular business meeting a signed report showing the condition of every fund of the Chapter, and for this purpose, he shall maintain a complete accounting of the Chapter’s financial records in accordance with good accounting practices. He shall submit his entire accounts for audit annually in July. The president of the Chapter will establish a committee to audit the Chapter’s books.

Article IV – Committees

Section 1 – The President of the Chapter shall have the authority to appoint any special committees he sees fit and to serve until the next election or dissolved by the President.

Section 2 – The Chapter shall conduct for the Good of the Order one (1) major Chapter wide activity each year.

Section 3 – The President shall be an ex-officio member of all committees.

Article V – Funds

Section 1 – The Chapter may levy and collect assessments upon the councils so designated by the Chapter on membership therein as they find necessary for the defraying of their legitimate expenses. Councils failing to pay such assessments within the prescribed time shall be denied representation in the Chapter while said default exists.

Section 2 – Each Council represented in the Chapter shall pay annual dues of fifty dollars (\$50.00) payable on the first day of January each year. Dues bills are to be mailed to the Financial Secretary of each member council in October. Any Council remaining in arrears more than three (3) months shall be subject to suspension of all benefits from the Chapter until it's dues are paid, unless a petition for relief is submitted by the Grand Knight of said Council to Chapter officers for their consideration and action. All monies received by the Chapter in payment of Council dues shall be credited to the General Fund.

Section 3 – All committees appointed for work undertaken or participated in by the Chapter, for the purpose of raising funds for charity, and other works of the Order, shall, at the second meeting following such function: make a report, properly audited, and turn over the funds realized to the Treasurer of the Chapter.

Article VI – Meetings

Section 1 – The fiscal year of the Chapter shall begin on the first (1st) day of July and end on the thirtieth (30th) day of June following.

Section 2 – The officers meetings of the Chapter shall be held on the third Monday of each even numbered month (Feb., Apr., Jun., Aug., Oct., Dec.). The Regular Business meetings of the Chapter and shall be held on the third Monday of the odd numbered months (Jan., Mar., May., Jul., Sep., Nov.) and shall be rotated among the Chapter Councils.

Section 3 – All meetings of the Chapter shall be presided over by the President who will ascertain from all present that they have a current membership card in the First Degree. The host Council will assign a warden.

Section 4 – The Chapter meetings shall rotate in such a manner that each meeting will be held in the Council home of a different member council of the Chapter with the manner of rotation being determined by the Chapter officers.

Section 5 – The Chapter may, by a majority of the representatives present, change the time and place of holding a meeting. Special meetings of the Chapter may be called by the President, a majority of officers, or by petition of five (5) Grand Knights of the Chapter to the President who shall, upon receipt of such petition, call a special meeting of the Chapter to be scheduled with a five (5) day notice.

Section 6 – Notices of Special Meetings shall be sent to all members as defined in Article I, Sections 5 & 7, and will state the purpose of the meeting. No business other than that stated in such notice shall be transacted at any Special Meeting.

Section 7 – It shall be the duty of all officers to attend each meeting of the Chapter. In the event any officer cannot attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of such officers 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 President, is absent from two consecutive regular business meetings, the President may declare the office vacant.

Section 8 – The Chapter Officers will reschedule any meeting that needs to be canceled due to weather or any other reason. They will send a notice of cancellation and date of the rescheduled meeting to the members. In general, said meeting will be held the following Monday, unless the Chapter, 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.

Section 9 – The business session of the Chapter shall be conducted in the First Section. The Order of Business shall be as follows:

1. Call to Order and Inspection of Membership Cards.
2. Prayer.
3. Pledge of Allegiance to the Flag of the U.S.A.
4. Chaplain Report.
5. Roll Call of Officers and District Deputies.
6. Roll Call of Councils and the number of Representatives.
7. Reading of the minutes of the previous meeting.
8. Reading of the bills and communications.
9. Election of Officers* (* preferred Order of Business)
10. Treasurer's Report.
11. Report of Committees.
12. Unfinished Business.
13. New Business.
14. Report of Council Activities.
15. Good of the Order
16. Prayer.
17. Adjournment.

Section 10 – No money in excess of \$500 shall be paid from the Chapter's treasury unless the procedures within Section 122(b) of the Order's Laws have been satisfied.

Section 11 – Members of the Order in good standing and in possession of a current First Degree membership card, may attend the meetings of the Chapter. Only those representatives of the Council designated in Article I, section 5, are entitled to a vote. The Chapter may at any meeting allow the privilege of the floor to any First Degree member present.

Section 12 – A quorum shall consist of 15 representatives from member councils of the Chapter in good standing. In addition, the President shall call an officers meeting as required. District Deputies, Grand Knights and Deputy Grand Knights are highly encouraged to attend these meetings.

Section 13 – Procedure and debate shall be in accordance with the Laws and Rules of the Order. These By-Laws and Rules of Parliamentary Law are known as “Robert’s Rule of Order”.

Section 14 – The Chapter President and Treasurer shall file an annual report of the Chapter activities and finances for the preceding fraternal year with the State Deputy and State Secretary. The report shall be filed no later than August 1st of each year signed by the President, Secretary and Treasurer.

Article VII – Dissolution of Chapter

Section 1 – In the event of dissolution of the Chapter, all assets will be donated to the Bishop of the Diocese of Colorado Springs, for use in the Seminarian Fund.

Section 2 – Violation of any of the Order’s Laws or rules promulgated by the Board of Directors shall be cause for dissolution of the Chapter.

Article VIII - Miscellaneous

Section 1 – Amendments to these By-Laws shall be presented in writing at a regular meeting of the Chapter, but shall not be acted upon until the next succeeding regular meeting. Notice of such proposed amendments shall be mailed to all member councils by mail, by the Secretary, within at least one (1) week before the date of the meeting at which it will be presented. A two-thirds (2/3) vote of the members present at said meeting and voting, should be necessary for the adoption. These By-Laws shall take effect upon adoption and approval by the Supreme Advocate.

Section 2 – The Method of introducing Resolutions: A Resolution can be introduced only after being passed by a member Council. Such resolution shall be presented in writing, certified by the Grand Knight and Recorder of the Council introducing such resolution. The adoption of the Resolution shall then be voted at the next succeeding regular Business Meeting of the Chapter.

Section 3 – The Chapter may promulgate such By-laws, rules and regulations for conduct of its affairs, provided that the same shall not conflict with, or be in opposition to, or in any way impair the enforcement of the constitution, laws, rules or regulations of the Supreme Council or Board of Directors. Such By-laws, rules or regulations shall not become operative until approved by the Supreme Advocate.

These By-Laws have been approved as read as of this 19th day of MARCH 2012 before the assembly of the "Our Lady of Guadalupe Colorado Springs Diocese Chapter" of the Knights of Columbus. Let it be written, let it be read, let it be known, that these are the adopted and enforced By-Laws of this Chapter.

Walt Parsons
Walt Parsons
President

3/19/12
Date

James L. Mead
James L. Mead
Secretary

3/19/12
Date

John Marrella
John Marrella
Supreme Advocate

January 24, 2013
Date Approved