

**MSGR WILLIAM S BEVINGTON COUNCIL NO. 9132,  
Knights of Columbus.**

**RULES OF OPERATIONS**

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**ISSUE DATE:  
7.01.20**

**KNIGHT OF COLUMBUS: MSGR WILLIAM S. BEVINGTON, COUNCIL 9132**  
**RULES OF OPERATION**

**ARTICLE I: Introduction**

**Section 1**

This council shall be known as **MSGR WILLIAM S BEVINGTON COUNCIL NO. 9132, Knights of Columbus.**

**Section 2**

The initiation fee shall be \$15 except for applicants under 26 years of age not to exceed 10.00. For Clergy, the fee will be waived.

**Section 3**

Brothers shall pay **annual dues to stay in good standing**. Annual dues are set by the Financial Secretary and Treasurer with the Approval by the Planning Committee. Brothers who are exempt include:

- Clergy,
- Honorary life,
- Student,
- Military,
- Service Providers,
- Hardship Cases as approved by the Grand Knight and Financial Secretary
- Brothers who are 70 years old with 10 years of service.

**Section 4**

The Financial Secretary may receive reimbursement, payable in quarterly installments at the end of each quarter, not to exceed 5 percent of the moneys collected on account of dues from both insurance and associate members. Compensation based on receipts is to be used for needed supplies (e.g.: Printer paper and ink, etc.)

**Section 5**

Service hours performed by the Brother Knights (including families) are to be submitted:

- in a timely fashion-end: within two weeks of the services but not later than end of month
- via Web Site (Kofc-9132.org) or via Email to the Program Director ([pd.9132@kofc-9132.org](mailto:pd.9132@kofc-9132.org).)

Monthly reporting will be provided by the Program Director at monthly Business Planning Meeting as well as the Monthly Council Meeting. As an option, the Grand Knight may recognize key Brothers for their services hour in the month.

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**ARTICLE II - Elections**

**Section 1**

- The annual election and installation of officers shall take place at a regular membership meeting
  - held between May 1 and June 15 of each fraternal year.
  - Installed prior to July 1, the start of the next fiscal year.
- Two months before the annual election, the Grand Knight shall appoint a **Nominating Committee** of three to:
  - prepare a slate of candidates for the elective council offices,
  - validate each candidate is qualified and in good standing
  - present the slate to the council not later than the regular membership meeting preceding the meeting at which annual elections are to take place.
- The Grand Knight manages
  - additional nominations from the floor during the Council Election meeting requesting a motion to close nominations for each office.
  - announces nominations are closed and ready for a ballot or acclamation.

**Section 2**

- The election of officers shall be
  - by Brothers in good standing with the Council,
  - by ballot with voting by proxy prohibited, and
  - by electing with most of all votes cast.
- When only one candidate is proposed and nominations are closed for an officer's position, the presiding Grand Knight shall declare the individual elected by acclamation via made and passed motion.

**Section 3**

- After all qualified Brothers have voted, the ballot shall be declared closed
- The Grand Knight appoints two members to act as Tellers to
  - count the votes of the Council.
  - Validate each ballot ensuring names printed on all legal ballots.
- The Recorder tallies the same and the result thereof announced by the Grand Knight.

**Section 4**

- Each elected officer
  - Fills the office to which is chosen, with or without installation at the July regular meeting unless formally excused by the Council,
  - present himself for installation at the time specified by either the State Deputy or District Deputy
  - is considered vacant (missing installation) unless excused by either the State Deputy or District Deputy.

**Section 5**

- Vacancies in elected officers are
  - filled after notice to the Council
  - elected at the next Council Meeting

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ARTICLE III- Officers

**Section 1**

Only members who are in good standing and who have been initiated as a 3<sup>rd</sup> degree 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, and Outside Guard (two Outside Guards is optional).**
- **Three Board of Trustees** consist of past Grand Knights serving as 3<sup>rd</sup> year, 2<sup>nd</sup> year, and 1<sup>st</sup> year Trustees

**Section 3**

- The appointive officers shall be as follows: **Financial Secretary, Lecturer 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.
- The Grand Knight shall appoint the Lecturer.

**Section 4**

- Bonding for the Treasurer and Financial Secretary is provided per Supremes' By-Laws which is based on the Council being in good standing. (current with the 1295 reporting requirement).
- The Treasurer and Financial Secretary takes office to receive any money or property of the Council as they are furnished such bond and the same has been approved by the Board of Trustees.

**Section 5**

The Council Officers shall perform the duties required of them by the Laws and Rules of the Order and the Council's By-Laws. Council may direct additional duties as approved for local conditions.

**Section 6**

- At the end of each semiannual period (Form 1295), the Board of Trustees shall meet and audit the several books of this Council.
- Findings by the Board of Trustees shall be present at the January and July Council meetings- disbursements, balance on hand, assets, liabilities, et al.
- The Grand Knight shall issue the call for the Audit meeting of the Trustees.

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ARTICLE IV- Resignations

**Section 1**

- Where a member resigns his membership, the Grand Knight and Financial Secretary shall immediately notify the Supreme Secretary of such resignation and the Grand Knight 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 2**

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

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**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 Knights shall announce the result.
- The Warden shall be responsible for the balloting of candidates and shall distribute ballots to all members present.
  - shall place the ballot box on the salutation table and
  - take his place six feet therefrom.
  - request all officers vote and after they have voted, request the members to vote in a single file dropping ballots into ballot box.
  - No voting member shall pass Warden unless okayed
  - After all **brothers in good standing** have voted, exhibit ballot box to Grand Knight and Deputy Grand Knight to count the votes
- The greatest number of votes is declared elected and the number of negative votes are not announced.

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**ARTICLE VI - Meetings**

**Section 1**

- The Council's monthly membership meeting and council officers' business meeting shall be held at a date, time and location established by the Council. 15% of the membership shall constitute a quorum at meetings except in special situations then 25 Brothers constitute a quorum.

**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 membership meetings of this Council shall conform to Section 125 of the Laws of the Order.

**Section 4**

- Special membership meetings can be convened
  - by vote of the Council at a preceding regular membership meeting.
  - by direction of the Grand Knight.
  - 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.**

- **A planning meeting will be scheduled prior to monthly Council meetings to establish the Council Meeting final agenda and not conduct Council Business**
- The following shall be the order of business and procedure at special membership meetings:
- **Base Agenda Council Meetings after Call to Order**
  - Warden's Report on Membership Cards—attending Brothers in good standing
  - Prayer and Pledge of Allegiance
  - Roll Call of Officers
  - Chaplin Inspiration
  - Financial and Service Hours Reports
  - Program Directors Report (Faith, Family, Life, Community) **including expenditure approvals**
  - Additional reports: Trustee's, Assembly, Insurance,
  - Business Items: Fund Raisers,
  
  - **Open Floor Discussion**
  - Good and Welfare, Closing Prayers

**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 membership 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.

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**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 schedule

**Section 9**

- Per Supreme By-Laws (Section 245), the use of alcoholic beverages is prohibited at any Council sponsored meeting in progress or degree work of the Order in progress.

**Section 10**

- All brothers must submit a signed membership card to Inside or Outside Guard for attendance to Council Meetings. (Ref: Supreme By-Laws—Warden: Section 240)

**Section 11**

- **Guests to Council meetings must be accompanied by a Brother in good standing (Membership Card).**



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**ARTICLE VII – COMMITTEES**

**Section 1**

<b><u>Program Director</u></b>	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, and service organization
<b><u>Membership Director</u></b>	supervision of a comprehensive program of recruitment and retention for this council
<b><u>Faith Activities Director</u></b>	promote a program that will strengthen our members and their families in the faith, while supporting the work of the Church
<b><u>Family Activities Director</u></b>	conduct programs that strengthen the familial bond of our members.
<b><u>Community Activities Director</u></b>	promote programs that are positively shaping our community by addressing the needs of its citizens.
<b><u>Life Activities Director</u></b>	promote programs that build a culture of life and civilization of love
<b><u>Retention Director</u></b>	Establish contacts with Brothers not in good standing in order to validate their interests

Other committees maybe required by these By-Laws or maybe established by the Council or Grand Knight such as the Memorial Committee.

**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 Committee majority shall constitute a quorum for transaction of business.

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**ARTICLE VIII - Financials**

• **Section 1**

- An **Annual Fiscal Strategic Plan** will:
  - be developed (Committee chaired by the Financial Secretary) addressing expected income and distributions with **approval by GK and Program Directors**
  - presented in the August **Strategic Plan Approval for Council Approval**
  - **require line item approval to pay via Program Directors with Council Approval.**
  - **provide** support for Grand Knight's discretionary amount not to exceed \$100 per request with total annual amount set in the budget.

• **Section 2.**

- 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
  - shall be forthwith delivered to the Financial Secretary, who will give his official receipt via Email or physical receipt
  - report at each officer's business meeting the amounts so received and from what source.

• **Section 3.**

- The Treasurer or Financial Secretary shall deposit all moneys received into the Council's Bank Account via endorsed check or Electronic Banking Check.
- The Financial Secretary will manage the Council's Debit Card.

• **Section 4.**

- No unbudgeted money in excess of 500.00 shall be paid or transferred from the Treasury of this Council unless approved by a two-thirds vote of the members present and voting at two regular business meetings

• **Section 5.**

- All **approved** bills with receipts identified within the APPROVED Fiscal Budget will be paid via Treasurer or Financial Secretary-via Electronic Banking or Check.

• **Section 6.**

- Unapproved funding will follow a Change Control Process that involves recommendation from Program Director, **approval within the Planning Committee as an agenda item for Council Vote of Acceptance.**

• **Section 7**

- **Major Income Generating projects require estimated expenses and forecasted Gross Revenue as a measure for future planning**

• **Section 8**

- Team Leads for Major Fund Raisers have the option to direct a % of the Net Income to an approved Program Line Item based on the table below:

<b>% Achieved of Approved Council Plan</b>	<b>Net Income % for Team Lead to Direct (\$500 Maximum)</b>
• 90 to 100 %	• 5%
• 101 % plus	• 10%

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**ARTICLE IX - Funerals**

- **Section 1**
  - Upon the death of the member in good standing, the Memorial Committee shall give notice to the members and if time permits, shall request them assemble and pay their respects to the memory of the deceased at a time and place indicated [n such notice.
- **Section 2**
  - When notice of a member's death 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
    - arrange to have one Mass said for the repose of the soul of the deceased
    - arrange for the celebration during the month of November (each year) a Mass of the repose of the souls of the deceased Members
    - shall cause 5 days of notice to be given to the members of the time and place of the Mass
    - shall be celebrated by the Chaplin unless he is indisposed.

**ARTICLE X – Misc.**

- **Section 1**
  - Rules of Operation may be changed or amended by a two-thirds vote of a Council Quorum of members present.
  - 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 meeting for the approval vote.
- **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 Rules of Operation are published to Council Members by 7.31.2020.