

Holy Cross Council  
8509  
Kernersville, NC



COUNCIL BY-LAWS

Adopted June 1, 1990  
Revised March 12, 2001

Name: \_\_\_\_\_

**BY-LAWS**  
**Knights of Columbus**  
**Holy Cross Council**  
**No. 8509**  
**Kernersville, North Carolina**

ADOPTED JUNE 1, 1990

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## **ARTICLE I – General**

### **Section 1.**

This Council shall be known as Holy Cross Council 8509, Knights of Columbus

### **Section 2.**

The initiation fee shall be an amount as approved by the Council except that for applicants under 26 years of age it shall be \$10.00 and for Priests and religious it shall be nil. The initiation fee shall accompany the application but it shall be refunded if the applicant is rejected.

### **Section 3.**

Each member shall pay annual dues, the same to be payable quarterly in advance at the first regular meetings in January, April, July and October. The annual dues of members shall be an amount as approved by the Council, excepting (insured members under 26 years of age whose dues shall be one-half that sum,) honorary members who shall pay \$9.00, and honorary life members who shall pay nothing. Except as above stated, the dues of associate and insurance members shall be the same.

### **Section 4.**

The officers shall receive annual compensation, payable in quarterly installments at the end of each quarter, as follows: Financial Secretary: From the council an amount equal to 10% (ten percent) of the monies collected on account of dues from both insurance and associate members, payable in quarterly installments at the end of each quarter.

## **ARTICLE II - Elections**

### **Section 1.**

The annual election of officers shall take place at a regular meeting held between May 15 to and including June 15. Not less than 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 the 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. A majority of all the votes cast shall be necessary to elect; except that where several of equal degree are to be chosen, a majority shall not be necessary, but all shall be voted for on one ballot and no ballot containing names of more or fewer candidates than there are such offices to be voted for shall be counted, and those receiving the highest number of votes shall be declared elected in the order of the number of votes received.

### **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 presiding officer.

### **Section 4.**

Each officer elected must qualify and fill the office to which he is chosen, with or without installation, at the first regular meeting in the month of July succeeding his election, unless excused by a vote of the Council, and must present 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 offices shall be as follows: Financial Secretary, Lecturer, Chaplain and Organist. 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 select the Lecturer and Organist.

### **Section 4.**

At the last regular business meeting in June of each year the Council shall determine the amount of the bond to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council, and 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 these Bylaws and such other duties as the Council may direct. The Advocate shall be responsible for keeping a log on newly adopted rules and regulations of the Council. He shall record such rules and regulations in a special book marked "*ADVOCATE'S LOG -- COUNCIL #8509 RULES AND REGULATIONS.*" The same shall be preserved as a part of the records of this Council.

### **Section 6.**

Except when notice of applications shall be published as provided by Section 110 of the Laws and Rules, it shall be the duty of the Grand Knight, as early as practicable before each regular meeting, to file with the Recorder a list of candidates to be balloted upon at such meeting.

**Section 7.**

At the end of each semiannual period, the Board of Trustees shall meet and audit the several books of this Council and shall in each January and July 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 this Council. The Grand Knight shall issue the call for such meeting of the Board of Trustees.

**Section 8.**

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, including the date and the reason therefore. 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 Conservation Committee shall contact the member and endeavor to have him retain his membership.

**Section 9.**

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.**

The Council shall hold two regular meetings per month, one of which shall be a regular business meeting. The dates and times shall be determined by the Council. Twelve members shall constitute a quorum at business 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 order of business and procedure at regular business meetings of this Council shall conform to Section 125 of the Laws of the Order [See Appendix].

### **Section 4.**

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

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

1. Call to Order.
2. Warden's report on Membership
  - a. Card.
2. Prayer.
3. Roll call of officers.
4. \*5. Opening Ode.
5. Special Order of business.
6. Prayer.
7. \*8. Closing Ode.

### **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 excused 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 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 the Deputy Grand Knight the duty of the presiding shall devolve on the other officers of the Council in the order in which they are named in Section 126 of the Laws 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 a 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 the Deputy Grand Knight shall privately inspect the ballot box, both before and after the ballot, and the former shall announce the result. Balloting of candidates shall be in charge of the Warden who shall distribute ballots to all members present. He shall place the ballot box on the salutation table and take his place six feet there from. 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, but 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 that if not more than one-half of those present shall cast negative ballots upon such general ballot no other ballots shall be taken. If such an announcement is made, and not more than one-half negative ballots are cast upon such 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 Church Activities** to promote a program that will enable the membership to respond to the constant call for the active participation of the laity in the work of the Church.
- (d) **Director of Community Activities** whose responsibility it will be to make the council aware of its life within the community and to develop programs that will be of service to the community.
- (e) **Director of Council Activities** who will be concerned with the promotion of brotherhood through athletic, cultural and social programs. Additionally, he will be responsible for the development of public relations in the council.
- (f) **Director of Youth Activities** to provide the youth in the community with the means and the opportunity to become personally committed and involved in meeting the challenges of our times. He will also be responsible for the promotion of the Order's junior organization, the Columbian Squires.
- (g) **Director of Family Life Activities** to promote activities and programs within the Council that would strengthen and support the family life of its members.
- (h) Such other committees as may be required by these by-laws.

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

## **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 shall give his official receipt therefore and who shall report at each 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 only by check signed by the Grand Knight and Treasurer. The depository bank shall be furnished with a copy of this section.

### **Section 3.**

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 to regularly pay for its current expenses and as provided by the Laws 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 regular business meeting held subsequent to a regular business 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.

### **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.

### **Section 5.**

**Building Fund.** Five per cent (5%) of all moneys received on account of dues and profits from general Council fund raisers, plus the entire amount of individual donations or dedicated fund raisers shall be deposited in a special fund to be known as the "Building Fund" of this Council, and such fund, together with the interest thereon, shall be maintained for the purpose of providing and maintaining a permanent home for the Council.

### **Section 6.**

**Scholarship Fund.** Five per cent (5%) of all moneys received in excess of expenses on account of Council fund raisers, plus the entire amount of individual donations or dedicated fund raisers for the said Fund shall be deposited in a special account known as the "JOHN STADDON, FRANK CAIN MEMORIAL SCHOLARSHIP FUND" of this Council. The accumulating principal less the annual interest thereon shall be maintained for the purpose of providing a perpetual source of moneys for annual financial awards for Catholic education.

(a) A scholarship director shall be approved by two-thirds vote of the members present at a regular business meeting. He shall then be considered to be part of the Board of Directors for managing financial grants and instruments of said Scholarship Fund along with the Trustees of the Council for that fraternal year. Interest on principal shall be

reviewed by said Board of Directors and annual funds are to be dispersed and granted each year. If no candidates are recommended or approved by two-thirds of the members present at a regular business meeting, then the said interest shall be returned to the Fund at year's end as principal.

(b) The grants for candidates are for the purpose of continuing Catholic education and are to be determined annually in May or June. Candidates are to be selected: first, Council members and their families; second, Holy Cross Parishioners; third, friends of the church and community. Special emphasis should be placed on single parents and hardship situations as they relate to the death of a parent and/or major illness. Religious schools, organizations, missions and institutions, as they relate to education, shall be considered and reviewed as candidates for said Fund.

(c) The number of grants and the amount of money for the awards shall be determined by two-thirds majority of Council members present and voting at a regular business meeting. Additional funds from the Council's general account may be added to the grants of this Scholarship Fund, subject to approval by Council members.

(d) Should Council #8509 cease to exist, the entire John Staddon Frank Cain Memorial Scholarship Fund, as described herein, shall be transferred to the general account of Holy Cross Catholic Church, Kenersville, North Carolina.

## **ARTICLE VIII - Funerals, etc.**

### **Section 1.**

On the death of a member in good standing the Memorial Committee 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 Memorial Committee shall forward to the family of the deceased a message of condolence on behalf of the Council and the Memorial Committee shall arrange to have five masses said for the repose of the soul of the deceased.

### **Section 3.**

The Memorial Committee shall arrange for the celebration during the month of November of each year of a mass for the repose of the souls of the deceased members 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 receive Holy Communion in a body during the Easter period, at a time and place to be determined by vote 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 regular business meeting held subsequent to a regular business 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 Board of Directors, these By-Laws and the Rules of Parliamentary Law known as "Robert's Rules of Order."

### **Section 3.**

Rules and regulations of this Council may be adopted or amended by a two-thirds vote of members present at a business meeting.

These By-Laws adopted by vote of the Council, June 1, 1990.

**DAVID REINHART,**  
Grand Knight

**JOHN P. LOGAN,**  
Recorder

**W. PATRICK DONLIN**  
Supreme Advocate

Date of Institution December 2, 1982  
Approved August 9, 1990

## APPENDIX

### Section 1.

The Order's Laws, Section 125, require that the following shall a part of the order of business and procedure at regular business meetings of every subordinate council:

1. Call to Order.
2. Warden's Report on Membership Card.
3. Prayer.
4. Pledge of Allegiance to the Flag or
  - a. 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:
  - a. Reading of Applications.
  - b. Balloting for Membership.
9. Reading of Notices of Application in other Councils.
10. Initiations.
11. Grand Knight's Report.
12. Chaplain's Report.
13. Treasurer's Report.
14. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.
15. Reading of Bills and Communications.
16. Financial Secretary's Report of Receipts of Meeting.
17. Report of Auditors and Trustees.
18. Chancellor's Report.
19. Report of Committees.
20. Unfinished Business.
21. New Business (When elections are in order, this is the first item under New Business).
22. Insurance Agent's Report.
23. District Deputy's Report.
24. Good of the Order.
25. Chaplain's Summation.
26. Closing Prayer.
27. Closing Ode.



# REVISIONS OF BYLAWS

Holy Cross Council 8509

ADOPTED 1990

## ARTICLE II - Elections

### Section 2.

*The election of officers shall be by verbal polling of the council in a regular business meeting unless more than one (1) member runs for an elected position. If more than one (1) member runs for an elected position, then that position will be voted on via written ballot. A majority of all the votes cast shall be necessary to elect; all shall be voted for on one ballot and those receiving the highest number of votes shall be declared elected in the order of the number of votes received.*

### Section 3.

*In the event a written ballot is required, 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 presiding officer.*

## ARTICLE III - Officers

### Section 3.

The appointive offices 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. *(Omitted Lecturer and Organist and language describing the appointment thereof)*

## ARTICLE VII - Funds

### Section 5.

***Per Council Resolution Adopted March 12, 2001, the previous Building Fund, dissolved, will now be considered the RSVP Fund.*** Five per cent (5%) of all moneys received on account of dues and profits from general Council fundraisers, plus the entire amount of individual donations or dedicated fundraisers shall be deposited in a special fund to be known as the "RSVP Fund" of this Council.

*(a) Should Council #8509 cease to exist, the entire RSVP Fund, as described herein, shall be transferred to the current seminarian supported by the council RSVP program. If no such seminarian exists, the entire RSVP fund will be transferred to the general account of Holy Cross Catholic Church, Kernersville, North Carolina.*

**Addendum to the Council By-laws received Oct 31, 2016**

**From:** Supreme Secretary Michael O'Connor <[noreply@KofC.org](mailto:noreply@KofC.org)>

**To:** Dennis Machuga <[mach423@yahoo.com](mailto:mach423@yahoo.com)>

**Sent:** Monday, October 31, 2016 4:10 PM

**Subject:** Change to Council Bylaws



# KNIGHTS OF COLUMBUS

Worthy Grand Knights, District Deputies and State Officers:

At the 134th annual meeting in August 2016, the Supreme Council of the Knights of Columbus adopted Resolution 350, repealing Section 110 of the Laws of the Order.

The Supreme Council of the Knights of Columbus also adopted Resolution 351, amending Section 128 of the Laws of the Order.

As amended, Section 128 expands the time period in which councils may hold annual elections. Section 128 now reads as follows:

All officers, except the Financial Secretary, Lecturer and Chaplain, shall be elected annually, by ballot, at a regular meeting held between the ~~fifteenth~~ first day of May to and including the fifteenth day of June each year, and with the exception of the Trustees who shall serve for terms not to exceed three years as provided by Section 145, said officers shall hold their offices for the term of one year from the first day of July following and until their successors are elected and qualified.

Council bylaws must comply with the Laws of the Order. Therefore, at the direction of the supreme advocate and in accordance with the statutory change adopted by the Supreme Council, all Knights of Columbus council bylaws (Article II, Section 1) shall be deemed to be amended to reflect this change by the Supreme Council.

There is no need for any council to submit this change to the Supreme Advocate's Office. However, you are directed to attach a copy of this memorandum to the current bylaws maintained in your council files.

Sincerely,

Michael J. O'Connor  
Supreme Secretary

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This email was sent to [mach423@yahoo.com](mailto:mach423@yahoo.com) from [noreply@KofC.org](mailto:noreply@KofC.org).  
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