

*Archdiocese of
San Antonio*

Chapter Knights of Columbus
San Antonio, Texas



By Laws

Approved (Date).

*Archdiocese of San Antonio Chapter
Knights of Columbus By--Laws*

ARTICLE I

Section 1. The name of this Chapter shall be known as “Archdiocese of San Antonio Chapter – Knights of Columbus.”

Section 2. The primary purpose of this Chapter shall be to promote the well being of the Order within the Archdiocese of San Antonio, Texas area. It shall conduct, for the good of the Order, one (1) or more major Chapter wide-activities each year. Chapter activities shall not be in competition with state or subordinate council sponsored activities. Any funds raised from any activity shall be irrevocably dedicated and segregated or disbursed for charitable, educational or religious purposes within twelve (12) months of the date the funds are raised.

Section 3. Any council within the boundaries of the Archdiocese of San Antonio, in good standing with Supreme and State, is eligible to join the Chapter.

The Grand Knight of each council, that is a member of the Chapter, shall be a representative of the council to the Chapter and each council shall be allowed two (2) additional representatives. Each representative shall have one (1) vote at the Chapter meeting. The District Deputy of each District within the Chapter boundaries shall be a member of the Chapter and shall have one (1) vote. The State Deputy shall be an ex-officio member of all Chapters with his jurisdiction and shall have a vote on all matters coming before the Chapter. In the absence of the State Deputy, the Diocesan Deputy shall act in his place as a voting member of the Chapter.

In the event that a council representative is unable to attend any Chapter meeting, the Grand Knight shall appoint an alternate to replace the council representative at that meeting. The alternate so appointed shall have the same authority at the Chapter meeting as would the replaced representative.

Section 4. Prior to the call to order of all regular meetings of the Chapter, each representative of a member Council shall sign the roll for the meeting, certifying he is a representative, or an appointed substitute for the representative, of his respective Council. Only those representatives so certified may have a vote in Chapter proceedings.

ARTICLE II

Section 1. The annual election of officers shall take place at the regular business meeting in the month of June. The Trustees shall act as the Nominating Committee. The election shall be run by the Chairman of the Nominating Committee.

Section 2. The election of officers shall be by secret ballot. A majority of all votes cast shall be necessary to elect. However, if there is only one nominee for a position, a motion may be accepted from the floor to elect for that position by a voice vote.

Section 3. The Trustees shall appoint two (2) representatives to act as Tellers. After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall proceed to collect and count the votes. The Secretary and Teller shall retire in private. One of the Tellers shall examine each ballot singly and pass the same to his associate, who shall read aloud the name written or printed on all legal ballots. The Secretary shall tally the same. The result of the ballot shall be announced by the Trustees. Upon announcement of the results, any candidate whose name appears on the ballot may request a review of the ballot, if he so desires. Any request for review of election ballots must be done immediately after the results are announced (before the next vote is taken and /or ballots are destroyed). If there is no such request, the ballots shall be destroyed.

Section 4. Each officer elected must qualify and fill the office to which he is chosen. The formal installation of officers shall take place at the meeting following the election of officers.

Section 5. Should a vacancy occur in any of the elective offices of the Chapter, such vacancy shall be filled by election at a regular or special meeting of the Chapter.

ARTICLE III

Section 1. Any representative of a Council that is a dues-paying member of the Chapter, shall be eligible to hold office in the Chapter. No person shall hold more than one office at the same time.

Section 2. The President of the Chapter may appoint a:

a. Chaplain to conduct all religious exercises of the Chapter. In the event the Chaplain is absent, the President, or his assignee, will open and close the meeting with a prayer.

b. Warden, who will be responsible for setting up the meeting chamber and for ensuring all attendees have a valid membership card.

c. Standing committee positions deemed necessary. Ad-hoc committees may be appointed by the president on an as-needed basis.

ARTICLE IV

Section 1. Elected Chapter officers shall consist of a President, Vice-President, Secretary, Treasurer and three Trustees who shall each serve a one year term.

a. The President of the Chapter shall be the chief executive officer of the Chapter and shall preside at all Chapter meetings.

b. The Vice-President of the Chapter shall perform the duties of the President when the President is absent and shall perform such other duties as may be delegated to him by the Chapter.

c. The Secretary shall keep a record of all minutes of the meetings of the Chapter and shall perform such other duties as the Chapter may delegate to him.

(1) He shall be responsible for ensuring a roll of all Councils in the Chapter. The roll shall include the; Grand Knight, address, zip code, email address, and the telephone number of said councils in the Chapter. This roll shall be prepared and submitted to all involved no later than two (2) weeks prior to the regular meeting in September, along with the notification of time and place of the remaining meetings through August of the next fraternal year.

d. The Treasurer shall be the chief financial officer of the Chapter and keep all books and records of financial accounts, signing checks on order drawn upon him by the Secretary, said checks shall be co-signed by the President. The Treasurer shall also perform such other duties as are delegated to him by the Chapter.

- (1) He shall be custodian of all general funds and securities of the Chapter. He shall deposit all monies in such designated accounts in the name of Archdiocese of San Antonio Chapter Knights of Columbus in a bank located in the San Antonio area selected by him and approved by the President.
- (2) He shall draw and sign all checks upon the funds of the Chapter, such checks to be endorsed as prescribed in Article IV (d), and shall make no disbursement of monies except in that manner set forth in said Article.
- (3) He shall submit, at each regular meeting of the Chapter a report in writing showing the financial condition of the Chapter.

e. Board of Trustees, which shall consist of three (3) representatives of member councils. Nominees for Trustee should be: first from past Chapter Presidents, second from past Chapter Officers, and third from the Chapter membership at large. Each Trustee will serve for a period of one year. Should a member of the Board of Trustees resign, the President shall nominate a replacement from the remaining representatives of the member councils to be voted on by the Chapter at the next business meeting. The Trustees shall supervise all financial business of the Chapter. They will approve the new budget in a timely manner in order that the President can submit the approved budget to the representatives for approval at the August meeting. The Trustees shall audit the accounts of the Treasurer at least once a year during July and shall report the results to the Chapter not later than August of each year.

Section 2. The Treasurer and either the President or Vice-President shall be responsible for signing checks for the disbursement of funds from the General Fund of the Chapter. The Treasurer and President shall also serve as additional co-signers for disbursements from any Special Account established by the Chapter.

ARTICLE V

Section 1. The Executive Board will consist of the elected Chapter officers, the Chaplain, the Warden, the Diocesan Deputy and the Immediate Past President of the Chapter. The Executive Board will meet prior to the regular business meeting as required.

- a. A quorum for the transaction of business at a meeting of the Executive Board shall consist of six members of the Executive Board.
- b. A vote of a majority of the members of the Executive Board present at any meeting thereof shall be the vote of the Board, provided those present constitute a quorum.

Section 2. The Executive Board shall act primarily as a legislative body in behalf of the Chapter and shall take action in accordance with the views of the majority of the representatives of the Chapter.

In conjunction with this primary purpose, the Executive Board shall:

- a. Have supervision of such monies as the Chapter is called upon to regularly pay for its current expenses and as provided by the Laws of the Order, or for the purposes approved by the Supreme Council or Board of Directors.

- b. Review new plans and proposed activities and report with recommendations to the Chapter representative at the regular meeting.
- c. Have general direction of all officers and any person or group of persons acting in the name of the Archdiocese of San Antonio Chapter – Knights of Columbus.
- d. Perform such other duties as approved/directed by a majority vote of the representatives present and voting at a regular meeting of the Chapter.

ARTICLE VI

Section 1. All regular meetings shall be held monthly on the third Wednesday of the month and hosted by the Council selected at the regular meeting held in August of the current fraternal year.

All meetings shall convene promptly at 7:30 pm. One representative from at least 10 member Councils, in addition to chapter board members, shall constitute a quorum at all regular meetings of the Chapter.

Section 2. Meetings of the Chapter shall be presided over by the President.

Section 3. The following shall form part of the Order of Business and procedure at the regular meetings of the Chapter:

Call to Order

Warden's Report

Opening Prayer

Pledge of Allegiance

Roll call of:

Chapter Officers

State Deputies

District Deputies

Member Councils

Reading of minutes of previous meeting

Chaplain's report

Election of Chapter Officers (when applicable)

Reading of Communications

Treasurer's Report

Report of the Executive Board

Report of the Committees

Unfinished business

New business

Announcements

Good of the Order

Closing prayer

Section 4. Special meetings of the Chapter shall be:

- a. At the call of the Chapter President, or
- b. At the call of a majority of the Officers, or
- c. On petition of five (5) Grand Knights of councils within the chapter directed to the Chapter President who shall, upon receipt of such petition, call a special meeting of the Chapter to be held on five (5) days notice.

Notice of a special meeting and the purpose thereof shall be sent to the State Deputy, District Deputies and the Grand Knight of each member council. The member council Grand Knight is responsible to notify each of his council's representatives of the scheduled special meeting. Only that business that is stated shall be transacted.

The following shall be the Order of Business and procedure at special meetings of the Chapter:

Call to Order
Opening Prayer
Roll Call of:
 Chapter Officers
 State Deputy
 District Deputies
 Member Councils
Special Order of Business
Closing Prayer

Section 5. Items to be included in the regular business meeting must be presented to the Chapter President, in writing, two (2) weeks prior to such meeting. In case of an emergency situation, this requirement may be waived by the President. Guest speakers must be approved by the President.

Section 6. Members of the Knights of Columbus, in good standing with their council, may attend a meeting of the Chapter. However, only those representatives set forth in Article I, Section 3, shall have a vote in the deliberations thereof.

Section 7. If any meeting shall fall on a legal or religious holiday, said meeting shall be held the following week unless the Chapter, by vote at a previous meeting, annulled such meeting or fixed a different date for such meeting within the month for which it was scheduled.

ARTICLE VII

Section 1. There shall be at least one member of the Executive Board appointed to all committees.

Section 2. The Chairman of any committee appointed by the Chapter President shall be determined by the majority vote of the members of that committee. The President shall be advised of the selection of such Chairman.

ARTICLE VIII

Section 1. All monies obtained from any source by or through any person or persons, acting for or in the name of the Archdiocese of San Antonio Chapter – Knights of Columbus, or under its direction or authority, shall be considered Chapter funds and shall be forthwith delivered to the Treasurer, who shall deposit all monies received in the proper depository bank selected.

Section 2. Upon direction of the Chapter Executive Board, the President may appoint an Activity Treasurer and authorize him to establish a Special Account to facilitate accounting procedures of special activities of the Chapter. A special account shall require four signatures on the account, the Chapter President, The Chapter Treasurer, the Activity Chairman and Activity Treasurer. Disbursements from a special account shall require two of these for signatures.

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All such accounts shall be maintained only for as long as the activity for which it was established is operated, and upon closing such accounts shall be maintained only for as long as the activity for which it was established is operated, and upon closing such accounts, all monies therein shall be returned to the General Fund, as herein provided.

Section 3. Disbursement from the General Fund shall be made only by check, signed by the Treasurer and co-signed by the President or Vice-President, and such disbursements shall not be in excess of three hundred dollars (\$300.00) unless supported by a majority vote of representatives present and voting at a regular meeting of the Chapter. Disbursements that were included in the approved Chapter Budget do not require a vote at the Chapter meeting prior to payment. All requests for disbursement of Chapter general funds shall be submitted with a Chapter Voucher accompanied by a receipt as appropriate.

Section 4. The Chapter President shall have the authority to disperse monies up to the amount of three hundred dollars (\$300.00.) in case of emergencies.

Section 5. Disbursements from Special Accounts of the Chapter shall be by check signed by the Chapter Treasurer or Treasurer for the special activity, and co-signed by the President or Chairman of the special activity for which it was established. Only those monies clearly marked “Special Account” may be disbursed in this manner.

ARTICLE IX

Section 1. The Executive Board of the Chapter shall promote__ annually at least one charitable, religious, civic and social activity in keeping with the four principles of Columbianism.

Section 2. The scheduling of all activities of the Chapter, foreseeable in the calendar year, shall take place at the regular meeting in August of each year.

ARTICLE X

Section 1. General administration and operation of the Chapter shall be sustained by an assessment determined by the Executive Board against and paid by each Member Council in July-of each year. Monies thus received shall be deposited in the General Fund of the Chapter.

- a. A fee of Thirty Dollars (\$30.00) per year shall be assessed to each member council.
- d. Councils failing to pay such assessment within prescribed time shall be denied representation in the Chapter while said default exists. However, a Council unable to meet the above monetary requirement may petition the Chapter President for waiver of the Chapter assessment at the time the assessments are due. Each petition for waiver shall be brought up for vote by the Chapter members at a regular meeting. If approved, the waiver shall be granted for one year.

Section 2. Procedure and debate shall be in accordance with the Laws and Rules of the Supreme Council, these By-Laws and the rules of parliamentary law known as “*Robert’s Rules of Order*”.

Section 3. The laws governing Subordinate Councils and their officers shall, in the absence of specific provisions herein, be applicable to the proceedings of this Chapter.

Section 4. These By-Laws may be amended by a two-thirds vote of the representatives present and voting at a regular meeting held subsequent to a regular meeting, at which a resolution in writing providing for

such amendment shall have been presented and notice of the proposed amendment shall have been given to the representatives in writing or in the chapter publication at least five (5) days prior to the second meeting.

Section 5. These By-Laws shall supersede and annul any prior by-laws entered into by anyone under the name of Archdiocese of San Antonio Chapter-Knights of Columbus and shall become effective upon approval of the representatives of the Chapter and the Supreme Advocate.

Section 6. The President shall cause these By-Laws to be reviewed at least every two years. He shall appoint three members of the Chapter Executive Board to a By-Laws Committee. The Committee shall review the By-Laws for adequacy, legality, timeliness and shall submit their recommendations to the Chapter Executive Board who, by a majority vote, may direct the committee to take their recommendations to the Chapter representatives in the form of the amendments to these By-Laws.

Approved

Caesar Bustos
President
Archdiocese of San Antonio Chapter

Trustee

Trustee

Trustee



