

BY-LAWS

Knights of Columbus

**ST JAMES COUNCIL NO. 6336
MONROE TWP, NJ 08831**

Adopted 5/20/2024

BY-LAWS

ARTICLE I

Section 1. This Council shall be known as ST JAMES COUNCIL NO. 6336, Knights of Columbus.

Section 2. Each member shall pay annual dues. The annual dues of members shall be set annually and the amount of the dues will be approved during a general council meeting prior to the dues notices being sent to the members. Any such adjustment in the annual dues amount requires a two-thirds vote of the members present at the meeting.

ARTICLE II - Elections

Section 1. The annual election of officers shall take place at a regular business meeting held between May 1 and June 15 of each fraternal year. At least 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 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 and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office and no further nominations have been made from the floor, the presiding Grand Knight shall declare the individual elected by acclamation. Voting by proxy or absentee ballot is prohibited.

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 Grand Knight.

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 and three Board of 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, a Roman Catholic Priest, shall be selected by the Grand Knight, Deputy Grand Knight and Board of Trustees. The Grand Knight shall appoint the Lecturer.

Section 4. The Council Officers shall perform the duties required of them by the Laws and Rules of the Order, and by these By-Laws and such other duties as the Council may direct.

Section 5. Except when notice of application shall be published as provided by Section 110 of the Laws and Rules of the Order, 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 6. At the end of each annual period, the Treasurer shall prepare a budget for the following year and the Council Officers should review and approve the planned budget.

Section 7. 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. 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. This may include an offer of Amnesty to the member, if agreed to by a two-thirds majority of the Council at a General Council meeting.

Section 8. 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's monthly business meeting shall be held at a date, time and location established by the Council. **Eight (8)** members shall constitute a quorum at business meetings.

Section 2. The order of business and procedure for all regular business meetings of this Council shall conform to Section 125 of the Laws of the Order.

Section 3. The following shall be the order of business and procedure at the General Council meetings (held on the 3rd Monday of each month at 8PM):

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance (USA)
4. Reading of Minutes of Prior Meeting
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Secretary Report
8. Treasury Report
9. Membership Report
10. Committee Reports
11. Unfinished Business
12. New Business
13. Good of the Order
14. Lecturer's Reflection
15. Grand Knight Summary
16. Closing Prayer
17. Adjournment

Section 4. Special business meetings can be convened: (1) by vote of the Council at a preceding regular business meeting; (2) by direction of the Grand Knight; (3) 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. It shall be the duty of all officers to attend each meeting of the Council. In case of the 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.

Section 6. 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.

ARTICLE V - 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: The program director is appointed by the grand knight and oversees the Faith in Action areas of Faith, Family, Community and Life. In some councils this may be

the duty of the deputy grand knight. The program director ensures that all his subordinate committees meet regularly and plan appropriate events. He communicates individual committee reports to the grand knight. Keeps accurate record of council programs for reporting on the Annual Survey of Fraternal Activity (#1728) and the Columbian Award Application (#SP-7). Must complete required Safe Environment training.

(b) Membership Director: The membership director serves as the head of the Admission Committee and works to grow the council's membership through new and transfer members. He should actively identify potential recruits, plan recruitment programs, host informational meetings and encourage council members to seek candidates. In addition, the membership director should ensure that a council has access to frequent degree exemplifications (whether its own or local councils) and should work that each member reaches at least the third degree in a timely manner.

(c) Community Director: The community director is appointed by the grand knight and reports to the program director. Responsible for all community-based council programs. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance. Must complete required Safe Environment training and background check.

(d) Faith Director: The faith director is appointed by the grand knight and reports to the program director. Responsible for all faith-based council programs. He should develop relationships with other catholic student center ministries to advance the needs of the whole campus ministry community at the pastor's direction.

(e) Family Director: The family director is appointed by the grand knight and reports to the program director. Responsible for all family-based council programs. Knowing that most college knights do not have families of their own, the Supreme Council offers 5 college-specific family programs. Must complete required Safe Environment training and background check.

(f) Life Directory: The life director is appointed by the grand knight and reports to the program director. Responsible for all life-based council programs. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.

(g) Retention Chairman: The retention chairman works to keep the council's members active. implements programs and practices that provide mentors for new members and regularly communicates with the members to encourage their participation. When students graduate, the retention chairman helps them transfer to a council in their area. At times when a council wishes to suspend members, they must have the retention chairman reach out to members and ask them to keep their membership or to transfer to another council.

(h) Social Media Chairman: The social media chairman is responsible for overseeing the council's social media accounts and making sure fresh content is posted on a regular basis. At minimum, at least two council members should have access to these accounts, ideally at least the recorder and grand knight.

(i) Such other Committees as may be required by these By-Laws or may be established by the Council or its Grand Knight.

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

ARTICLE VI - 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 will give his official receipt therefore and who will 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 Deputy Grand Knight shall have the authority to sign council drafts only in the event of the Grand Knight's absence. The depository bank shall be furnished with a copy of this section.

Section 3. No money in excess of **\$100 (one time per month if needed)** 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 and Rules 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 purposes 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.

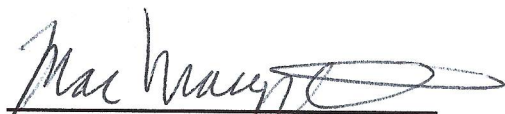
ARTICLE VII - Miscellaneous

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 Supreme Board of Directors, these By-Laws and the Rules of Parliamentary Law known as "Robert's Rules of Order."

These By-Laws adopted by vote of the Council, **<Council Adopted Date>**.



Mac Macagnone, PGK, GK

Grand Knight



John P Mangano II

Recorder

Date of Institution: February 3, 1972

Approved: **5/20/2024**