

BY-LAWS OF THE
COLUMBUS DIOCESE
CHAPTER OF THE
KNIGHTS OF
COLUMBUS

Adopted April 2021

I. Organization and Purpose

The State Deputy, in accordance with the Charter, Constitution, and By-Laws of the Order of the Knights of Columbus (the "Order"), through the power vested in him by reason of Section 242, having directed that all subordinate councils of the Order situated in the Diocese of Columbus, State of Ohio, or hereafter located, organized, and domiciled in such area, are to comprise a Chapter in Ohio. The councils now located in such area hereby organize accordingly and perfect this organization, which shall be known hereafter as Columbus Diocese Chapter of the Knights of Columbus (hereinafter, "Chapter").

The purpose of the Chapter shall be to bring closer in spirit and in fact all subordinate councils located in the area, for the purpose of planning unified or common action by such councils, the better to promote the Good of the Order, Catholic interests in general, and social and civic welfare of the councils. This Chapter proposes to undertake and execute all such endeavors as shall be of common interest to the councils, and of general interest to the order.

II. Council Membership

- a. All Councils situated in the Diocese of Columbus, and in good standing with the Order, are deemed Members of the Chapter.
- b. Voting Member Councils of the Chapter are those eligible Councils whose membership has so voted to become Voting Member Councils **and** have paid current year dues and assessments to the Chapter. Once such conditions are met, Voting Member Councils need only so notify the Chapter President of same, and the Chapter Treasurer shall confirm the payment of the dues and assessments.
- c. Member Councils in the Diocese which are not Voting Member Councils are designated as Non-Voting Member Councils and may participate in all Chapter meetings and functions EXCEPT voting on matters before the Chapter.

III. Delegates to the Chapter

The governing body of the Chapter shall consist of the following as delegates.

- a. State Deputy as an ex-officio member and be represented by the current state officer from the Columbus Diocese or, in the event the Diocese does not have a current state officer, a representative appointed by the State Deputy to serve in this ex-officio capacity. The State Officer or representative will not count as a delegate from his home council but will have all voting and other privileges of a delegate.
- b. The Officers of the Chapter are ex-officio voting delegates during their terms but will not count as delegates from their home councils.

c. The District Deputies of those districts for which any assigned council is within the Columbus Diocese are also delegates but will not count as delegates from their home councils but will have all voting and other privileges of a delegate.

d. Each Chapter Voting Member Council in good standing is entitled to up to two delegates with each entitled to one vote on any matter before the Chapter except as otherwise provided in Subsections a., b., and c. above. The Council delegates will be the Council Grand Knight and no more than one other Council officer appointed by the Grand Knight each fraternal year. Either may assign another officer of the Council to represent them at any meeting of the Chapter but such assignment expires at the end of such meeting.

IV. Chapter Year

The Chapter Year shall begin August 1 each year and end July 31 of the following year.

V. Officers and Terms

- a. The officers of the Chapter shall be third degree members of the Order in good standing evidenced by a current Council membership card.
- b. Except for trustees, all terms shall be for one year beginning on August 1 and running through July 31 of the following year.
- c. The officers of the Chapter shall be:
 1. President - the presiding officer of the Chapter and responsible for conducting Chapter meetings and overseeing the business of the Chapter during his term. The president shall appoint all committees and be an ex-officio member of same.
 2. Vice-President - shall assist the president and fill his role when he is absent or unavailable. He may also be assigned other duties, as determined by the President and the Chapter.
 3. Secretary - shall maintain a roll of the councils, officers, and other delegates as listed elsewhere. He shall keep the records of acts and proceedings of the Chapter. He shall maintain the records of same and pass those to his successor.
 4. Advocate - acts as Chapter parliamentarian. He should be knowledgeable in Robert's Rules of Order and Methods of Conducting a Council Meeting (#1937). He may seek legal assistance from the state advocate, should issues arise. The advocate may take on additional responsibilities as the Chapter deems necessary.

5. Treasurer - shall receive and safely keep all monies and financial records of the Chapter. He shall deposit any received funds to account(s) in the name of the Chapter at a financial institution in the area. He shall keep ledgers of funds of any committees of the Chapter. He shall disburse funds at the direction of the Chapter, and as noted elsewhere in these by-laws. He shall keep accurate records of all transactions with said funds and make such records available for examination by the trustees or any committee appointed for said purpose. Upon election of a successor, he shall immediately deliver all funds and records to his successor or the president. A list of all monies received and disbursed shall be presented to the trustees each month for approval.
6. Warden – The Warden shall be present at meetings and verify that all in attendance have current membership cards or vouched for same by another member. He shall have charge of all property, except records of other officers, and keep the same in proper order, and stored safely. In the event of the need for recorded ballots, he shall appoint and supervise the work of tellers and deliver the result to the president and Chapter.
7. Trustees - The Chapter shall have four trustees. Two 2 Year Trustees shall be elected each year and shall serve a two-year term. The trustees shall perform duties as stipulated in Section 145 of the Constitution of the Order. All current bills and receipts for the expenses of the Chapter shall be referred to the trustees for audit and approval and then submitted to the Chapter delegates for final disposition.
8. Chaplain - The chaplain shall be appointed by the President, following his election, on an annual basis. The chaplain shall be a priest-subject to the approval of the Ordinary of the Diocese.
9. Spiritual Advisor – The President is authorized to appoint a Spiritual Advisor to the Chapter at his discretion.

VI. Election of Officers

- a. Except for appointed Officers and Trustees, each year the Chapter shall elect officers to serve one year terms beginning on August 1 and ending on July 31 of the following year. The trustees in consultation with the outgoing officers shall constitute a nominating committee each year. They may present a full or partial slate of officers at the May or June meeting.
- b. Nominations for officers may be opened at the May or June meetings of the Chapter and the nominations and elections shall occur at the July meeting. Elections shall be the first order of old business at the July meeting (and any subsequent meeting, if necessary) until all offices have been filled. Except as otherwise provided below, a majority of the delegates present and voting shall be necessary and sufficient for election to any office.

1. For the election of any Officer, if nominations are closed with only one nominee, that nominee will be deemed elected by unanimous consent without any further voting or action by the Chapter delegates.
 2. If there are three or more candidates for any Officer position and no candidate receives a majority on the first ballot, the candidate with lowest number of votes will be eliminated and additional ballots conducted until one candidate receives a majority. For Trustees, the election can be held such that any candidates with a majority up to two are elected and separate elections for each trustee position not required.
- c. If there is a vacancy in the presidency, then the Vice-President shall serve as president for the remainder of the term.
 - d. If a vacancy occurs in any office other than President during the Chapter year, the office shall be filled by nominations and an election at the next meeting of the Chapter. The procedures outlined in sections (a) and (b) shall apply except that the elections may occur immediately.

VII. Voting and Proxies

- a. No proxy voting is allowed. Except as otherwise provided, all matters requiring a vote shall be determined by a majority of the delegates present and voting. No delegate is entitled to vote more than once on any matter before the Chapter.
- b. Elections with more than one candidate for an office will be by paper ballot or such other means of secret balloting, including electronic, as deemed appropriate by the President.
- c. The Warden and Trustees constitute the election and tellers committee for election of officers and voting on other matters before the Chapter when recorded votes by paper ballots or other recorded means are required. The Warden may appoint additional tellers whenever he deems it appropriate and necessary for the efficient conduct of any voting.

VIII. Fees and Assessments

- a. Each Voting Member Council shall pay the following fees and assessments which shall be payable no later than October 15 of each year, consisting of:
 1. an Annual Fee of \$25.00 per Voting Member Council for general and common expenses.
 2. a Per-Capita Assessment of \$0.50 per member, excluding Honorary Life members as of May 1, for the purpose of an operating budget for the Chapter.

3. such other applicable Additional Assessments as may be authorized under VIII.b. below.

b. Additional Assessments may be adopted and billed at any time and shall be determined and can be changed by a vote of 3/5ths majority of voting delegates by resolution. Such resolution must be voted on at each of two separate meetings with notice to all councils in between the first and second ballot. Additional Assessments may be billed in accordance with the provisions of the Resolution without waiting for the annual billing of fees and assessments.

c. The total fees and any assessments, along with any requested optional voluntary contributions will be billed to all Councils by July 15th each year.

d. Councils which fail to pay the dues and assessments within 90 days of the initial notice will not be designated Voting Member Councils-and will have no voting rights on any matters before the Chapter until payment of all Fees and Assessments is made.

IX. Budgets, Expenses, and Audits

a. The Treasurer and President, in consultation with other officers and committee chairmen, shall present to the delegates each year a budget at the August meeting for approval by majority vote of the delegates present and voting.

b. Upon approval of said budget, the expenses in the budget are authorized for the fraternal year without need for further action by the delegates, up to the amount listed, subject to the audit and review by the treasurer and trustees.

c. Expenses not listed in the budget require the approval of a majority of the delegates present and voting at any meeting unless the amount-exceeds \$500, in which case two votes must be held at separate meetings per the procedures outlined in the Constitution of the Order. If the Order changes the \$500 limit at any future time, then this section shall be deemed so amended.

d. All funds disbursed require the signature on the check by the treasurer except those submitted via electronic bill payment by the Chapter's bank. If the amount exceeds \$500, the signature of the president or another duly appointed officer, is required. This provision is subject to the Chapter's bank procedures for electronic and any other electronic bill paying methods and requirements which are specifically and explicitly permitted hereunder.

e. The Trustees shall conduct twice annual audits no later than the 15th of September and March and report their findings at the next succeeding monthly Chapter Meeting.

X. Meetings of the Chapter

- a. The regular meetings of the Chapter shall be once each month on such day as is determined by the Chapter Officers and announced to the members at the meeting in the immediately preceding month.
- b. The Chapter Officers and committee chairmen may determine to conduct an additional regular monthly planning and/or executive meeting and such other business as deemed necessary or appropriate.
- c. Special meetings of the Chapter delegates may be called by the President or upon written request of at least 5 delegates, each from different councils. The date and time of such meeting may be determined by the President based on the availability of a suitable location.
- d. The location of meetings shall be determined by the President and announced to the councils at least 7 days in advance subject to a vote of the delegates at any regular meeting to set a different location.
- e. Except for Special Meetings as provided in subsections IX. b. and c. above, at least two notices of meetings shall be provided by written or electronic means at least 7 days prior to the meeting. Notice in the Minutes of the previous month's meeting shall also constitute notice. Notices to councils shall be by electronic, or such other means deemed appropriate by the Officers, to the addresses on file with the Chapter of the Grand Knight and Financial Secretary of the Councils in the Columbus Diocese, and other delegates including but not limited to Chapter Officers and District Deputies and any other ex officio delegates of the Chapter. It is the responsibility of the Grand Knights to notify other interested members of their councils.
- f. A quorum shall consist of at least one delegate present, in person or electronically, from at least twenty percent of the Chapter Voting Member Councils.
- g. Any Chapter meeting required or otherwise authorized may be conducted either in-person or virtually by electronic means, or a combination of both.

XI. Motions and Resolutions at Meetings

- a. All actions by the delegates other than announcements and reports shall be proposed in the form of motions or resolutions.
- b. A motion is any action which is self-contained and can be stated in at most a couple of sentences. These may be considered and voted upon at a single meeting.
- c. A more complicated action or one which changes set procedures or documents of the Chapter should be proposed as a resolution and will require notice before the next meeting, at which time a vote may be taken.
- d. Any delegate may propose motions or resolutions.

XII. Miscellaneous

- a. The Order of Business at Chapter meetings shall follow, in general terms to the extent applicable and appropriate, that of all subsidiary councils as outlined in the Constitution of the Order. The president may adjust this as needed to address the needs of the Chapter and past practice.
- b. Any matters not specified herein shall follow the Constitution and By-Laws of the Order and Robert's Rules of Order, Revised, in that order of priority.
- c. These By-Laws are subject to the approval of the delegates at two consecutive meetings and require approval by two-thirds of delegates present and voting at each meeting. Following such approval, they must be submitted to the Supreme Advocate's office for review. Councils are responsible for notification to their membership.
- d. The Chapter, except as otherwise-provided in these By-laws may distribute notifications by either post or electronic means as is deemed appropriate by the officers.

XIII. Amendments

- a. Proposed amendments to these By-Laws shall be presented in writing at any meeting of the Chapter and copies distributed to all councils and delegates within 10 days thereafter. Distribution may be by post or email, as necessary. At the subsequent meeting, the delegates must vote by two-thirds majority of those present, to approve the amendments.
- b. Amendments must not be contrary to the Constitution and By-Laws and the rules and regulations and any other requirements of the Order. Only current delegates may submit amendments.
- c. Each council is responsible to ensure that their membership is aware of any proposed amendments and the meeting time and location at which they will be considered.

XIV. Other Matters

Any matters not expressly covered herein shall be governed by the of the following in order of precedence:

- a. the Constitution, By-Laws, Rules and Regulations of the Order.
- b. Roberts Rules of Order.

XIV. Adoption of these By-Laws

a. These Bylaws of the Columbus Diocese Chapter of the Knights of Columbus were adopted by Resolution approved by two thirds of the delegates present and voting at the Chapter meeting on _____ following the presentation at the previous monthly Chapter meeting and notice to member Councils in accordance with the procedures for amendment of the Chapter Bylaws.

b. These Bylaws shall be submitted to the State Advocate and the Supreme Advocate for approval.

Submitted and attested this ___ of _____, _____ by:

Dominic Nocera, Chapter President

Steven Doyle, Chapter Vice-President

Christopher Sarka, Trustee,

Richard D'Auteuil, Trustee

Rob de Santos, Trustee

Joseph Dickman, Trustee