

**BY-LAWS  
OF  
THE GALVESTON-HOUSTON CHAPTER  
KNIGHTS OF COLUMBUS**

**ARTICLE 1 – GENERAL**

Section 1.

The name of this Chapter shall be known as “GALVESTON-HOUSTON CHAPTER – KNIGHTS OF COLUMBUS” (Chapter).

Section 2.

The purpose of this Chapter shall be to promote the well being of the order and the unification of individual member councils for the consideration and promotion of such measures proving beneficial to the charitable, civic, religious, and social welfare of our community through cooperation with any group, club or organization so likewise inclined toward the betterment of mankind.

Section 3.

Those herein referred to as Members shall be the State Deputy and those Councils and District Deputies of the Galveston-Houston Diocese.

Section 4.

Any Council in the Galveston-Houston Diocese can join the Chapter provided an application with a fifty dollar (\$50.00) initiation fee is filed with the President of the Chapter for approval at a regular meeting.

Section 5.

Each Member Council shall be represented by the Grand Knight and two duly elected members of their council. All such representatives shall herein be referred to as Delegates. Delegates shall be elected at the council business meeting in June.

In the event of the inability of any Delegate to be present at any meeting of the Chapter, the Grand Knight may appoint any Third Degree member of his Council, who is in good standing, to act as alternate in the regular Delegate's absence.

Section 6.

Prior to the call to order of all regular meeting of the Chapter, the Grand Knight shall present to the Secretary of the Chapter a list of those delegates from his Council who are in attendance. Only those Delegates so certified may have a vote in Chapter proceedings.

## **ARTICLE II – ELECTIONS**

### Section 1.

The annual election of officers shall take place at the regular business meeting in the month of July.

### Section 2.

The election of officers shall be by secret ballot. A majority of all votes cast shall be necessary to elect.

### Section 3.

The President shall appoint two Delegates to act as Tellers. After all who are entitled to do so have voted, the ballot shall be declared close and the Tellers shall proceed to collect the votes. 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 and the results thereof shall be announced by the President. Upon announcement of the results, any candidate whose name appears on the ballot may request a recount of the ballots, if he so desires. If there is no such request, the ballots shall be destroyed.

### Section 4.

Each officer shall take office immediately after the election, without installation ceremonies.

### Section 5.

Should a vacancy occur in any of the Elective Offices of the Chapter, an election shall be held to fill that position at the next regular meeting of the Chapter.

## **ARTICLE III – OFFICERS**

### Section 1.

Any Delegate to the Chapter, who's Council is a 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 Elective Officers of the Chapter shall be the following:

President  
Vice President

Secretary  
Treasurer

Each officer shall be elected for a term of one year. An officer, who has served two consecutive terms, in the same office, shall not be eligible for election to that office again until one year has passed since the end of the last term.

Section 3.

The appointive positions of the Chapter shall be the following:

Chaplain  
*[Deleted, by Supreme, the proposed appointive positions  
of Master at Arms and Parliamentarian]*

- (a) The Chaplain shall be appointed by the President in accordance with any rules established by the Bishop of the Diocese.

*[Deleted language presumably relating to the proposed appointive positions of Master at Arms and Parliamentarian]*

**ARTICLE IV – OFFICER’S DUTIES**

Section 1.

The Chapter Officers shall perform the duties required of them by the Laws and Rules of the Order and those By-laws and such duties as Chapter members may direct.

It shall be the duty of all officers to attend each regular or special meeting of the Chapter.

In case of inability to attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of such officer at the meeting. The presiding officer shall designate a person to act in the absence of the regular officer.

Section 2.

The President shall preside at all regular or special meetings of the Chapter and all meetings of the Executive Board. He shall appoint all committees in accordance with Article VII and shall be a member ex-officio of all committees. He shall co-sign all checks or vouchers, as prescribed in Article VIII, and shall be required to give bond in the amount of \$2,500. The premium of said bond shall be paid by the Chapter.

Section 3.

The Vice President shall preside in the absence or inability of the President.

In the absence of the President and Vice President, then the duty of presiding at a meeting of the Chapter shall evolve on the other officers of the Chapter in the order in which they are named in Article III, Section 2.

Section 4.

The Secretary shall prepare a roll of all Members, including Council Delegates. The roll shall include name, address, postal zip code and the telephone number of those listed thereon.

This roll shall be prepared and submitted to all present at the meeting in October.

He shall keep a record of all regular or special meetings of the Chapter and be custodian of all reports and records submitted to the Chapter.

Section 5.

The Treasurer shall be custodian of all moneys and securities of the Chapter in either general or special funds. He shall deposit all money in such designated accounts in the name of "Galveston-Houston Chapter – Knights of Columbus" in a bank located in the Galveston-Houston area selected by him and approved by the President.

He shall draw and co-sign all checks upon the funds of the Chapter in accordance with Article VIII, Section 3 and 4.

He shall submit at each regular meeting of the Chapter, a report, in writing showing the financial condition of the Chapter. He shall be required to give bond in the amount of \$2,500. The premium of said bond shall be paid by the Chapter.

Section 6.

*[Deleted sentence related to the duties of the proposed, but deleted by Supreme, office of Master at Arms; the following sentence having been inadvertently left undeleted]*

He shall cooperate with the host council in the preparation of the place of the meeting.

Section 7.

The Chaplain shall conduct all religious exercises of the Chapter. In the event of his absence, the President will open and close the meeting with a prayer.

Section 8.

*[Deleted sentence related to the duties of the proposed, but deleted by Supreme, office of Parliamentarian]*

Section 9.

The Past President shall serve as an advisor to the Chapter officers.

**ARTICLE V – AUDIT COMMITTEE**

An audit committee of not less than three (3) delegates shall be appointed by the newly elected President at the regular meeting in July.

The committee's duties shall be to audit the accounts of the Treasurer, including verification that all accounts have been reconciled monthly, that checks were issued for approved Chapter expenditures, properly issued and supported by invoices or other documentation, to prudently monitor the assets of the Chapter and to verify that bonds in accordance with the By-Laws have been obtained, and shall become custodian of such bank.

An audit shall be conducted semi-annually in January and July and reports made to the Chapter at the next regular meeting.

Perform such other duties as the Chapter may so direct.

An audit report signed by the Chapter President and all members of the audit committee must be filed with the Supreme Secretary and State Deputy.

## **ARTICLE VI – MEETINGS**

### Section 1.

All regular meetings shall be held at 7:30 P.M. on the second Tuesday of the month. A majority of the Member Councils or twenty (20) Delegates shall constitute 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 a part of the Order of Business and procedure at regular meetings of the Chapter:

1. Call to order
2. Prayer
3. Pledge of allegiance
4. Roll call of officers
5. Roll call of members
6. Reading of the minutes of the previous Meeting(s).
7. Election of officers (July meeting)
8. Reading of communications
9. Treasurer's report
10. Report of Executive Board of the Chapter
11. Report of committees
12. Unfinished business
13. New business
14. Chaplain's report
15. Good of the Order
16. Closing Prayer

Section 4.

Special meetings of the Chapter shall be convened as follows:

- (a) By vote of the Chapter at a preceding regular meeting
- (b) By the President, majority of officers or a petition by five (5) Grand Knights. The request shall state the subject of the meeting

Notice of special meeting and their purpose shall be given to the Grand Knights no later than five (5) days prior to such meeting and no other business other than that seated shall be transacted.

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

1. Call to order
2. Prayer
3. Roll call of officers
4. Roll call of members
5. Special order of business
6. Closing Prayer

Section 5.

Members of the Knights of Columbus, in good standing with their Council, and who have attained the first three degrees of the Order may attend a meeting of the Chapter, but only those members set forth in Article I, Section 3, and duly elected Delegates shall have a vote in the deliberations thereof.

Section 6.

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, schedules a different date.

**ARTICLE VII – COMMITTEES**

Section 1.

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

Section 2.

The Chairman of any committee established by the Chapter shall be determined by the majority vote of the members of that committee and the President of the Chapter shall be so advised of the selection of such Chairman.

## **ARTICLE VIII – MONEYS**

### Section 1.

All moneys obtained from any source, by or through, any person or persons, acting for or in the name of the Chapter or under its direction or authority, shall be considered Chapter funds and shall be forthwith delivered to the Treasurer, who shall deposit all moneys received in the proper depository selected.

### Section 2.

Upon direction of the Chapter, the Treasurer may establish a Special Account to facilitate accounting procedures of special activities of the Chapter. 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, all moneys therein shall be returned to the General Fund, as herein provided.

### Section 3.

Disbursements from the General Fund shall be made only by check signed by the Treasurer and co-signed by the President, and such disbursements shall not be in excess of two hundred dollars (\$200) unless supported by either:

1. A two-thirds (2/3) vote of the Delegates present and voting at a regular meeting of the Chapter held subsequent to a regular meeting of the Chapter at which notice in writing of a resolution of intention to pay or transfer such money and the purpose and the amount to be paid or transferred shall be given and regularly read, or,
2. Such monies as the Chapter are called upon to regularly pay for its current expenses and are provided by the laws of the order.

### Section 4.

Disbursements of the Special Accounts of the Chapter shall be by check signed by the Treasurer and co-signed by the President. Check must be supported by invoice approved and initialed by the President. Only those moneys clearly marked "Special Account" may be disbursed in this manner.

## **ARTICLE IX – SCHEDULES**

### Section 1.

Deceased Members:

- (a) Upon the death of a Delegate of the Chapter, the President shall give notice to the Members and, if time permits, shall request them to assemble and pay their respect to the memory of the deceased at a time and place to be indicated in such notice.

- (b) When notice of death of a Delegate of the Chapter is received the President shall instruct the Secretary to forward to the family of the deceased a message of condolence on behalf of the Chapter and the President shall arrange with the Chaplain to have a mass said for the repose of the soul of the deceased Member.
- (c) During the month of November of each year the President may arrange with the Chaplain to have a Requiem Mass celebrated for the repose of the souls of eh deceased Members of the Knights of Columbus and shall give notice in the usual manner as to time and place of such Mass.

#### Section 2.

The Chapter shall promote annually at least on charitable, religious, civic and social activity in keeping with the four principles of Columbianism. Any funds, less expenses, 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 endeavor involving a monetary commitment in excess of \$200 and presented to the Chapter for adoption must be presented in writing, a resolution setting forth therein the intent, budget and the ways and means of said endeavor.

#### Section 4.

The scheduling of all activities of the Chapter, foreseeable in the fraternal year, shall take place at the regular meeting in July of each year. Such activities considered shall comply with Section 3, above.

### **ARTICLE X – BY-LAWS**

#### Section 1.

General administration and operation of the Chapter shall be sustained by a forty cent (\$.40) per capita tax to be assessed against and paid by each Member Council at the regular meeting in January each year. Moneys thus received shall be deposited into the General Fund of the Chapter.

#### 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 procedure.

#### Section 3.

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

