

BYLAWS OF THE KNIGHTS OF COLUMBUS

POPE JOHN PAUL II COUNCIL NO. 4522

(Formerly Fairfax Council 4522)

ARTICLE I – NAME, PURPOSE & NEWSLETTER

Sec. 1 NAME

This Council, which was chartered in 1958 as Fairfax Council 4522, shall be known as Pope John Paul II Council No. 4522¹ (hereinafter referred to as the Council), located in Annandale, Virginia.

Sec. 2 PURPOSE

The purpose of the Council shall be to promote charity, unity, fraternity, and patriotism and to support family, Church, and community as expressed by the Supreme Council.

Sec. 3 NEWSLETTER

The official publication of the Council shall be called The Knightly News. In addition to containing news of Council activities and events or items of interest, it shall be the official vehicle for the dissemination of all notices to the membership. It shall be published every month and distributed to every member in good standing, widows of deceased members, and other select individuals of the Order.

ARTICLE II – MEMBERSHIP

Sec. 1 ELIGIBILITY

Membership in the Council shall be open to all eligible men, 18 years of age or older, who are practical Catholics in union with the Holy See and who desire to join the Order.

(a) INITIATION FEE

The Council shall levy an initiation fee of \$5.00, payable at the time of the First Degree.

(b) ANNUAL DUES

Each member shall pay annual dues, payable either on an annual basis at the beginning of every calendar year or quarterly in advance of the Council business meetings in January, April, July, and October. The annual dues shall be in an amount as recommended by the Executive Committee and approved by the membership. Honorary and honorary life members shall pay dues, if any, in such an amount as may be prescribed by the Supreme Council. Dues of associate and insurance members shall be the same amount.

(c) FORFEITURE

When a member forfeits his membership, the Financial Secretary and Grand Knight shall immediately notify the Supreme Secretary of such forfeiture and send notice in writing to the member, including the date and the reason of the forfeiture. When forfeiture is the result of failure to pay Council dues, such notice shall not be sent to the Supreme Secretary or the member until an officer of the Council or a member of the Retention Committee has contacted the member and endeavored to persuade him to retain his membership. If such attempts are unsuccessful, the Grand Knight shall notify the District Deputy and the Virginia State Council before the notice is sent to the Supreme Secretary or to the member.

Sec. 2 INDUCTION OF NEW MEMBERS

The process for handling applications for new membership shall be in full compliance with the procedures stated in Sections 104-117 of the Charter Constitution & Laws of the Order (copies may be obtained from an officer of the Council through the Supreme Council). Briefly stated, each completed application for membership shall be presented to the Grand Knight, who shall file such application with the Financial Secretary and refer the same to the Admissions Committee for examination as to the applicant's qualifications for membership.

(a) ADMISSIONS COMMITTEE

The Admissions Committee shall present its findings to the Grand Knight as soon as possible. At the first Council business meeting following receipt of the Admissions Committee's report the Grand Knight shall, unless the application is rejected, read the application to the membership for action. Ballot for admission shall be by majority vote.

(b) ACCEPTANCE BY MEMBERSHIP

Upon notification by the Financial Secretary of acceptance by the membership, the applicant shall present himself for initiation into the First Degree of the Order at the earliest convenient date and in accordance with the Laws of the Order.

ARTICLE III – OFFICERS

Sec. 1 ELIGIBILITY

Only members who are in good standing and have been initiated in the first three degrees of the Order shall be eligible to hold office. A member in good standing is someone who is current in his dues. No member shall hold more than one office at the same time.

Sec. 2 ELECTIVE OFFICES

The elective offices of the Council shall be the following: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, Warden, Guards, and Trustees. The term of office for these elective positions shall

be for one year, beginning on the first day of July and ending on the last day of June in each year. The Trustees, however, shall serve a 3-year staggered term, with one Trustee being elected each year.

Sec. 3 APPOINTIVE OFFICES

The appointive offices of the Council shall be the following: Chaplain, Financial Secretary, Lecturer, General Program Director and program directors.

(a) CHAPLAIN

The Grand Knight in consultation with the Deputy Grand Knight and Trustees shall select the Chaplain. The appointment shall be in accordance with any rules established by the Bishop of the Arlington Diocese.

(b) FINANCIAL SECRETARY

The Supreme Knight, upon recommendation of the Trustees, shall appoint the Financial Secretary who shall hold office at the will of the Supreme Knight.

(c) LECTURER, GENERAL PROGRAM & PROGRAM DIRECTORS

The Grand Knight shall appoint a Lecturer, a General Program Director, and various directorships as described in Article VI of these bylaws. Each appointee shall serve for a term of one year or until his successor is duly named by the Grand Knight.

Sec. 4 COMPENSATION

The officers, except the Financial Secretary, shall serve without compensation, or may receive compensation as determined by the Executive Committee and approved by the membership. The Financial Secretary shall receive compensation in the amount of 10 per cent of the dues collected.

Sec. 5 PERSONAL BONDS

At the regular business meeting in June of each year, the Council shall determine the amount of bond, if any, to be given by the Treasurer and Financial Secretary in addition to the bond provided by the Supreme Council. The Treasurer and Financial Secretary shall not take office nor be installed nor 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 of said bond shall be paid by the Council.

ARTICLE IV – DUTIES OF THE OFFICERS

Sec. 1 GRAND KNIGHT

The Grand Knight shall have full power to conduct, manage, and direct the affairs of the Council. He shall preside at all meetings of the Council, except as provided under Articles VI and VII of these bylaws, and shall enforce all rules and regulations of the Council and the Order. The Grand Knight shall be the chairman of the Board of Trustees. He shall have the authority to appoint all committees and be an ex officio member of all such committees. The Grand Knight shall appoint a responsible person to prepare, edit, and publish the official publication of the Council. He shall countersign all vouchers drawn and signed by the Financial Secretary for authorized payment, and countersign checks drawn on Council accounts and signed by the Treasurer. In the absence of the Chaplain, the

Grand Knight shall perform the duties of the Chaplain. Furthermore, he shall represent the Council at all meetings and functions of the Virginia State Council, and perform such other duties as the Council may direct or the Order may impose.

Sec. 2 DEPUTY GRAND KNIGHT

The Deputy Grand Knight shall assist the Grand Knight in advancing the goals and objectives of the Council. In the absence or disability of the Grand Knight, the Deputy Grand Knight shall assume and perform the duties and responsibilities of the Grand Knight. He shall serve as chairman of the Budget Committee and KOVAR Director, and perform such other duties as the Grand Knight or the Executive Committee may prescribe from time to time.

Sec. 3 CHANCELLOR

In addition to assisting the Grand Knight and Deputy Grand duties as the Grand Knight or the Executive Committee may prescribe from time to time. Knight, the Chancellor shall be charged with instituting a wide range of programs and activities as prescribed by Supreme, State, or the Council that will draw the fullest participation of the members. He shall be responsible for the involvement of new members in Council programs. In the absence or disability of both the Grand Knight and Deputy Grand Knight, he shall preside at meetings of the Council, and shall perform such other duties as the Grand Knight may direct.

Sec. 4 RECORDER

The Recorder shall be responsible for keeping a complete and accurate record of the proceedings and transactions of meetings of the Council. He shall file all reports in a filing book provided for that purpose and is preserved as part of the official record of the Council. He shall also procure a copy of each issue of the official publication of the Council and ensure that it is part of the historical record. The Recorder shall also be responsible for maintaining the master copy of the Council bylaws. He shall serve as the official correspondent for the Council, and perform such other duties as the Council or the Order may direct.

Sec. 5 TREASURER

The Treasurer shall be the custodian of all funds of the Council. All monies received by him from whatever source shall be promptly deposited in a federally insured bank or financial institution, which shall be subject to the approval of the Trustees. The Treasurer shall maintain a complete and accurate accounting of all monies received and disbursed during his term, and provide a monthly financial report to the membership at Council business meetings. He shall be responsible for ensuring that all assessments levied on the Council by the Supreme Council and Virginia State Council are paid on time. The Treasurer shall pay all orders drawn on him, which the Financial Secretary has signed and the Grand Knight countersigned.

Sec. 6 FINANCIAL SECRETARY

The Financial Secretary shall collect and receive all monies due the Council, turn over all monies received to the Treasurer for proper deposit, and keep a record of all financial and business transactions of the Council. He shall keep a roll of the members, their ages, residences and occupations, with the dates of initiation, as well as keep an account of the indebtedness of each member and the amount received from each member. The Financial Secretary shall ensure that every member prior to initiation has signed the constitutional roll and understands his obligations under the laws and rules of the Order and the Council. He shall maintain an up-to-date record of all members and promptly notify the Supreme Secretary of the names of members initiated, suspended, expelled, withdrawn, decreased, reinstated, readmitted, transferring to or from the Council, and all address changes. He shall also notify both the Supreme Secretary and State Secretary of the names and addresses of all Council officers. The Financial Secretary shall keep the seal of the Council and affix it to all proper documents. He shall prepare and submit

appropriate reports required by Federal and State revenue laws. The Financial Secretary shall perform all other duties as may be required by these bylaws and the Laws of the Order.

Sec. 7 ADVOCATE

The Advocate shall be the attorney of the Council in case of trial and investigation of any legal matters whatsoever of interest to the Council. He shall serve as the Parliamentarian of the Council.

Sec. 8 WARDEN

The Warden shall be responsible for all ceremonial property of the Council and ensure that the property of the Council is in proper condition for meetings. He shall instruct the Guards in their duties, set up the Council Chamber for meetings, ensure propriety at all meetings of the Council, and perform such other duties as may be imposed by these bylaws or by the Council.

Sec. 9 GUARDS

The Guards shall supervise the entrances of the Council Chamber at all meetings, ensure that all attendees possess proper membership cards, and perform such other duties as may be imposed by the Council.

Sec. 10 TRUSTEES

The Trustees shall have oversight responsibility of all financial business of the Council and their approval shall be necessary for the expenditure of funds, including the Reserve Fund, not covered in the approved budget, except those the Supreme Council and the Virginia State Council may demand. They shall approve the selection of the bank or financial institution for the deposit of funds and ensure that the selected institution is a federally insured one. In addition the Trustees shall review the budget along with the Executive Committee and make recommendations on it prior to presentation to the membership. They shall audit the financial records of both the Financial Secretary and the Treasurer at least every 6 months, and in January and July of each year they shall report their findings to the membership, and submit the required forms to the Virginia State Council, District Deputy and Supreme Council. The Trustees shall ensure that the Financial Secretary and the Treasurer are properly bonded, and perform such other duties as the Council, District Deputy or the Supreme Council may direct.

Sec. 11 CHAPLAIN

The Chaplain shall be the spiritual adviser of the Council and perform such acts as the Council may request.

Sec. 12 LECTURER

The Lecturer shall provide interesting and worthwhile programs during the "Good of the Order" portion of Council business meetings or at any other specially designated time.

ARTICLE V – COMMITTEES

Sec. 1 APPOINTMENT

The Grand Knight shall appoint members to all established committees, except the Executive Committee and Budget Committee. The first person named on the committee shall act as the chairman of that committee, unless otherwise directed by the Grand Knight.

Sec. 2 EXECUTIVE COMMITTEE

The Executive Committee shall consist of all the elective officers of the Council as well as the Financial Secretary, the General Program Director, and the President of the Corporation. This Committee shall consider and recommend such matters as may be deemed expedient and proper to advance the interests and welfare of the Council. It shall carry out such resolutions and commissions as the membership may direct. The Grand Knight shall be the chairman. All meetings of the Executive Committee shall be open to all members of the Council, but who may only participate in discussions at the discretion of the presiding officer and cannot offer motions or vote at these meetings.

Sec. 3 STANDING COMMITTEES

The Council shall establish four (4) Standing Committees that will function throughout the fraternal year: Admissions Committee, Retention Committee, Charity & Welfare Committee, and Fraternal Committee. The term of membership on these committees shall be for the entire fraternal year or until a successor has been appointed. A majority of the members present at a committee meeting shall constitute a quorum for the transaction of business.

(a) ADMISSIONS COMMITTEE

The Admissions Committee, consisting of at least seven (7) members, shall review all applicants desiring membership in the Council. It shall notify the applicant to appear before it for examination as to his qualifications for membership, and shall submit to the Grand Knight a recommendation or rejection on the application in accordance with Sec. 108 of the Charter, Constitution and Laws of the Order. In the event of the failure or neglect of the Committee to submit a report within 10 days after an application has been referred to it, the Grand Knight shall present the application to the Council for action.

(b) CHARITY & WELFARE COMMITTEE

The Charity & Welfare Committee, consisting of at least three (3) members, shall review all written requests for charitable assistance. It shall only consider, however, requests from or on behalf of a specific charitable group or individual for expenditure of approved Charity & Welfare Funds, and shall offer recommendations on such requests to the membership at least every 3 months. The chairman of the Committee shall report to the Executive Committee on its activities on a quarterly basis in September, December, March, and June of each fraternal year. He shall also present recommendations of disbursement of any said funds to the Executive Committee prior to his submission to the membership for approval.

(1) RESTRICTION

No single nonprofit group or organization or individual shall receive disbursements under the charity & welfare program totaling more than \$2,000 during the Columbian Year, unless approved by a two-thirds vote of the members present at a Council business meeting.

(c) RETENTION COMMITTEE

The Retention Committee, consisting of at least three (3) members, shall personally contact any member of the Council who is in jeopardy of suspension of his membership. The Financial Secretary shall notify the chairman of the Retention Committee of such members. The Committee shall ascertain the reason or reasons for the situation, encourage the member to retain his membership in good standing, and report its findings to the Grand Knight and Financial Secretary for further action, if necessary.

(d) FRATERNAL COMMITTEE

The Fraternal Committee, consisting of at least two (2) members, shall keep the membership constantly informed of those members of the Council who are sick or in distress or who have recently died. The Committee, on behalf of the Council, shall send get well cards to sick or convalescing members and Mass cards or messages of condolence to the widows and families of recently deceased members.

Sec. 4 TEMPORARY COMMITTEES

The Council shall establish two (2) Temporary Committees: Budget Committee and Nominating Committee. These committees shall cease to function upon completion of their duties and submission of their reports, or dismissal by the Grand Knight.

(a) BUDGET COMMITTEE

The Budget Committee shall consist of the Deputy Grand Knight-elect, the Chancellor-elect, the Treasurer-elect, the Financial Secretary, as well as the Grand Knight-elect, the Treasurer of the Corporation. The Deputy Grand Knight-elect shall be the chairman. The Financial Secretary shall prepare a preliminary budget and present it to both the Budget Committee and the Trustees, and then shall present it to the membership for approval at the Council business meeting in June of each year. The Budget Committee shall prepare and present a final budget to the Trustees for review prior to presentation to the membership at the Council business meeting in July, and submit it for membership approval at the Council business meeting in August of each year.

(b) NOMINATING COMMITTEE

The Nominating Committee, consisting of at least three (3) members, shall prepare an official slate of candidates for elective office and submit it to the membership no later than the Council business meeting in April of each year.

ARTICLE VI – GENERAL PROGRAMS

Sec. 1 APPOINTMENT

The Grand Knight shall appoint a General Program Director and all other program directors as may be required. The term of office for each directorship shall be for the entire fraternal year or until a successor has been duly appointed.

Sec. 2 GENERAL PROGRAM DIRECTOR

The Grand Knight shall oversee the various action programs and activities of the Council. He shall be responsible for ensuring that the Council has a schedule of programs and activities during the Columbian Year that are of interest to the membership and that promote the goals envisioned by the Supreme Council and the Virginia State Council. The General Program Director shall strive to instill greater membership participation in all affairs and events of the Council. He shall report directly to the Chancellor.

Sec. 3 MEMBERSHIP

The Membership Director shall be responsible for the overall development of a comprehensive program to recruit new members, and shall report directly to the Grand Knight and the General Program Director.

Sec. 4 PUBLIC RELATIONS

The Public Relations Director shall keep the membership accurately and constantly informed of current and future activities of the Council, and to publicize the good works of the Council and the Order by utilizing the various public media outlets in the area.

Sec. 5 CHURCH & VOCATIONS

The Church & Vocations Director shall promote a program that will enable members to respond to the needs of the Church in our area and to increase their personal spirituality. He shall work closely with the appointed representatives of the Council for each parish within the geographical boundaries of the Council and coordinate parish-related activities. He shall also promote efforts within the Council to encourage religious vocations and provide financial assistance to deserving seminarians and other religious candidates.

Sec. 6 YOUTH

The Youth Director shall advance programs that provide the youth of the Council and the community with a means and an opportunity to become personally committed and involved in meeting the challenges of our times.

Sec. 7 COMMUNITY

The Community Activity Director shall be responsible for making members aware of the Council's relationship with the larger Annandale community and for developing programs that are of service to the community.

Sec. 8 COUNCIL

The Council Activity Director shall promote fellowship and sodality through an extensive array of athletic, cultural, and social programs.

Sec. 9 CEREMONIALS

The Ceremonials Director shall manage the ceremonial program of the Council. He shall recruit members for the First Degree team and ensure that such degrees are performed with all the solemnity and dignity the degrees of the Order warrant.

Sec. 10 FAMILY

The Family Director shall promote a variety of opportunities for greater family involvement within the Council. He shall work to support the role of the family in society and to uphold the dignity of each family member in our increasingly anti-family environment.

Sec. 11 KOVAR

The KOVAR Director, who is the incumbent Deputy Grand Knight, shall be responsible for the implementation of the Virginia State Council program within the Council to assist the mentally challenged. He shall oversee the Council's participation in the annual Tootsie Roll Drive and other fundraising efforts.

Sec. 12 OTHER DIRECTORSHIPS

The Grand Knight shall establish other directorships as may be required by the needs of the Council or directed by the Supreme Council or Virginia State Council.

ARTICLE VII – MEETINGS

Sec. 1 COUNCIL MEETINGS

The Council shall hold at least two regular meetings each month, one of which shall be designated as the regular business meeting. The Grand Knight, or in his absence, the Deputy Grand Knight or the next highest ranking elected officer present, shall preside at all such meetings.

(a) COUNCIL BUSINESS MEETINGS

The Council shall hold its regular business meeting on the second Wednesday of each month, commencing at 7:30 p.m., unless otherwise specified in advance. A second regular meeting shall be held on the first Wednesday of each month, commencing at 7:30 p.m., unless otherwise specified in advance.

(1) QUORUM

Twelve (12) members present shall constitute a quorum for the transaction of business.

(b) EXECUTIVE COMMITTEE MEETINGS

The Council shall hold its regular Executive Committee meeting on the first Wednesday of each month, following the regular business meeting.

(1) QUORUM

Six (6) officers present shall constitute a quorum for the transaction of business.

(c) SPECIAL MEETINGS

The Grand Knight shall convene special meetings from time to time whenever a significant or weighty issue requires prompt action by the membership, or upon the written request of twelve (12) members. The request shall state the specific purpose for such a meeting, and due notice shall be given to the membership at least 5 days prior to the meeting via the official publication of the Council or special mail notification.

Sec. 2 ORDER OF BUSINESS

(a) BUSINESS MEETINGS

The order of business and procedure for regular Council business meetings shall conform to the outline listed in Section 125 of Charter, Constitution and Laws of the Order.

(b) SPECIAL MEETINGS

The order of business and procedure for special meetings shall be as follows:

1. Call to Order
2. Warden's Report on Membership Cards
3. Prayer
4. Roll Call of Officers
5. Special Order of Business
6. Prayer and Closing

Sec. 3 ATTENDANCE

It shall be the duty of all officers to attend each meeting of the Council. In case of an officer's inability to attend a meeting, that officer shall give the Grand Knight due notice and make arrangements to have all necessary books and papers in the possession of the Grand Knight in advance of such meeting. If an elected officer is absent, the Grand Knight or presiding officer shall designate another member to act in his stead. Whenever an elected officer is absent three (3) consecutive meetings without a reasonable excuse, the Grand Knight may request that officer to submit his resignation, or may report that fact to the District Deputy for appropriate action under the Laws of the Order.

Sec. 4 JOINT MEETINGS

Whenever there is a joint meeting with the Corporation for convenience of the membership, the Council shall always take precedent over the corporate entity, and under no circumstances shall any corporate business be transacted until after adjournment of the Council portion of the joint meeting.

Sec. 5 PARLIAMENTARY PROCEDURE

Procedure and debate shall be in accordance with these bylaws and the Laws of the Order. Robert's Rules of Order shall be the final authority on all matters of parliamentary procedure, except as otherwise provided above.

ARTICLE VIII – ELECTIONS

Sec. 1 ANNUAL ELECTION

The annual election of officers shall take place on the fourth Wednesday in May of each year.

Sec. 2 NOMINATING COMMITTEE

By the Council business meeting in January of each year, the Grand Knight shall appoint a Nominating Committee of at least three (3) members whose duty it shall be to interview, screen, and prepare a slate of candidates for the elective offices of the Council. The list shall include the name of at least one candidate for each office to be filled, and shall be published in the official publication of the Council and presented to the membership no later than the Council business meeting in April of each year. In addition to the official slate of candidates, other nominations may be made from the floor at any time up until the actual election for that particular office.

(a) PGK DELEGATE & ALTERNATE DELEGATES

In addition to the official slate of candidates, the membership shall elect a PGK Delegate and two (2) Alternate Delegates. As has been the practice and tradition of the Council, the Alternate Delegates shall be the incumbent Deputy Grand Knight and the incumbent Chancellor at the time of the state convention.

Sec. 3 METHOD OF ELECTION

The election of officers shall be by ballot, except when the election is uncontested, it shall be by acclamation. A majority of all votes cast shall be necessary to elect. In instances where an office consists of more than one officeholder, the Council shall elect on one ballot and those candidates receiving the highest number of votes shall be declared elected in the order of the number of votes received. No member shall hold more than one office at the same time. A written record of the election shall be given to the Recorder for inclusion in the minutes as part of the historical records of the Council.

Sec. 4 VOTER ELIGIBILITY

Only members who are in good standing shall be eligible to vote. For purposes of election, members in good standing shall be those who have paid their dues through the month of March in the year in which the election is held.

Sec. 5 TELLERS

The Grand Knight shall appoint two (2) members to act as Tellers. After all who are eligible to vote have done so, the ballot shall be declared closed and the Tellers shall proceed to count the ballots in full view of the membership. One Teller shall examine and read aloud each ballot singly and pass on the same ballot to the second Teller who will verify the vote by reading aloud the name(s) on each legal ballot. The Recorder shall tally and record the same; the Grand Knight or presiding officer shall immediately announce the results. The names of the newly elected officers shall be published in the June issue of the official publication of the Council.

Sec. 6 VACANCIES

A vacancy in an elective office shall be filled, after written notice to the membership, by election at the next Council business meeting following the public announcement of the vacancy. Nominations shall be accepted from the floor at the time of the vacancy announcement or at any time up until the members are ready to ballot.

ARTICLE IX – FUNDS

Sec. 1 COUNCIL FUNDS

All moneys obtained from any source or activity, or by any person or persons acting for or in the name of the Council or under its direction or authority shall be considered Council Funds. All funds shall be promptly delivered to the Financial Secretary, who shall report the amounts received at the next Council business meeting. The Financial Secretary shall also deliver the same to the Treasurer and obtain a receipt of the fund transfer.

Sec. 2 ACCOUNTS

The Council shall establish three (3) separate funds to be known as: (1) the General Account, (2) the Special Account, and (3) Reserve Fund. All monies derived from fund-raising activities or lottery shall be deposited in the Special Account, whereas all other monies shall be deposited in the General Account. Excess monies shall be placed in the Reserve Fund for savings purposes.

Sec. 3 DEPOSIT OF FUNDS

All monies received by the Treasurer shall be deposited to the credit of the Council in an FDIC-insured bank or financial institution approved by the Board of Trustees. Disbursement from Council Funds shall be by check signed by the Treasurer and countersigned by the Grand Knight or the Deputy Grand Knight.

Sec. 4 NON-BUDGETED DISBURSEMENTS

Any non-budgeted item in excess of \$500 shall not be paid out of or transferred from the Council treasury unless approved by a two-thirds vote of the members present at a regular business meeting. Motions to pay for non-budgeted items must be made, seconded, and published prior to a vote at the next Council business meeting. In addition, any non-budgeted item shall be referred to the Board of Trustees for comment and recommendation to the membership prior to the vote. A two-thirds vote of the members present shall be required for approval. Funds not approved for expenditure in the approved budget shall not be pledged or committed by any officer or members of the Council without prior membership approval.

Sec. 5 GRAND KNIGHT MUTUAL AID/ASSISTANCE FUND

The Council shall establish a Grand Knight Mutual Aid/Assistance Fund, not to exceed \$1,000, for the mutual aid and assistance to members of the Order and their families who are sick, disabled, or in distress as well as to the families of deceased members of the Council. This fund shall not be used for the reimbursement of any officer's personal expenses. The Grand Knight with the approval of the Trustees shall authorize disbursements from this fund, and such may be conditioned upon agreement of the recipients to repay all or part of the amount received with or without interest. Under the Laws of the Order, disbursements from this Fund need not be referred to the membership for approval.

Sec. 6 ACTIVITY ACCOUNTING

All committee chairmen, service program directors, or sponsors of an approved Council activity or event shall keep a record, in accordance with established procedures by activity or event, of all income and expenses. They shall file a financial report, including all receipts, with the Financial Secretary and the Recorder within 30 days after the conclusion of such activity or event. They shall also provide the membership with a substantive report on the financial aspects of the activity or event at the next Council business meeting.

Sec. 7 ADVANCED DISBURSEMENTS

The Grand Knight may authorize an advanced disbursement of Council Funds to a committee chairman, service program director, or sponsor of an approved Council activity or event. Such recipients shall comply fully with the provisions stated above.

ARTICLE X – DECEASED MEMBERS

Sec. 1 NOTIFICATION

Upon the death of a member in good standing, the Financial Secretary shall give notice to the membership and, if time permits, shall request all available members to assemble and pay their respects to the memory of the deceased member at a date, time, and place indicated in such notice. He or his designee shall prepare and place a death notice in the Washington Post. The fraternal insurance agent shall also be notified of the death as soon as possible. It shall be the responsibility of the Grand Knight or Financial Secretary to arrange, if possible, for Council representation at the funeral.

Sec. 2 CONDOLENCE

When notice of the death of a member in good standing is received, the Fraternal Activity Chairman shall obtain and forward on behalf of the Council a Mass card, together with a message of condolence, to the bereaved family.

Sec. 3 ANNUAL MEMORIAL MASS

The Church & Vocations Director shall arrange with the Chaplain for the annual celebration of a special Memorial Mass for the repose of the souls of all deceased members of the Council. This event shall be held each fraternal year during the month of November. The Grand Knight and officers of the Council shall extend a warm invitation to the widows of deceased members and their families to attend this Memorial Mass.

ARTICLE XI – MISCELLANEOUS

Sec. 1 AMENDMENTS TO BYLAWS

Resolutions to alter, amend, repeal, or adopt new bylaws must be presented in writing to the membership at a Council business meeting. Notice of intent to alter, amend, repeal, or adopt new bylaws shall be provided to the membership at least 5 days prior to the vote. A two-thirds vote of the members present shall be required for adoption. Such amendments or bylaws shall not become operative until approved by the Supreme Advocate.

Sec. 2 CONFLICT OF INTEREST

The Council shall enact no bylaws, amendments, rules, or regulations that conflict with or are in opposition to or in any way impair the enforcement of the constitution, rules and regulations of the Order.

Sec. 3 ANNUAL BYLAWS REVIEW

The Board of Trustees shall review these bylaws on an annual basis and submit any recommendations to alter, amend, repeal, or adopt new bylaws to the Executive Committee for further consideration or action. The Recorder shall register the approved changes to the bylaws in the Council minute book and update accordingly the Council's master copy of the bylaws.

Certification of Adoption

The foregoing bylaws of Pope John Paul II Council No. 4522, Knights of Columbus, were adopted by two-thirds vote of the membership on April 12, 2003.

Signed _____

THOMAS W. HOWARD

Recorder

Date of Institution: January 23, 1958

Approved: December 8, 2005

RICHARD B. WEBB

Grand Knight

_Signed_____

PAUL R. DEVIN

Supreme Advocate

_Signed_____

RICHARD B. WEBB

Grand Knight