

# **Council Policies & Procedures**

## **Knights of Columbus**



**St. Pius X Council  
No. 3848  
Warren, Michigan**

**ADOPTED ON 11 APRIL, 2019**

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## 1. ADOPTION AND INTENDED EFFECT

- These policies were presented to the members of Knights of Columbus Council No. 3848 at a regular business meeting held on 14 February 2019 and were adopted by a resolution made at a regular business meeting held on 10 April 2019. They are intended to supplement and not contradict, in any way, the *Charter Constitution Laws of the Knights of Columbus* or the By-Laws of this Council. Rules and Procedures with respect to issues that are not addressed in these policies can be found in the *Charter Constitution Laws of the Knights of Columbus*. These policies are intended to address issues that are not addressed, or not fully addressed, in the *Charter Constitution Laws of the Knights of Columbus* or the By-laws of this Council.
- The policies & procedures in this manual are for the operation of this Council for items not covered by the Council By-Laws.

## 2. POLICY APPROVAL

- Policy Approval is attained via the following steps.
  - Any Council Officer, Trustee, Committee Chairman or Member may submit a proposed written policy to the Council Recorder for review and approval.
  - Once the policy is prepared for approval it shall be read at a regular scheduled business meeting, and for thirty (30) days posted on the council web site.
  - Once council officers resolve comments, the policy shall be presented at the next regular scheduled business meeting for a vote by the membership. A simple majority of those attending the meeting shall approve the policy or change.
  - Signature of the Grand Knight shall indicate approval of a simple majority of the Council members attending a regular scheduled business meeting.
- The Council Recorder shall maintain the OFFICIAL POLICIES & PROCEDURES BOOK.
- The Policies & Procedures Book shall include a Table of Contents (TOC) with the policy number, revision, date and title. If a policy is deleted/terminated then the TOC shall include the word "terminate" behind the title.
- For historical purposes, the Council Recorder shall retain the original copy. If the policy is deleted/terminated, revised or modified.
- If a table, chart, list, diagram or attachment is discussed within the policy an example must be included with the policy.

### 3. PROGRESSIVE 50-50 RAFFLE

Every member present at a Council Business meeting can purchase a single ticket for \$3.00.

- It is the policy of St Pius X Council No. 3848 that the proceeds from the Council Meeting 50-50 Progressive Raffle be divided three ways. One third to the winner at the Council Business meeting. One third to the Council Relief Fund and One third to the Progressive 50-50 Savings account. The 50-50 raffle tickets from each meeting with the members names on them will be retained by the raffle chairman. The Grand prize will be drawn at the Council Christmas Party from all the tickets from the monthly Council Business meetings. No additional tickets can be sold at the Christmas Party.

### 4. OFFICER ABSENTEES

- It is the policy of St. Pius X Council No. 3848 that any council officer, committee chairman, or member appointed to a specific position who accumulates three (3) consecutive unexcused absentees from council business meetings over a calendar year “May Be” removed from office or position as appropriate by the Grand Knight.
- To be granted “An Excused Absence” the officer or chairman must contact the Grand Knight or Deputy Grand Knight at least 24 hours prior to the applicable business meeting to make such request.

### 5. GRATIS MEAL EXPENSE LIMITS

In consideration for the first lesson of the Knights of Columbus, Charity, it is the policy of St. Pius X Council No. 3848 to provide gratis meals for the following people, groups at events.

- Priests, Deacons and Nuns are allotted meal gratis at all Council events.
- Widows of St Pius X Council No. 3848 Knights of Columbus Members that attend the St. Pius X Council 3848 Knights of Columbus Christmas party and/or Awards Banquet and/or Officers Installations are allotted one meal gratis at each event.
- Knights of Columbus State organization or Supreme are allotted meal gratis at all Council events.
- Cost for meals at the Awards Banquet or Christmas Party of invited guests other than listed above are to be presented to the Grand Knight and council members for approval prior to the event. Approval will be the same as those for adopting resolutions

to pay or transfer monies in excess of \$500.00, as provided for in Subsection 122(b) of the Constitution,

- St. Pius X Council No. 3848 members and their immediate family members are responsible for cost of their meals at all Council events.
- To receive compensation for goods or services of any kind a written invoice must be submitted and approved by the membership in advance of an event to receive compensation. Approval will be the same as those for adopting resolutions to pay or transfer monies in excess of \$500.00, as provided for in Subsection 122(b) of the Constitution.

## 6. DEATH OF A MEMBER

- A Council representative will contact the family when a current member dies and offer condolences and for the Council to recite the Holy Rosary for repose of the soul of the deceased member during the funeral home visitation.
- The Council banner will be posted at the casket of a current member during funeral home visitation.
- When the Council recites the Holy Rosary a remembrance certificate will be presented to the family after reciting the rosary.
- It is to be the policy of this council when a current member, spouse or child dies, a donation of \$50 will be sent in the members name to the religious charity listed in the member's obituary. If a religious charity is not listed in the obituary the donation will be made to St. Martin de Porres Church for a memorial Mass for the deceased.
- If a member or his family requests additional funds the Council Officers can approve an additional donation and the amount for use as the family wishes on an individual basis.

## 7. COUNCIL CONVENTION EXPENSE LIMITS

- Delegates to the State Convention should be the Grand Knight and Deputy Grand Knight.
- Delegates other than the GK and DGK are to be elected by the membership.
- When Council funds are available, it is the policy of the St. Pius X Council No. 3848 to provide our Council delegates attending the Michigan State Knights of Columbus Convention the cost of registration and convention banquet meal tickets for delegates and a guest.
- Any other expenses are the responsibility of the council delegate(s).

## 8. DAYS AND TIMES FOR REGULAR MEETINGS

- Officers Meetings are held, regularly, on the first Wednesday of each month.
- The Officers may change the day or time for Officers Meetings where there is good reason to do so.
- Regular Business Meetings are held on the second Thursday of each month, commencing at 7:00 p.m.
- Where the day for a Regular Business Meeting falls on a statutory holiday or Holy Day of Obligation or other religious day of observation, the Officers may set another day of the same month for the holding of the meeting.
- The Council may change the day or time for Regular Business Meetings by a simple majority of the members present at a Regular Business Meeting.
- The dates and times for regular meetings and all changes of them will be made known to the members of the Council, the District Deputy and other interested members of the Knights of Columbus. The steps taken to make this information known should, where possible, include a mass email and posting of the information on an Internet Web Page maintained by the Council.

## 9. OFFICERS MEETINGS

- Visiting members will not be admitted to Officers Meetings without the prior consent of the Grand Knight.
- Only Officers of the Council may move, second, or vote on, the adoption of a resolution of the Executive.

## 10. COUNCIL BUSINESS MEETINGS

- Only members of the Council may move, second and vote on, the adoption of a resolution of the Council. However, any Supreme or State Officer who is present may, by virtue of his office, provide advice and recommendations concerning the adoption of a resolution. NOTE: The District Deputy is a State Officer.

## 11. SPECIAL BUSINESS MEETINGS

- When a Special Business Meeting is convened, the Grand Knight or the Executive will fix the date and time for the meeting and give members of the Council reasonable

notice of it. The notice will state the purpose of the meeting and, where possible, it will be delivered by email messages addressed to the members.

- The following will be the order of business and procedure for a Special Business Meeting:
  1. Call to Order.
  2. Warden's Report on Membership Cards.
  3. Opening Prayer.
  4. Roll Call of Officers.
  5. The Special Business.
  6. Closing Prayer.
  
- No other business will be conducted at a Special Business Meeting.

## 12. ATTENDANCE OF NON-MEMBERS

- Persons who are not members of the Knights of Columbus, in good standing, will not be admitted to Executive, Regular or Special Business Meetings. However, such persons may be invited to meet with and address the assembled members before a meeting is called to order or during the Good of Order section. Invitations to meet with and address the members must be authorized by the Grand Knight, a resolution of the Executive or a resolution of the Council made at a Regular Business Meeting.

## 13. DIRECTORS

- To facilitate the Council's provision of activities and programs under the Knights of Columbus, the Grand Knight will appoint Directors who will plan and supervise the activities and programs.
- Unless otherwise directed by the Grand Knight:
  - (a) The Deputy Grand Knight will serve as the Council's Program Director and its Retention Chairman
  - (b) The Trustees will serve on the Council's Retention Committee.
- The Directors may establish committees to assist with the planning and delivery of activities and programs, and may appoint members of the Council to sit on these committees.

## 14. ANNUAL BUDGETS

- Unless otherwise directed by the Grand Knight, the Treasurer and Trustees will draft and propose annual budgets for the Council.
- The procedures for adopting budgets will be the same as those for adopting resolutions to pay or transfer monies in excess of \$500.00, as provided for in Subsection 122(b) of the Constitution, but with the following clarifications and additional procedures.
- The adoption of a budget shall require a vote of two-thirds of the members present at the meeting at which the motion to adopt it is made.

## 15. DISAGREEMENTS

- In the event of any disagreement concerning the interpretation or application of these policies, the issue will be referred to the Council's Advocate for resolution; provided, however, that if the Advocate is a party to the disagreement, then the issue will be referred to one of the following Officers of the Council who is not a party to the disagreement, in the following order of precedence: Grand Knight; Deputy Grand Knight; Financial Secretary; Treasurer; Chancellor; Recorder; and Warden.

## 16. AMENDMENTS

- These policies may be amended by a simple majority of the members of the Council who are present and voting at a Regular Business Meeting held subsequent to a Regular Business Meeting at which written copies of the proposed amendment or amendments were provided to the members in attendance.