

**By-Laws  
Knights of Columbus**



**St. John Vianney Council No. 7525**

**So. Burlington, Vermont**

**Adopted May 21, 1980**

**Amendment Approved August 12, 2021**

## **ARTICLE I**

Section 1. This council shall be known as St. John Vianney Council No. 7525, Knights of Columbus.

Section 2. The initiation fee shall be nil, or an amount determined by vote of the Council.

Section 3. Each member shall pay annual dues, the same to be payable in advance at the first regular meeting in January. The annual dues of members shall be \$30.00, or an amount determined by the Council. Honorary members and honorary life members shall pay nothing. Except as above stated, the dues of associate and insurance members shall be the same.

## **ARTICLE II - Elections**

Section 1. The annual election of officers shall take place at a regular meeting held between June 1<sup>st</sup> and 15<sup>th</sup>. The council trustees will serve as a nominating committee and prepare a slate of nominees for consideration at the June Officer Meeting. The slate of nominees approved by the officers will be warned in the Newsletter prior to 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. Officers currently serving who volunteer to retain their positions will be considered nominees for their office on the ballot, unless challenged. The nominating committee will determine who wishes to continue serving and solicit interested members to run for open officer positions. If there is only one interested member for an open position, the Grand Knight can call for a Motion and Second to consider that interested person the nominee. If there are two or more members interested in the same position, the officers will vote by ballot to select one to be the nominee for that position.

Section 2. The election of officers shall be by ballot, except as follows. A majority of all the votes cast shall be necessary to elect; except that where several of equal degree are to be chosen, a majority shall not be necessary, but all shall be voted for on one ballot containing names of candidates for that office. All the votes shall be counted, and those receiving the highest number of votes shall be declared elected in the order of the number of votes received. If there is only one candidate for each office the Grand Knight can call for a Motion and Second to elect all the officer nominees in one ballot. During discussion other candidates can be nominated in lieu of the ones chosen by the nominating committee. In the case of more than one candidate for a single office, one of the candidates will be chosen by ballot to be the nominee. Once the slate of nominees is approved, voting on the original motion will take place.

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 presiding officer.

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 council office at the same time but may also serve as a Special Program Director, or committee member. Council Officers may hold concurrent office in an Assembly, or on the State Council.

Section 2. The elective officers shall be as follows: Grand Knight, Deputy Grand Knight, Chancellor, Recorder, Treasurer, Advocate, Warden, Inside Guard, Outside Guard (two Outside Guards may be elected) and three trustees to serve on the 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 shall be selected by the Grand Knight, Deputy Grand Knight, and Board of Trustees in accordance with any rules established by the Bishop of the Diocese. The Grand Knight shall select the Lecturer.

Section 4. At the last regular business meeting in June of each year the Council shall determine the amount of the bond (if any) to be given by the Treasurer and Financial Secretary in addition to the bond furnished by the Supreme Council, and the Treasurer and Financial Secretary shall not take office or be installed or 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 on said bond shall be paid by the Council.

Section 5. The Council Officers shall perform the duties required of them by the Laws and Rules of the Order and these By-Laws and such other duties as the Council may direct.

Section 6. Except when notice of application shall be published as provided by Section 110 of the Laws and Rules, 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 7. At the end of each semiannual period the Board of Trustees shall meet and audit the several books of this Council and shall in each February and August make a full report of their findings, including the receipts and disbursements of the monies of this Council for the previous semiannual period, the balance on hand to the credit of each of the various funds at the end of each semiannual period, and the assets and liabilities of this Council. The Grand Knight shall issue the call for such meeting of the Board of Trustees.

Section 8. 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, including the date and the reason therefor. In those cases, relating to ipso facto 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.

Section 9. The recorder shall file all reports and minutes electronically in Word or Adobe format and provide to the Grand Knight for distribution and review by the officers of the council. The reports and minutes so reviewed and corrected will be distributed to the members for approval at the next business meeting. Approved reports and minutes will be archived electronically and available to the members through the Council Website. Archives will be periodically backed-up for permanent preservation.

## **ARTICLE IV - Meetings**

Section 1. The officers shall meet on the first Thursday of the month or as directed by the Grand Knight (to avoid a conflicting religious or federal holiday). Regular business meetings of the Council shall be held on the second Thursday of each month, or as directed by the Grand Knight (to avoid a conflicting religious or federal holiday). Occasionally the Grand Knight may set the day or time of the officers' meeting and/or business meeting to a different day for a special purpose, event or for the convenience of the Council with a minimum of one week's notice to members. The officer meeting shall commence at 6:30 PM, while the business meeting shall commence at 7:00 PM, or at such time mutually agreeable to the members. Seven members shall constitute a quorum at business meetings. The Officer and Business Meetings may be preceded by a social hour. If a meal is provided, the cost of the food will be paid by the Council. A donation basket will be placed in the serving line to offset the cost of the meal.

Section 2. All meetings of the Council shall be presided over by the Grand Knight, who will ascertain from the Warden if all present are possessed of the current membership card.

Section 3. The order of business and procedure at officer and regular business meetings of this Council shall conform to the most recent publications and requirements of the Knights of Columbus.

Section 4. Special business meetings shall be convened as follows: By vote of the Council at a preceding regular business or officer meeting; by direction of the Grand Knight; by the Grand Knight upon the written request of seven members, which request shall state 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. The following shall be the order of business and procedure at special meetings:

1. Call to Order.
2. Prayer.
3. Special Order of Business,
4. Prayer.

Section 6. It shall be the duty of the officers to attend each meeting of the Council. In case of 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 the meeting, the presiding officer shall designate a member to act for him. If an elected officer, without reasonable excuse approved by the Grand Knight, is absent from three consecutive regular business meetings, the Grand Knight may report this fact to the District Deputy for such action under Section 92(b) of the Laws of the Order as the District Deputy deems appropriate.

Section 7. In the absence or inability of the Grand Knight the Deputy Grand Knight shall preside and he shall execute all the duties of the Grand Knight. In the absence of the Grand Knight and Deputy Grand Knight the duties of presiding shall devolve on the other officers of the Council in the order in which they are named in Section 126 in the Laws of the Order.

Section 8. If any meeting shall fall on a legal holiday said meeting shall be held the following Thursday unless the Council, by vote at a previous regular business meeting, annuls such meeting or fixes a different date for such meeting within the month for which it is scheduled. The venue for any meeting can be decided by the members but is generally going to be the Saint John Vianney basement classroom.

Section 9. In the event of a pandemic or other crises, or in the event the government has placed limits on public gatherings for any reason, officer and business meeting will be conducted virtually. Each member will be notified of the process to participate in the virtual meeting using software selected for that purpose.

Section 10. A virtual meeting attendance option will be disseminated to all members, even if the council is meeting in person for members who are out-of-town, or otherwise unable to attend a meeting. The virtual attendees will be able to see and hear, and be seen and heard, during the meeting by those present using equipment (projector, screen, microphone, speakers, camera, etc.) owned and operated by the council.

## **ARTICLE V - Balloting for Candidates**

Section 1. The Grand Knight and Deputy Grand Knight shall privately inspect the ballot box, both before and after the ballot, and the former shall announce the result. Balloting of candidates shall be overseen by the Warden who shall distribute ballots to all members present. He shall place the ballot box on the salutation table and take his place six feet therefrom. He shall then request that all officers vote and after they have voted, he shall request the members to vote. They shall advance in single file and deposit their ballots, but no member shall pass the Warden until the member preceding him has voted. After all who desire to do so have voted, the Warden shall exhibit the ballot box to the Grand Knight and Deputy Grand Knight, and they shall count the votes. If the number of negative ballots cast does not exceed one-half of the members present, the application shall be declared elected, otherwise rejected. The exact number of negative ballots shall not be stated. If more than one candidate is to be balloted for at a meeting the Grand Knight may announce that the first ballot shall be a general one upon all the candidates, and that if not more than one-half of those present shall cast negative ballots upon such general ballot no other ballots shall be taken. If such announcement is made, and not more than one-half negative ballots are cast upon such general ballot, all candidates so balloted for shall be elected. If more than one-half negative ballots are cast upon said general ballot, then an individual

ballot shall be taken on each candidate.

## **ARTICLE VI - 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 whose goal shall be the direct involvement and personal commitment of the council and membership in a program that will establish the Knights of Columbus as truly a Catholic, family, fraternal service organization. Program Director will ensure the timely submission of Fraternal Programs Report Form (10784) as needed, and the Columbia Award Application (SP-7) NLT 30 JUN.

(b) Membership Director to have supervision of a comprehensive program of recruitment and retention of his council. There shall be three Recruitment Committee members and one Retention Chairman who report their activities and results to the Membership Director.

(c) Faith Director to encourage Church Activities, and to promote a program that will inspire the membership to respond to the constant call for the active participation of the laity in the work of the Church. Faith Director to identify, plan and conduct Featured and Required programs and submit Fraternal Programs Report Form (10784) upon completion of each program, with copy to the Program Director.

(d) Community Director whose responsibility it will be to make the council aware of its life within the community and to develop programs that will be of service to the community. The Community Director must successfully complete the SAFE Environments Program. Community Director to identify, plan and conduct Featured and Required programs and submit Fraternal Programs Report Form (10784) upon completion of each program, with copy to the Program Director.

(e) Public Relations Director of Council Activities who will be concerned with the promotion of the council through video and social media, like Facebook, that demonstrates the brotherhood through athletic, cultural, and social programs. Additionally, he will be responsible for the development of public relations to the council.

(f) Life Director to provide guidance and organization to promote a respect for human life in all stages of development, plan participation in Marches for Life, and to support Special Olympics, Pregnancy Support Centers, and the Ultrasound Initiative. Life Director to identify, plan and conduct Featured and Required programs and submit Fraternal Programs Report Form (10784) upon completion of each program, with copy to the Program Director.

(g) Family Director of family activities and youth programs in the community with the means and the opportunity to become personally committed and involved in meeting the challenges of our times. He will also be responsible for the promotion of Order's junior organization, the Columbian Squires. Additionally, to promote activities and programs within the Council that would strengthen and support the family life of its members. The Family Director must successfully complete the SAFE Environments Program. The Family Director to identify, plan and conduct Featured and Required programs and submit Fraternal Programs Report Form (10784) upon completion of each program, with

copy to the Program Director.

(h) Camp Ta Kum Ta Super Bingo (CTKTSB) Chairman to provide oversight and guidance on the planning and execution of the annual SuperBingo for kids with cancer (or Super Auction in years when the Bingo cannot be held). This position also serves as Chairman of the planning committee in conjunction with persons from outside agencies, Camp Ta Kum Ta and other stakeholders as needed to collaborate to achieve success. The CTKTSB Chairman will recruit members to serve on the CTKTSB committee as needed.

(i) Technology Integration Director (TID) will chair the Website Development Committee, that will have *a minimum* of three members, and be responsible for the operation of the Website, and timely set-up and maintenance of the virtual meeting equipment and software. TID will ensure that the Council offers a suitable on-line or virtual method for members to attend meetings. The TID and Website Committee will appoint a Webmaster to maintain, trouble shoot and improve the Website as needed. The Webmaster will report to the TID with proposed budgets and expenditures to renew licenses, Plugins and/or to repair or replace necessary equipment, or software. The TID will bring these expenses to the soonest Officer Meeting for determination of budget or Warning to the members. If the Webmaster is a Member, the Webmaster will be paid a monthly stipend of \$50, or an amount determined by the Council. The Webmaster, if a member, will recruit another member to train, who will serve as back-up to the Webmaster.

(1) Members have a responsibility to be kind and courteous when posting on the Saint John Vianney Council 7525 Website at [www.kofcvt.org](http://www.kofcvt.org). The Webmaster shall bring to the attention of the TID any questionable posting. The TID in consultation with the Website Committee will make recommendations to the GK, DGK, and Chancellor on content deemed offensive for immediate removal.

(2) The uploading of content contrary to the teachings of the Catholic Church, pornography, or other sexually suggestive content, racist content or content inciting violence on any Knights of Columbus social media is prohibited and will be removed immediately. The Webmaster will always monitor the site. Members who post objectionable material or content may be barred from the Website and may be subject to additional consequences as permitted by the rules of the Order.

(3) Members are encouraged to monitor content and report to the TID any content that makes them feel uncomfortable. TID will investigate the report and notify the GK, DGK, and Chancellor for appropriate action.

(j) Such other Committees as may be required by necessity.

Section 2. Except as herein provided, all Committee Members shall be appointed by the Grand Knight and the first person named on the Committee shall act as Chairman thereof. By virtue of his office, the Chancellor will serve as the Chairman of the Council's Vocation Committee. Standing Committees shall serve for the fiscal year or until their successors have been appointed. A simple majority of the committee present shall constitute a quorum for the transaction of business.

## **ARTICLE VII - Funds**

Section 1. All monies 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 shall give his official receipt therefor and who shall report the amounts so received and from what source and shall deliver the same to the council Treasurer and make his receipt therefor.

Section 2. The Treasurer shall deposit all monies received from the Financial Secretary in a bank to the credit of the council. Disbursements from this fund shall be made only by voucher signed by the Grand Knight and Financial Secretary.

Section 3. No money in excess of \$300.00 shall be paid or transferred from the Treasury of this Council, except such monies as the Council is called upon to regularly pay for its expenses and as provided by the Laws 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 an officer meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purpose and amount to be paid or transferred shall have been given and published as a "Warning" in the Newsletter.

Section 4. All bills shall be referred to the Board of Trustees. In case a bill is not approved by the Board of Trustees, it shall be referred to the Council for action.

Section 4.1. The Council shall establish and maintain an annual budget reflecting anticipated receipts and expenditures in accordance with the values of Unity, Fraternity and Charity. The budget will reflect a "zero sum" strategy to avoid deficit spending. The Council must operate within its means. Adjustments made in one area will necessitate adjustments in other areas. Budget adjustments greater than \$500 should be discussed at an officer meeting and warned, if so moved.

Section 4.2. The Council has invested the proceeds of the sale of real estate into an account managed by Morgan Stanley. Investments of the fund will be made only to businesses that reflect Catholic Values. Disbursement from the fund for council operating expenses will be made beginning in July 2023 in accordance with the council 5-year plan. Disbursement plan will follow the council budget.

### **Relief Fund**

Section 5. The sum of \$500.00, or such other amount determined by the council, shall be paid from the General Fund to the Financial Secretary and shall be known as the Relief Fund. The Grand Knight, Financial Secretary and Treasurer shall constitute a Relief Committee. They shall investigate the case of any brother who is reported to be in distress or in need of relief and if in their judgment the case is one deserving of assistance, they shall have power to draw from this Relief Fund such reasonable sum of money to afford assistance as the circumstances of the case may require, provided that in no single case shall more than \$100.00, or an amount determined by vote of the council, be paid out without reference to and approval by the Council.

### **ARTICLE VIII - Funerals, etc.**

Section 1. On the death of a member in good standing the Lecturer *should* give notice to the members,

and if time permits, should request them to assemble and pay their respects to the memory of the deceased at a time and place to be indicated in such notice.

Section 2. When notice of the death of a member in good standing is received, the Lecturer should forward to the family of the deceased a message of condolence on behalf of the Council and the Lecturer should, thereafter, arrange to have five Masses said for the repose of the soul of the deceased, preferably at the members' home parish. Cost of the Masses not to exceed \$15, or an amount determined by the council. The Lecturer shall have discretion to incur a reimbursable expense up to \$75, or an amount determined by the council, to pay for the Masses.

Section 3. The Lecturer should arrange for the celebration of a Mass during the month of November of each year for the repose of the souls of deceased members and shall cause five days' notice to be given to the members of the time and place of such Mass. The Mass shall be celebrated by the Chaplain unless he is indisposed. The Lecturer is authorized to incur this expense on behalf of the Council up to \$50, or an amount deemed appropriate by the Council.

#### **ARTICLE IV - 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 after an officer or 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 (Newsletter) at least two 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 Board of Directors, these By-Laws, and the rules of Parliamentary Procedure known as "Robert's Rules of Order".

These By-Laws amended by vote of the Council, August 12, 2021.

Ray Michaud  
Recorder

*Michael J. Bullock*  
Michael Bullock  
Grand Knight

John A Marrella  
Supreme Advocate

The Laws of the Order require that the following shall form a part of the order of business and procedure at regular business meeting of every subordinate council.

1. Call to Order:
2. Opening Prayer:
3. Pledge of Allegiance (USA) or Patriotic Display of Loyalty
4. Approve Minutes of Prior Meeting:
5. Chaplain's Message
6. Grand Knight's Report
7. Financial Report
8. Membership Report
  1. Balloting of Candidates for Admission or Transfer
9. Other Reports
  1. Programs
    - 1.
  2. Committees
    - 1.
  3. Fourth Degree:
  4. Insurance Agent:
  5. District Deputy:
  6. Other:
10. Unfinished Business (*motions carried over from previous meetings*)
  - 1.
11. New Business (*new motions*)
  - 1.
12. Good of the Order

*Family of the Month:*

*Knight of the Month:*

13. Lecturer's Reflection (\*)
14. Grand Knight's Summary
15. Closing Prayer (*including intentions for sick or distressed members*): Prayer for Canonization of Blessed Michael McGivney or Litany of Blessed Michael McGivney or as directed by the Chaplain or Grand Knight.
16. Adjournment

\* Parts of the order of business marked with an asterisk may be omitted at regular business meetings. At regular business meetings, the minutes of the last business meeting shall be approved without being read aloud. (Business Meeting Minutes are submitted to the Council officers for correction before being sent to all members for review and approval at the next business meeting.

The Laws of the Order require that the following shall form a part of the order of business and procedures at Officer Meetings.

1. Opening Prayer
2. Grand Knight's Report
3. Officers' Reports
4. Membership Report
5. Program Reports
6. Good of the Order
7. Closing Prayer (Canonization of Blessed Michael McGivney)