

# Proposed BY – LAWS

## Bishop Roger L. Kaffer Assembly #3232

---

### Article I – Name

The official name of this body shall be “Bishop Roger L. Kaffer Assembly No. 3232, Fourth Degree, and Knights of Columbus”.

---

### Article II – Elections

Section 1. The Faithful Navigator shall appoint annually at its April regular meeting a committee for the purpose of obtaining nominations for the elections for the following year. The committee shall consist of 3 members from various councils representing the Assembly with no two members being from the same council. The chairman shall be appointed by the Faithful Navigator.

Section 2. All offices shall be elected at the first regular meeting in June of each year. The officers shall hold office for a term of one year beginning July 01, and until their successors are elected and qualified. Trustees shall be elected for a three-year staggered term, as provided in Section 24(i) of Article VIII of the Laws and Rules Governing the Fourth Degree Knight of Columbus.

Section 3. The election of officers shall be by ballot, unless there is only one candidate running for an office, then election of the officer for that office may be verbal.

A majority of all 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 and no ballot containing names of more or less candidates than there are such offices to be voted for shall be counted, and those receiving the highest number of votes shall be declared elected in the order of the number of votes received.

Section 4. The Faithful Navigator shall appoint a Past Faithful Navigator or an Officer of higher office as presiding officer to conduct the election. Such Officer shall appoint two members to act as tellers and one member to serve as judge. These members shall not be candidates for any offices being elected. After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall then examine each ballot singly and pass the same to his associate, who shall record the name or names written or printed on all legal ballots. The Judge shall tally the same and the presiding officer shall announce the winning name.

Section 5. 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 Assembly, and must present himself for installation at the time specified in the notice issued by or through the District Master, unless excused by such officer. Otherwise such office shall be considered vacant.

Section 6. Vacancies in elected 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. Each Assembly shall elect a Faithful Navigator, Faithful Captain, Faithful Pilot, Faithful Comptroller, Faithful Scribe, Faithful Purser, Faithful Inner and Outer Sentinels, Faithful Admiral and three Trustees. The Faithful Navigator shall annually appoint a priest as Faithful Friar, but such selection must be made in accordance with any rules established by the bishop of the diocese in which the Assembly is located. The Faithful Admiral shall be chosen from the Past Faithful Navigators of the Assembly, if there are any.

Section 2. The Faithful Navigator shall act as presiding officer, with all powers and duties incident to such office. In his absence, or inability to perform such duties of office, the Faithful Captain shall perform such duties and exercise such powers.

Section 3. The Faithful Captain shall, in the absence of the Faithful Navigator, perform the duties and exercise the powers of that office. He shall also, to assure good attendance at meetings and other functions, have charge of social and other activities for the Good of the Order.

Section 4. The Faithful Admiral shall preside in case of the absence of both preceding officers, and may have such powers and perform such other duties as herein prescribed. In the absence of the Faithful Friar, the Faithful Admiral will perform his duties at meetings.

Section 5. The Faithful Pilot shall have charge of all properties of the Assembly except moneys, accounts and record books of the officers but including ceremonials, shall be responsible for arrangement of the Assembly chamber and shall direct and be responsible for the activities of the Sentinels.

Section 6. The Faithful Comptroller shall collect and receive all moneys due the Assembly and all funds obtained from any source and transfer the same to the Faithful Purser and obtain a receipt from the officer; he shall keep accounts of the charges and receipts of each member; he shall keep a roll of the number of members, their ages, residence and occupations, with the date of their initiation in the Fourth Degree; he shall; upon request by a member transferring to another Assembly, issue a transfer card, signed by the Faithful Navigator and attested by the Faithful Comptroller; he shall issue to each member not indebted to the Assembly for dues, a Fourth Degree membership card, duly signed and attested as above, which card shall entitle a member to admittance to any meeting of the Fourth Degree within the period specified on said card and upon further compliance with the rule requiring that member produce a Third degree membership card; he shall keep such necessary official records and forms as will be furnished by the Supreme Secretary. He shall notify quarterly the Supreme Secretary of all suspensions,

withdrawals, deaths, reinstatements, and transfers to or from other assemblies occurring during the period; and he shall generally perform all duties incident to his office as required by the Order's laws and rules of the Fourth Degree and the Board of Directors.

Section 7. The Faithful Scribe shall keep a record of all-regular meetings and special meetings in a bound book or a three ring binder *for that* purpose by the Assembly.

Section 8. The Faithful Purser shall act as the treasurer of the Assembly, keeping necessary records in a bound book or a three ring binder furnished for that purpose by the Assembly; give receipt to the Faithful Comptroller for all moneys given him by said Faithful Comptroller. He shall pay all orders drawn on him which are signed by the Faithful Comptroller and countersigned by the Faithful Navigator. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, initiation fees due the District Master, the regular and usual stated payments of the Assembly and payments authorized by the Assembly.

Section 9. The Faithful Inner and Outer Sentinels shall be responsible to see that all in attendance at meetings are in possession of appropriate valid Third and Fourth Degree membership cards and shall perform such other duties as directed by the Faithful Pilot.

Section 10. The Faithful Comptroller and Faithful Purser shall each give a bond for the faithful performance of the duties of office in such amount and form as may be from time to time determined by the Board of Trustees. Any cost of such bond to the members will be the expense of the Assembly.

Section 11. The Trustees shall before each meeting carefully examine all bills and present same to the Assembly with their recommendation; and the approval of at least two members of the Board of Trustees shall be required for payment of any bills or statements. They shall annually during the first ten days of July make an audit of the books of the Faithful Comptroller and Faithful Purser, as of each June 30, and report their findings to the Assembly and file same with the Assembly not later than the next regular meeting of the Assembly following the Audit. The Faithful Navigator of record for the time of the audit shall be Chairman of the Board of Trustees.

## **Article IV – Delegates to District Assembly**

Delegates and their respective alternates to the District Assembly shall consist of the Faithful Navigator and one delegate for each one hundred members or major fraction thereof of each Assembly which delegates shall be elected by ballot at the February meeting in the year in which such assembly is convened and after prior notice of the holding of such election has been given to the members by notice or publication. Assemblies shall have the right to elect alternates for the Faithful Navigator and for any delegates which they may be entitled.

## **Article V – Committees**

The Faithful Navigator shall be ex-officio a member of all committees and the Board of Trustees of the Assembly, and shall be empowered to appoint, in addition to the permanent committees herein listed, any such committee or committees as he may deem proper and as shall be directed by the Assembly.

The permanent committees shall include:

- A. Nominating Committee
- B. Charity Activity (Vocation Raffle) – Faithful Captain
- C. Officer Installation – Faithful Captain
- D. Open House – Faithful Navigator
- E. Exemplification Hospitality Suite – Faithful Captain
- F. By-Laws (Will Be Reviewed and Amended Yearly) – Faithful Admiral

## **Article VI – Meetings**

Section 1. The regular meetings of the Assembly shall be held on the first Monday of each month except when it will be the next day (Tuesday) due to Federal Holidays at 7:30 pm. Special meetings may be called as provided in Article VII, Section 20, of the Laws and Rules of the Fourth Degree. Seven (7) officers and a total of 15 members present shall constitute a quorum at a meeting, except that a meeting where a change in these by-laws is to be voted upon, or other resolution, then (25) shall constitute a quorum. The order of business shall be as is provided in Section 22 of the Laws and Rules Governing the Fourth Degree and in all matters not expressly covered by the Laws and Rules Governing the Fourth Degree, the procedure shall be the same as provided by the constitution and the Laws of the Knights of Columbus and Roberts Rule of Order.

Section 2. Officer meeting will be held at 6:30 pm on even numbered months immediately preceding the regular business meeting.

Section 3. At its regular business meeting in June of each year, the place and time of its monthly meetings shall be approved by the Assembly for the next twelve months. This designated place will become the Assembly location as required by Article VI, Section 1.

## **Article VII – Events**

Section 1. The Assembly will host annually a *Charity Activity(ies)* for the purpose of supporting various charities within the geographical locations of the councils, which comprise the Assembly. This event is to be held at a date and time voted on by the Assembly.

Section 2. The Assembly will provide to the District Master the Honor Guard members required for the Assemblies annual exemplification.

Section 3. The Faithful Navigator and Past Faithful Navigators of the Assembly will meet annually to provide the Master of the District the name(s) of the member(s) for its recommendation of the Masters Medallion winner at the next exemplification. The number of medallion winners will be at the direction of the Master of the District.

## **Article VIII – Dues**

The annual dues shall be as established by vote of the Assembly and are payable during the month of January each year. A special assessment may be required to ensure proper funds are available for normal and/or special assembly expenses. Assessment shall be approved by a simple majority of members in attendance at a regularly scheduled assembly meeting where proposed assessment is presented, after proper notification to total membership. Dues for 2010-2011 will be \$30.00 per member. Dues shall be waived for all clergy.

## **Article IX – Funds**

Section 1. All monies obtained from any source, by or through any person or persons, acting for or in the name of the Assembly or under its direction of authority, shall be considered Assembly Funds and shall be forthwith delivered to the Faithful Comptroller who shall give his official receipt thereof and who shall report at the close of each month the amounts so received and from what source and shall deliver the same to the Faithful Purser and take his receipt thereof.

Section 2. The Faithful Purser shall deposit all moneys received from the Faithful Comptroller in a bank to the credit of the Assembly. Disbursements from this fund shall be made only by check signed by the Faithful Navigator and Faithful Purser. The Faithful Captain can be signer in the absence of either of the two previous officers. The depository shall be furnished with a copy of this section.

Section 3. No money in excess of \$250.00 shall be paid or transferred from the treasury of the Assembly (except such moneys as the Assembly is called upon regularly to pay for its current expenses, demands of the Supreme Council, purposes approved by the Supreme Council or Board of Directors, or initiation fees due the District Master) unless by a two thirds vote of the members present and voting at a regular meeting held subsequent to a regular 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 be given and regularly read.

Section 4. All bills shall be presented to the Faithful Comptroller and then referred to the Board of Trustees. In case the Board of Trustees does not approve a bill, it shall be noted and referred back to the Assembly for action.

Section 5. No officer shall receive compensation for the services rendered the Assembly, except the Faithful Navigator shall be entitled to \$100.00 per year paid in June of the year of his office along with Navigator cape provided in the first year of his term. The Faithful Comptroller shall be entitled to a fee of 5% on all collections of dues from members; such amounts being payable semiannually at which the Trustees shall file their reports. The Faithful Purser and the Commander will receive compensation of waiving of their membership dues during the one year of *his* office. Annually at its December meeting the Assembly shall approve a stipend to be paid to its Faithful Friar for his official duties throughout the year, provided funds are available.

## **Article X – Annual Corporate Communion**

The Assembly shall set a January date for an annual Corporate Communion Mass. The Site of the Mass shall be set by a *vote at* the July regular meeting.

## **Article XI – Annual Memorial Mass**

The Assembly shall set a November date for its annual Memorial Mass. The Site of the Memorial Mass shall be set by a vote at or before the July regular meeting. Members deceased during the past year shall be honored at the Memorial Mass. Councils of the Assembly will be invited to attend and honor their members, and members of their Lady's Auxiliaries deceased during the past year.

## **Article XII – Death of Member or Spouse**

Section 1. Upon the death of any member of this Assembly, who is in good standing, [1] A crucifix with the emblem of the order will be engraved with the deceased Sir Knights name and be presented to the family for their use at the wake and kept by them as a remembrance. In addition, a \$100.00 donation will be made to the vocation fund in the Sir Knight's name. [2] The Assembly will make available to the family, upon their request, a Fourth Degree Honor Guard for the Wake and Funeral (depending on Date and Day of the Funeral), [3] A memorial mass will be offered, per Article XI with a notice to the family of the deceased of its time and place. All arrangements for the above are to be made through the Faithful Navigator and Faithful Comptroller.

Section 2. Upon the death of a wife of any member in good standing or member in good standing at the time of his death, the Assembly will make available to the family, upon request a Fourth Degree Honor Guard for the wake of the spouse. All arrangements for the above are to be made through the Faithful Navigator and Faithful Comptroller.

Section 3. Upon the death of a 3<sup>rd</sup> degree Knight in good standing (or his Spouse), whose council is aligned with the assembly, upon request, a Fourth Degree Honor Guard will be made available. All arrangements for the above are to be made through the Faithful Navigator and Faithful Comptroller.

## **Article XIII – Amendments**

Amendments to these by-laws shall be presented in a written resolution format at any regular meeting, a motion and second must be made to accept the resolution and than a vote of the membership present will be taken with a majority vote approving the resolution; the resolution will be sent to the entire membership a minimum of 30 days before the vote to amend the By-Laws is taken. The vote requires a two thirds approval vote in order for the amendment to be adopted. Notice in writing of proposed amendments shall be sent (via mail, e-mail, etc) to all members at least five (5) days before the meetings at which such amendments is to be voted upon, a two-thirds vote of those present shall be necessary for the adoption of any such amendment.

## **Article XIV – Effective Date**

These By-Laws and any subsequent amendments shall take effect immediately upon their approval by the Assembly and their approval by the Supreme Advocate, and when effective supersede all By-Laws which heretofore have been passed by the Assembly.

These By-Laws passed and approved by vote of the Assembly, August 02, 2010.

Faithful Navigator

Faithful Scribe

Approved, Date: TBD

Supreme Advocate

---