

KNIGHTS OF COLUMBUS
Metropolitan Area of Tucson
Tucson, Arizona
Chapter
BY-LAWS

Pursuant to Section 242 of the Laws and Rules of the Knights of Columbus, the Tucson Chapter of the Knights of Columbus will operate under these BY-LAWS.

ARTICLE I
PURPOSE

Section 1. The purpose of the BY-LAWS is to provide standard policies, guidance and procedures pertaining to Tucson Chapter matters in the Metropolitan Area of Tucson. These BY-LAWS supplement the Laws and Rules governing the third degree established by the Supreme Board of Directors and in the event of conflict, the Supreme BY-LAWS will prevail. The Roberts Rule of Order will also govern the proceedings of the Chapter.

Section 2. The name of this chapter shall be the Chief Judge John N. Roll chapter in memory of Sir Knight Judge John Roll, a member of Deacon Raphael Longpre Council 10441 and Msgr. Don H. Hughes Assembly 2392.

ARTICLE II
RESPONSIBILITIES

Section 1. The primary purpose of the Chapter shall be to promote the well being of the Order within the area where the Chapter is organized. It shall conduct for the good of the Order one major Chapter-wide activity each year. Chapter activities shall not be in competition with state or subordinate council sponsored activities. Any funds raised from any activity shall be irrevocably dedicated and segregated or disbursed for charitable, educational, or religious purposes

ARTICLE III
REPRESENTATION

Section 1. The Grand Knight of each council that is a member of the Chapter shall be the representative of his council to the Chapter and each council will have two additional elected representatives. Each representative shall have one vote at the Chapter meeting. In addition, each council will have three alternates appointed by the Grand Knight or by election.

Section 2. The State Deputy shall be an ex-officio member of the Chapter and shall have a vote on all matters coming before the Chapter.

Section 3. District Deputies of each District within the Chapter boundaries shall

be a member of the Chapter and each shall have one vote.

Section 4. The business of the Chapter shall be the discussing and adoption of such valid measures as shall be considered beneficial to the general welfare of the councils composing this body or the order, except matters expressly provided for In the Chapter Constitution Laws and Rules of the Order.

Section 5. Chapter Officers shall consist of:

President
Vice-President
Secretary
Treasurer
Sergeant at Arms

Chapter Officers shall be elected annually at the first regular meeting in July from the official delegates to the Chapter.

Section 6. The President shall preside at all meetings and perform such other duties as are incident to the office and he shall be an ex-officio member of all committees.

Section 7. The Vice-president shall in the absence of the President, perform all the duties of the latter office and/or as directed by the President. In the event of the absence of both the President and the Vice-President from any meeting, any member of the appointed trustees will preside at the meeting.

Section 8. The Secretary shall give notice to members of meetings of the Chapter and keep a record of the proceedings, maintain a record of attendance and perform all and any duties as directed by the body. He shall employ whatever help needed for the proper operation of the office subject to the approval of the President.

Section 9. The Treasurer shall be the chief financial officer of the Chapter and shall keep all books and records of financial accounts, signing checks on orders drawn upon him by the Secretary and said checks to be co-signed by either the President or Vice-president. The Treasurer shall also perform such other duties as are delegated to him by the Chapter.

Section 10. The Sergeant-at Arms shall be responsible for the Chapter property except the property of the Secretary and Treasurer. He shall be responsible for setting up the chapter chamber for meetings and verifying that those present are in possession of a current membership card.

Section 11. Committees may be appointed by the President on an Ad Hoc Basis.

Section 12. Regular meeting of the Chapter shall be held on the second Monday of each month. Special meetings shall be held at the call of the President or six regularly elected delegates, provided that, in the calling of all special meetings, all members be duly notified of the purpose of the meeting and no other business shall be transacted.

Section 13. No member shall be permitted to speak more than three minutes or more than twice upon any subject under discussion without consent of two-thirds of the members present.

Section 14. A quorum shall consist of representatives from four or more councils or a minimum of 12 members.

Section 15. All delegates to the Chapter are required to wear their current jewels of office and their respective name tags.

ARTICLE IV ORDER OF BUSINESS

Section 1. The order of business at all meetings of the Chapter shall be:

- Call to Order
- Prayer
- Pledge of Allegiance
- Roll Call
- Minutes of the Previous Meeting
- Election of Officers
- Treasurer Report
- Reading of Bills and Communications
- Report of Committees
- Unfinished Business
- New Business
- Good of the Order
- Closing Prayer
- Adjournment

ARTICLE V FUNDS

Section 1. All funds necessary to carry out the work of this body shall be

procured by the councils composing the Chapter on a Per-Capita basis, fifty cents per member per year, and by appropriation of the councils, pursuant to the Laws and Rules of the Order, after a majority vote of this body requesting and setting out the purpose of the same.

Section 2. By voluntary contributions.

Section 3. By such other sources as may from time to time, become available.

Section 4. Any council(s) represented in the Tucson Chapter failing to pay any per capita or assessment within ninety days after such is due and payable, shall stand suspended from all participation in any privileges of the Tucson Chapter until such payment is made.

Section 5. All committees appointed for work undertaken or participated in by the Chapter for the purpose of raising funds for Charity or other work of the order, shall at the second stated meeting following such functions, make a final report, properly audited, and turn over funds realized to the Chapter treasurer.

Section 6. Any appropriation of funds of one hundred (\$100.00) dollars or more from the Chapter treasury for any purpose, other than ordinary current expenses, must be presented by resolution signed by three members of the Chapter at the regular meeting preceding that at which action on the resolution is to be taken. Notice shall be given to the delegates by mail at least one week prior to the meeting at which same is voted upon.

Section 7. Standing committees shall consist of:

- Church
- Community
- Family
- Youth
- Vocations
- Chapter

ARTICLE VI AMENDMENTS

Section 1. Amendments to these BY-LAWS shall be presented by Resolution at any regular meeting of the Chapter, but shall not be acted upon until the next succeeding regular meeting. Notice of such amendments shall be given the delegates by mail at least one week prior to the meeting at which time same shall be considered. A two-third (2/3) vote of those present at said meeting and voting shall be necessary for the adoption of such amendments.

Section 2. Pursuant to the Laws and Rules of the Order and the Ruling of the Supreme Board of Directors, it is understood that the State Deputy of Arizona, by virtue of his position as Chief Executive Officer of the Order in this State, and the representative of the Board of Directors and the Supreme Knight, has the same control over the organization and management of this Chapter as he has over subordinate councils, and it lies in the exercise of the general power of his office to see that the BY-LAWS are adopted do not conflict with the Laws and Rules of the Order.

Section 3. Methods of introducing resolutions of commendation or censure. Resolutions of censure or commendation of either individuals or organizations can be introduced only after passage by a council member at an assembled meeting. After presenting written copy, certified by the Grand Knight of the council introducing such resolution to the Chapter secretary at any time prior to the scheduled meeting, or at the meeting. The resolution may then be presented verbally to the Chapter members that are assembled at the meeting. A vote would be taken at once to determine whether the resolution would be inserted in the minutes in the voted form would be voted upon at the succeeding regular meeting. Notice shall be given to the delegates by mail at least one week prior to the meeting at which same is voted upon.

ARTICLE VII MONASTERY FUND

Section 1: The function of the Monastery Fund shall be charitable entirely, and the fund shall be used solely for the benefit of the Sisters of Perpetual Adoration located at the Benedictine Monastery in Tucson, Arizona.

Section 2: Such fund shall be derived from voluntary contributions by members, councils, assemblies, other interested individuals or groups and from fund raising efforts established by the Tucson Chapter specifically for the benefit of the fund.

Section 3: A separate bank account must be established for the Monastery Fund to include separate records of receipt and disbursement of all funds. Under no circumstances shall any Monastery funds be commingled with any other funds of the Tucson Chapter.

Section 4: Disbursements from the fund, and use of the emblem or name of the Tucson Chapter or the Knights of Columbus in conjunction with the Benedictine Monastery or Sisters of Perpetual Adoration shall be controlled by the officers of the Tucson Chapter and the officers of the Arizona State Council.

Section 5: The Chapter Treasurer or other chapter member as may be designated by the Chapter President, shall prepare a monthly report for each regular business meeting of the Chapter. The report shall include

- (1) Total funds received

- (2) Itemized expenditures from the fund
- (3) Beginning and ending fund balance for the month

Section 6: In the event of the dissolution of the Tucson Chapter, any balance remaining in the Monastery Fund shall be distributed to the Sisters of Perpetual Adoration and shall not be used for any general purposes of the Chapter. In the event that the Sisters of Perpetual Adoration or the Benedictine Monastery shall be dissolved as a legal entity, the funds shall be distributed to an eligible IRS recognized 501(c)(3) entity as approved by a majority vote of the Chapter.

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CHAPTER SECRETARY

CHAPTER PRESIDENT

DATE SUBMITTED: MAY 10, 2011 **DATE ADOPTED:** MAY 10, 2011

APPROVED: _____<S>_____
Supreme Advocate
Knights of Columbus

DATE APPROVED: _____