



**Knights of Columbus**

**Fourth Degree**

**James Francis Cardinal McIntyre Assembly #65**

**Canoga Park, California**

**Organization By-Laws Addendums**

**As of 01/20/2012**

**Background:**

The previously published By-Laws on file with the Supreme office in New Haven Connecticut for the Cardinal James Francis McIntyre assembly was dated June 3rd 1993.

In order to keep uniformity between all Councils and Assemblies, Supreme requires each assembly to use the Bylaws template provided in the Officers section of the Supreme website at <https://www.kofc.org/Bylaws/>.

Supreme is no longer accepting changes to Council and Assembly By-laws by mail (exception: See document titled "Can councils/assemblies make changes to By-Laws Online?").

You must have a login to the officers section of the website to have access. Contact customer service at **(800) 380-9995** for assistance. Only the Faithful Navigator and Faithful Comptroller may obtain a login ID.

All amendments to the By-laws must now be made at the above mentioned website using the few customizable fields provided.

By having to use the new "delivered" Supreme By-Laws template, we have lost some of the rules that were in the 1993 By-laws that we still wanted to keep. Those rules are now listed in this document as addendums to the By-laws.

Even though the rules in this addendum had been approved by the supreme advocate in 1993 and are now listed separately here; any new changes that are not part of the delivered By-laws template will still require to be voted on and approved by 2/3 of the assembly members present at a regular business meeting.

As long as the addendum rules do not conflict with the rules and regulations of the 4<sup>th</sup> degree as defined in the Supreme handbook; we should treat these added assembly rules as being just as binding as the approved By-laws provided by Supreme in their delivered template.

### ARTICLE III OFFICERS

**SECTION 12.** Only members in good standing shall be eligible to hold office in the assembly. No member shall hold more than one office in the assembly at the same time.

**SECTION 13.** The Faithful Navigator shall prepare a budget in July to be presented to the assembly for approval at the August regular meeting.

### ARTICLE V COMMITTEES

**SECTION 1.** The Faithful Navigator shall submit the name of a member for **Color Corps Commander** to the Master. The selected Color Corp Commander of the Fourth Degree shall notify members of the Assembly Color Corps of time and place of call outs and appearances.

(a) A Color Corps shall be provided:

1. When requested by a Pastor or Church Dignitary.
2. At Funerals of any member of the Assembly, the Color Corps will be present for the Rosary.
3. At Funerals of any member of the 3<sup>rd</sup> degree only if requested by the family and only two Color Corp members can participate.
4. At any function at which the Master or Faithful Navigator decides such a guard would be necessary.
5. An Honor Guard composed of Sir Knights in tuxedo, with social baldric may assist the Color Corps as necessary.

**SECTION 2.** The Faithful Navigator shall appoint a committee of at least three (3) members as a **nominating committee** at the February meeting. One member of the committee will be a Past Faithful Navigator and serve as the Committee Chairman.

**SECTION 3.** The Faithful Navigator shall appoint at his discretion a **Patriotic and Flag Committee** who shall screen applications for U.S. Flag donations. They will also make recommendations to the assembly of names of persons, organizations and / or businesses they deem deserving of recognition for their patriotism. The assembly members shall vote on the committee's recommendations and the awards will be presented, if desirable, at an annual Patriotic Night set up by the committee. Flag requests shall be submitted in writing to the chairman of the committee for their deliberation and recommendation to the assembly.

**SECTION 4.** The Faithful Navigator shall appoint an **Auditing Committee** of not less than two (2) members to assist the Faithful Auditors, whose duty it shall be to examine the books and accounts of and meet with the Faithful Comptroller and Faithful Purser in early July of each year and /or at a change of Faithful Comptroller or Faithful Purser, and they shall meet with and make a full report to the Faithful Navigator of their findings. The Faithful auditors shall make a full report to the assembly at the next regular meeting and shall also pass upon and approve all expenditures made by the assembly.

**SECTION 5.** The Faithful Navigator shall appoint at his discretion two (2) members who with the Faithful Captain as ex-officio chairman shall serve as the **Charity Committee**. They shall be charged with making recommendations to the members of the assembly. Members shall submit all requests for funds to the Charity Committee. Emergency assistance is covered under ARTICLE VIII, SECTION 5.

**SECTION 6.** The Faithful Navigator shall appoint a committee of at least two (2) members, with the Faithful Friar as ex-officio chairman, which shall be known as the Chalice Program Committee.

**SECTION 7.** The Faithful Navigator shall have authority to appoint such other committees as the assembly deems necessary.

## **ARTICLE VI MEETINGS**

**SECTION 1.** Regular meetings of this assembly shall be held on the first Thursday of each month at 8:00 P.M. in the Canoga Park Council #3601 hall.

The time and place for regular meetings of this assembly can be changed if all of the following requirements are satisfied.

- (a) One (1) year has passed since the members last voted on a change in the time and place for regular meetings.
- (b) Proper notice of motion is published in the assembly newsletter indicating the newly proposed time and place for regular meetings.
- (c) The change is approved by a two thirds majority (2/3) vote of the members present at the meeting following publication of notice.

**SECTION 2.** Special meetings for the consideration of matters of emergency importance may be called on five (5) days written notice by the Faithful Navigator or by the Faithful Captain on the request of ten (10) members.

**SECTION 3.** It is the duty of all officers to attend every meeting of the assembly. In case of inability to attend, due notice will be given the Faithful Navigator, or his designee, and arrangements made to have the necessary books and papers in possession of such officer at the meeting. If a chair officer is absent, The Faithful Navigator, or presiding officer, shall designate a member to act in place of that officer.

**SECTION 4.** The Faithful Navigator shall submit to the Master the name of any officer missing (3) consecutive meetings, for action under section 17, Article H, of the Laws and Rules Governing the Fourth Degree.

**SECTION 5.** If a regular meeting shall fall on or near a legal holiday, the officers of the assembly may fix a different date for such meeting within the month for which it was scheduled.

**SECTION 6.** An officer's committee made up of the elected and appointed officers and chairmen of various committees of the assembly shall meet at a time and location specified by the Faithful Navigator if so requested. The proper business of this group shall be membership, delinquency, and to assist the

Faithful Navigator in any way possible. Attendance at these meetings is as important as attendance at regular meetings.

**SECTION 7.** Members shall have in their possession, and present a current paid up Third Degree and Fourth Degree travel card to be admitted to and participate in a Fourth Degree meeting. Financial Secretaries from Third Degree Councils may verify for their members standing for admission to a meeting.

## **ARTICLE VII DUES**

**SECTION 1.** Dues shall be Payable in advance or during the first ninety days of the calendar year. The comptroller will mail dues statements within the first fifteen (15) days of the new calendar year. Second notice will be mailed the first week in April. All members who are delinquent in payment of dues by April 30<sup>th</sup>, will be sent an "Official Notice of Suspension" and shall be removed from the rolls of the assembly. Exceptions can be made for cases of financial hardship and must be approved by the Faithful Navigator.

A member that is paid up in the 3<sup>rd</sup> degree but is not current for the 4<sup>th</sup> degree may still attend the assembly meetings but will not be able to vote on assembly matters until his dues are made current.

## **ARTICLE VIII FUNDS**

**SECTION 6.** The Charity Fund is established primarily for the assistance to members of this assembly. Assistance extended to be determined by the officers at an officers meeting. In case of extreme emergency, the Faithful Navigator shall call the Faithful Comptroller and the chairman of the Sick Committee and they shall determine the amount of assistance needed.

**SECTION 7.** All other requests for charitable donations to organizations shall not exceed one hundred dollars (\$100.00) unless a notice of motion has been posted and approved by the members of the assembly at the regular business meeting following the notice of motion.

**SECTION 8.** The Richard J. Bejune memorial fund is established for the sole purpose of awarding one emancipated young man from Rancho San Antonio the amount of \$500.00 to be used for transitioning from Rancho to a life outside of Rancho. The Candidate for the award will be selected by the staff of Rancho San Antonio. The award will be presented once a year in June. Suggested uses for the money would be for a new suit for job interviews, books for college, tuition or living expenses.

Should Ranch San Antonio ever cease to exist; all monies from the Richard J Bejune memorial fund will be transferred to the Charity fund.

## **ARTICLE XI AMENDMENTS**

**SECTION 1.** Written notice must be sent to every member of the assembly published in the Cardinal newsletter both mailed and electronic versions.

**ARTICLE XIV  
MEMBERSHIP**

**SECTION 1.** Qualifications are as follows:

- (a) Each candidate must be at least eighteen (18) years old.
- (b) A citizen of the country in which he resides, or with the permission of the Master of the District over the area where he claims citizenship, with the understanding that if permission is granted the pledge of allegiance will be to the country of citizenship.
- (c) A Third Degree member in good standing in his council and who was initiated in the Admission (First) Degree at least twelve (12) months prior to his initiation in the Fourth Degree, or
- (d) A former member whose membership was terminated for failure to pay dues or by a withdrawal card if he has been readmitted to good standing in his council and if he was a Third Degree member for a period of more than six (6) months prior to his loss of good standing in his council.
- (e) A practice Catholic in union with the Holy See.

**SECTION 2.** Applications for membership shall be turned over to the Admissions Committee of the assembly. Approved applications shall be read by the Faithful Comptroller at a regular or special meeting of the assembly and voted upon.

**ARTICLE XV  
CHALICE PROGRAM**

**SECTION 1.** All members of this assembly in good standing are eligible to participate in the Chalice Program. Members desiring to participate should communicate their intent to the Faithful Comptroller.

**SECTION 2.** Newly exemplified members, readmissions, and / or transferee into this assembly may become participants in the Chalice Program upon payment of an entrance fee in accordance with the following schedule:

\$50.00	25 to 30 years old
\$55.00	31 to 35 years old
\$60.00	36 to 40 years old
\$65.00	41 to 45 years old
\$70.00	46 to 50 years old
\$75.00	51 years and older

**SECTION 3.** An annual ten dollar (\$10.00) maintenance fee will be required and payable with the assembly annual dues.

**SECTION 4.** All members not in compliance with the provisions of Article XV, SECTIONS 1, 2, and 3 are ineligible to participate in the Chalice program.

**SECTION 5.** All monies paid into the Chalice Fund by Chalice Program participants are non-refundable. There are no exceptions to this rule.

**SECTION 6.** The Chalice Committee shall, from the funds previously designated as the Chalice Fund,

- (a) Purchase a suitable chalice,
  - (b) Inscribe said chalice with:
    - Knights of Columbus (Left side of logo)
    - Cardinal James Francis McIntyre Assembly #65 (Left side of logo)
    - The name of deceased member (Right side of logo),
    - Date of birth and demise (Right side of logo),
- Maintain an available supply of three (3) chalices.

**SECTION 7.** A chalice shall be displayed on a pedestal at the head of the casket while the body of the deceased member lies in state.

**SECTION 8.** There shall be a presentation of the chalice on a date determined by the Chalice Committee, Faithful Navigator, and the deceased members' family.

**SECTION 9.** Each participant in the Chalice Program shall notify the Faithful Comptroller in writing the name of the priest or missionary order to receive his chalice.

- (a) If no recipient is designated the choice will revert to:
  - (1) Spouse
  - (2) Children (oldest son, oldest daughter)
  - (3) Person Designated in writing by member (for unmarried members).

**SECTION 10.** If after sixty days (60) days following the members funeral, the committee has not been informed where to send the chalice, the assembly will choose a missionary order from the ones listed in the Los Angeles Archdiocesan Chancery Directory.

**SECTION 11.** If the assembly is notified of a family choice for the chalice before the actual shipment or presentation to the missionary order, that choice will be honored.

These By-laws addendums were passed and approved by vote of the assembly, 01/05/2012

SK Richard Olivier, FN

SK Robert Venverloh