



**KNIGHTS OF COLUMBUS
St. Catherine of Siena
COUNCIL 8156
Austin, Texas
Operating Procedures**

WHEREAS, This Council is known as – St. Catherine of Siena Knights of Columbus Council Number 8156 (Council), and

WHEREAS, This Council has received its Charter pursuant to the Charter, Constitution, and Laws of the Supreme Council, Knights of Columbus, New Haven, CT (Supreme Laws), and

WHEREAS, These Operating Procedures are promulgated pursuant to the authority granted in Section 241 of the Supreme Laws, deemed necessary for the conduct of the Council's affairs to better clarify and define the local needs of the Council. Should there be conflict between the provisions of these Operating Procedures and Supreme Laws, it is understood that the provisions and their construction as provided in the Supreme Laws shall prevail.

ARTICLE I - ESTABLISHMENT OF THE COUNCIL & MEETINGS

Section 1. – Regular Business Meeting: The Council shall meet on the first Wednesday of each month at 7:00 PM. Whenever possible the Council will facilitate a Mass 30 minutes before the Regular Business Meeting.

Section 2. Officers and General Planning Meeting: The Council shall schedule an Officers and General Planning Meeting to take place on the third Wednesday of each month at 7:00 PM. This meeting will be open to any member in current standing of Council 8156. The purpose of this meeting is to review pending activities, review schedules and responsibilities for upcoming events. This is also the forum to bring up new business items needing officer's input so officer's of the Council can prepare recommendations to be presented to members at a subsequent Regular Business Meeting.

ARTICLE II – OFFICERS

Section 1. Election of Officers: Pursuant to Section 128 of the KC Charter Constitution Laws.

Section 2. Selection of Appointments: Immediately after being elected the current Grand Knight will fill the appointed positions according to the Supreme Laws.

ARTICLE III – FEES

Section 1. Annual Fees: Each Brother Knight, associates and insurance members 26 and over years of age shall pay as annual dues a fee of \$36. Bother Knights under 26 years of age shall pay annual fees of \$12. Brother Knights Classified by Supreme as Honorary will pay annual fees of \$14.50.

Section 2. Initiation Fees: All Inductees 26 years of age and older shall pay a onetime fee of \$25 for initiation into the Council. All Inductees under the age of 26 shall pay a onetime fee of \$10 for initiation into the Council.

Section 3. Exemptions for Payment of All Fees:

- All Priests & Seminarians
- Religious Deacons & Active Fulltime Military Registered at St. Catherine of Siena Parish
- Brother Knights Classified by Supreme as Honorary Life
- Brother Knights qualifying as disabled as defined in the KC Charter Constitution Laws

The Board of Trustees may waive the payment of dues of a Council member based on a majority vote of the board.

ARTICLE IV – Financial

Section 1. Accounting Practices: The Treasurer will utilize Quick Books (provided by the Council) to manage all banking activities and also to provide reports to the Board of Trustees and other financial reports needed to operate the council.

To facilitate accounting and budgeting, all council income received in the current fiscal year will be retained and used for the budget and expenses for the fiscal year that immediately follows. This will result in a higher balance in the council checking accounts; to that end the Treasurer will report the Bank Account Balance as well as the remaining budgeted amount for the current fiscal year at the monthly council business meeting.

At the end of each fiscal year after all checks have been written and income deposited and before any income or expenses are recorded for the new fiscal year the Treasurer will true up the new fiscal year budget by taking the reconciled balance as recorded in Quick Books (as of the end of the fiscal year), subtracting the approved budget for the new fiscal year which will result in “excess funds”. These “excess funds” are usually a result of budgeted expenses that were under spent or unexpected income. The “excess fund” amount will be added to the Unallocated or Reserve of the new fiscal year budget being available of unanticipated expenses that will occur during the year.

Section 2. Budget: A budget will be utilized to manage the expenditure of funds and track expected income for the Council for each Fiscal Year. The Treasurer will establish a budget planning committee to prepare the preliminary budget for the following fiscal year. All major budget items must be presented and discussed at a budget planning committee meeting before being presented to the Council. These meetings will be scheduled from March 15 through April 30. The Treasurer will present the preliminary budget recommendations as developed by the committee and charity sponsors at the May Business meeting where the full Council has the opportunity to review and comment on the proposed budget. A vote will be taken to approve the recommended budget as amended at the May Business Meeting.

The budget planning committee will adjust the proposed budget as amended at the May Business Meeting creating a final budget plan for the new Fiscal Year. The Treasurer will present the final budget plan at the June Business meeting for a final vote by the Council Members. The approved budget will then be followed for the new fiscal year.

The budget may be modified as needed during the fiscal year to handle items not covered in the budget approved in June by a majority vote of Council members attending a regularly scheduled Business Meeting.

Section 3. Expenses: All expenses paid from an approved budget item may be paid without further action of the Council following the approvals as documented in the KC Charter Constitution Laws. While budgeted items are an estimate, actual expenses are not expected to exceed the approved budget by more than 10%. An expense estimated to be over 10% of the budget must approved by the

Trustees before the expenses are incurred. Expense overages not approved by the Trustees or in excess of \$500 must be brought to the council's attention and approved by the council by participating members at a normally scheduled business meeting following the rules set forth by the Supreme Laws

Under normal circumstances expenses not covered in an approved budget item will be presented to the Council for approval at a regular business meeting, however from time to time it may be necessary for the GK to authorize spending of items not specifically included in the budget before a meeting of the Council. The GK with approval of the Trustees may authorize such expenses not exceeding the spending limit specified in the KC Chapter Constitution Laws (in 2013 this is \$500). In all circumstances there must be sufficient unallocated funds to cover such expenses. This expense payment does not require a vote of the council; however such expenses will be brought to the attention of the Council at a regularly scheduled business meeting.

Section 4. Financial Hardships for Council Members: As part of the normal budgeting process the Council will include a budget line item to assist Council Members that may incur an unusual financial situation that may adversely affect the member or his immediate family. This financial aid will be available to Council members who have maintained current membership (in good standing) in the Council for two consecutive years prior to requesting assistance. Members can submit request for assistance by contacting the Board of Trustees (which includes the Grand Knight and the three Trustees). As a normal course of events the names and circumstances will be kept confidential within the Board of Trustees. Approval by a majority vote of the Board of Trustees is required and is not subject to further approval by the Council. The Trustees will advise the council when such aid has been given but no details on the circumstances or names will be provided.

The Board of Trustees may, in extreme circumstances, approve Financial Aid to members with less than two consecutive years membership but this requires a unanimous approval by the Board of Trustees and should be subject to close scrutiny by all involved.

Section 5. Financial Secretary Compensation: The appointed Financial Secretary shall be paid 10% of membership dues collected during the Fiscal Year. Payment will be made within 30 days following the Fiscal Year end.

ARTICLE V – Council Operational Provisions

Section 1. Support of Charitable Organizations: One of the major goals of Council 8156 is to provide financial support for various Texas Charitable Organizations giving priority to Catholic based charities. To that end as new charities are identified by members of the Council, usually through special fiscal year budget planning meetings the following guidelines should be followed:

- ❖ Donations of more than \$2,000 per year should be sponsored by an active council member who can present the purpose of the charity to the council.
- ❖ New charities introduced to the council for consideration should be limited to less than \$2,000 in the first year of introduction and efforts should be made by a “sponsor” to educate the council on the charity’s operation, purpose and funding sources for future consideration.
- ❖ It is recommended that council members utilize the council’s monthly BBQ to help build awareness of new charities to the council and parishioners at St. Catherine of Siena before seeking continued support as part of a Fiscal Year Budget item.

Section 2. BBQ Chairman: All members are encouraged to participate in the Council’s monthly BBQ to support a specific charity. The BBQ Chair person and proposed charity will be approved at a regularly scheduled business meeting in the form of a motion, second and vote. The charity will receive a minimum of \$300 plus any additional free will donations received during the sale of BBQ.

Qualifications for BBQ Chairperson

- Chairing the BBQ has a number of responsibilities and each chairperson is responsible to review and follow the BBQ Chairman Responsibilities and Checklist
- The BBQ Chairperson will oversee (directly or by delegation) all activities associated with the BBQ from purchasing of supplies, preparation/seasoning, selling and final cleanup activities.
- The BBQ Chairperson must have actively participated in the preparation and pit operations for two previous BBQs within the last 9 months. If the chairperson does not have the necessary experience he should enlist another brother Knight to chair the event for his charity and therefore becomes a “co-chair”. This is necessary because of the many tasks needed to ensure food safety and safe pit operations.

Section 4. Appointments of Elected Officers: The following Elected Officers are expected to also fill appointments as follows:

- ❖ Deputy Grand Knight will also fill the appointment of Program Director
- ❖ Chancellor will also fill the appointment of Vocations Director

Section 5. Succession of Leadership: While any third degree member may run for any office, the Deputy Grand Knight is expected to take on the Leadership Role of Grand Knight in a following Fiscal Year Election. To this end the Deputy Grand Knight should understand there is a 5 Year commitment in the top leadership role of the council as follows:

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| 1. Deputy Grand Knight | 4. Two Year Trustee |
| 2. Grand Knight | 5. One Year Trustee |
| 3. Three Year Trustee | |

ARTICLE VI – Review of Operating Procedures and Proposed Changes

Upon election to Grand Knight and Deputy Grand Knight each of these officers are to review the current Operating Procedures to ensure they understand the approved rules and operation of the council and ensure the council operations follow the Operating Procedures as published. The Grand Knight is responsible to ensure that any new rules or procedures or changes to existing rules or procedures that are approved by the council during his term are incorporated into the Operating Procedures following Article VII.

Furthermore it is highly recommended that all incoming elected officers be provided a copy of the council Operating Procedures and Knights of Columbus Charter Constitution Laws for their review to ensure they have a good understanding of the operational procedures of the council.

ARTICLE VII – Modification of Operating Procedures

Changes to the Operating Procedures can be proposed and require unanimous approval of the Grand Knight, Deputy Grand Night and the Three Trustees. Approved changes will be presented in written form to the members and presented at a regularity scheduled business meeting where a vote will be taken by the membership and approved by a majority vote of those attending the meeting for final approval and implementation.