

**Local Policies**

# **Knights of Columbus**

**Father Edwin F. Kelley**

**Council No. 5750**

**Woodbridge, VA**

**Adopted: XXX**

## Local Policies – Council No. 5750

### Article I

Section 1: These policies are applicable to the Father Edwin F. Kelley Council No. 5750 Knights of Columbus.

- a. These policies are supplemental to the By-Laws and subordinate to the Council By-Laws.
- b. Local Policies are presented within the Articles and Sections they are associated with from the By-Laws

### Article II - Elections

Section 1. In addition to the nominating process stated in the By-Laws, the council website will be used to accept nominations for candidates for the elective council positions.

### Article III - Officers

There are no separate policies for this Article.

### Article IV – Meetings

Section 1.

- a. The Regular Membership meeting and the Council Officers' Business meeting shall be held concurrently as the Business meeting.
- b. A second meeting will be held each month as the Social Meeting. The primary intent of this meeting is to promote camaraderie within the Council. At the discretion of the Grand Knight, new business may be presented during the Social meeting.
- c. The order of business for the Social Meeting will be as follows:
  1. Call to Order
  2. Prayer
  3. Essential Business items as defined by the Grand Knight to include paying of any bills.
  4. Prayer
  5. Social Hour
- d. During a Social meeting there will be no routine officers' reports, reading of minutes, or other activities not deemed essential by the Grand Knight.
- e. Any meeting may at the discretion of the Grand Knight be conducted using a virtual conference system. Any use of a virtual conference will be announced prior to the meeting via email and the Council website with instructions on how to login into the conference. All

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virtual conferences will be held in a secure fashion to protect the privacy of the meeting and the users.

Section 2-3. There are no separate policies for these sections.

Section 4. Special Business Meetings

- a. All Special Business meetings must have a minimum of three (3) days' notice and be announced by email and on the Council website.
- b. Special Business meetings shall not be called to reduce the review period for paying or transferring of funds as stated in Article VII – Funds Section 3 of the By-Laws.

Sections 6-8. There are no separate policies for these sections.

### **Article V – Balloting for Candidates**

There are no separate policies for this Article.

### **Article VI – Committees**

Section 1.

- a. The following committee will be established
  1. Director of Social Media and Marketing to promote the image of the Council to the parish and to the public.
    - i. The Director of Social Media will also be the Webmaster for the Council and will take such actions as are required to maintain the website and ensure current, accurate data is always on the website and other Social Media platforms.
    - ii. Ensure all marketing activities have a uniform message and are in accordance with the Rules of the Order.

Section 2. There are no separate policies for these sections.

### **Article VII – Funds**

Sections 1-2. There are no separate policies for these sections.

Section 3.

- a. Any Resolution for funds of \$500.00 or less must be approved by a vote of the members present and voting at a Regular or Special Business meeting.
- b. Any Resolution for funds in excess of \$500.00 will follow these guidelines:
  1. Be presented at a Regular Business meeting as New Business.
  2. Clearly state the amount requested or an amount not to exceed.

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3. Following any discussion on the matter, the Resolution must be tabled until the next Regular Business meeting.
  4. The Resolution information will be posted to the Council website to allow the membership at large to review the Resolution. Resolution information must be provided to the Webmaster within to (2) days following the Regular Business meeting at which it was presented.
  5. The Resolution will be acted upon as Old Business at the subsequent Regular Business meeting.
- c. In the event of extraordinary circumstances that require the expenditure of funds over the \$500.00 limit and not allowing for the review period, the Grand Knight will coordinate with the District Deputy for guidance and act in accordance with that guidance.
- d. The annual budget will be presented to the Council at the first Regular Business meeting in August.
1. The Grand Knight will confer with such officers and members as required to formulate the budget following their assuming office. The Grand Knight may appoint a Budget Committee at his discretion to formulate the budget.
  2. The proposed budget will be presented to the members by email and posted on the Council website a minimum of five (5) days before the August Regular Business meeting.
  3. The budget shall be voted on at the August Regular Business meeting and requires a two-thirds vote of the members present and voting for approval.
  4. In the event the budget is not approved, every effort will be made resolve the issues and approve a budget during the August Regular Business meeting.
  5. If the issues of the budget cannot be resolved at the Regular Business Meeting the Grand Knight will table the Budget Resolution and appoint a committee to resolve the issues and develop a new budget. Upon the development of the new budget the Grand Knight will call a Special Business Meeting for the purpose of approving the budget.
  6. Until there is an approved budget no expenditure of funds for any amount may be paid or transferred except the minimum essential funds required to maintain the council.
  7. Modifications to the Budget will be presented to the Council for approval at a Regular Business meeting and shall follow the steps outlined in sub-paragraphs a. and b. of this Section.

Sections 4-5. There are no separate policies for these sections.

Section 6. A sum of \$500.00 will be allocated for the Grand Knight as the Discretionary Fund to use as required in support of the Council. The Discretionary Fund will be used for incidental expenditures such as food for a council meeting, gas for council business, and other minimal cost items. All expenditures will be presented to the Council during the Treasure's report at the Regular Business meeting each month.

## Article VIII – Funeral , Etc

There are no separate policies for this Article.

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**Article IX – Miscellaneous**

Section 1. Addendums, Local Policies and other related Council documents will be amended in accordance with the policy established for amending the By-Laws in Article IX, Section 1 of the By-Laws.

Section 2. There are no separate policies for this section.

Section 3. The By-Laws, Addendums, and Policies shall be reviewed annually by the Grand Knight, Financial Secretary, and the Advocate and a report on the findings of the review delivered by the Advocate to the members at the August Regular Business meeting.

These Policies adopted by vote of the Council, XXXX

Charles Wheeler

Grand Knight

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