



**Standing Orders**

**Knights of Columbus**

**FATHER AUGUSTINE TOLTON**

**COUNCIL NO. 16126**

**SPRINGFIELD, IL**

## **Explanation of Standing Rules/Standing Orders**

Robert's Rules of Order New Revised (RONR) provides that standing rules are related to the administration of a society rather than parliamentary procedure, and can be adopted or changed upon the same conditions as any ordinary act of the society. "An example of such a rule might be one setting the hour at which meetings are to begin, or one relating to the maintenance of a guest register." Such rules are generally adopted individually if and when the need arises. "A standing rule can be adopted by a majority vote without previous notice, provided it does not conflict with or amend any existing rule or act of the society."

Although such a rule remains in effect until rescinded or amended, it does not bind the organization at future meetings if a majority of those voting desires to *suspend* it temporarily for the duration of a particular session. If a standing rule has its application outside of a meeting context, however, it cannot be suspended, but it can still be amended.

Standing rules may be *rescinded* or *amended* pursuant to (1) a two-thirds vote, (2) a majority vote when notice of intent to make the motion, stating the complete substance of the proposed change, has been given at the previous meeting or in the call of the present meeting, or (3) a vote of a majority of the entire membership – whichever is most practical to obtain.

RONR (11<sup>th</sup> ed.), p. 18

## **Standing Orders**

### **Budget**

Transfers among line items for expenditure authority in an adopted council budget may be made by the Grand Knight when the balance remaining in one or more such line items is insufficient for the purpose for which the line item was made. Total transfers during a budget year may not exceed \$500. The Grand Knight shall notify the Trustees, Financial Secretary, and Treasurer whenever a transfer is made, and he shall notify the Council at the monthly business meeting next occurring.

(Adopted July 27, 2017)

### **Dues for Seminarians, Permanent Deacons, and those Engaged in Active Military Service**

The Council shall not collect annual membership dues from any council member who on January 1<sup>st</sup> of that year is (1) a seminarian, as well as those who are serving the church during a

recognized period of discernment prior to enrollment in the seminary; (2) a Permanent Deacon in good standing; or (3) engaged in active military service in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

(Adopted July 27, 2017. Amended April 27, 2018 to add provisions relating to deacons and members engaged in active military service, to add the reference to January 1, and to remove the requirement that voluntary charitable assessments be allocated for the payment of dues for seminarians.)

### **Dues for Full-Time College Students**

The council shall collect reduced annual membership dues from any council member who on January 1<sup>st</sup> of that year is a full-time student at an accredited institution of higher education. The reduced membership dues shall be equal to State and Supreme Council per capita charges and levies for the calendar year.

(Adopted April 27, 2018)

### **Memorials**

When notice of the death of a member in good standing is received, the Memorial Committee shall forward to the family of the deceased a message of condolence on behalf of the Council. Included with such message shall be a Resolution of Condolence.

Ratification of a Resolution of Condolence shall be included on the order of business at the next regular meeting of the council. After the consideration of the minutes from the previous meeting, the council shall consider any motion to suspend the rules and immediately proceed to the ratification of each pending Resolution of Condolence and a period of prayer.

Resolutions of Condolence shall be numbered sequentially, and the council shall maintain a memorial record of all such resolutions that shall include each resolution number, name of the deceased brother knight, and the date of death.

## **Knights of Columbus Father Augustine Tolton Council, No. 16126**

### **Resolution of Condolence**

*In Memory of Brother (Name)*

*Whereas, It has pleased Almighty God, in His infinite wisdom, to call from our midst our beloved Brother, who departed this life (date of death); and*

*Whereas, by his death, our Council has sustained the loss of an exemplary Catholic gentleman and worthy Knight of Columbus; therefore, be it*

*Resolved, that our departed Brother be remembered daily in a special Mass offered for the repose of souls of all deceased Brother Knights at St. Mary's Church, the birthplace of the Order, in New Haven, Connecticut; be it further*

*Resolved, that our departed Brother be remembered in Masses at the Cathedral of the Immaculate Conception in Springfield, Illinois on (dates for five Masses); be it further*

*Resolved, that while we bow in submission to the will of our Heavenly Father, we mourn the loss of our Brother who has been taken from us; and be it further*

*Resolved, that this testimonial of condolence, duly signed and sealed, be offered to the family of our departed Brother Knight as an expression of our heartfelt sympathy.*

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*Memorial Committee*

(Adopted 11/30/17. Amended 12/28/17 to add a paragraph in the Resolution of Condolence with the dates of Masses at the Cathedral of the Immaculate Conception.)

### **Monthly Business Meetings**

The Council's monthly business meeting shall be held on the fourth Thursday at 7 p.m. in the School Hall at the Cathedral of the Immaculate Conception, unless the meeting date, time, or location for a particular meeting is changed by the Grand Knight, or the meeting is cancelled by the Grand Knight, pursuant to an announcement made during the immediately preceding monthly business meeting. If an issue affecting the meeting date, time, or location becomes known after the immediately preceding monthly business meeting, the Grand Knight shall make the necessary meeting changes, and notice of the changes shall be provided to the membership as soon as reasonably possible. The Grand Knight shall ensure that notification is provided to

the membership for any change in the date, time, or location of a monthly business meeting, or cancellation of a monthly business meeting, and such notification shall be provided by email, a posting on the Council's website, and any other method selected by the Grand Knight.

(Adopted July 27, 2017)

### **Recording Council Policies**

The Council shall maintain a record of adopted motions that have a lasting duration, which shall be known as the Standing Orders. The full text of the enacting motion and the date of adoption shall be recorded for each standing order. The record shall be revised to reflect the amendment or repeal of a standing order, along with the date of adoption for any such change; and a brief description of the effect of each amendment shall be included.

(Adopted July 27, 2017)

### **Scholarships**

The Council will participate in a joint effort with the Cathedral Council of Catholic Women (CCCW) and the Cathedral Men's Club for the funding and awarding of catholic school scholarships (Adopted February 23, 2017); and net proceeds from the annual Steak and Whisky Dinner shall be allocated to the funding of such scholarships. (Adopted July 27, 2017)

The Grand Knight shall annually appoint one or more Third Degree members of the council to the joint committee that is responsible for the evaluation of catholic school scholarship applications. Each appointee shall serve at the pleasure of the Grand Knight during that Grand Knight's term of office, or until a successor is appointed. The Grand Knight shall announce any appointment or change in appointment at the monthly business meeting next occurring.

(Adopted July 27, 2017. Amended April 27, 2018 to add provisions for the Third Degree requirement, length of appointment, and announcement of appointment).

### **Council Representation on Parish Boards & Committees**

Whenever the Pastor of the Cathedral of the Immaculate Conception provides for council representation on a committee, board, or other similar entity, the Grand Knight shall appoint a Third Degree member of the council to serve in such capacity. The appointee shall serve at the pleasure of the Grand Knight during that Grand Knight's term of office, or until a successor is

appointed. The Grand Knight shall announce any appointment or change in appointment at the monthly business meeting next occurring.

(Adopted April 27, 2018)

Document updated on May 14, 2018.