



knights of Columbus

SUPREME OFFICE • COLUMBUS PLAZA • NEW HAVEN, CONNECTICUT 06510-3326 • (203) 772-2130

August 10, 1998

Don Psencik, FN
Monsignor George A. Wilhelm Assembly
2626 Louisiana
Houston, TX 77006

Worthy Faithful Navigator and Dear Brother Psencik:

We acknowledge receipt and review of your proposed assembly by-laws, which we are returning herewith, together with a copy of the model set of assembly by-laws. You will note that your submission bears the approval of the Supreme Advocate.

If you wish to have your by-laws printed here in New Haven, please adapt the model set to the needs of your assembly, actually making all changes thereon (both old and new), then return same to New Haven for the approval of the Supreme Advocate and printing of 300 copies as requested.

Sincerely and fraternally yours,

A handwritten signature in black ink, appearing to read "John K. McDevitt".

John K. McDevitt
Counsel

JKMcD:jad

**BY-LAWS
OF
MONSIGNOR GEORGE A. WILHELM
ASSEMBLY
FOURTH DEGREE
KNIGHTS OF COLUMBUS
HOUSTON, TEXAS
REVISED
1998
ARTICLE I
NAME**

SECTION I. THE OFFICIAL NAME OF THIS ASSEMBLY SHALL BE "MONSIGNOR GEORGE A. WILHELM ASSEMBLY, FOURTH DEGREE KNIGHTS OF COLUMBUS."

**ARTICLE II
OFFICERS**

SECTION I. THE ELECTED OFFICERS OF THE ASSEMBLY SHALL BE FAITHFUL NAVIGATOR, FAITHFUL CAPTAIN, FAITHFUL ADMIRAL, FAITHFUL COMPTROLLER, FAITHFUL PILOT, FAITHFUL PURSER, FAITHFUL SCRIBE, FAITHFUL INNER SENTINEL AND FAITHFUL OUTER SENTINEL, WHO ARE TO HOLD OFFICE FOR ONE YEAR, AND THREE FAITHFUL TRUSTEES, WHO SHALL BE ELECTED TO SERVE: ONE (1) FAITHFUL TRUSTEE TO SERVE THREE (3) YEARS, ONE (1) FAITHFUL TRUSTEE TO SERVE TWO (2) YEARS, AND ONE (1) FAITHFUL TRUSTEE TO SERVE ONE (1) YEAR.

SECTION II. THE FAITHFUL NAVIGATOR, FAITHFUL CAPTAIN, FAITHFUL ADMIRAL, AND FAITHFUL PILOT SHALL BE THE CHAIR OFFICERS AND SHALL ANNUALLY APPOINT A PRIEST TO THE OFFICE OF FAITHFUL FRIAR; AND IN AN EMERGENCY THEY CAN APPOINT A DEACON TO THE OFFICE OF FAITHFUL FRIAR. BUT SUCH SELECTION MUST BE MADE IN ACCORDANCE WITH ANY RULES ESTABLISHED BY THE BISHOP OF THE DIOCESE OF GALVESTON-HOUSTON.

SECTION III. THE FAITHFUL NAVIGATOR SHALL BE PRESIDING OFFICER WITH ALL POWERS AND DUTIES INCIDENTAL TO SUCH OFFICE. HE SHALL BE CHAIRMAN OF THE BOARD OF TRUSTEES AND EX-OFFICIO MEMBER OF ALL COMMITTEES.

SECTION IV. THE FAITHFUL CAPTAIN SHALL BE IN CHARGE OF ENTERTAINMENT, SOCIAL FUNCTIONS AT MEETINGS, AND IN THE ABSENCE OF THE FAITHFUL NAVIGATOR, HE SHALL ASSUME THE DUTIES OF THE FAITHFUL NAVIGATOR.

SECTION V. THE FAITHFUL ADMIRAL SHALL PRESIDE IN THE ABSENCE OF BOTH FAITHFUL NAVIGATOR AND THE FAITHFUL CAPTAIN, AND SHALL BE CHAIRMAN OF THE MEMBERSHIP COMMITTEE. HE SHALL LEAD THE OPENING PRAYER AND RECITATION OF THE ROSARY IN CASE OF ABSENCE OF FAITHFUL FRIAR OR FAITHFUL ASSISTANT FRIAR.

SECTION VI. THE FAITHFUL PILOT SHALL BE IN CHARGE OF PREPARING THE MEETING CHAMBER FOR MEETINGS. THE FAITHFUL NAVIGATOR CAN APPOINT THE PILOT AS COMMANDER OR HE CAN APPOINT A COMMANDER. ~~THE FAITHFUL PILOT HAS THE DUTY TO SET TURN OUTS AND ALSO TO TAKE OVER AS COMMANDER IN HIS ABSENCE.~~ HE SHALL HAVE JURISDICTION ON ALL TURN OUTS EXCEPT DISTRICT TURN OUTS. THE DUTIES OF THE PILOT OR COMMANDER ARE TO ALSO APPOINT A FLAG CORP.

SECTION VII. THE FAITHFUL COMPTROLLER SHALL KEEP A ROLL OF THE MEMBERS, THEIR AGES, RESIDENCE AND OCCUPATION, WITH THE DATE OF THEIR INITIATION IN THE FOURTH DEGREE. MEMBERS CHANGING THEIR RESIDENCE MUST NOTIFY THE FAITHFUL COMPTROLLER. UPON TRANSFERRING TO A COUNCIL IN ANOTHER ASSEMBLY, FAITHFUL COMPTROLLER SHALL ISSUE A TRANSFER CARD TO BE SIGNED BY THE FAITHFUL NAVIGATOR AND ATTESTED BY THE FAITHFUL COMPTROLLER. HE SHALL ISSUE A FOURTH DEGREE MEMBERSHIP CARD DULY SIGNED AND ATTESTED AS ABOVE, TO EACH MEMBER NOT INDEBITED TO THE ASSEMBLY FOR DUES, AND SUCH CARD SHALL ENTITLE A MEMBER UPON PRESENTATION OF SAME WITHIN THE PERIOD SPECIFIED ON SAID CARD AND UPON FURTHER COMPLIANCE WITH THE RULE REQUIRING THAT A MEMBER PRODUCE A THIRD DEGREE MEMBERSHIP CARD TO THE ADMITTANCE TO ANY MEETING OF THE FOURTH DEGREE. HE SHALL KEEP SUCH NECESSARY OFFICIAL RECORDS AND FORMS AS WILL BE FURNISHED BY THE SUPREME SECRETARY AND ONLY SUCH RECORDS AND FORMS SHALL BE USED. HE SHALL NOTIFY QUATERLY THE SUPREME SECRETARY OF ALL SUSPENSIONS, WITHDRAWLS, DEATHS, REINSTATEMENTS AND TRANSFERS TO OR FROM OTHER ASSEMBLIES OCCURRING DURING THE PERIOD. FAITHFUL COMPTROLLER SHALL GENERALLY PERFORM ALL DUTIES INCIDENT TO HIS OFFICE.

SECTION VIII. THE FAITHFUL FRIAR SHALL BE THE SPIRITUAL ADVISOR OF THE ASSEMBLY.

SECTION IX. THE FAITHFUL INNER AND OUTER SENTINELS SHALL INSURE THAT NO ONE BUT DULY QUALIFIED MEMBERS OF THE ORDER SHALL BE ADMITTED TO THE CHAMBER DURING THE ASSEMBLY MEETINGS. THEY SHALL BE RESPONSIBLE THAT ALL IN ATTENDANCE AT THE ASSEMBLY FUNCTIONS ARE IN POSSESSION OF BOTH A THIRD DEGREE AND FOURTH DEGREE MEMBERSHIP CARDS IN GOOD STANDING AND SO REPORT TO THE FAITHFUL PILOT.

SECTION X. THE FAITHFUL SCRIBE SHALL KEEP A RECORD OF ALL THE MINUTES OF ALL REGULAR AND SPECIAL MEETINGS OF THE ASSEMBLY IN A BOUND BOOK FURNISHED FOR THAT PURPOSE BY THE ASSEMBLY.

SECTION XI. THE FAITHFUL PURSER SHALL BE THE TREASURER OF THE ASSEMBLY KEEPING NECESSARY RECORDS IN A BOUND BOOK FURNISHED FOR THAT PURPOSE BY THE ASSEMBLY. HE SHALL GIVE RECEIPT TO THE FAITHFUL COMPTROLLER OF ALL MONIES GIVEN HIM BY THE FAITHFUL COMPTROLLER. HE SHALL PAY ALL VOUCHERS DRAWN ON HIM WHICH ARE SIGNED BY AT LEAST TWO (2) FAITHFUL TRUSTEES AND COUNTERSIGNED BY THE FAITHFUL NAVIGATOR. ALL SUCH VOUCHERS SHALL HAVE THE APPROVAL OF THE BOARD OF TRUSTEES EXCEPT DEMANDS OF THE DISTRICT MASTER AND REGULAR AND USUAL STATED PAYMENTS OF THE ASSEMBLY AND PAYMENTS AUTHORIZED BY THE ASSEMBLY AS PROVIDED IN ARTICLE VII, SECTION I.

SECTION XII. THE FAITHFUL COMPTROLLER AND FAITHFUL PURSER SHALL EACH BE GIVEN A BOND FOR THE FAITHFUL PERFORMANCE OF THE DUTY OF HIS OFFICE IN THE AMOUNT OF ONE HUNDRED DOLLARS (\$100.00) OR IN SUCH AMOUNT AND FORM AS MAY BE DETERMINED FROM TIME TO TIME BY THE BOARD OF TRUSTEES.

SECTION XIII. THE FAITHFUL TRUSTEES SHALL CAREFULLY EXAMINE ALL BILLS BEFORE EACH MEETING AND PRESENT SAME TO THE ASSEMBLY WITH THEIR RECOMMENDATION. THE APPROVAL OF AT LEAST TWO (2) FAITHFUL TRUSTEES SHALL BE REQUIRED OF ANY BILLS OR STATEMENTS BEFORE PRESENTING SAME FOR PAYMENT. THEY SHALL AUDIT THE ACCOUNTS OF THE COMPTROLLER AND PRUSER ANNUALLY AS OF JUNE 30TH AND REPORT THEREON TO THE ASSEMBLY NO

LATER THAN THE NEXT REGULAR MEETING OF THE ASSEMBLY. THEY SHALL HAVE CUSTODY AND SUPERVISION OF ALL FUNDS OVER AND ABOVE WHAT IS DEEM NECESSARY FOR THE ORDINARY BUSINESS OF THE ASSEMBLY AND OF ALL PROPERTY NOT IN REGULAR USE AT THE MEETING.

SECTION XIV. ANY OFFICER OF THE ASSEMBLY FAILING TO BE PRESENT AT THREE (3) CONSECUTIVE REGULAR ASSEMBLY MEETINGS SHALL FORFEIT HIS RIGHTS TO OFFICE UNLESS HE HAS A VALID EXCUSE. HE SHALL NOTIFY THE FAITHFUL NAVIGATOR OF HIS ACTION IN THE EVENT OF FORFEITURE OF OFFICE AS HERETOFORE PROVIDED A SUCCESSOR TO FILL THE UNEXPIRED TERM. HE SHALL BE ELECTED AT THE NEXT MEETING AFTER NOTIFYING MEMBERS. IF OFFICE IS VACATED BEFORE JANUARY 1ST THE FAITHFUL NAVIGATOR SHALL HOLD AN ELECTION FOR THAT OFFICE. IF THE OFFICE IS VACATED AFTER JANUARY 1ST HE SHALL HAVE THE POWER TO APPOINT A MEMBER FOR THE UNEXPIRED TERM.

ARTICLE III ELECTIONS

SECTION I. ALL OFFICERS SHALL BE ELECTED AT THE REGULAR MEETING IN JUNE OF EACH YEAR, PRIOR NOTICE OF SUCH ELECTIONS HAVING BEEN GIVEN TO ALL MEMBERS OF THE ASSEMBLY.

SECTION II. ALL OFFICERS THEN ELECTED SHALL TAKE OFFICE ON THE FIRST DAY OF JULY OF EACH YEAR.

SECTION III. THE FAITHFUL ADMIRAL SHALL BE ELECTED FROM THE PAST FAITHFUL NAVIGATORS OF THE ASSEMBLY, IF THERE BE ANY.

SECTION IV. THE ELECTION OF FAITHFUL TRUSTEES SHALL BE ANNUALLY WHERE BY HE SHALL BE ELECTED TO A TERM OF THREE YEARS AND PROCEEDING YEAR SHALL SERVE FOR NEXT TWO YEARS AND FINALLY FOR ONE YEAR TO FINISH HIS THREE YEAR TERM.

ARTICLE IV COMMITTEES

SECTION I. THE FAITHFUL NAVIGATOR SHALL BE EMPOWERED TO APPOINT IN ADDITION TO THE PERMANENT COMMITTEE HERE IN LISTED ANY SUCH COMMITTEE OR COMMITTEES AS HE MAY DEEM PROPER OR AS SHALL BE DIRECTED BY THE ASSEMBLY.

SECTION II. THE STANDING COMMITTEES OF THE ASSEMBLY SHALL BE:

- (A) MEMBERSHIP COMMITTEE: WHOSE DUTY IT SHALL BE TO ENCOURAGE INCREASE OF MEMBERSHIP AND TO ENCOURAGE WORTHY THIRD DEGREE MEMBERS OF THE KNIGHTS OF COLUMBUS TO APPLY FOR ADVANCEMENT TO THE FOURTH DEGREE.
- (B) COMMITTEE ON QUALIFICATIONS AND ADMISSION: WHOSE DUTY SHALL BE TO EXAMINE APPLICATIONS FOR MEMBERSHIP IN THE ASSEMBLY, AND, IF NECESSARY, MAY MAKE RECOMMENDATION REGARDING THE ADMISSION OF SUCH APPLICANTS.
- (C) WELFARE COMMITTEE: WHOSE DUTY IT SHALL BE TO VISIT THE SICK OF THE ASSEMBLY.

(D) A COMMANDER OF THE COLOR CORPS MAY BE APPOINTED BY THE FAITHFUL NAVIGATOR ON AN ANNUAL BASIS.

ARTICLE V MEETINGS

SECTION I. THE REGULAR MEETINGS OF THE ASSEMBLY SHALL BE ON THE FIRST TUESDAY OF THE MONTH AT SUCH TIME AND PLACE AS THE ASSEMBLY MAY DESIGNATE.

SECTION II. SPECIAL MEETINGS MAY BE CALLED AS PROVIDED IN THE SUPREME LAWS AND RULES OF THE FOURTH DEGREE.

SECTION III. FIFTEEN (15) MEMBERS SHALL CONSTITUTE A QUORUM AT THE MEETING EXCEPT THAT AT A MEETING WHERE A CHANGE IN THE BY-LAWS IS TO BE VOTED UPON OR OTHER PUBLISHED RESOLUTION, THEN TWENTY (25) SHALL CONSTITUTE A QUORUM.

SECTION IV. THE ORDER OF BUSINESS SHALL BE SUCH AS IS PROVIDED IN THE SUPREME LAWS AND RULES OF THE FOURTH DEGREE AND IN ALL MATTERS NOT EXPRESSLY COVERED BY SAME, THE PROCEDURE SHALL BE AS PROVIDED BY THE CONSTITUTION AND LAWS OF THE KNIGHTS OF COLUMBUS AND OF ROBERTS RULE OF ORDER.

ARTICLE VI DUES

SECTION I. THE DUES SHALL BE TWENTY-FIVE (25.00) DOLLARS PER ANNUM, PAYABLE DURING THE MONTH OF JANUARY OF EACH YEAR, OF WHICH FIVE (\$5.00) DOLLARS WILL BE ALLOCATED TO THE CHALICE FUND.

SECTION II. ANY MEMBER OF THIS ASSEMBLY IN GOOD STANDING OF TWENTY-FIVE (25) YEARS AND ATTAINING HIS 70TH BIRTHDAY AND THOSE WHO HAVE BEEN MEMBERS OF THE FOURTH DEGREE FIFTY YEARS REGARDLESS OF AGE MAY APPLY FOR HONORARY LIFE MEMBERSHIP IN THE ASSEMBLY UNDER WHICH FULL PRIVILEGES WILL BE GRANTED WITHOUT PAYMENT OF DUES.

SECTION III. ANY MEMBER OTHER THAN HONORARY LIFE MEMBER OF THIS ASSEMBLY WHO SHALL FAIL TO PAY HIS DUES TO THIS ASSEMBLY WITHIN THREE MONTHS AFTER SAME ARE DUE SHALL IPSOFACTO FORFEIT HIS MEMBERSHIP IN THIS ASSEMBLY.

ARTICLE VII EXPENDITURES

SECTION I. NO MONEY IN EXCESS OF ONE HUNDRED DOLLARS (\$100.00) SHALL BE PAID OR TRANSFERRED FROM THE TREASURY OF THIS ASSEMBLY UNLESS BY MAJORITY APPROVAL TO THE MEMEBERS PRESENT AND VOTING AT A REGULAR MEETING HELD SUBSEQUENT TO A REGULAR MEETING AT WHICH NOTICE IN WRITING IN THE FORM OF A RESOLUTION OF INTENTION TO PAY OR TRANSFER SUCH MONEY AND THE PURPOSE AND AMOUNT TO BE PAID OR TRANSFERRED SHALL BE GIVEN OR REGULARLY PAY FOR ITS CURRENT EXPENSES, DEMANDS OF THE SUPREME COUNCIL, PURPOSES APPROVED BY THE SUPREME COUNCIL OR BOARD OF DIRECTORS, INITIATION FEES DUE THE DISTRICT MASTER ON PAYMENTS IN ACCORDANCE WITH PROPERLY APPROVED BY-LAWS OF THIS ASSEMBLY (SAID BY-

LAWS TO STATE THE MANNER IN WHICH, AND BY WHOM, SAID FUND IS TO EXPENDED) ARE EXEMPT FROM THIS PROVISION.

SECTION II. NO OFFICERS SHALL RECEIVE ANY COMPENSATION FOR SERVICES RENDERED THE ASSEMBLY, EXCEPT THE FAITHFUL COMPTROLLER AND FAITHFUL PURSER, WHO SHALL BE ENTITLED TO A FEE SET BY FAITHFUL NAVIGATOR AND TRUSTEES.

SECTION III. MONIES MAY BE EXPENDED FROM THE CHALICE FUND BY THE FAITHFUL PURSER, ON AUTHORITY OF THE FAITHFUL NAVIGATOR AND AT LEAST TWO FAITHFUL TRUSTEES IN THE AMOUNTS AS NECESSARY TO FULLFILL ASSEMBLY OBLIGATION AS PROVIDED IN ARTICLE IX HEREINAFTER.

SECTION IV. DELEGATES ELECTED TO DISTRICT MEETING SHALL BE REIMBURSTED FOR THE SUM OF SEVENTY-FIVE DOLLARS (\$75.00) EXPENSES.

ARTICLE VIII ANNUAL COMMUNION SUNDAY

SECTION I. THIS ASSEMBLY SHALL SET ASIDE AT LEAST ONE SUNDAY EACH YEAR FOR THE PURPOSE OF ATTENDING MASS AND RECEIVING COMMUNION IN A BODY, ALSO TO REMEMBER OUR DECEASED MEMBERS. THIS MASS SHOULD BE HELD IN A CHURCH.

ARTICLE IX DEATH OF MEMBER

SECTION I. UPON THE DEATH OF ANY MEMBER OF THE ASSEMBLY WHO IS IN GOOD STANDING, A ROSARY SHALL BE OFFERED FOR THE REPOSE OF HIS SOUL. A CHALICE OR A CIBORIUM SHALL BE ACQUIRED IN HIS MEMORY. FAITHFUL NAVIGATOR SHALL ADVISE THE FAMILY OF THE DECEASED OF THE CHALICE AND WILL CAUSE THE CHALICE OR CIBORIUM TO BE PLACED IN SERVICE IN ACCORDANCE WITH THE WISHES OF THE FAMILY, OR IF THERE BE NONE, SAID CHALICE OR CIBORIUM SHALL BE PLACED IN SERVICE AT THE DISCRETION OF THE FAITHFUL NAVIGATOR.

SECTION II. IN ORDER TO ACCOMPLISH THIS END. A SPECIAL FUND KNOWN AS "CHALICE FUND" WILL BE ESTABLISHED AND SHALL BE MAINTAINED BY THE FAITHFUL PURSER AND SHALL HAVE A BALANCE SUFFICIENT TO SATISFY OBLIGATIONS AND APPROVED BY FAITHFUL NAVIGATOR AND FAITHFUL TRUSTEES.

ARTICLE X AMENDMENTS

SECTION I. PROPOSED AMENDMENTS TO THESE BY LAWS SHALL BE PRESENTED IN WRITING AND READ AT A REGULAR MEETING OF THE ASSEMBLY, BUT SHALL NOT BE DISCUSSED OR VOTED UPON UNTIL THE NEXT SUCCEEDING REGULAR MEETING. NOTICE IN WRITING OF SUCH PROPOSED AMENDMENT SHALL BE MAILED TO ALL MEMBERS AT LEAST FIVE (5) DAYS BEFORE MEETING AT WHICH RESOLUTION SHALL BE VOTED UPON.

SECTION II. APPROVAL BY TWO THIRDS OF THE MEMBERS PRESENT AND VOTING SHALL BE REQUIRED TO ADOPT ANY PROPOSED AMENDMENT.

DATE OF APPROVAL: 8/10/98

Ricardo H. Garcia