

Greater Austin Area Knights of Columbus Chapter Business Quick Reference Guide

The purpose of the chapter is to promote the wellbeing of the Order within the Greater Austin area. It shall conduct for the good of the Order one major Chapter-wide activity each year. Chapter activities shall not be in competition with state or subordinate council sponsored activities. The chapter shall also hold meetings to facilitate communication between Councils, District Deputies and the Diocesan Deputy within the Austin Diocese. All Chapter Activities must be self-funding to ensure we have seed money for future activities.

Chapter Business is defined as activities taking place during Old and New Business, Such as submitting resolutions, making or seconding motions, discussing and voting on such activities.

Only Chapter delegates may participate in Chapter Business.

Each delegate is entitled to one vote.

The Chapter's delegates consist of:

- The Grand Knight and two elected representatives delegates from each member council
- District Deputies within the Chapter's jurisdiction,
- State Deputy
- Chapter officers
- Supreme Director residing in the state.

In the event a council delegate is unable to attend a Chapter meeting, the council's Grand Knight shall appoint a temporary alternate to replace the representative. The temporary alternate shall have the same authority as the elected delegate. The Grand Knight of a council must notify the Chapter Secretary the name of all alternates before the effective Chapter Meeting if the alternate is to participate in Chapter business.

The annual election of Officers shall take place at a regular business meeting held between the fifteenth (15) day of June to and including the fifteenth (15) day of July each year.

No council may have more than one member holding an elected office within the Chapter.

Request for Chapter funds exceeding \$500 are subject to Knights of Columbus Charter Constitution Laws, Section 122.

This requires a two-thirds vote of the delegates present and voting at a regular business meeting held subsequent to a regular business meeting at which written notice of a resolution of intention to pay or transfer such money and the purpose and amount to be paid or transferred shall have been given and regularly read. The secretary will capture this to be included in the minutes as a motion. After a second of such motion the Chapter president may allow limited discussion but vote on the motion must be in the subsequent business meeting.

Funds of the Chapter are NOT to be used to support individual council related activities or events.

Chapter funds are used for the annual Clergy & Religious Appreciation Dinner and other approved Chapter activities. Any excess funds are to support other qualified charities outside of the Knights of Columbus Councils and associated organizations.