

Knights of Columbus

Greater Dayton Chapter

Constitution and By – Laws

The Constitution and By-Laws governing the Greater Dayton Chapter of the Knights of Columbus were adopted at the special session of the Greater Dayton Chapter in Dayton, Ohio in February 1965;

Revised:

July 1969,
August 1973,
August 1975,
October 1979,
August 1987,
June 1990,
July 16, 2008,
November 16, 2016

The following by-laws were amended on November 19, 2025 by a vote of the Chapter.

Article I

Section I. The State Deputy, in accordance with the Supreme Council Chapter rules and laws of the Knights of Columbus, and through the power invested in him by virtue of his office has designated that a Chapter be organized in the Greater Dayton Area and the Councils now located in such area hereby organize accordingly and this organization henceforth shall be known as the Greater Dayton Chapter of the Knights of Columbus. The Greater Dayton area is defined as all cities, communities and townships within Montgomery Greene, Miami, Darke, Clark, Warren, Preble, and Butler Counties.

Section II. The primary purpose of the Chapter shall be to promote the wellbeing of the Order within the Greater Dayton Chapter Area. The Chapter shall strive to bring closer all member Councils for the intention of planning unified or common action and to manage such combined programs as far as practical for the benefit of all member Councils. As a minimum, the Chapter 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 member Council sponsored activities.

Section III. The Officers and regular voting delegates of the Greater Dayton Chapter are hereby vested with full power and authority to make, alter and repeal all laws, rules and regulations for the government, management, discipline and control of the said organization. Provided, however, that said powers shall not conflict with the Constitution and Laws of the Supreme, State, or Local Councils of the Knights of Columbus.

Section IV. The Greater Dayton Chapter shall meet in the month of June on the day determined and announced by the President at which time the annual election of officers will be conducted. Other meetings will be at such times as the President may call or upon demand of the majority of the voting delegates. The election meeting shall be announced to the membership at least one week in advance.

Article II

REPRESENTATION

Section I. Voting delegates of the Greater Dayton Chapter shall include:

- A. The Grand Knight of each Council and two additional elected delegates from each member Council. The elected delegates shall be at a minimum, any First Degree (Admissions Degree) Council member in good standing (Sec.242). Each delegate shall have one vote at the Chapter meeting. Election of the two Council delegates is a member Council responsibility and should be accomplished with their regular election of officers.
- B. The District Deputy of each District within the Greater Dayton Area.
- C. The Chaplain of the Chapter.
- D. The State Deputy shall be an ex-officio member of the Chapter and shall have a vote on all matters coming before the Chapter.
- E. The Grand Knight of a member Council appoints the alternate delegate when the alternate is replacing one of the delegates of that Council who is unable to attend the Chapter meeting. To maintain Chapter continuity, it is encouraged that the Grand Knight of each member Council appoint an alternate for the entire fraternal year rather than for individual meetings. Preferably, this alternate will be a Past Grand Knight, however, any First Degree (Admissions Degree) member in good standing may be appointed. Alternates must be submitted in writing and recorded in the Greater Dayton Chapter's roster.
- F. It is the responsibility of each council to submit the names, addresses, telephone numbers and email addresses of each delegate and alternate delegate to the Chapter Secretary at the first meeting in August.

Section II. New Councils and non-member Councils within the Greater Dayton Chapter Area shall be invited to join the Chapter within the first three months of each fraternal year. They may request such an invitation any time during the year. They shall be added to the Chapter Membership after:

- A. A majority positive vote of their members present and voting at the announced Council meeting following written notice to the entire Council membership.
- B. Payment of the yearly assessment (not pro-rated for partial year).
- C. Notification to the Chapter by the Grand Knight of a positive vote.

Section III. Any Council outside the Greater Dayton Area may apply for membership in the Chapter, following the procedure in the above section.

Article III

OFFICERS

Section I. Chapter Officers shall consist of a President, Vice President, Secretary, Treasurer and Warden, who shall serve a term of one year: from August 1 through July 31 of the following year and until their successors are elected and qualified. Neither the President or the Vice President shall serve more than two successive terms in any one office, however, there shall be no term limits for the offices of Warden, Treasurer, or Secretary. All Chapter officers must be Third Degree (Knighthood Degree) members.

Section II. Election of Chapter Officers shall take place following the presentation of slates of candidates by an election committee and nominations from the floor at the first Chapter meeting following the election of council delegates (June meeting).

Section III. No vacancies shall be filled at a meeting unless due notice that such a vote will be taken is first given to the delegates by mail.

Section IV. The President shall annually select a Priest to be Chaplain, subject to the Ordinary of the Diocese. If a Priest is unavailable, the President may select a Deacon to serve as Spiritual Advisor.

Article IV

DUTIES OF OFFICERS

Section I. DUTIES OF THE PRESIDENT: The President of the Chapter shall be the chief executive officer of the Chapter and shall preside at all Chapter meetings. He shall call special meetings at his discretion or as required under Article IX, Section 3. He shall represent the organization when called upon to do so. He shall appoint all committees on an ad hoc basis and shall be a member ex-officio of all committees. He shall have approval power of all expenditures by countersigning all checks drawn and signed by the Treasurer in favor of appropriation authorized by vote of the membership. He shall sign the annual report on Chapter activities and finances to be filed by 1 August of each year. His withholding of his signature signifies non – approval.

Section II. DUTIES OF THE VICE PRESIDENT: The Vice President shall preside and perform all the duties of the President in his absence and shall perform such other duties as may be delegated to him by the Chapter.

Section III. DUTIES OF THE SECRETARY: The Secretary shall keep a record of the doings of the Chapter. He shall keep, publish and distribute within ten (10) calendar days the minutes of regular and special meetings and special reports of the Chapter. He shall notify all members of special meetings and all committee members when called upon by the President.

Section IV. DUTIES OF THE TREASURER: The treasurer shall be the Chief Financial Officer of the Chapter and keep all books and records of financial accounts. He shall collect and receive all funds due to the Greater Dayton Chapter and shall provide adequate banking arrangements for safekeeping of the funds. He shall keep an account of indebtedness to any organization or person and perform the billing function for the Chapter. Payment of all orders / bills shall be by check signed by him and countersigned by the President. However, all banking accounts will be arranged so that any two officers from among the President, Vice President, or the Treasurer may sign the checks. The Treasurer shall also perform such other duties as are delegated to him by the Chapter and shall sign the report on the activities and finances to be filed by August 1 of each year.

Section V. DUTIES OF THE WARDEN The Warden shall verify that all present at an official Chapter meeting are in possession of the appropriate credentials to participate in the meeting, to ascertain that the quorum is present, and to determine the official delegate count to be used when voting procedures require it. The Warden shall be present at each Chapter meeting. The Warden shall perform the duties of Warden as prescribed in Section 143 of the Laws of the Order.

Article V

FUNDS

Section I. The funds of the Greater Dayton Chapter, Knights of Columbus, shall be deposited in a general account in the name of the Greater Dayton Chapter of the Knights of Columbus.

Section II. No money more than \$500.00 shall be paid or transferred from the Treasury of this Chapter except such funds as the Chapter is called upon to regularly pay for its current expenses and as provided by the laws of the Order and as further stated in Article V, Section IV unless by two thirds vote of the delegates present and voting at the regular Chapter business meeting at which notice in writing of a resolution to pay or transfer such money and the purpose and amount to be paid or transferred shall have been given and read at the preceding meeting.

Section III. When expenses have been approved by the enactment of a budget by the Chapter delegates, they shall be paid at the appropriate time.

Section IV. The Greater Dayton Chapter may establish a separate fund for any activity or program within the realm of the Greater Dayton Chapter purpose (Art. 1, Sec. 2) Separate funds shall be deposited in a special account and entrusted for management to an ad hoc committee consisting of at least the Treasurer and three delegates or alternates. Transfer of separate funds shall be made only upon the recommendation of the ad hoc committee and approval of the Chapter membership, except such funds as the committee may be called upon to regularly pay for its current expenses. Any net funds raised from any activity shall be irrevocably dedicated and segregated, or disbursed for charitable, educational or religious purposes within 12 months of the date they are raised.

Article VI

ASSESSMENTS

Section I. The assessment of each Chapter delegate shall be ten dollars (\$10.00) per annum payable by the Council that he represents.

Section II. Annually the delegates of the Chapter shall vote on additional funds, if necessary, based upon membership of each Council as of April 30. This assessment will exclude honorary members as determined by the Supreme Council. The Governing Body shall determine the amount of such assessment.

Section III. Collection of Dues and Assessments

- A. Annual Dues: An invoice for annual dues shall be sent, at the discretion of the Chapter Treasurer, through either e-mail or United States mail to the Grand Knight and the Financial Secretary of each Council within the Greater Dayton Chapter. The invoice for dues shall be sent during the month of August and payable on September 1 of that year. The invoice shall include a form for each council to identify the name, title, email and telephone number of the Knights designated as Delegates.
1. Delinquency: Dues shall be considered delinquent if not received by the date of the September meeting of the Greater Dayton Chapter
 2. Second Notice: The Chapter Treasurer shall cause a "Second Notice" to be sent to any Council which has not paid dues by the date of the meeting of the Greater Dayton Chapter in September
 3. Notice of Suspension: The Chapter Treasurer shall cause a "Notice of Suspension" to be sent to any Council which has not paid dues by the date of the meeting of the Greater Dayton Chapter in October. The notice will inform the Council that dues must be paid by the November meeting of the Greater Dayton Chapter or that Council will be suspended by action of law.
 4. Suspension: Suspension of any Councils on the arrangement of annual dues will be automatic on the date of the November meeting. No vote is needed to effectuate the suspension. Council members in good standing from suspended councils can ATTEND meetings of the Greater Dayton Chapter but do not have voting rights and cannot hold office. Any Chapter Officer from a council which is suspended is also suspended from his office until the dues are made current.
 5. Reinstatement: Councils can be reinstated by paying the outstanding dues plus a reinstatement fee of \$25.00 per Council.

Article VII

BUDGET

Section I. The Budget shall be presented at the September meeting of the Chapter, and a copy of said proposed budget shall be sent to all delegates at least 10 days prior to the meeting at which time the necessary assessments shall be voted.

- A. Should the proposed budget not be accepted, by the October business meeting it (the proposed budget) shall be declared null and void. The Chapter shall operate its fiscal policy according to Article V of the Constitution and Laws of the Chapter or as otherwise provided for by the rules of the order.

Article VIII

COMMITTEES

Section I. Only the President may appoint committees on an ad hoc basis. Each committee shall include at least one delegate of the Chapter and shall consist of a minimum of three First Degree (Admissions Degree) members of the Order in good standing.

Section II. The President shall appoint ad hoc committees to conduct those Chapter activities approved by the Chapter delegates and shall include at least one major Chapter-wide activity each year. As a minimum, the following committees shall be appointed by the meeting following the election of the Chapter Officers.

- A. A FINANCE COMMITTEE shall be appointed to review all Chapter expenditures, make recommendations to the delegates as necessary, to maintain a stable annual budget, and perform an annual audit of the Chapter activities and finances which shall be filed with the Supreme Secretary, State Deputy, State Secretary, and Chapter Secretary by 1 October of each year.
- B. AN ELECTION COMMITTEE shall be appointed each year to prepare slates for each Chapter office from among the Grand Knights, District Deputies, and elected Council delegates who are 3rd Degree members.

Article IX

MEETINGS

Section I. The business meeting of the Chapter shall be conducted in the Admissions or First Section.

Section II. The Chapter shall hold a regular meeting on the third Wednesday of each month, and said meeting shall be called to order by 7:30 P.M., unless prior notice of a different date and time (and place, if appropriate) is given at least 15 days in advance to all Chapter delegates.

Section III. Special meetings of the Chapter shall be at the call of the Chapter President, a majority of the officers, or upon petition of five Grand Knights of member Councils directed to the Chapter President who shall, upon receipt of such a petition, call a special meeting of the Chapter to be held upon five days' notice.

Section IV. Any non-delegate First Degree (Admissions Degree) members of the Order in good standing may attend Chapter meetings, but they shall have no voice or vote in the deliberations. However, said members may request the privilege of the floor and that request may be granted by the President. (Also see Article IX, Section I).

Section V. Council alternates who attend a meeting of the Chapter when not replacing a Council delegate, shall not be entitled to any privileges other than those enumerated in Article IX, Section IV above.

Section VI. A quorum shall consist of eleven delegates representing at least six Councils of the Chapter. Section VII. Voting by proxy shall not be permitted

Section VIII. Except where otherwise provided in the Constitution and By-Laws the proceedings of the Chapter meetings, and its committees, shall be governed by Robert's Rules of Order (revised). Proper Parliamentary rules shall be followed according to the rules and customs of deliberative bodies.

Article X

EX-OFFICIO MEMBERS

Section I. All current State Officers, Vice Supreme Master of the Fr. Louis Hennepin Province, Faithful Navigators of Assemblies with Councils within the Chapter's area, State Council Appointees; Former Supreme Directors, Former Vice Supreme Masters of the Fr. Louis Hennepin Province, Past State Deputies, Past Chapter Presidents, and Past Grand Knights in good standing residing within the Chapters area shall be considered Ex-Officio members of the Greater Dayton Chapter. They shall be accorded with proper honor and consideration at Chapter meetings and functions and shall have the privilege of the floor at Chapter meetings but shall not have the privilege of making motions or voting unless they have such rights by virtue of another position or status as a regular delegate of the Chapter.

Article XI

SPECIAL COMMITTEES

Section I. Individuals making recommendations to the Chapter for activities which are subsequently adopted by the Chapter shall have the privilege of being Chairman of said committee.

- A. Said committee shall consist of not less than three members and shall include at least one Chapter delegate.
- B. Special committees may be selected at any time to deal with specific matters.

Article XII

VOTING

Section I. The privilege of voting shall belong to the Chapter delegates.

- A. Voting on motions takes place when there are no more requests to speak on a motion or after debate has ended.
- B. If any Chapter delegate questions the result of a voice vote as announced by the President, a re-vote by show of hands is required.

Section II. The presiding officer usually votes only when his vote changes the result of a vote by the members.

Article XIII

ORDER OF BUSINESS

Section I. The order of business of all meetings of the Greater Dayton Chapter of the Knights of Columbus shall be as follows:

- A. Call to order
- B. Wardens' report on membership cards
- C. Prayer
- D. Pledge of Allegiance to the Flag
- E. Roll call of delegates
- F. Chaplain's Message
- G. Approval of previous meetings' minutes
- H. President's Report
- I. Vice-President's Report
- J. Treasurer's Report
- K. Secretary's Report
- L. Warden's Report
- M. Report on committees
- N. Unfinished business
- O. New business
- P. Announcements and Good of the Order
- Q. Adjournment-Prayer

Article XIV

WITHDRAWAL

Section I. Withdrawal from the Chapter shall be accomplished according to Section 242 of the Constitution, Laws, Rules, and regulations of the Supreme Council Board of Directors

Article XV

AMENDMENT OF BY-LAWS

Section I. Proposed amendments to the by-laws shall be presented in writing at any meeting of the Chapter and copies thereof shall be sent by United States Mail, email, or through social media to all members at least ten days prior to the next meeting and may be acted upon at the next meeting. Two thirds of the votes of those delegates present and voting shall be necessary for the adoption of any amendment not contrary to the Constitution and Laws of the Order

Article XVI

ADOPTION

Section I. These By-Laws shall take effect upon approval of the Chapter and the Supreme Advocate. All other by laws, rules, regulations or resolutions heretofore adopted by the Greater Dayton Chapter are hereby repealed.

Modified on September 17, 2025

Committee Members: Chapter President Vic Lauterbach (ex-officio), Past Chapter President Michael Freil, Past Chapter President John Hoffman, Past Chapter President Tim Mangan, Chapter Secretary Jeremy Begines.

Recorded on November 19, 2025, and Published in the November minutes and upon the Chapter website.

Jeremy Begines
Recording Secretary