

**BY-LAWS**  
**KNIGHTS OF COLUMBUS**



**SOUTH CAROLINA STATE COUNCIL**

**Governing the State Council and  
Subordinate Councils  
with Amendments to and  
Including  
the Year 2014**

Refer or Commit Motion (to Committee)	9	No	Yes	Yes	Yes	Maj	Yes
Rescind (Treated as main motion)	12	No	Yes	Yes	Yes	Sup	Yes
Substitute Motion (See amend)							
Suspend Rules	No	No	Yes	No	No	Sup	No
Table Motion	5	No	Yes	No	No	Maj	No
Withdraw Motion	No	No	No	No	No	Maj	Yes

\* Indicates precedence of motions. "NO" indicates no rank. These motions, which can be quickly disposed of, are usually incidental to a pending motion and generally involve matters of convenience of requests for information.

"Maj" indicates a simple majority vote (50% plus 1), whereas "Sup" indicated a super majority or 2/3 vote.

**APPENDIX D. Parliamentary Law:**

<b>Motion</b>	<b>Rank*</b>	<b>May Interrupt Speaker</b>	<b>Second Required</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>My be Reconsidered</b>
Adjourn	1	No	Yes	No	No	Maj	No
Adopt Report (Treated as main motion)	12	No	Yes	Yes	Yes	Maj	Yes
Amend Motion	10	No	Yes	Yes	Yes	Maj	Yes
Close Nominations	12	No	Yes	No	Yes	Sup	Yes
Information, Request for:	No	Yes	No	No	No	None	No
Limit or extend debate	7	No	Yes	Yes	Yes	Sup	Yes
Main Motion	12	No	Yes	Yes	Yes	Maj	Yes
Order of Business, Call for:	4	Yes	No	No	No	None	No
Parliamentary Inquiry	No	Yes	No	No	No	None	No
Point of order	No	Yes	No	No	No	None	No
Postpone Definitely	8	No	Yes	Yes	Yes	Maj	Yes
Postpone Indefinitely	11	No	Yes	Yes	No	Maj	Yes
Privilege, Question of;	3	Yes	No	No	No	None	No
Ratify Action taken (Treated as main motion)	6	No	Yes	No	No	Sup	Yes
Ratify Action taken (Treated as main motion)	12	No	Yes	Yes	Yes	Maj	Yes
Recess	2	No	Yes	Yes	Yes	Maj	No
Reconsider (Treated as main motion)	12	Yes	Yes	Yes	No	Maj	No

**ARTICLE I - STRUCTURE**

**SECTION 1. NAME:**

This organization shall be known as the South Carolina State Council, Knights of Columbus, and shall be conducted in accordance with the Charter Constitution and Laws of the Supreme Council, Knights of Columbus.

**SECTION 2. AUTHORITY FOR ORGANIZATION:**

This organization was formed by the order of the Supreme Board of Directors, in the year of our Lord 1921, in accordance with Section II, Chapter II, "State Council", of Supreme Charter Constitution and Laws of the Knights of Columbus, and was chartered by the Supreme Board of Directors on July 7, 1921<sup>2</sup> to carry out the orders and instructions of the Supreme Board of Directors.

**SECTION 3. PURPOSE:**

The purposes for which the South Carolina State Council is formed are the following: promote spiritual, special and intellectual intercourse among its members; to promote and conduct youth, educational, charitable, religious, social welfare and public relief work; and to do all things necessary and proper to accomplish the above and foregoing and to carry out the purposes and ideals of the Order of Knights of Columbus.

**SECTION 4. MEMBERSHIP AND CREDENTIALS:**

The membership of the State Council shall be composed of the Grand Knight and a Past Grand Knight, actually residing in South Carolina, from each subordinate Council in good standing, and State Officers, ex officio, and the last living Past State Deputy of the South Carolina State Council; provided, however, that when the last living Past State Deputy is actually residing in another State of jurisdiction, he shall forfeit such right, and his immediate predecessor actually residing in South Carolina shall

be entitled thereto. If there be more than one Past Grand Knight, the council shall elect the one to represent it in the State Council. A council having no past Grand Knight may elect any one of its Knighthood Degree members in good standing, in lieu thereof, as a representative of said Council in the State council. Each subordinate Council shall elect alternates for its representation in the State Council. Past State Deputies, other than the last living Past State Deputy, and District Deputies, shall be permitted the privileges of membership in the State Council, but without the right to vote therein. A majority of the State Council with the right to vote shall constitute a quorum. Delegates and alternates shall be provided with credentials by their respective Councils and shall present said credentials to the State Secretary at the time of registration.

**ARTICLE II – OFFICERS AND DUTIES**

**SECTION 1. STATE OFFICERS:**

The officers of the State Council shall be those prescribed by the Charter Constitution and Laws of the Order, and they shall be elected and hold office in accordance with said Charter Constitution and Laws. All officers shall be required to submit complete written reports to the State Council of their official acts, closing as of the first day of the month during which the State Council Meeting is held, a copy of which shall be sent to the State Deputy at least ten (10) days before the date of State Council Meeting. All State Program Chairmen shall submit a written report to the State Deputy thirty (30) days prior to the State Council Meeting; copies of these reports shall be circulated to the delegates at the State Council Meeting, and the reports of the State Program Chairmen shall not be read on the floor of the State Council Meeting, unless called for by the State Deputy<sup>5</sup>.

Richard S. Sullivan, Sr.	1978-1980	3684
James P. Nettles, Jr.	1980-1982	2207
Michael W. Telesco*	1982-1985	704
William C. Russell	1985-1987	5026
George R. Mussat	1987-1988	6629
X. Max Dugas*	1988-1990	1668
Stephen T. Dunlap	1990-1992	6629
Joseph W. Sarolea*	1992-1994	6756
Walter Piaso	1994-1996	1668
Ronald Povero	1996-1998	6629
Richard E. Koehler	1998-2000	11991
Charles Ritchenelli*	2000-2002	724
Roosevelt Cummings	2002-2004	6847
Raymond W. Hock	2004-2006	9184
Robert W. Ficco	2006-2008	6756
Joseph F. Gubeli	2008-2010	11910
Thomas M. Monahon	2010-2012	3684
Richard A. Gabriel	2012-2014	11991
Frank L. Davis	2014-Present	3067

\* Designates deceased Past State Deputies

**APPENDIX C. STATE DEPUTIES OF  
SOUTHCAROLINA:**

<b>Name</b>	<b>Dates of Service</b>	<b>Council</b>
Fred M. Bulfman*	1921-1923	724
John I. Cosgove*	1923-1927	704
John T. Brennan*	1927-1929	704
Edward D. Buckley*	1929-1931	704
Basil R. Kerr*	1931-1933	704
James F. Gallivan*	1933-1936	1668
John II Cosgove*	1936-1937	704
Richard T. Maher*	1937-1938	724
Thomas J. Burke*	1938-1939	704
William P. Donelan*	1939-1940	724
J. H. F. Rascob*	1940-1941	1668
William P. Donelan*	1941-1943	724
Andrew J. Pinto*	1943-1945	704
Thomas N. Fickling*	1945-1947	724
Joseph A. Putman*	1947-1949	1668
William C. Ehrhardt*	1949-1952	704
A.J. Baumann*	1952-1953	2207
Joseph L. Trihey*	1953-1956	724
Manual H. Brown*	1956-1958	704
William C. Ehrhardt*	1958-1959	704
Dr. E. R. Van DeGrift, Jr.*	1959-1961	724
James N. Stedman	1961-1963	704
Louis J. Betros*	1963-1965	1668
William K. Johnson*	1965-1967	704
Walter V. Duane	1967-1969	704
Douglas C. Kerrigan*	1969-1971	1668
Edward L. Nutter	1971-1972	6250
Thomas L. Rhodes*	1972-1974	5194
Ross C. Toscano, M.D.*	1974-1976	724
Joseph F. Moran, Sr.	1976-1978	6250

**SECTION 2. STATE DEPUTY:**

In addition to the duties imposed upon him by the Laws and Rules of the Order, the State Deputy shall appoint all Committees to function at State Council Meetings and may appoint Special Committees between such meetings whenever exigency requires. He shall sign all checks drawn by the State Treasurer and warrants drawn by the State Secretary.<sup>3</sup> Shall be custodian of the Bonds of State Secretary and Treasurer. The State Deputy shall be the Chief Executive Officer of the Order in the State, the Representative of the Supreme Council, and shall have such other powers and duties as established by Chapter 9 of the Supreme Laws of the Order. It shall be the further duty of each newly elected State Deputy to call a meeting of the State Officers, selected State Chairmen and District Deputies for a one-day session to be held not later than the 20<sup>th</sup> day of July following his election, for the purpose of instructing State Officers, District Deputies, and State Chairmen<sup>5</sup> in their duties and responsibilities, instructions in ceremonial of Installation of Officers, the conduct of Major Degrees of the Order, the correct procedures for Council Meetings and such other matters as may be deemed necessary. It shall be incumbent upon State officers, selected State Chairmen, and District Deputies to attend said meeting, unless specifically excused by the State Deputy. Grand Knights, Financial Secretaries and other subordinate Council Officers should be encouraged to attend at the invitation of the State Deputy. Each District Deputy shall conduct a similar meeting(s) within his own District not later than the 15<sup>th</sup> day of August of the same year, of all Grand Knights and such other Council Officers, as he deems necessary, to impart the instructions given at the meeting called by the State Deputy.<sup>5</sup>

**SECTION 3. STATE SECRETARY:**

The State Secretary shall keep a true and faithful record of the proceedings of the State Council, causing to be reproduced said

record of proceedings, the same to be certified by the State Deputy, and copies thereof shall be furnished to each subordinate Council in the jurisdiction, all State Officers, District Deputies, and all living Past State Deputies, not later than September 15<sup>th</sup>, following each annual State Council meeting. The expense incident thereto is to be paid out of State Council funds. Within twenty (20) days after the date of adjournment of the State Council Meeting the State Secretary shall furnish to the Supreme Secretary a copy of each resolution adopted by the State Council and which requires consideration or action by the Supreme Council. The State Secretary shall compile and publish an annual State Council Directory, distributing copies of same to all whose names are listed therein not later than September 15<sup>th</sup> each year.<sup>5</sup> He shall sign all warrants for checks to be drawn by the State Treasurer.<sup>3</sup> The State Secretary, in the absence or inability of the State Deputy, shall execute all of the duties of the State Deputy. The State Secretary shall perform all such other duties as may be prescribed herein or as may be imposed upon him by the State Council or by the State Deputy, who may request that State Secretary be bonded.

#### **SECTION 4. STATE TREASURER:**

The State Treasurer shall be the custodian of all of the funds and securities of the State Council; he shall receive all monies, keep a true and accurate account thereof, and forthwith shall deposit the same to the credit of the South Carolina State Council, Knights of Columbus, in a bank to be selected by the State Officers. Such funds shall be paid out by the State Treasurer only on warrants signed by the State Secretary<sup>3</sup>. The State Treasurer shall make no disbursements except under the authority of such warrants. The State Treasurer shall under the ordinary circumstances, draw checks in fulfillment of such warrants, obtain the State Deputy's signature on checks<sup>3</sup> and mail such checks to their recipients within seven (7) calendar days of date of the warrant. The State Treasurer shall prepare,

#### **APPENDIX B. STATE OFFICERS, 2015-2016:**

Frank L. Davis, State Deputy  
 Michael A. Allen, State Secretary  
 Edward M. Griffin, State Treasurer  
 Daniel E. Barton, State Advocate  
 Michael D. Radl, State Warden  
 Richard A. Gabriel, Immediate Past State Deputy  
 Rev. Robert F Higgins, State Chaplain

#### **DISTRICT DEPUTIES, 2015-2016:**

Daniel E. Barton (Acting), District No.1  
 Paul V. Burchell, District No. 2  
 James C. Schoen, District No. 3  
 Wayman J. Johnson, District No. 4  
 David Griffard (Acting), District No. 5  
 Bob Brohm, District No. 6  
 Swinton W. Hudson III, District No. 7  
 William H. Larkin, District No. 8  
 Edmund F. McDowell, District No. 9  
 Raymond Howard, District No. 10  
 Francis Cunnane, District No. 11  
 Patrick A. Davis, District No. 13  
 Richard C. O'Reilly, District No. 14  
 Theron Simpson, District No. 15  
 Michael Mancari, District No. 16

**APPENDIX A. BY-LAWS COMMITTEES:**

**BY-LAWS COMMITTEE, 1970-1971**

Richard S. Sullivan, Aiken #3684, State Advocate, Chairman  
J. Alex McPherson, Columbia #724, State Secretary  
Edward W. Duffy, Charleston #704, State Treasurer  
Thomas L. Rhodes, Florence #5194, State Warden  
Rev. Leander Hartdegen, Greenville #1668, State Chaplain  
Walter V. Duane, Charleston #704, Immediate Past State Deputy  
Douglas C. Kerrigan, Greenville #1668, State Deputy, Ex-Officio

**BY-LAWS COMMITTEE, 2004-2005**

Thomas M. Monahan, State Advocate, Chairman  
Richard S. Sullivan, Past State Deputy  
Charles T. Spainhour, District Deputy #4  
Raymond W. Hock, State Deputy, Ex-Officio

**BY-LAWS COMMITTEE, 2009-2010**

Richard J. Stachelek, State Advocate, Chairman  
Joseph A. Balotti, District Deputy # 12  
Michael A. Allen, District Deputy # 2  
Joseph F. Gubeli, State Deputy, Ex-Officio

**BY-LAWS COMMITTEE, 2013-2014**

Robert Cox, State Advocate, Chairman  
Joseph A. Balotti, District Deputy # 12  
Brandon J. Chambers, District Deputy # 13  
Richard A. Gabriel, State Deputy, Ex-Officio

certify and furnish the State Deputy each calendar month a statement of the State Council's bank balances. The State Treasurer shall furnish bond in favor of the State Council in the sum of One Hundred and Fifty Thousand Dollars or in such other higher sum as may be fixed by State Council, as recommended by Committee on Budget and Finance.<sup>2,5</sup>

**SECTION 5. STATE ADVOCATE:**

The State Advocate shall be the legal adviser of the State Council and the State Officers in all matters pertaining to the Order and referred to him. He shall also, upon request, give advice on matters pertaining to the Order to District Deputies and Advocates of Subordinate Councils. A report of all opinions rendered by him shall be forthwith sent to the State Deputy. The State Advocate shall perform all other duties as may be prescribed for him herein or as may be imposed upon him by the State Council or the State Deputy.

**SECTION 6. STATE WARDEN:**

It shall be the duty of the State Warden to see that a suitable hall is provided for the meetings of the State Council. He shall, under the direction of the State Deputy, arrange a properly protected section of the hall for the use of the members of the State Council. He, together with proper assistants, shall check for possession of current travel cards and make sure that none but properly qualified members are allowed to attend the sessions of the State Council. He shall see that the members of the State Council are provided with all necessary conveniences for the proper discharge of their duties as such at the sessions of the State Council. The State Warden shall perform all such other duties as may be prescribed herein or as may be imposed on him by the State Council or the State Deputy.

**SECTION 7. STATE CHAPLAIN:**

The State Chaplain shall be the Spiritual Advisor of the State Council and shall have supervision over all religious ceremonies. He shall advise the State Deputy and other State Officers, whenever necessary, on all questions of faith or morals.

**SECTION 8. SPECIAL MEETINGS:**

Conferences of State Officers, State Chairmen, the Advisory Board, District Deputies, Grand Knights, Financial Secretaries, etc. may take place from time to time, at the call of the State Deputy, but shall not constitute nor be considered as a meeting of the State Council.

**SECTION 9. PAST STATE DEPUTIES ADVISORY BOARD:**

All living Past State Deputies of the State Council, actually residing in the State, with the immediate Past State Deputy as Chairman, shall constitute the Advisory Board. The State Deputy shall, ex-officio, be a member of the Board. The Board shall act in an advisory capacity to the State Deputy during interim's between State Council Meetings.

**SECTION 10. STATE COUNCIL AND OFFICERS ANNUAL REPORTS:**

At least ten (10) days before the opening of the annual meeting of the State Council, the Grand Knight of each subordinate Council and each District Deputy shall furnish the State Deputy a report, summarizing the major accomplishments and activities of their respective Councils and Districts since the last annual Meeting of the State Council. A copy of such report shall be furnished by each Grand Knight and each District Deputy to the State Secretary who shall incorporate them in the minutes of said State Council meetings; such reports of Grand Knights and District Deputies will not be read from the floor of the State Council Meeting.

without following the prescribed Amendment procedure contained therein.

The following pages are not officially part of the South Carolina State Council By-Laws and are to be updated annually or as needed.



present and voting at a State Council Meeting and after the same shall have been approved by the Supreme Board of Directors of the Knights of Columbus. These By-laws shall remain in full force and effect until amended or repealed.

These By-laws adopted by roll-call vote of the South Carolina State Council, on May 1, 1971, at Greenville, South Carolina and approved by the Supreme Board of Directors in New Haven, Connecticut on June 19, 1971.<sup>5</sup>

These By-laws were amended to include amendments as follows:

1. Amendments adopted at Hilton Head Island, South Carolina on May 1, 1977.
2. Amendments adopted at Myrtle Beach, South Carolina on May 8, 1983.
3. Amendments adopted at Columbia, South Carolina, May 1993 and approved by the Supreme Board of Directors in New Haven Connecticut on July 31, 1993.
4. Amendments adopted at Charleston, South Carolina on October 20, 1997.
5. Amendments adopted at Greenville, South Carolina on May 1, 2005 and approved by the Supreme Board of Directors in New Haven Connecticut on August 1, 2005.
6. Amendments adopted at Spartanburg, South Carolina on April 24, 2010; approved by the Supreme Board of Directors at its August 2010 meeting.
7. Amendments adopted at Myrtle Beach, South Carolina on April 26, 2014; approved by the Supreme Board of Directors at its August 2014 meeting.

NOTE FROM BY-LAWS COMMITTEE: Approved By-laws may be re-numbered and/or re-indexed, as a matter of convenience, by the State Council Officers, but no other change may be made

## ARTICLE III – MEETINGS

### SECTION 1. DATE AND PLACE:

The South Carolina State Council shall convene as prescribed by Charter Constitution, Laws, and Rules of the Order, the date and place of the meeting being selected by the State Officers. All arrangements for the conduct of the convention, the cost of which shall be borne by the State Council Convention Funds shall be under the supervision and authority of the South Carolina State Board of Officers.<sup>3</sup>

All sessions of the State Council shall be conducted in the Knighthood Section, with all Knighthood members in good standing entitled to admittance to such sessions, but only as spectators; provided, however, that any member of the Order, or other person, may be permitted to address the State Council by its consent, obtained through a majority vote.

No State Council meeting may be adjourned until firm commitment has been obtained for the Location of the following year's State Council Meeting.<sup>3</sup>

### SECTION 2. COMMITTEE ON CREDENTIALS:

The Committee on Credentials shall be composed of at least 3 Knights appointed by the State Deputy. The committee will confer with the State Treasurer and confirm which subordinate councils are eligible to be represented at the State Council Meeting per the requirements of Article V, Section 4.

In case of a contest to vote in convention, one member on each side may appear and make argument before the Committee on Credentials, each being allowed not to exceed five minutes except by special consent of the committee. Said Committee's decision shall be final.<sup>5</sup>

**SECTION 3. TEMPORARY ROLL CALL OF DELEGATES:**

The State Secretary shall prepare a roll of the names of all delegates and alternates on the credentials presented to him prior to the calling to order of the meeting of the State Council, and said roll shall be the roll of the State Council until the Committee on Credentials has been appointed and its report submitted.<sup>5</sup>

**SECTION 4. PERMANENT ROLL CALL OF DELEGATES:**

Prior to election of officers and vote on resolutions, the State Secretary shall call the roll of delegates and confirm attendance. Any changes to the roll of delegates must be brought to the attention of the State Council. Upon completion of the roll call, the State Secretary will account for all delegates and turn over a roll of all delegates to the Committee on Credentials. Upon confirmation of the Committee on Credentials of which councils are eligible to vote, the confirmed roll is declared the permanent roll.<sup>5</sup>

**SECTION 5. OBTAINING THE FLOOR:**

When a member of the State Council desires to obtain the floor he shall rise, if the floor has been yielded, address the presiding officer by his official title, and upon catching the latter's attention the member shall give his name and his capacity in the State Council. If the member is entitled to the floor the presiding officer shall so recognize by repeating the member's name and capacity.

**SECTION 6. TIME LIMIT ON THE FLOOR:**

Members may not speak more than once on any question and not more than three (3) minutes; nor may they yield unused time to other members.<sup>3</sup>

**SECTION 5. REPRESENTATIVES TO THE SUPREME COUNCIL:**

It shall be the duty of the Representatives to the Supreme Council to assure the State Secretary presents to the Supreme Council copies of all Resolutions adopted and approved by the State Council with which they were elected, and which are the business of the Supreme Council, and shall furnish the next State Council Meeting through the State Deputy a report of the dispositions made by the Supreme Council of Said Resolutions.<sup>5</sup>

**ARTICLE VII – AMENDMENTS TO THE BY-LAWS**

**SECTION 1. AMENDMENT PROCEDURES:**

These By-laws or any part thereof may be amended or repealed at any meeting of the State Council by two-thirds vote of those present and voting. All proposed amendments to these By-laws shall be submitted in writing to the State Secretary at least thirty (30) days before the meeting of the State Council and said officer shall furnish each Council, at least two (2) weeks before said meeting, a copy of all proposed amendments. With the consent of three-fourths of the members present and voting, however, amendments may be proposed from the floor. All proposed amendments must be by resolution; and, whether presented prior to the State Council Meeting or from the floor, must be in writing and must state their intent to amend the By-laws and state the numbered Article or Articles to be amended.

**SECTION 2. REPEAL:**

All resolutions and other motions theretofore adopted or passed by the South Carolina State Council and not herein expressly included, are hereby repealed.

**SECTION 3. EFFECTIVE DATE:**

These By-laws shall come into full force and effect when same shall have been approved by two-thirds vote of the members

Meeting, number of members, and duly registered attendance. The State council and the State Deputy may make such other awards, to individuals or to subordinate Councils, as may be considered advisable to encourage the work of the order.

**SECTION 3. CHARITIES PROJECT:**

The State Council shall undertake the execution of substantial charitable projects within the jurisdiction/diocese, and upon the approval of said projects and the means for their accomplishment, the subordinate councils shall act in concert to attain the desired goals. Such funds collected will be transmitted to the State Treasurer within the time specified by the State Council.<sup>2</sup>

The State Council shall support the execution of substantial projects within the jurisdiction for the purpose of raising funds which must be used for the people with intellectual disabilities exclusively, less actual expenses. The specific use to which these funds will be put to the aid of people with intellectual disabilities will be determined by the Columbus HOPE Foundation Inc. All funds will be turned into the Columbus HOPE Foundation Inc.<sup>1, 2, 5</sup>

**SECTION 4. DEPOSITORY FILE:**

The South Carolina State Council shall maintain a depository file for keeping all official records of said State Council which are more than two years old and a custodian who shall serve without compensation shall be appointed by the State Deputy to keep said file.<sup>5</sup> Any equipment necessary to properly house the official records of the South Carolina State Council shall be purchased from said State Council funds upon approval of the State Deputy.

**SECTION 7. VOTING:**

All voting shall be by “viral voice”, or by show of hands, by rising, or by roll call. A roll-call vote shall not be in order without the consent of at least two-thirds<sup>3</sup> of the members present.

**SECTION 8. RESOLUTIONS:**

The State Deputy, 120 days before meeting date, shall request Councils to submit resolutions and he shall appoint the Resolutions Committee 90 days before meeting. Councils shall submit resolutions to the State Advocate 60 days prior to the meeting<sup>5</sup>. Copies of the resolutions submitted shall be sent to each council 30 days prior to the State Council meeting<sup>5</sup>. Personal Recognition Resolutions shall be retained in secrecy by the Resolutions Committee for their deliberation and disclosures at the State Council Meeting.<sup>3,5</sup>

**SECTION 9. OTHER PARLIAMENTARY AUTHORITY:**

Except as otherwise provided herein, or by the Charter Constitution, Laws and Rules of the Order, the Proceedings of the State Council shall be conducted in accordance with Robert’s Rules of Order.

**SECTION 10. ORDER OF BUSINESS:**

The order of business for the State Convention shall be as follows:

1. Call to Order
2. Prayer and Pledge of Allegiance to the Flag of the United States
3. Presentation of temporary roll by State Secretary
4. Announcements of Committee Appointments<sup>5</sup>
  - a. Nominating
  - b. Resolutions
  - c. Credentials
  - d. Audit

- e. Budget & Finance
- f. Good of the Order
- g. Convention Site
- 5. Presentation of Secretary's Minutes
- 6. Communications
- 7. Reports of State Officers
  - a. State Deputy
  - b. State Secretary
  - c. State Treasurer
  - d. State Advocate
  - e. State Warden
  - f. State Chaplain
- 8. Nomination of Officers and Representatives
- 9. Submission of Resolutions
- 10. Report of Other Committees (in the order listed under Article XV, Section 1, Part 4)
- 11. Unfinished Business
- 12. Call and Presentation of Permanent Roll by State Secretary
- 13. New Business
- 14. Election of Officers and Representatives
  - a. State Officers
  - b. Delegates and Alternates to Supreme Council
- 15. Vote on Resolutions
- 16. Vote on Budget
- 17. Prayer
- 18. Adjournment

The report of committee on Credentials shall be taken up as a Special Order whenever said Committee is ready to report. Nomination of Officers and Representatives to the Supreme Council shall be taken up prior to adjournment of the business session of the first day of the State Council Meeting. Election of Officers and Representatives to the Supreme Council and vote on resolutions may not take place until Committee on

**SECTION 5. BONDS**

All bonds in favor of the State Council shall be obtained through the Supreme Council, and the State Council, therefore, shall pay the premium.

**ARTICLE VI – GENRAL OPERATIONS**

**SECTION 1. NEW COUNCILS:**

The State Treasurer shall maintain a separate fund in the amount of \$200 for the proper use of a District Deputy in the formation of a new Council. Upon completion of the work of instituting said new council the District Deputy may be reimbursed by Supreme Council up to a limit of \$200, and if unused such reimbursement shall be turned over to the State Treasurer and re-deposited in New Council Fund.<sup>4</sup>

Upon the chartering of a new council in our State, each council will make the effort to donate a minimum of \$25.00 to the new council to help said new council function in a business-like manner.<sup>2, 3, 4, 5, 6</sup>

New Council Development is the responsibility of the District Deputy, after having obtained the specific approval of the State Deputy in every proposed New Council Development project.<sup>3</sup>

**SECTION 2. ANNUAL AWARDS:**

The State Council will award two principal items of personal recognition, the Charity Award, and Catholicity Award to two individuals<sup>4, 5</sup>. The State Council will also provide Awards to Councils at annual State Council Meetings as follows; one to the subordinate Council adjudged as having produced best results in the field of Publicity and Public Relations and one to the subordinate Council achieving the best attendance at State Council meeting, based upon distance from State Council

in such securities as may be approved by a majority of the State Officers.

**SECTION 2. AUDIT COMMITTEE:**

The Audit Committee, consisting of no less than three Knights<sup>5</sup> shall cause an audit to be made of the books and accounts of the State Council and it shall report its findings at the Annual Meeting.

**SECTION 3. PER CAPITA TAX:**

The State Council shall levy annual per-capita assessments on the subordinate Councils with fifty percent on January 1 and fifty percent on July 1 of each year, based upon official membership totals of subordinate Councils as of December 1 of the preceding year and as of June 1<sup>6</sup>, less Honorary Life Members, less members of the clergy and less disabled members approved by Supreme Council.<sup>5</sup> Such assessments shall be due and payable upon presentation and in no case will a subordinate Council be entitled to official representation at the State Council Meeting until such assessments are paid.

The State Council shall only raise per-capita assessment by a formal resolution as stated in these By-Laws. The increase in per-capita shall not exceed twenty-five cents per calendar year, unless amended by resolution as stated in these By-laws. Per-capita shall not be assessed retroactive.<sup>6</sup>

**SECTION 4. DELIQUENT ASSESSMENTS, NO REPRESENTATION:**

Subordinate Councils in arrears to the State Council or Supreme Council, for duly levied assessments shall not have the names of their delegates or alternates placed on either the temporary or permanent roll of the State Council until such arrears are paid in full.

Credentials has submitted its report. Special addresses are to be made special orders at such time as will meet the convenience of the assembly and of the speaker, without disturbing Order of Business and previously cited special Orders.

**ARTICLE IV – NOMINATIONS AND ELECTION PROCEDURES**

**SECTION 1. NOMINATING COMMITTEE:**

The State Deputy shall appoint a Nominating Committee Chairman and not less than six (6) other members of the Nominating Committee, for a total of at least seven (7) members, with not more than one (1) member from any subordinate Council. Such appointments shall be made not less than 120 days before the date of the State council Meeting. The State Deputy shall notify all councils, in writing, that any 3<sup>rd</sup> degree knight desiring to seek election to any State Office shall submit their resume (original and six (6) copies) to the Nominating Committee Chairman not less than fifty (50) days before the date of the State Council Meeting.<sup>7</sup> It shall be the duty of the nominating committee to search out the qualifications of an availability of candidates for each of the State Offices, and to report to the State Deputy not less than forty-five (45) days before the date of the State Council Meeting. It shall be the duty of the State Deputy to notify the Grand Knights, in writing, of the proposed slate of officers of the Nominating Committee, not less than 30 days before the date of said State Council Meeting. The report of the Nominating committee shall be taken up prior to the adjournment of the business session of the first day of the State Council Meeting, with the Election taking place on the second day of the State Council Meeting, and with Nominations remaining open until the actual time of the Elections of Officers.

**SECTION 2. ELECTIONS:**

The officers of the State Council and representatives and alternates to the Supreme Council shall be elected in the manner prescribed by the Charter Constitution and Laws of the Order. Nominations and elections of State Officers and of representatives to the Supreme Council shall be considered as special orders. Nominations shall remain open until actual time of election. No more than one nomination of three-minute duration shall be allowed on behalf of any individual. Nomination shall not be seconded, nor shall motions closing nominations be entertained. The nomination of candidates for the election of State Deputy shall be held first and results declared. The remaining State Officers, in order, shall be nominated and elected, and the results declared. The Alternates to the Supreme Council shall then be nominated and elected and the results declared. When more than one candidate is presented for a State Office or as an alternate to the Supreme Council, the election shall be by individual ballot and the procedure shall be as follows: The State Secretary shall verify from the permanent roll the names of those entitled to vote and as each name is verified the individual will step forward and deposit his ballot. In all cases of election to any office in the State Council or as an Alternate to the Supreme Council a majority of all votes cast shall be necessary to elect. In the event that no candidate shall receive a majority of the votes, balloting must continue on all candidates until one does receive a majority or until candidate (s) voluntarily withdraw. When only one candidate for office is presented, the State Deputy may direct the State Secretary to cast the unanimous ballot of the State Council for such candidate who may be declared duly elected.

**ARTICLE V – FINANCE****SECTION 1. COMMITTEE ON BUDGET AND FINANCE:**

The State Deputy shall appoint a committee on Budget and Finance, consisting of not less than three (3) duly accredited members of the State Council, who shall serve until their successors have been duly appointed. The Budget and Finance Committee shall propose all assessments and per-capita taxes to be levied upon the Councils or membership in the State for the defraying of the legitimate expenses and obligations of the State Council; to prepare a budget showing a detailed estimate of revenues and of the various items of liability and expenditures for the next ensuing fiscal year. All motions and resolutions contemplating expense of any kind to the State Council, or involving an appropriation of expenditure of State Council funds, or contemplating levying an assessment on subordinate Councils, whether voluntary or compulsory, shall be referred to the said Committee, without debate, for its consideration, action and report. Said committee shall report its recommendations on all motions and resolutions referred to it and shall submit the budgets as prepared by it for the consideration and action of the State Council. Submission of such Budgets shall be considered Special Order. The adoption of said budget by the State Council, whether as originally proposed by said Committee, or as amended by the State Council, shall be considered as a levying of the assessment or tax therein proposed, and as an appropriation and authority for the payment of all items of expenditure therein contained. No funds of the State Council shall be appropriated or expended except under authority of the said budget as finally adopted by the State Council. Whenever it shall appear that there are funds in the treasury of the State Council in excess of the amount required for the operations of the State Council, it shall be the duty of the State Deputy to order the investment of said funds