

# Amended State Bylaws 2023

**1954 by-laws as revised in 1959, 1969, 1972, 1974, 1979, 1982, 1983, 1984, 1986, 1990, 1991, 1998, 2000, 2004, 2007, 2008, 2013, 2014, 2015, 2016, 2017, 2019, 2021, 2022 and 2023**

**Alabama State Council Knights of Columbus**

## **Article 1**

### **Name, Powers and Authority**

#### Section 1. Name:

This organization shall be known as the Alabama State Council, Knights of Columbus (the "State Council") and shall be governed by these laws and the Order's Laws.

#### Section 2. Powers and Authority:

The State Council is authorized at its annual meeting to take into consideration all matters relating to the well-being and good of the Order and the Laws of the Knights of Columbus in the State of Alabama or throughout the Order; to pass upon resolutions and to make reports to the Supreme Council for action; and to make laws for its own government or the subordinate Councils within the State of Alabama. No law or regulation adopted by the State Council shall be effective until approved by the Supreme Board of Directors to whom such laws or regulations shall be transmitted for consideration by the State Deputy. The State Council shall have the power to levy, collect and enforce assessments upon its subordinate Councils or the membership in the State of Alabama as necessary for defraying its legitimate expenses. Subordinate Councils failing to pay such assessments or Supreme Council assessments shall not be entitled to representation in the State Council until those assessments and all arrears are paid.

## **Article 2**

### **Membership**

#### Section 1. Membership:

A. Membership of the State Council shall consist of the Grand Knight and a Past Grand Knight, actually residing in Alabama, from each subordinate Council in good standing, the state officers, ex-officio, and the last living Past State Deputy, provided, however, that when the last living Past State Deputy is actually residing in another State or jurisdiction, he shall thereby forever forfeit such right, and his nearest predecessor actually residing in Alabama shall be entitled thereto. A subordinate Council having no Past Grand Knight may elect any one of its Third-Degree members in good standing as their representative in the State Council. Each subordinate Council shall elect alternates for its representatives in the State Council.

B. Past State Deputies and current District Deputies other than the last living Past State Deputy shall be permitted the privileges of membership in the State Council without the right to vote therein,

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unless they are otherwise members of the State Council.

## Section 2. Credentials:

At least four weeks prior to the annual meeting of the State Council the Financial Secretary of each subordinate Council shall provide to the State Deputy and State Secretary the names of the Grand Knight, Past Grand Knight and their alternates, certifying that these brothers were duly elected by their Council to be delegates to the annual state meeting. A card or badge will be used to identify delegates during the annual State Council meeting. In case a contest should arise in respect to the representatives of any subordinate Council in the State Council, a hearing will be held before the credentials committee of the State Council where each side may appear and present its case.

## Section 3. Temporary roll call of delegates

Prior to calling to order of the annual State Council meeting, the State Secretary shall prepare a roll of the names of all delegates and alternates as shown by the credentials presented to him. This shall be the roll of the State Council meeting until the credentials committee has submitted its report.

## **Article 3 Meetings**

### Section 1. Frequency of Meetings:

The State Council shall be convened annually between the first day of April and the first day of June in each year by the State Deputy for the election of officers and the transaction of such business and the enactment of such rules and regulations as may be consistent with the Constitution, Laws and Regulations of the Supreme Council. All business transacted at a called state-wide meeting after the last annual meeting shall become a part of the next succeeding annual meeting. The State Deputy may call regional meetings to be attended by representatives from subordinate Councils of two or more districts and other brother knights invited by the State Deputy for informational and educational purposes.

### Section 2. Special Called Meetings and Emergency Meetings

The State Deputy, after consultation with the State Officers, may call for special meetings of the State Council when warranted. A notice of not less than ten (10) days shall be given. A shorter notice may be given in an emergency. The meeting notice shall contain the venue, day, hour, and topic of the meeting. The agenda for the meeting shall be limited to dealing with purpose at hand. Minutes of called meetings or emergency meetings shall be kept and shall become a part of the annual meeting minutes. The special called meetings or emergency meetings may be convened via teleconference or similar means for greater state council participation.

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## Section 3. Manner conducted, when admitted:

All meetings of the State Council shall be conducted in the third section and shall be open to all knighthood degree members in good standing. Those members attending said meeting must produce a paid-up traveling card with the Council seal thereon.

## Section 4. Quorum:

Twenty-five per cent of the total membership of the State Council present and voting at an annual meeting or at a called state-wide, called special meeting, or called emergency meeting will constitute the quorum. No quorum is required for a regional meeting.

## **Article 4 Officers**

### Section 1. Officers:

The officers of the State Council shall be: State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Immediate Past State Deputy and State Chaplain.

### Section 2. Duties:

The duties of the respective officers shall be those specifically mentioned in the Constitution and Laws of the Supreme Council, Knights of Columbus.

### Section 3. State Deputy:

The State Deputy shall preside at the meetings of the State Council, performing the usual duties of chairman. He shall appoint all committees and select a suitable place for the conduct of the meetings. He shall countersign all checks against the State Council.

### Section 4. State Secretary:

The State Secretary shall act as recorder for the State Council, keeping his minutes current. He shall provide to the State Deputy and to the members of the State Council a copy of all proceedings at the next meeting of the State Council. He will transmit to the Supreme Council immediately upon their election, using the proper form, the names and addresses of the newly elected state officers as well as a copy of all resolutions presented to the State Council at the annual state meeting. He shall preside at all meetings of the State Council when the State Deputy cannot do so.

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## Section 5. State Treasurer:

The State Treasurer shall be the custodian of all funds. He shall receive all monies, and shall deposit them in a timely manner, keeping a true and accurate account. He shall pay all bills with the countersignature of the State Deputy. He shall send notices of all assessments to the subordinate Councils. These assessments shall agree with the Supreme Secretary's count of the membership of the State as of the first day of the month of any meeting to be called.

## Section 6. State Advocate:

The State Advocate shall be the legal advisor of the State Council and of the state officers in all matters pertaining to the Order or referred to him. He shall act as chairman of the resolutions committee at the annual meetings of the State Council.

## Section 7. State Warden:

The State Warden shall verify that all present possess a paid-up traveling card at the opening of the meeting of the State Council and be custodian of the paraphernalia of the State Council.

## Section 8. Immediate Past State Deputy:

The Immediate Past State Deputy residing in Alabama shall serve as chairman of the Joseph D. O'Gara Memorial Priesthood Scholarship Fund Committee. He shall also perform such duties as assigned by the State Deputy.

## Section 9. State Chaplain:

The State Chaplain shall have supervision over all religious ceremonies in connection with the State Council meetings, shall advise the State Council and the officers on matters of religion and Catholic practice and shall perform duties corresponding to those of the Supreme Chaplain in the Supreme Council.

## Section 10. Officers reports:

All state officers shall report at the meeting of the State Council and shall forward to the State Secretary a copy of their proposed reports on or before the meetings.

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## Article 5 Expenses

### Section 1. Annual state convention expenses

State officers, delegates, District Deputies, immediate Past State Deputy, State Program Director, State Faith Director, State Community Director, State Family Director, State Life Director, State Membership Director, and State Deputy's Administrative Assistant shall be paid thirty (\$.30) cents per mile one way or the sum of twenty-five (\$25.00) dollars, whichever is greater, as their travel expenses to the annual state convention.

### Section 2. State officers, directors, chairman and administrative assistant expenses:

The expenses of state officers, directors, chairmen, District Deputies and State Deputy Administrative Assistant shall be paid from the general fund provided the expense is included in the annual budget approved by the State Council at the first meeting of the fraternal year.

### Section 3. Host Council:

The Alabama State Council, or a designated subordinate Council, shall host the annual state meeting. A convention committee will be appointed by the State Deputy to plan and oversee the event. The committee will be accountable to the State Deputy and the state officers will provide oversight. The committee shall regularly report to the state officers on the status of plans and preparations for the state meeting.

### Section 4. Called state-wide meeting expenses:

All state officers, Grand Knights, immediate Past State Deputy, state directors and the State Deputy's Administrative Assistant attending a state-wide meeting called by the State Deputy shall be paid by the State Council the sum of twenty dollars (\$20.00) for all above residing within 100 miles of the meeting site or the sum of thirty (\$30.00) dollars for all the above listed residing beyond 100 miles of the meeting site. However, the State Deputy shall not be paid these expenses if he is being reimbursed for expenses by the Supreme Council.

### Section 5. Called regional meeting expenses:

All state officers, State Membership Director, State Program Director, Immediate Past State Deputy, and the State Deputy's Administrative Assistant attending regional meetings called by the State Deputy at a location outside of their county of residence shall be provided lodging by the State Council. However, the State Deputy shall not be paid these expenses if he is being reimbursed for expenses by the Supreme Council.

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## **Article 6 Elections**

### Section 1. Order of elections:

The nomination of candidates for, and the election on separate ballots, of such candidates to the office of State Deputy, State Secretary, State Treasurer, State Advocate and State Warden, in that order, shall be held and the results declared. The State Deputy and immediate Past State Deputy are automatically appointed delegates to the Supreme convention. The election of delegates to the Supreme convention will be held and those receiving the greatest number of votes shall be elected, providing the membership requirements have been met. The alternate delegates are to be selected based on the order of number of votes received. The highest to lowest will be the base of alternate delegates.

### Section 2. Form of ballot:

A ballot with the name or names of the candidates voted for, electronic, written or printed, shall be used. Ballots containing more or fewer names of candidates than there are places to be voted for shall not be counted.

Section 3. Ballot clerks and tellers shall be appointed by the chair.

### Section 4. Individual ballot:

When more than one candidate is presented for any state office, or when more candidates are nominated than the number to be elected, the election shall be by individual ballot, and the procedure shall be as follows: The Secretary shall call from the permanent roll the name of those entitled to be voted on. Each delegate on the permanent role will be permitted to vote.

## **Article 7 Committees**

### Section 1. Credentials committee:

The Credentials committee shall consist of at least five members and shall receive and pass upon the credentials of the delegates present.

### Section 2. Convention committee:

The Convention committee shall consist of at least five members and shall present to the State Council the location and city where the annual meeting of the Alabama State Council shall be held at

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least one year in the future.

### Section 3. Resolution committee:

The Resolution committee shall consist of at least five members, with the State Advocate serving as chairman. They shall review and present all resolutions submitted to the State Council and make a report with recommendations. Approved resolutions will be endorsed and forwarded to the Supreme Advocate as required to be included as resolutions presented at the Supreme Council Meeting.

### Section 4. Audit committee:

The Audit committee shall consist of at least five members. They shall audit the books and accounts of the State Treasurer and examine the minutes recorded by the State Secretary and report on their findings to the State Council at the annual meeting. The audit committee shall receive the information ten (10) days in advance of the annual meeting. The audit committee shall identify a firm responsible for conducting a review of the accounts of the State Treasurer in accordance with section 56(b) of the charter Constitution and Laws of the Order. The State Treasurer shall be responsible for providing said firm with the necessary materials to complete their review.

### Section 5. Press and Greeting committee:

The Press and Greeting committee shall consist of all living Past State Deputies and shall convey by correspondence or other appropriate manner the gratitude of the State Council for service rendered or recognition granted in connection with the annual meeting. They shall send letters of greetings to appropriate civic, local, state and national leaders and leaders of holy mother church. They shall make necessary arrangements to have publicity of events pertaining to the annual meeting.

### Section 6. Memorial committee:

The Memorial committee shall consist of at least five members and shall make appropriate arrangements for the State Council to pay respect to the deceased members of the Order through memorial masses.

### Section 7. Mileage committee:

The Mileage committee shall consist of at least three members and shall be responsible for computing mileage of the State officers, delegates, District Deputies, immediate Past State Deputy, State Program Director, State Faith Director, State Community Director, State Family Director, State Life Director, State Membership Director, and State Deputy's Administrative Assistant on which payment under article 5, sections 1 and 4 are based.

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### Section 8. Awards and Activities committee:

The Awards and Activities committee shall consist of at least five members and shall.

(a) review all subordinate Council reports of activities and report to the State Council at the annual meeting such highlights as they deem appropriate;

(b) review nominations from subordinate councils and recognize a State Knight of the year;

(c) review nominations from subordinate councils and recognize a State Youth of the year;

(d) review submissions from subordinate councils and recognize a State Council of the year with a membership of 100 or more;

(e) review submissions from subordinate councils and recognize State Council of the year with a membership less than 100;

(f) review submissions from subordinate councils and recognize outstanding collections of activities in each of the following categories: Faith, Community, Family and Life with the State Deputy's award;

(g) review submissions from subordinate councils and recognize outstanding individual activities in each of the following categories: Faith, Community, Family and Life with the Supreme Council award.

For determining the number of members for awards based on the size of the Council, the "Inactive" members as classified by Supreme shall be excluded from the count

### Section 9. Finance and budget committee:

The finance and budget committee shall be comprised of at least seven members including the State Deputy and State Treasurer who shall serve ex officio. The remaining members will be two Past State Deputies and three members at large. The State Deputy will appoint the committee members. The chairman of the committee shall be elected by the appointed members of the committee at the first meeting of the committee during the Fraternal Year. A quarterly report of income and expense will be sent to the finance and budget committee as compared to the budget. The committee will meet semiannually for the purpose of reviewing actual income and expenses as compared to the budget. Budgeted per capita income will be based on the actual billable members per Supreme Council report as of July 1st of the fraternal year. Budgeted total expenses shall not exceed budgeted total income.



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Individual line-item expenses may deviate from the budget providing the total actual expense does not exceed the total budget expenses. The committee shall have the responsibility for proposing an annual budget to be presented to the State Council at the first annual meeting each fraternal year and for reviewing the actual expenditures from the general fund during the fraternal year.

## **Article 8 Assessments**

### Section 1. Assessments:

An assessment on the membership of the Councils as shown by the Supreme Secretary's records shall be in the amount of eight (\$8.00) dollars per member per fraternal year. One-half of the said assessment shall be paid no later than September 1st based on membership as shown by the Supreme Secretary's records of July 1st the other one-half shall be paid no later than March 1st based on membership as shown by the Supreme Secretary's records of January 1<sup>st</sup>. Exempted from said assessments are the clergy, religious, disabled, life and honorary members.

### Section 2. Failure to pay assessments:

(a) Councils not having paid duly levied assessments of the Supreme and or State Council shall not have the names of their delegates placed on the permanent roll of the annual state meeting until the same is paid.

(b) The suspension of Councils not having paid duly levied assessments within three months and ten days will be sought through section 157(8), Constitution and By Laws of the Knights of Columbus.

## **Article 9 Management of Funds**

### Section 1. Deposit of monies:

(a) All monies of the general fund of the State Council shall be deposited in one general account in the name of the Alabama State Council, Knights of Columbus, in a depository to be selected by a majority of the state officers, except as described in subsection (b).

(b) On or before the first Tuesday in September of each calendar year, any amount in the general fund in excess of the budgeted yearly amount from the previous year shall be deposited into the Charity Fund.

### Section 2. Records of funds:

A separate record of all funds, including the Joseph D. O'Gara Memorial Priesthood Scholarship Fund, shall be kept. These funds shall be kept on deposit in the name of the Knights of Columbus, Alabama

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State Council, in ordinary short-term certificates of deposit, simple savings, checking or money market accounts, government money market mutual funds, or Knights of Columbus Mutual Funds, which are secured by instruments of agreement and insurable governing agencies, and only up to the amount that is secured, as approved by a majority of the State officers or a delegated representative, as elected or appointed. All disbursements from the General Fund must have the approval of the Alabama State Council in accordance with Article 7, Section 9. Monies from the Joseph D. O'Gara Memorial Priesthood Scholarship Fund shall be disbursed in accordance with Article 9, Section 5. The State Treasurer will report the income and disbursements from the general fund and the trust funds at each of the state meetings and the balance in all funds will be made known.

### Section 3. Receipt and disbursement for monies:

Monies owing to the State Council shall be received either in cash, electronic transfer or by check payable to the order of the Alabama State Council, Knights of Columbus. The monies in the State Council funds will be disbursed by check, signed by the State Treasurer and the State Deputy, or by electronic transfer from the State Treasurer with the approval of the State Deputy. All expenses paid on behalf of the State shall be paid to the person who incurred such expense, upon submission of a detailed expense report, which should be sent and approved by the State Deputy within sixty (60) days of incurring expenditures.

### Section 4. Citizens with Intellectual Disabilities (ID) Fund:

Once subordinate councils have completed their ID drive, twenty per cent of the net proceeds, after all expenses have been deducted, are to be sent to the State Treasurer and marked for Citizens with Intellectual Disabilities Fund. This should be done within thirty days after completion of the drive. The remaining eighty percent of these funds are available for Council disbursement at the Council's discretion to local projects that benefit citizens with intellectual disabilities. The twenty percent will be retained by the Alabama State Council, Knights of Columbus, for distribution to other projects that benefit citizens with intellectual disabilities. The distribution of the remaining funds will be decided at a meeting of the District Deputies held at the annual state meeting. A portion of the funds not to exceed \$5000 will remain in the account to cover the expenses related to the state ID program.

### Section 5. Priesthood scholarship fund:

(a) The 'priesthood scholarship fund annual balance', as defined in subsection (c), shall not be diminished.

(b) On June 30 of each year, any amount in the priesthood scholarship fund in excess of the 'priesthood scholarship fund annual balance' for the ending fraternal year will be added to the 'priesthood scholarship fund annual balance'. This will become the new 'priesthood scholarship fund annual balance' at start of the new fraternal year on July 1.

(c) For the purpose of this section, 'priesthood scholarship fund annual balance' refers to the total

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balance of the priesthood scholarship fund as of July 1 of the current fraternal year.

(d) The Joseph D. O'Gara Memorial Priesthood Scholarship Fund Committee shall meet during the state meeting in order to determine an amount to be disbursed from the priesthood scholarship fund. These monies shall be disbursed to the Archbishop of Mobile and Bishop of Birmingham in Alabama in support of their efforts to build the priesthood.

### Section 6. Charity fund:

The Charity Fund shall provide financial resources to the State Council to provide aid for circumstances such as emergency disaster relief and other unplanned or unforeseen requests for assistance. Provision of assistance shall be determined by the State Deputy after consultation with the State Officers. The funds in the Charity Fund shall only be kept in ordinary short-term certificates of deposit, simple savings, checking or money market accounts, government money market mutual funds, or Knights of Columbus Mutual Funds.

## **Article 10 Amendments**

### Section 1. Amendments:

These by-laws or any part thereof may be amended at any called State Council meeting by vote of two-thirds of the members present and voting, providing the amendment is proposed as set forth in article 11, section 4 of these by-laws.

### Section 2. When effective:

No amendment shall take effect until approved by the Supreme Board of Directors. The subordinate Council shall be notified of the Supreme Board of Directors decision.

## **Article 11 Meeting Rules of Order**

### Section 1. Rules of Order:

Roberts Rules of Order, revised, on parliamentary procedure shall govern the meetings of the State Council so far as they are applicable and not inconsistent with the Constitution and Laws of the Order and the by-laws of the State Council.

### Section 2. Privileges of the floor:

None but delegates, alternate delegates, when acting as delegates, the Supreme officers and members of the Supreme Board of Directors, officers of the State Council, Past State Deputies and

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District Deputies shall be entitled to the floor, except by privilege of the State Deputy.

## Section 3. Limitation on debate:

No member shall speak longer than three minutes on any question without the permission of the chair or more than once on any question until others who desire to speak have spoken.

## Section 4. Resolutions and amendments:

All resolutions and all amendments to these by-laws must be submitted electronically in writing to the State Advocate not less than ten days before the opening of any state meeting and if submitted in the name of a subordinate Council shall be certified by said Council that the resolution or amendment was read and passed at a regular meeting of said Council. The chairman of the resolutions committee, however, may, with the majority consent of the members of said committee, present to the State Council any matter for its consideration and action.

## Section 5. Roll Call:

A roll call shall not be made upon demand for yeas and nays unless requested by at least one- third of the delegates present.

## **Article 12 Order of Business**

The order of business at the meetings of the State Council shall be as follows:

1. Call to order
2. Opening prayer and salute to the flag
3. Chaplain's Remarks
4. General Agent's Remarks
5. State Deputy's Report
6. Credentials Report
7. Roll Call
8. Communications
9. Treasurer's Report
10. Membership Report
11. Programs Report
12. Fourth Degree Report
13. Unfinished business
14. New business (Elections shall be the first order of New Business when necessary)
15. Good of the Order
16. Report of the State Officers

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17. Closing prayer

## **Article 13 Miscellaneous**

Section 1. Supreme convention delegates:

The delegates to the Supreme convention shall report as soon as practical after the Supreme convention the disposition of any of the resolutions presented by the State Council to the Supreme convention for action.

Section 2.

These by-laws shall take effect upon approval by the Supreme Board of Directors. All other by-laws and regulations heretofore adopted are hereby repealed.