Knights of Columbus

**Utah State Council By-Laws**

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## ARTICLE I NAME AND POWER

**Section 1 – Name:** This organization shall be known as the Utah State Council, Knights of Columbus. Its jurisdiction shall be the same as the boundaries of the State of Utah.

**Section 2 – Power:** The powers of the State Council are defined by the Supreme Council, Knights of Columbus. The State Council shall have the power to enact and enforce all laws necessary and proper for its government and for the government of its subordinate Councils providing that the State Council laws do not conflict with those defined by the Supreme Council.

## ARTICLE II MEMBERSHIP AND CREDENTIALS

### Section 1 – Membership:

1. The membership of the Utah State Council shall consist of the Grand Knight and a Past Grand Knight, actually residing in the State of Utah, from each subordinate Council in good standing, the Supreme Knight, ex-officio, the State Officers, and the last living Past State Deputy. However, when the last living Past State Deputy actually resides in another state or jurisdiction, he shall thereby forever forfeit such right, and his nearest predecessor who actually resides in the state of Utah shall be entitled to this office. If there is more than one Past Grand Knight, the subordinate Council shall elect the one to represent it on the Utah State Council. A subordinate council having no Past Grand Knight may elect any Knighthood Degree member in good standing in lieu thereof as a representative on the Utah State Council. Each Council shall elect alternates as representatives on the Utah State Council.
2. Past State Deputies, other than the last living Past State Deputy, District Deputies and District Wardens shall be seated and permitted the privileges of membership on the Utah State Council, but without the right to vote therein unless they may otherwise be members of the Utah State Council.
3. Chairmen of Standing Committees of the Utah State Council including the State General Program Director, State Membership Chairman, the State Faith in Action Directors (Faith, Community, Family, Life), and other Committee Chairmen as the State Deputy may designate who are not otherwise members of the Utah State Council shall be seated and permitted the privileges of membership on the Utah State Council..

**Section 2 – Credentials:**

1. On or before March 1st of each year, prior to the meeting of the Utah State Council, the State Secretary shall prepare and forward the Utah State credential’s form to the Financial Secretary (FS) of each subordinate Council in the State of Utah. The FS of each subordinate Council shall complete their respective council’s credentials form by inserting the name, address, email address and phone number of the Grand Knight and Past Grand Knight delegates and their respective alternates. The FS of each subordinate Council shall make seven copies of said credentials forms, certify and seal each copy of the credentials forms and send one hard copy each to the State Deputy and one copy to the State Secretary **at least** **four weeks before the annual meeting of the State Council**. Furthermore, the FS shall deliver promptly one copy each of said credentials form to the Grand Knight and Past Grand Knight Delegates and their respective alternates and retain one copy for Council records.
2. Each person claiming the right to membership in the Utah State Council, other than the officers thereof, Past State Deputies, District Deputies, and Chairmen of Standing Committees, shall present to the State Secretary thereof said credentials form showing qualifications for membership in the Utah State Council. This credentials form will be used to identify Delegates during the Annual Meeting of the Utah State Council. In case a contest should arise with respect to the representative of any subordinate Council in the Utah State Council, the Credentials Committee of the Utah State Council will conduct a hearing where each side may appear and present argument prior to convening of the State meeting. Without special consent of the Credentials Committee, each side will be allowed only five minutes to present its case. The Credentials Committee shall consist of a minimum of three members. This committee will receive, review, and pass the credentials presented, and verify the correctness of the roll prepared for it by the State Secretary. Part of certification showing qualification for Membership in the State Council must include statements that said member is a current (paid up) member in good standing as defined by the Charter Constitution and Laws of the Supreme Council, and possesses a valid membership card by the respective council’s FS.

**Section 3 – Temporary Roll Call:** Prior to the calling to order of the meeting of the Utah State Council, the State Secretary shall prepare a roll of the names of all Delegates and Alternates appearing on the credentials forwarded to him and said roll shall be the roll of the Utah State Council until the Credentials Committee approves the report and the Utah State Council verifies and approves the permanent roll of said report.

**Section 4 – Councils Failing to Pay Assessments are not entitled to Representation:** Council not having paid levied assessments of the Utah State Council and Supreme Council shall not have the names of their Delegates placed on the permanent roll of the Utah State Council until they pay the same.

## ARTICLE III MEETINGS

**Section 1 – Meetings:**  The Utah State Council shall be convened annually by the State Deputy between the **first day of April to and including the first day of June**,for the election of State Officers and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the Charter Constitution and Laws of the Supreme Council. The Utah State Council shall set the date and designate the District and the Councils to host the annual meeting for the succeeding year no later than the convening of the current state convention. Should the State Council fail to act or upon subsequent notification that the designated district/councils cannot hold the Annual Meeting, the State Officers, or a majority of them, shall designate the place of the subsequent year annual meeting. The State Deputy will oversee and supervise facility selection and the respective arrangements for the Utah State Council Annual Meeting.

**Section 2 – Manner Conducted Whom Admitted:**

1. All meetings of the Utah State Council shall be conducted in the Knighthood (3rd) Section, and shall be opened to all Knighthood Degree members in good standing. Members of the Utah State Council shall not leave during the Utah State Council Meeting without the permission of the presiding officer.
2. At the invitation of the State Deputy, the State Council meeting may be opened to non-members or less than Knighthood Degree members for special presentations and or circumstances. However, the Warden will ensure that these non-knighthood degree members are escorted from the chamber prior to the conduct of official business proceedings.

**Section 3 – State Deputy Presides, State Deputy Records**:

1. The State Deputy shall preside over all State Council Meetings, performing the usual duties of Chairman, and State Secretary shall be responsible to record properly all meetings of the Utah State Council.
2. The State Deputy may appoint a State Executive Secretary to serve as the recorder/stenographer for the proceedings and minutes of all State level meetings. The Utah State Council will bear any expenses incurred by either the State Deputy or the State Executive Secretary for the official records of Utah State Council proceedings.
3. The State Deputy shall appoint committees and notify committee members at least twenty-one (21) calendar days prior to the opening date of the Annual Meeting. See Article VI for specifics on committees.

**Section 4 – Quorum:** One half of the duly accredited voting delegates shall constitute a quorum for a meeting of the Utah State Council.

**Section 5 – Order of Business:** The State Officers will develop the agenda for all State Meetings. The Regional Growth Director will approve the agenda prior to the meeting.The following outline provides an example for the business topics that might be discussed:

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Announcement of Appointment of Committees
5. Report of Committee on Credentials
6. Minutes and Communications
7. Reports
	1. State Deputy
	2. Supreme Representative
	3. State Secretary
	4. State Treasurer
	5. State Advocate
	6. State Warden
	7. State Chaplain
	8. Immediate Past State Deputy
	9. General Agent and/or Field Agent
	10. District Deputies
	11. Others
8. Reports of Committees
9. Election of State Officers and Representatives
10. Unfinished Business
11. New Business
12. Good of the Order
13. Prayer
14. Adjournment

### Section 6 – Resolutions:

1. All resolutions, petitions, recommendations of changes, amendments to laws, requests for funds requiring an appropriation from the treasury of the Utah State Council, or requiring a collection from or subscription by members of the order, etc., shall be submitted in writing. Councils must forward resolution to the State Deputy at least **sixty (60) days in advance of the Utah State Council Meeting.** The State Council will not consider any resolution or amendment unless presented within this timeframe, submitted by the State Resolutions Committee, or upon majority vote of the Utah State Council during the annual meeting.
2. The State Deputy shall direct the State Advocate to forward copies of all duly received resolutions to the Grand Knight and Financial Secretary of each Council in the State of Utah at least **thirty (30) days in advance of the State Council Meeting.** This timeline provides an adequate review period and voting by subordinate councils at a regularly scheduled business meeting prior to the meeting of the Utah State Council. After the council votes on the resolutions, the results should be sent to the State Advocate who will refer and forward all submitted to the Resolutions Committee. The Resolutions Committee will review and make a report of its recommendations to the State deputy and the Utah State Council at large on all resolutions under consideration.

**Section 7 – Committee Reports to be in Writing:** The Chairman of each respective committee will prepare and attest by signature the committee’s report.

**Section 8 – When Roll Call Ordered:** The roll shall not be called, upon a demand for the yeas and nays, unless required by at least one third of the delegates present.

**Section 9 – Reports of Officers:**

1. The State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, Immediate Past State Deputy, General Agent and/or Field Agent(s), District Deputies, State Program Director, Faith in Action Program Directors and Chairmen, and State Membership Director shall make their annual report in the Utah State Annual Report Book. Reports not received by the State Secretary by March 31 will not be included in the book.
2. The State Deputy, Supreme Representative, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, Immediate Past State Deputy, General Agent and/or Field Agent(s), State Program Director, Faith in Action Program Directors, the Membership Director, and others notified by the State Deputy will address the Utah State Council Meeting. These men are responsible for their respective areas and shall submit script/PowerPoint presentation to the State Secretary no later than two weeks prior to the Utah State Council Meeting to allow inclusion in the proceedings.

**Section 10 – Proceedings to be Printed:** The State Secretary is responsible for the preparation and printing of the report of the proceedings of the Utah State Council Meeting. The State Deputy may delegate the preparation and subsequent distribution of the proceedings reports to the State Executive Secretary. The State Deputy will oversee, direct, review, and certify by signature the report of proceedings. **A copy of the report shall be furnished to each State Officer, the Immediate Past State Deputy, each District Deputy, chairmen of Standing Committees, and to each Council by November 1 following the annual meeting.** The copy replaces the copy of the minutes received just prior to the next annual meeting.

**Section 11 – Regional Meetings:** The State Deputy shall have the authority to call Regional Meetings in such number and at such places in the State as shall be agreed by the State Officers in order to stimulate interest in the programs of the Supreme and State Councils. All Councils’ officers, particularly the Grand Knights, Trustees, Lecturers, Financial Secretaries, and Committee Chairmen, are urged to attend such meetings. The expense of attending such meetings shall be paid by the individual. All reports of the State Officers meetings in the Districts should be sent to the State Officers, District Deputies, and Grand Knights within thirty

(30) days following these meetings.

**Section 12 – Committee on Mileage:** The Committee on Mileage shall determine and certify to the Utah State Council the number of miles traveled by each Delegate, State Officer, District Deputies, the Immediate Past State Deputy, State Chaplain, and the Master of the Fourth Degree to the Utah State Council Meeting, and set the amount paid for such attendance at a per mile round trip mileage rate equal to that paid by the Supreme Council for District Deputy services. In no case shall any delegate (including host council delegates) receive less than $6.00. Mileage will be based on the mileage chart attached to the current budget of each year, If unusual circumstances prevail, the Committee on Mileage may recommend an increase to the minimum set forth herein. All payments are subject to an approval vote of the Utah State Council at the Annual Meeting.

**Section 13 – Patriotic Degree Provincial Meeting:** The State Deputy is the senior Utah Knights of Columbus representative responsible for the oversight for all Knights of Columbus activities within the State, and that the Supreme Council highly recommends State Deputy attendance to provide guidance and support to the other jurisdictions. The State Deputy or his designated representative from the State council should attend the Patriotic (4th) Degree Biennial meeting every two years within the John Reddin Province and the State council shall provide reimbursement to the State Deputy for expenses.

## ARTICLE IV ELECTIONS

**Section 1 – Order of Election:** The nomination and election of Officers shall take place in the following order:

1. State Deputy
2. State Secretary
3. State Treasurer
4. State Advocate
5. State Warden
6. Delegates and Alternates to the Supreme Convention

**Section 2 – Tellers of Election:** The chair shall appoint a Judge and Tellers of election.

**Section 3 – Method of Balloting:** When more than one candidate is nominated for any office or more nominations for Delegates or Alternates than the number for the election or the proposal presented, the State Secretary shall call the roll and each delegate, as his name is called, shall cast his ballot. The tellers shall record each delegate who votes by checking off his name on a complete list of Delegates and Alternates certified to by the State Secretary. When only one nomination is made for any officer or the number of nominations for Delegates and Alternates equal the number for the election or respective proposal, the State Council may entertain a motion from the floor to cast one unanimous ballot for such nominee, nominees, or proposal.

**Section 4 – Elections:**

* 1. In all cases of election to any State Office, a majority of all votes cast shall be required for election; except that where two or more Alternates to Supreme Convention Delegates are to be chosen, a majority ballot shall not be necessary but all shall be voted for on one ballot.
	2. No ballot containing names of more or less candidates than there are offices to be voted for shall be counted and those receiving the highest number of votes shall be declared elected in the order of the number of votes received and to the number of offices to be filled. If there are more than two candidates for an office, balloting shall continue until one candidate receives a majority of the votes cast.
	3. Nominations for all State Offices and Supreme Convention Delegates/Alternates shall be open for a minimum of two sessions. Knights intending to run for State Office notified the Councils per Section 5 of the State By-Laws on March 15. Nominations will also be open during the first session of the annual meeting upon convening of the State Convention. Nominations shall remain open until either the State deputy or his designee declares closure during the conduct of the elections. This closure can only occur after the opening of the second session of the State Convention and affirmation that there are no further nominations from the floor for each respective position.
	4. If more than one candidate is running for a State Office, a 2-minute nomination **or** candidate speech for each candidate can precede the election

**Section 5 – Intent to Run for Office:**

1. **By March 1 of each year,** any Knighthood (3rd) Degree member in good standing wishing to seek election or re-election to State Office should send a letter of intention to the State Deputy.
2. **By March 15,** the State Deputy will send copies of those letters out to all councils informing the membership as to which candidates are running for State Office.

## ARTICLE V OFFICERS AND THEIR DUTIES

**Section 1 – Officers:** The Officers of the State Council shall be the State Chaplain, Immediate Past State Deputy, State Deputy, State Secretary, State Treasurer, State Advocate, and State Warden. The Officers of the State Council shall meet at such times and at such places as the State Deputy may designate. The State Executive Secretary, when appointed by the State Deputy, is a non-voting member of the State Officer Team who preforms administrative duties and records the proceedings of State level meetings.

**Section 2 – Duties of Officers:** The duties of the respective officers shall be those specifically mentioned in the Charter Constitution and Laws of the Order, governing State Councils, and these By-Laws, and such further duties as the Utah State Council may direct.

### Section 3 – State Deputy Duties:

1. The State Deputy shall preside at the meetings of the Utah State Council and State Officers, performing the usual duties as Chairman, and be ex-officio member for all committees of the Utah State Council.
2. He shall appoint all committees, unless otherwise determined by the Utah State Council, and at and between annual meetings may appoint additional committees based on his judgment that are necessary for the promotion of the best interests of the Order.
3. He shall countersign all proper warrants drawn and signed by the State Secretary.
4. He shall be the custodian of the bond of the State Treasurer and State Secretary.
5. He shall, subject to the approval of the Utah State Council, obtain suitable headquarters and procure necessary office equipment and supplies.
6. He shall possess such other powers and perform such officer duties as the Charter Constitution and Laws of the Order prescribe.
7. As a Supreme Council representative, he shall present to the Supreme Council copies of the Annual State Meeting minutes and copies of all resolutions adopted by the Utah State Council. The State Deputy shall furnish to the Utah State Council a report of the disposition made at the Supreme Council of such resolutions.
8. He may appoint an Executive Secretary if he so chooses to serve under his direction as he deems necessary.

### Section 4 – State Secretary Duties:

1. The State Secretary is responsible for the record of the proceedings of the Utah State Council. The State Deputy may delegate this responsibility to the State Executive Secretary.
2. He shall receive and collect all monies due to the Utah State Council, credit and make record thereof, and transmit the same forthwith to the State Treasurer.
3. He shall send notices of assessments to Councils, and Assemblies (when required), and shall draw warrants on the State Treasurer for the payment of all debts of the Utah State Council.
4. He shall prepare and furnish credential blanks to the Financial Secretary of each Council on or before **March 15th of each year.**
5. He shall, subject to the approval of the State Deputy, select a stenographer and or equipment to record the proceedings of the Annual Meeting of the Utah State Council. When appointed, the State Executive Secretary will serve as the recorder/stenographer for the proceedings of the Annual Meeting.
6. The State Secretary is responsible for the preparation and printing of the report of the proceedings of the Utah State Council Meeting. The State Deputy may delegate the preparation and subsequent distribution of the proceedings reports to the State Executive Secretary. The State Deputy will oversee, direct, review, and certify by signature the report of proceedings. A copy of the report shall be furnished to each State Officer, the Immediate Past State Deputy, each District Deputy, chairmen of Standing Committees, and to each Council by November 1 following the annual meeting.
7. In the absence or inability of the state Deputy to perform the duties of his office, the State Secretary shall execute the duties of the State Deputy.

### Section 5 – State Treasurer Duties:

1. The State Treasurer shall keep true and accurate accounts of all monies received and disbursed in an electronic ledger (i.e, QuickBooks) or a permanent bound ledger.
2. He shall deposit monies received from all sources in a financial institution as required by Article VIII, Section 2.
3. He shall pay all warrants drawn upon him by the State Secretary and countersigned by the State Deputy or State Committee Chairman who receive or expend monies of the State Council or the membership.

### He shall provide the Grand Knight (GK) and Financial Secretary (FS) of each subordinate Council in the State of Utah, a copy of the proposed budget no later than March 15th of each year. The GK/FS will discuss/review the proposed budget at the normal council meetings for subsequent delegate approval at the Utah State Annual Meeting.

**Section 6 – State Advocate Duties:**

1. The State Advocate shall be the legal advisor of the Utah State Council and State Officers in all matters pertaining to the Order referred to him, and shall perform such other duties as are provided for in the Charter Constitution and Laws of the Order.
2. He shall act as Chairman of the Resolutions Committee at the Utah State Council Annual Meeting.
3. The State Advocate shall arrange for an annual review of the liability insurance policy by the State Council Officers. The review will address, but not be limited to the company issuing the policy, amount and types of coverage, premium costs, and any concerns. This review shall be completed prior to the Annual State Convention in order to prepare a report that shall be included in the proposed State Council annual budget.
4. Maintain currency on the Utah State Council By-Laws. Certify that Amendments have been reviewed and approved by the Supreme Board of Directors.
5. Annually, verify that each council/assembly has an Employee Identification Number (EIN) current and on file with Supreme Advocate’s Office. Notify Grand Knights and Faithful Navigators on EIN shortfalls. Annually, remind all councils/assemblies to submit a Form 990-N with the Internal Revenue Service.

### Section 7 – State Warden Duties:

1. The State Warden shall be present at all meetings of the Utah State Council and, at the opening shall, with the aid of such assistants as may be appointed by the Chairman, assure the presence of only qualified Knighthood Degree Members.
2. He shall be responsible for all Utah State Council property/equipment and also perform such duties as may be directed by the State Deputy.
3. He shall be responsible for the delivery and setup of required equipment for State meetings and ceremonials.

### Section 8 – Immediate Past State Deputy Duties: The Immediate Past State Deputy (IPSD) provides guidance and counsel to the State Officer Team. May also accept assignments from the State Deputy to assist with the State Council Strategic Plan.

### Section 9 – State Chaplain Duties:

1. The Utah State Chaplain shall hold the same position in the Utah State Council as does the Supreme Chaplain in the Supreme Council.
2. The Utah State Officers shall appoint the Utah State Chaplain with the approval by Bishop for the Diocese of Salt Lake City.
3. The Utah State Chaplain shall arrange for the celebration of Mass during the Annual Meeting of the Utah State Council.

**Section 10 - State Executive Secretary**

1. The State Deputy may appoint a State Executive Secretary (ES) to assist the State Secretary in the performance of his duties. The ES is a non-voting member of the Utah State council.
2. He serves as the recorder/stenographer for the proceedings of the Utah State Annual Meeting.
3. He also records the proceedings from the annual Kickoff, Mid-Year and monthly State Officers meetings.
4. The ES assists the State deputy and State Secretary with administrative tracking duties and publishes correspondence on behalf of the State Council.
5. He performs other duties as assigned by the State Deputy or other elected State Officers.

**Section 11– State Vacancies:** Appointments to fill vacancies of any State Officer shall be made by the State Officers for the unexpired term at a meeting called for the purpose, at which meeting at least the majority of State Officers are in attendance. In case of any vacancy in the office of Alternate to the Supreme Council, such vacancy shall be filled by the State Deputy.

**Section 12 – State Deputy Absence:** In the absence of the State Deputy, the State Officers in the order of election shall have the power to call a regular or special session of the Utah State Council.

## ARTICLE VI COMMITTEES

**Section 1 – Appointment of Committees:** The State Deputy, or in his absence, by the officer presiding at the meeting of the Utah State Council, shall appoint committees as indicated in Section 4. In the intervals between Annual Meetings the State Deputy is empowered to appoint special committees who will make reports at the next Utah State Council Meeting.

**Section 2 – Expenses:** The necessary expenses of the Utah State Council shall be payable provided that expenses were approved in the Utah State Council budget from the last annual meeting. If expenses are incurred by any committee, the Utah State Council will approve legitimate expenses prior to payment.

**Section 3 – Committee Reports:** All reports of Committees of the Utah State Council shall be in writing and signed by the respective chairman presenting the same.

**Section 4 – State Appointed Committees:** The members of these committees will be assigned by the State Deputy from the delegates to the Annual State Council. All Committees will meet prior to the Annual State Council Meeting.

1. **Christopher Fund Committee:** The State Deputy shall appoint a committee to administer the Utah State Council’s participation in the Christopher Fund. This committee shall be known as the Christopher Fund Committee and will be composed of not more than five members that consists of the State Deputy and Immediate Past State Deputy as ex-officio members. The Christopher Fund Committee will perform all acts that are necessary for administration of the Utah State Council’s participation in the Christopher Fund. Monies for the Christopher Fund will be solicited by the Committee from subordinate councils, which may raise funds through voluntary contributions or other fund-raising events, as deemed appropriate. The State Secretary will forward monies collected for the Christopher Fund to the “Knights of Columbus Charities, Inc.” at the Supreme Council by June 30 and December 31 of each year. The Supreme Council will match each dollar received dollar-for-dollar up to a maximum of $5.00 per member in Utah.The State Secretary will submit an annual payment for the earnings of the Christopher Fund to a Church related charity to be designated by the State Council and approved by the Supreme Council.
2. **Awards Committee**: The Awards Committees review the awards submitted by the councils in the four major program areas, knight of the year, family of the year and chaplain of the year and determines by committee vote the winners in the respective areas by vote. The awards are presented at the State Convention Banquet. The State Deputy chairs the Awards Committee. For specifics on committee operating protocols and committee member selection refer to Article XIII, Sections 3 and 4.
3. **Appreciation Committee**: The Appreciation Committee determines salutations and recognition for organizations, and key personnel who have made significant contributions to the Utah State Convention. This committee provides a recognition demonstration just prior to the closing of the convention. The Immediate Past State Deputy chairs the Appreciation Committee.
4. **Credentials Committee:** The Credentials Committee ensures that the Utah State By-Laws as stipulated in Article II Section 2 have been followed prior to the convening of the State Annual meeting. This committee validates the authenticity and accuracy of council Financial Secretary submitted credentials. The Credentials Committee validates the primary voting delegates for elections and other voted business. The State Secretary chairs the Credential Committee.
5. **(f) Audit Committee:** The Audit Committee reviews the next year’s State Council Operating budget and provides recommendations/changes for approval on the convention floor. The State Treasurer chairs the Audit Committee.
6. **Balloting Committee:** The Balloting Committee validates the validity of ballots cast on the convention floor and ensures that the ballots cast do not exceed the official roll call by the State Secretary. This committee counts the ballots and provides the results to the State Warden. The State Warden chairs the Balloting Committee.
7. **Resolutions Committee**: The Resolutions Committee reviews the proposed resolutions submitted by the State Advocate and Utah subordinate councils and provides recommendations/ changes for approval on the convention floor. The State Advocate chairs the Resolutions Committee.
8. **Assistant Wardens Committee: T**he Assistant Wardens Committee is responsible for assisting the Utah State Warden to maintain order and disciple during the conduct of the annual state meeting. The assistant wardens committee serve as guards to doors to validate membership credentials upon entry in the chamber and ensure non-members are removed prior to the convening of official business. The assistance wardens will assist with the setup of the meeting room, distribution of materials and other duties as directed by the Utah State Warden. The State Warden chairs the Assistant Warden’s Committee.
9. **Minutes Committee:** The Minutes Committee reviews the minutes of the prior Utah State Council meeting and makes changes/recommendations for approval on the convention floor. The State Secretary chairs this committee.

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## ARTICLE VII ASSESSMENTS

**Section 1 – Assessments:** The State Council shall assess a per capita tax on councils within the state of Utah based on the Supreme Secretary membership records as of April 1. Annually, the Utah State Council shall determine the leveed assessment amount to defray operating expenses. These expenses are to include the cost of a statewide liability insurance policy. The Utah State Council shall approve assessments from the convention floor based on recommendations of the Audit Committee for approval of the Utah State fraternal year operating budget.

**Section 2 – Honorary Life Members:** The Utah State Council shall not access Subordinate Councils for Honorary Life Members.

**Section 3 – When Payable:** All assessments levied by the Utah State Council shall, unless otherwise ordered by the State Officers, be due and **payable within sixty (60) days after receipt of billing. The State Secretary shall submit billing on 1 July of each year.**

## ARTICLE VIII FINANCES

**Section 1 – To Whom Paid:** All monies owing the Utah State Council shall be paid to the Utah State Secretary by check, cash or money order made payable to the Utah State Council, Knights of Columbus. The State Secretary shall credit and record the same and forward the warrant to the State Treasurer.

**Section 2 – Deposits and Withdrawals:** The State treasurer shall deposit all funds of the Utah State Council in a financial institution approved by the Utah State Council to the account of the “Utah State Council, Knights of Columbus.” The State Treasurer shall only disperse Utah State Council funds based on warrants drawn on the fund signed by the State Secretary and countersigned by the State Deputy.

**Section 3 – Fiscal Year:** The Fiscal Year for the Utah State Council, Knights of Columbus shall be July 1 through June 30. Utah State Council financial books shall be audited and closed based on Fiscal Year dates.

## ARTICLE IX

## REIMBURSEMENT TO STATE OFFICERS FOR

**EXPENSES INCURRED**

**Section 1 – State Deputy:** All expenses of the State Deputy incurred in the discharge of his duties which are not payable by the Supreme Council shall be paid out of funds of the Utah State Council up to a maximum of $300.00 per year upon the approval of a majority of the State Officers.

**Section 2 – State Officer Remuneration:** The State Secretary shall receive the sum of one hundred fifty dollars ($150.00) and the State Treasurer, State Advocate, State Warden, Immediate Past State Deputy and the State Executive Secretary (when appointed) shall each receive the sum of one hundred dollars ($100.00) for expenses incurred while performing other duties as assigned together with the duties and expectations of their offices.

**Section 3 – Other State Officers:** The State Chaplain, District Deputies, State Directors and Grand Knights will receive mileage based on the mileage chart.

**Section 4 – State Chaplain:** The State Chaplain expenses to attend the Annual Meeting of the Utah State Council, Knights of Columbus shall be incurred by the Utah State Council. The expenses shall be the actual cost of lodging at the host hotel (not to exceed two nights), and the actual cost of all meals associated with the convention.

## ARTICLE X

**BY-LAWS AND AMENDMENTS**

**Section 1 – Amendments:** These By-Laws, or any part thereof, may be amended at any Annual Meeting of the Utah State Council by a vote of two-thirds of the delegates present and voting, provided the amendment is proposed as set forth in Article III, section 6, of these By-Laws.

**Section 2 – When Effective:** No amendment shall take effect until approved by the Board of Directors of the Supreme Council.

**Section 3 – Suspension of By-Laws:** These By-Laws, or any part thereof, may be suspended at a current meeting by unanimous consent provided that the By-Laws to be suspended are not part of the Charter Constitution and Laws of the Order.

**Section 4 – Former By-Laws Repealed:** All By-Laws and Amendments heretofore adopted are hereby repealed upon the adoption of these By-Laws of the Utah State Council of the Knights of Columbus.

## ARTICLE XI MISCELLANEOUS

**Section 1 – Masses:** The State Chaplain shall have complete jurisdiction in arranging Masses authorized by the State Officers. The maximum stipend for such Masses shall be fifteen dollars ($15.00). The State Council shall establish a fund in an amount not to exceed One Hundred Dollars ($100.00) per year for this purpose.

**Section 2 – Retention of Records:** All correspondence, warrants, deposit slips, paid bills, cancelled checks etc., that are more than three (3) years old shall be destroyed by the State Treasurer. This retention does not include the permanent bound ledger of receipts and disbursements maintained by the State Treasurer.

**Section 3 – Initiation Fees:** The initiation fee shall be fixed by the council, provided; however, that no initiation fee shall be required of any priest or member of a religious community. Since the Candidate Kit (#531) is now the only cost to councils, lowering or eliminating the initiation fee are both acceptable options. To do this, councils must vote to change their by-laws, afterwards updating them at “By Laws Online" accessed through [www.kofc.org/officers](http://www.kofc.org/officers)online/desk reference/bylaws by the Council Advocate. This money should be kept on the Financial Secretary’s books for degree costs only.

**Section 4 – Rules of Order:** “Robert’s Rules of Parliamentary Procedure” shall govern the meetings of the Utah State Council insofar as they are applicable and not inconsistent with the Charter Constitution and Laws of the Order and the By-Laws of the Utah State Council.

**Section 5 – Dues for Clergy:** All priests, deacons, and members of religious communities, upon taking the Exemplification of Charity, Unity, and Fraternity to become Knighthood members of the Knights of Columbus, thereafter shall be exempt from further payment of dues and Utah per capita charges and assessments. Supreme per capita and assessments will still be charged to the council for Deacons.

**ARTICLE XII**

**CONDUCTING THE EXEMPLIFICATION OF**

**CHARITY, UNITY, AND FRATERNITY**

**Section 1 - Council Checklist**

1. Meet with your council Chaplain or local Pastor. Working with

your Chaplain/Pastor, obtain his recommendations on conducting an Exemplification of Charity, Unity, and Fraternity. Ideally, select a date when he can attend and lead the prayers during the ceremony. (If no priest is available, the Presiding Officer may lead the prayers.)

 2. Select a date and secure a location. Preferably, the exemplification will be held in a Catholic church following Mass.

 3. Order materials. Order a sufficient supply of Candidate Kits (#531) from Supplies Online, the supply ordering portal available on Officers Online.

 4. Select an Honoree. Inform the Honoree if applicable.

 5. Promote. Build public interest in the upcoming exemplification in your parish and larger community. Include mention of the Honoree. Use multiple methods of communication.

 • Bulletin announcements

 • Pulpit announcements

 • Posting on your council and parish website / social media pages

 6. Plan a reception. Strongly consider hosting a social event after the ceremony so that everyone can meet the council’s newest members and their families.

 7. Invite brother Knights to attend. Invite all council members, their families, your District Deputy and your Field Agent to attend.

 8. Practice. Conduct walk-throughs so that all Exemplification

Personnel are comfortable in skillfully presenting their parts in a

solemn and dignified manner.

 9. Afterwards, distribute Membership Cards. Following the

exemplification, the Financial Secretary should present a Membership Card to each of the newly advanced members.

10. Report your success. Complete a Degree Exemplification Report (#450) and submit the form to Ceremonials@kofc.org.

**Section 2 - Exemplification Personnel**

1. Presiding Officer (Serves as Master of Ceremonies)

 2. Chaplain (Leads assembly in Opening and Closing Prayers)

 3. Presenter on Charity (Teaches the Lesson on Charity and delivers the

discourse on the rosary)

 4. Presenter on Unity (Teaches the Lesson on Unity)

 5. Presenter on Fraternity (Teaches the Lesson on Fraternity)

 6. Warden (Guides the Candidates)

 7. Investing Officer (Presents rosaries and lapel pins to the Candidates.

The Grand Knight or highest-ranking officer in attendance may fill this

role and, depending on the number of Candidates, multiple officers may

assist)

8. Financial Secretary (Registers Candidates and obtains their signature

on the Constitutional Roll)

 9. Field Agent (Meets and greets Candidates and assists the Financial

Secretary)

**Section 3 - Ceremonial Materials**

1. Ceremonial Baldrics – Baldrics for Presiding Officer, three Presenters,

Warden and the Investing Officer to wear during the exemplification.

1. Crucifix – A crucifix large enough for demonstration purposes. It is

preferred that the crucifix be wooden and large enough for all to clearly

see the corpus – the body of Jesus Christ. A wooden crucifix is available

from Knights Gear and similar crucifixes are available from the Official

Ceremonial Suppliers.

1. Cable and Fibers – The fibers (small strings) and cable are available

from the Official Ceremonial Suppliers. The cable should be white in

color, approximately 1 inch in diameter and 2 feet in length.

1. Candidate Kit (#531) – One per Candidate. Includes rosary and lapel

pin presented during the exemplification.

## ARTICLE XIII AWARDS

**Section 1 – Categories:** All councils must submit award applications to the State Deputy on or before March 15 of each year. Councils may submit award applications by regular mail or email. If a council submits application by regular mail, the council must include a copy of the application for each district within the state plus two additional copies. A council may submit an application to the State Deputy by email. If an application is sent by e-mail it must be sent in Adobe PDF format. When submitting application by e-mail, the council should request written confirmation from the State Deputy that he has received the application. Applications that are submitted by e-mail will not be considered accepted unless the State Deputy provides written confirmation that he has received the application.

**Section 2 – Nominations:** A Council may nominate any brother Knight, in good standing in the Council, for Knight of the Year, and a Council may nominate any Brother Knight and his family, in good standing with the Council and in their own Parish, for Family of the Year. Each council can nominate and submit their chaplain to their state council for consideration of the State Blessed Michael McGivney Award form (SBMMA). Each state winner will be submitted to Supreme for consideration for the international award, the Blessed Michael McGivney Medal form (BMMM). The winner will be announced at the Supreme Convention. All nominations due to State Deputy before March 15.

**Section 3 – Awards Committee:** The Awards Committee shall operate under the direction of the State Deputy. The State Deputy shall sit on the committee as a non-voting member. **Each District Deputy shall submit to the State Deputy, by February 15 of each year, a list of three Knights from their District.** The State Deputy shall select one Knight from each District to be a member of the Awards Committee. The Past State Deputy shall be a member of the Awards Committee. In addition, the State Deputy shall select a Knight at-large to serve on the Committee. In the event a District Deputy shall fail to submit three names from his District, or if any member of the Committee for some reason is unable to serve, the State Deputy may select a suitable replacement under his discretion to serve on the Committee.

**Section 4 – Criteria:** The State Deputy shall set the criteria under which the Awards Committee will operate. The State deputy will ensure that each committee member receives detailed guidance on the criteria and copies of all nominations submitted. After completing all consideration of nominations, each Committee member shall submit their selection for each category in a sealed envelope to the State Deputy. The State Deputy shall then review all submissions and determine the top scoring nomination for selection of the award in each category. In the event of a tie, the State Deputy must contact the committee members to review/rescore tied nominations to break the tie and select a unanimous winner. Committee members must ensure confidentiality for all award nominations’

**Section 5 – Exemptions:** Elected State Officers will not be eligible for either Family of the Year or Knight of the Year awards.

## CERTIFICATION