

Knights of Columbus

Utah State Council By-Laws



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Prepared by
William T. McCauley, FMFD
Utah State Advocate 2022-2023

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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:

- (a) 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 provided. 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 thereto. 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 3rd 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.
- (b) 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.
- (c) Chairmen of Standing Committees of the Utah State Council including the State General Program Director, State Membership Director, the State Faith in Action Directors (*Faith, Community, Family and 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. The State Program committees will have a right to speak on questions pertaining to the functions of their respective committees but will not have the right to vote therein.

Section 2 – Credentials:

- (a) On or before March 15th of each year, prior to the meeting of the Utah State Council, the State Secretary shall have prepared and forwarded to the Financial Secretary of each subordinate Council in this State, one Credentials form. The Financial Secretary of each subordinate Council in the State of Utah shall complete said credentials form by inserting the name, address, email address and phone number of the delegates and their respective alternates, make seven copies of said credentials forms, certify and seal each copy of the credentials forms and send one copy thereof to the State Deputy and one copy to the State Secretary at least four weeks before the annual meeting of the State Council, and he shall deliver promptly one copy of said credentials form to each delegate and their respective alternates and retain one copy for Council records.
- (b) 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, a hearing will be had before the Credentials Committee of the Utah State Council where each side may appear and present argument. 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 and shall receive and pass upon 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 paid-up member in good standing as defined by the Charter Constitution and Laws of the Supreme Council, and he has been issued the regular membership card.

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 such Utah State Council until the approval of the report of the Committee on Credentials and the permanent roll is determined by the action of the Utah State Council 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 – Annual State Council Meeting:

- a) 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.
- b) The Utah State Council shall set the date and designate the District and the Councils to host the meeting for the succeeding year, but upon its failure to act or upon the subsequent development that the District designated cannot hold the Annual Meeting, the State Officers, or a majority of them, shall designate the place of such Annual Meeting.
- c) 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:

- a) All meetings of the Utah State Council shall be conducted in the Third 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.
- b) The State Deputy shall have the authority to open the State Council's Annual Meeting to non-members for the purpose of attending special events or presentations.

Section 3 – State Deputy Presides, State Deputy Records:

- (a) The State Deputy shall preside, performing the usual duties of Chairman, and State Secretary shall be responsible to record properly all meetings of the Utah State Council.
- (b) The State Secretary may, subject to the approval of the State Deputy, select a stenographer and/or equipment to record the proceedings of the meeting of the Utah State Council, at the expense of the Utah State Council.
- (c) 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.**

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 following shall be the order of business:

- 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
 - a. State Deputy
 - b. Supreme Representative
 - c. State Secretary
 - d. State Treasurer
 - e. State Advocate
 - f. State Warden
 - g. State Chaplain
 - h. Immediate Past State Deputy
 - i. General Agent and/or Field Agent
 - j. District Deputies
 - k. 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:

- (a) 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 resolutions to the State Deputy at least **sixty (60) days in advance of the Utah State Council Meeting**, and no resolution or amendment shall be considered by said Council unless so presented (except upon majority vote of the Utah State Council).
- (b) The State Deputy shall direct the State Advocate to forward copies of all duly received resolutions to the Grand Knight of each Council in the State of Utah at least **thirty (30) days in advance of the State Council Meeting** so that all local Councils may consider and vote on the resolutions at a regularly scheduled business meeting prior to the meeting of the Utah State Council. Prior to the meeting of the Utah State Council, all such resolutions shall be referred by the State Deputy, and then forwarded to the Committee on Resolutions. Said 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: Reports of committees shall be in writing and signed by the Chairman.

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:

- a) 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 prepare an annual report in the Utah State Annual Report Book and send a copy of the report to the State Secretary by the required due date. Reports not received by the due date established by the State Secretary will not be included in the Report Book.
- b) The Report Book will be formatted and placed on the State Council's website prior to the start of the State Convention.

- c) The State Secretary shall include copies of the reports submitted or delivered by officers, directors, chairmen, and committees with the proceedings for the state council's annual meeting.

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. **An electronic copy of the report shall be furnished to all Grand Knights of the subordinate Councils and on the State Website 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 – 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 12 – 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 13 – Patriotic Degree Provincial Meeting: The State council shall provide reimbursement to the State Deputy or his designated representative from the State Council for expenses including: mileage reimbursement at the

prevailing rate; up to two nights of lodging; and cost for all meals incurred in conjunction with the time involved at the Provincial Meeting.

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 to be elected, 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 to be elected, the Council may direct the State Secretary to cast one ballot for such nominee or nominees.

Section 4 – Elections:

- (a) In all cases of election to any State Office, a majority of all votes cast shall be necessary to elect: 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.
- (b) 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.

- (c) The nomination period and for all state officers and delegates and alternates to the Supreme Convention shall begin during the first business session of the State Convention and shall remain open until the State Deputy, or a designee chosen by the State Deputy, declares the nomination period closed. The nomination period shall be closed after the opening of the second business session and an announcement is made that there are no further nominations from the floor for each elected position.
- (d) If there is more than one candidate running for a state officer position or if a candidate who is not an incumbent is running unopposed, each candidate and a member supporting the candidate may make a two-minute speech before the balloting process begins.

Section 5 – Intent to Run for Office:

- a) **By March 1 of each year**, any Knight of Columbus member of the Utah Jurisdiction who has taken the CUF degree or is a Third in good standing wishing to seek election or re-election to State Office should send a letter of intention to the State Deputy.
- b) **By March 15**, the State Deputy will send copies of those letters out to all councils informing the membership as to which candidates are intending to run for State Office.

ARTICLE V OFFICERS AND THEIR DUTIES

Section 1 – Officers: The Officers of the State Council shall be the State Chaplain, State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, and Immediate Past State Deputy. The Officers of the State Council shall meet at such times and at such places as the State Deputy may designate.

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 Chaplain Duties:

- (a) The Utah State Chaplain shall hold the same position in

the Utah State Council as does the Supreme Chaplain in the Supreme Council.

- (b) The Utah State Officers shall appoint the Utah State Chaplain with the approval by Bishop for the Diocese of Salt Lake City.
- (c) The Utah State Chaplain shall arrange for the celebration of Mass during the Annual Meeting of the Utah State Council.

Section 4 – State Deputy Duties:

- (a) 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 a member of all committees of the Utah State Council.
- (b) He shall appoint all committees, unless otherwise determined by the Utah State Council, and at and between annual meetings may appoint such committees as in his judgment are necessary for the promotion of the best interests of the Order.
- (c) He shall countersign all proper warrants drawn and signed by the State Secretary.
- (d) He shall be the custodian of the bond of the State Treasurer and State Secretary.
- (e) He shall, subject to the approval of the Utah State Council, obtain suitable headquarters and procure necessary office equipment and supplies.
- (f) He shall possess such other powers and perform such officer duties as the Charter Constitution and Laws of the Order prescribe.
- (g) As a representative to the Supreme Council, he shall present to this body copies of minutes of the Annual State Meeting and copies of all resolutions adopted by the Utah State Council at which he was elected and shall furnish to the Utah State Council a report of the disposition made at the Supreme Council of such resolutions.
- (h) He shall appoint an Administrative Officer if he so chooses to serve under his direction as he deems necessary.

Section 5 – State Secretary Duties:

- (a) 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.

- (b) 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.
- (c) 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.
- (d) He shall prepare and furnish credential blanks to the Financial Secretary of each Council on or before **March 15th of each year.**
- (e) 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 may serve as the recorder/stenographer for the proceedings of the Annual Meeting.
- (f) 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.
- (g) 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 6 – State Treasurer Duties:

- (a) 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.
- (b) He shall deposit monies received from all sources in a financial institution as required by Article VIII, Section 2.
- (c) He shall pay all warrants drawn upon him by the State Secretary and countersigned by the State Deputy or State Committees which receive or expend monies of the Order or its members.
- (d) He shall supply to the Grand Knight of each subordinate Council in the State of Utah, a copy of the proposed budget no later than March 15 of each year for discussion at the Council meeting prior to the Utah State Annual Meeting.

Section 7 – State Advocate Duties:

- (a) 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.
- (b) He shall act as Chairman of the Resolutions Committee at the Utah State Council Annual Meeting.
- (c) 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 that a report be prepared and included in the annual budget for approval.
- (d) Update the Utah State Council By-Laws after amendments have been reviewed and approved by the Supreme Board of Directors.
- (e)

Section 8 – State Warden Duties:

- (a) 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 Third-Degree Members.
- (b) He shall be responsible for all Utah State Council property and also perform such duties as may be directed by the State Deputy.
- (c) He shall be responsible for the delivery and setup of

Section 9 – 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 10 - State Executive Secretary

- (a) 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.
- (b) He serves as the recorder/stenographer for the proceedings of the Utah State Annual Meeting.
- (c) He also records the proceedings from the annual Kickoff, Mid-Year and monthly State Officers meetings.
- (d) The ES assists the State deputy and State Secretary with

administrative tracking duties and publishes correspondence on behalf of the State Council.

- (e) 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: All committees shall be appointed by the State Deputy, or in his absence, by the officer presiding at the meeting of the Utah State Council, unless otherwise determined by the Utah State Council. 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. If expenses are incurred by any committee the payment of same must be sanctioned by the Utah State Council.

Section 2 – Expenses: The necessary expenses of the Utah State Council shall be payable from the funds of the Utah State Council, provided said expenses are appropriated by the Utah State Council.

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 – Purpose, Scope, and Responsibility of State Council Committees: The purpose, scope, and responsibilities of all State Council Committees are set forth within the State Council's Policies Governing State Council Committees.

ARTICLE VII ASSESSMENTS

Section 1 – Assessments: A per capita tax on the assessable membership of the councils as of April 1, as shown by the records of the Supreme Secretary, in an amount to be determined by the Utah

State Council, shall annually be levied to defray its 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 assess 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 by 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 at once to the State Treasurer.

Section 2 – Deposits and Withdrawals: All funds of the Utah State Council shall be deposited by the State Treasurer in financial institutions approved by the Utah State Council to the account of the "Utah State Council, Knights of Columbus." The funds of the Utah State Council shall only be disbursed by the State Treasurer 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 bases 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 including the PSD dinner.

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). A fund shall be established in the 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: All subordinate Councils are to vote to change their by-laws to eliminate the practice of charging initiation fees. There are to be no initiation fees charged by the subordinate Councils of the Utah State Council.

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 and Deacons: 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 CEREMONIALS

The Utah Jurisdiction has fully accepted the Charity, Unity, and Fraternity (CUF) 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 email, it must be sent in 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.

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. The State Deputy shall also choose 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 replacement under his discretion to serve on the Committee.

Section 4 – Criteria: The State Deputy shall set the criteria under which the Awards Committee is to operate. He shall make sure that each committee member receives detailed guidance on the criteria and copies of all nominations submitted. After all consideration of nominations is completed, then each member of the Committee 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 to receive the award in each category. In the event of a tie, the State Deputy must contact the committee members to review tied nominations once again to break the tie. All nominations must remain confidential.

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

CERTIFICATION

16 August 2023

Brother Knights,

I hereby certify the contents of these By - Laws of the Utah State Council are accurate as of the date of publication.

I certify that said By - Laws have been duly amended to include approved Amendments adopted at the 116th Annual Meeting of the Utah State Council.

I also certify that all Amendments to said By - Laws have been reviewed and approved by the Supreme Board of Directors at its meeting on July 28, 2023.

Furthermore, I certify that the contents of said By - Laws contain the revisions to certain Amendments as requested by the Board of Directors.

Sincerely and Fraternally,

William T. McCauley

William T. McCauley
Utah State Advocate 2022 - 2024