



**BY-LAWS OF THE
NORTH CAROLINA
STATE COUNCIL
KNIGHTS OF COLUMBUS**

ARTICLE I MEETINGS

Section 1. **Credentials:** The State Secretary shall prepare and furnish blanks to the Grand Knights of each Council on or before March 1st in each year.

Section 2. **Credentials:** The Recorder of each Council shall prepare and certify two (2) copies of delegates' credentials on the blanks so furnished as follows: Give one form to delegate #1 who must bring it to the Convention and present it to the Credentials Committee prior to the opening session. (In the event Delegate #1 is unable to carry this out, he should ensure that it arrives at the Convention by means of another Delegate or Alternate). The other completed form should be mailed immediately, but by no means later than April 25th to the State Secretary.

Section 3. **List of Delegates:** The State Secretary shall ensure that a list of the Delegates and Alternates to the State Council meeting and of the State Officers is prepared and one copy thereof is distributed to each Grand Knight and State Officer at the opening of the meeting of the State Council.

Section 4. **Temporary Roll of Delegates:** Prior to the calling to order the meeting of the State Council, the State Secretary shall call a roll of the names of all Delegates and alternates from the credentials forwarded to him by the subordinate Councils. Said roll shall be the roll of the State Council until the Committee on Credentials has been appointed, its report has been submitted and the permanent roll determined by the action of the State Council on said report.

Section 5. **Hearing Before the Committee on Credentials:** In case of a contest on credentials of any Delegate or Alternate, one member on each side may appear and present evidence and arguments before the Committee. No presentation may exceed three minutes without special permission of the Committee.

Section 6. **Council Failing to Pay Assessments:** Councils in arrears to the State Council or Supreme Council for duly levied assessments, or have not paid required fees associated with any State Council sanctioned programs, shall not have the names of their Delegates or Alternates placed on either the Temporary or Permanent roll of the State Council until all such arrearages are paid in full.

Section 7. **State Deputy to Preside – State Secretary to Record:** The State Deputy shall preside at all meetings, performing the usual duties of Chairman, and the State Secretary shall record all proceedings of the State Council.

Section 8. **Committees:** Unless otherwise determined by the State Council, all committees shall be appointed by the State Deputy or presiding officer, and he shall be an ex-officio member of all committees. In the interval between annual sessions, when the exigency of circumstances demand it, the State Deputy is empowered to appoint special committees who shall report at the next stated meeting. All proper expenses incurred by any such committee shall, after approval thereof, be paid by the State Council.

Section 9. **Meetings:** Unless otherwise authorized by the State Deputy, all sessions of the State Council shall be conducted in the Third Section and be smoke free. The State Warden shall ensure that traveling cards of said section are checked at the opening of the meeting and ensure that none but State Officers, Delegates, Alternates, District Deputies, State Program Directors and Chairmen and Supreme Officers and Directors and then any Third Degree member of the Order in good standing are admitted. Each State Program Director and Chairman shall have the right to expression at the State Council meeting on his program and not on any other matter.

Section 10. **Resolutions:** All Resolutions, petitions, recommendations for changes and amendments of the laws etc. shall be collected by the State Advocate and submitted in writing to the State Secretary by April 15th and shall be, by said Secretary, referred to the State Advocate for his consideration. At the opening of the State Council meeting they, together with the opinion of the State Advocate thereon, shall be referred without debate, to the Resolutions Committee. No resolution shall be considered by the Resolutions Committee that is not presented in the manner prescribed above.

Section 11. **Limitation of Speaking:** When a member wishes to speak he shall stand and address the Chair and give his name and the name of his Council. The presiding officer shall announce the name of the member entitled to the floor, and the member shall then confine his remarks to the subject under consideration. No member shall speak longer than three minutes without permission of the Chair, nor more than once upon any question until all who desire to speak have spoken.

Section 12. **Roll Call:** The roll shall not be called upon demand for the yeas and nays unless requested by a majority of the members present.

Section 13. **Committee Reports:** All reports of State Officers, Program Directors and Chairmen, and Committees shall be collected by the State Secretary and neatly typed on State Council Stationery and signed by the member presenting same.

Section 14. **Grand Knights Reports:** The Grand Knight of each Council shall submit to each annual State Council meeting a written report of the activities of his Council during the period between State Council meetings. Each report shall be neatly typed on local Council stationery, signed by the Grand Knight and submitted to the State Warden at the opening session of the Convention. No report shall exceed four pages and must be double spaced.

Section 15. Time and Place of Annual Meeting: At each meeting of the State Council, the date and place of the next annual meeting shall be fixed, as provided in Section 13 of the Constitution and By-law of the Supreme Council. Unless specifically authorized, the Convention shall be held the third weekend in May.

Section 16. Order of Business: The order of business at the annual State Council meeting shall be as follows:

1. Call to Order and Receipt of Traveling Gavel.
2. Prayer.
3. Pledge of Allegiance to the Flag.
4. Opening Ode.
5. Appointment of Credentials Committee.
6. Communications.
7. Appointment of Committees.
 - (a) Resolutions.
 - (b) Audit.
 - (c) Mileage and Attendance.
 - (d) Budget.
 - (e) Special Committees.
8. Report of Committee on Credentials.
9. Reports of State Officers.
 - (a) State Deputy.
 - (b) State Secretary.
 - (c) State Treasurer.
 - (d) State Advocate.
 - (e) State Warden.
 - (f) State Chaplain.
10. Presentation of Resolutions.
11. Reports of Committees.
12. Reports of Grand Knights, Program Directors and Chairmen.
13. Election of Officers.
14. Unfinished Business.
15. New Business.
16. Fix Time and Place of Next Meeting.
17. Prayer.
18. Closing Ode.
19. Adjournment and Transfer of Traveling Gavel.

Section 17. Robert's Rules: In the absence of a specific rule in these By-laws, Roberts Rules of Order shall govern. The final determination of any procedural dispute shall be decided by the State Advocate.

ARTICLE II FINANCES

Section 1. **Assessments:** For the purpose of defraying the expenses and obligations of the State Council, there shall be levied against and collected from all subordinate councils, a per capita assessment based on the number of members and excluding Honorary Life Members of the subordinate councils. This per capita assessment to be collected semi-annually on October first and March first based on figures secured by the State Secretary from the Office of the Supreme Secretary showing membership on September first and February first. The State Secretary shall obtain from the Supreme Secretary and present to the State Council meeting, a certificate showing the number of members of each council as of these dates. The amount of such per capita assessment shall be such as the State Council determined at the last annual meeting.

Section 2. **Assessments:** The State Council exempts from the State per capita and all State Council lawful assessments, those members who carry the indelible mark on their souls wrought by the Holy Spirit at their Ordination as Deacons.

Section 3. **Assessments:** The State Council will rebate, to the member council, the State per capita of active duty servicemen (including reservists and National Guard called up for active duty).

Section 4. **Assessments:** The State Council will not charge per capita for any member of the Order that falls into the category of "Inactive Insurance Member".

Section 5: **Proof of Council Liability Insurance:** Any Council not purchasing liability insurance through the North Carolina State Council is required to provide proof of insurance to the State Secretary, on an annual basis.

Section 6. **Assessments - When Payable:** All assessments by the State Council shall be due and payable 30 days after receipt of a proper bill. No Delegate shall be seated from any Council whose assessment have not been paid prior to the State Council meeting.

Section 7. Catholic Charities Fund:

1. A Catholic Charities Fund has been established in North Carolina for the purposes of funding special needs in the Dioceses within the State. These would be emergencies as a result of limited parish funds or disasters that have occurred. The Bishops of the Dioceses in North Carolina will be made aware of this fund and the State Council will work closely with the Bishops to disburse the funds.

2. This is a voluntary donation by the members of the Order in the State and will be administered by each Council Financial Secretary. The voluntary donation is calculated as "A penny per day, per Knight" for a total of \$3,65 per year added to the Misc. section of a member's council dues notice. The Council Financial Secretary will forward all of the resulting collections to the State Secretary for deposit in the Catholic Charities account.

3. If no disaster occurs during a fraternal year, the Bishops, within the State, will be contacted to find out where there might be other needs.

Section 8. Funding for the Fourth Degree in North Carolina: The State Council will set aside \$2,500, each year, from the Fund Raiser, to cover any loss the District Master should incur during the fraternal year. The reimbursement shall follow State Council procedure concerning disbursement of funds. If there is not financial loss incurred, the money set aside for that year, will be put into the Fund Raiser account of the State Council.

Section 9. Christopher Fund: The North Carolina State Council is authorized to participate in the Supreme Council's Christopher Fund for the purpose of increasing the State's charitable outreach. The funds used to join in the fund will come from the North Carolina State Raffle Fund.

Section 10. Per Diem and Mileage: The per diem and mileage expense shall be paid out of the General Fund composed of the per capita assessments received from subordinate councils. After per diem and mileage expenses have been met, any other proper expenses may then be paid from the General Fund.

Section 11. To Whom and How Money Paid: All money owing to the State Council by subordinate councils, members, and others, shall be sent to the State Secretary by draft, check or money order, payable only to North Carolina State Council, Knights of Columbus,. Immediately upon receipt of any payment, the State Secretary shall make any entry thereof on his records and forward the payment to the State Treasurer.

Section 12. How Money Shall be Paid: All funds of the State Council shall be deposited by the State Treasurer in a bank, or banks, to the credit of North Carolina State Council, Knights of Columbus, and subject to withdrawal upon receipt of a voucher properly approved by the State Deputy.

Section 13. State Treasurer's Report: The State Treasurer shall furnish the State Council a complete financial report at the annual State Council meeting. This report shall be included in the Minutes of the State Council meeting of the same year.

ARTICLE III ELECTIONS

Section 1. **Order of Elections:** All elections of the State Officers, Supreme Representatives and Alternates shall be by written ballot whenever the number of duly nominated candidates exceed the number of positions to be decided. Said Officers and Representatives shall be elected separately and in the following order: State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Supreme Delegates and Alternates.

Section 2. **Manner of balloting:** When more than one candidate is presented for a State Office, the procedure shall be as follows: The State Secretary shall call from the permanent roll, the names of those entitled to vote, and as each name is called, the member will step forward and deposit his ballot. For the election to a State Office, a simple majority is required. For election of Delegates, all individuals who are State Officers, at the time of the Annual Supreme Convention, will be automatically designated as Delegates to the Annual Supreme Convention. if the State Council is authorized additional Delegates, they will be elected by the delegation in attendance at the State Council meeting, as will the alternates to the Supreme Convention. Where multiple candidates are involved on the same ballot, and more than one Delegate or Alternate Delegate, is to be filled, the candidate receiving the highest number of votes shall be declared elected to first position available. The other positions will be filled as needed by the candidates with the next highest total, and so forth until all of the positions have been filled. No ballot containing names of more or less candidates than there are places to be voted for shall be counted.

Section 3. **Tellers:** Three tellers shall be appointed by the Chair to collect and count the ballots and to report the results to the Chair.

Section 4. **Automatic Designated Delegates:** The State Deputy and the immediate Past State Deputy are automatically designated as Delegates and Supreme Representatives. Additional Delegates and Alternates, as required, shall be elected as stated above in Section 2.

ARTICLE IV MISCELLANEOUS

Section 1. **Proceedings to be Reported:** The State Secretary may employ, with the approval of the State Deputy, a competent stenographer who is a Third Degree members of the Order, to report the proceedings of the annual meeting and to furnish the State Deputy and State Secretary each with a type written copy of same.

Section 2. **Proceedings to be Reported:** The State Secretary shall prepare and have printed and duplicated and distributed forthwith a report of the proceedings of the State Council meeting prior to October 1st of each year. One copy of the report shall be furnished to each of the State Officers, Past State Deputies, Grand Knights and local Ordinaries.

Section 3. **Allowances for Attendance:** State Officers, the last Past State Deputy and Delegates in attendance at the State Council meeting shall be allowed from the funds of the State Council, mileage and per diem allowance at a rate determined at the last meeting of the State Council. At the discretion of the State Deputy, equivalent mileage and per diem may be paid to District Deputies and State Program Directors and Chairmen. Such mileage and per diem shall be paid only when present at the opening and closing roll call of the Convention unless otherwise authorized by majority vote of the convention.

Section 4. **Allowances:** An allowance of \$500.00 per year shall be made to the State Deputy to defray the incidental expenses of his office. Such Allowance shall be paid annually on June 30th.

Section 5. **Report of Subordinate Council Elections:** The Financial Secretary of each subordinate council shall, on or before the first day of July of each year, report to the State Secretary the name and address of the Grand Knight, Financial Secretary, Chaplain and General Program Director. In the event of any change in any of these offices in any council, the Financial Secretary, there of shall immediately report the name or names of the new officers chosen to fill the vacancy.

Section 6. **State Warden Duties:** The State Warden shall ensure that the doors of the State Council meeting are guarded, all traveling cards are checked, and will ensure that such other duties as the State Deputy may request are completed.

Section 7. **State Chaplain Duties:** The State Chaplain shall have supervision over all religious ceremonies in connection with the State Council meeting, and shall perform duties corresponding to those of the Supreme Chaplain.

Section 8. **Quorum:** A majority of the members of the State Council shall constitute a quorum for the transaction of business, but less than the majority may adjourn from day to day, or may adjourn sine die after the completion of the regular order of business.

Section 9. **Liability:** No act or failure to act by the State Council or any other Officer or member thereof shall create any liability on the part of the Order.

Section 10. **State Fund Raiser:** An annual statewide fund raising event has been established in order to increase the amount of funds that are available to promote charitable works throughout the state. As the proceeds from this fund raising event are included in the general operating budget will be voted on in concurrence with the approval of the annual budget during the State Council annual meeting in May.

Section 11. **Rosary Recitation:** All Councils in the Jurisdiction of North Carolina will, with the permission of the family, recite a 5 decade Rosary at the wake of a deceased brother of the Council or a member of his immediate family.

Section 12. **Athletic Events:** Councils, once committed to attending State athletic events, will be held responsible for registration fees. Councils should not expect refunds of fees when cancellations occur.

Section 13. **By-laws - How Amended:** These By-laws may be amended or repealed by a vote of a majority of the delegates present and voting at the meeting of the State Council at which any proposed amendment or repeal is presented. They are then to be submitted to the Supreme Board of Directors, and upon notification from Supreme Advocate of the approval of that body, become immediately effective.

These By-Laws amended and approved by vote of the North Carolina State Council May 14, 2011.

COLIN R. JORSCH, JR.
State Advocate

DAVID R. JONES
State Deputy

Approved by the Board of Directors August 12, 2011.

JOHN A. MARRELLA
Supreme Advocate