

Preface to By-Laws

Mission Statement Tennessee State Council Knights of Columbus

The Mission Statement is as follows:

- **To** share our Catholic Faith by encouraging our members' participation in Church, Family, Youth, Community, and Council activities for the good of their Parish Family.
- **To** promote Catholic Values of respect for our Religious Leaders, the Sanctity of Life, and the care of the widow and children of a deceased brother.
- **To** encourage other Catholic men to join us in pursuing a Christ-centered life in Charity, Unity, Fraternity and Patriotism.
- **To Help Build the Domestic Church while Strengthening our Parishes**

**By-Laws
Knights of Columbus
Tennessee State Council**

Article I - Name and Authorization

Section 1. Name.

This organization shall be known as the Tennessee State Council, Knights of Columbus (hereafter known as the State Council) and shall be subject to and governed by the then current version of the Charter, Constitution and Laws of the Knights of Columbus ("Charter, Constitution, and Laws").

Article II - Membership and Credentials

Section 1. Membership.

The membership of the State Council shall be as provided in the Charter, Constitution and Laws.

Section 2. Credentials.

The Financial Secretary of each Council in the State ("Subordinate Council") shall prepare and certify the credentials of delegates to the State Council on blanks furnished by the State Secretary, at least five weeks before the meeting of the State Council ("Convention"). He shall deliver one copy to each delegate and to each alternate, send one copy to the State Secretary and retain one copy for his files.

The delegates to the Convention, or in their absence, the alternates shall present said credentials at the Convention, whereupon a badge ("Badge") will be issued to or worn by each delegate. The Badge will be used to gain admission to the Delegates Section of the Convention. The permanent roll of the Convention will be determined by the Credentials Committee, whose report shall be submitted at the Convention.

Section 3. Hearing on Credentials.

In case of a contest, one member of each side may appear and make argument before the Credentials Committee each being allowed not to exceed **two minutes** without special consent of said committee. The

decision of the Credentials Committee with respect to seating delegates shall be final. (Changed from 5 minutes to 2 minutes)

Article III - Meetings

Section 1. Meetings.

The State Council shall be convened annually in the manner provided for by the Charter, Constitution and Laws; provided, however that, the Convention shall not be held on Mother's Day weekend.

Section 2. Manner Conducted.

Whom Admitted? All meetings of the State Council shall be open to all Knighthood Degree members in good standing.

Article IV - Officers and their Duties

Section 1. Officers.

The Officers of the State Council shall be: State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, and Immediate Past State Deputy living in the jurisdiction ("IPSD").

Section 2. Duties of Officers.

The duties of the respective officers shall be those specifically mentioned in the Charter, Constitution and Laws and in these By-Laws and such other and further duties as the State Council may direct.

Section 3. State Deputy.

The State Deputy shall preside at the meetings of the State Council, including the Convention, and perform the usual duties of Chairman. He shall appoint all committees, unless otherwise determined by the State Council, and may appoint special committees between annual Conventions when the exigency of circumstances demands such appointments.

He shall approve for payment of all disbursements of funds drawn by the State Treasurer.

He shall select a suitable place for holding of the Convention, in the

city chosen for this purpose, and shall certify the final draft of the report of the proceedings of the Convention.

He shall develop a budget prior to the Convention for operation of the State Council for the following fraternal year and shall present it to the delegates at the Convention for approval before the per capita assessment is determined. The proposed budget should include expenditures for the following:

- Travel, including lodging, mileage and per diem;
- Communications, including postage, stationary and telephone;
- Printing and secretarial support for minutes and letters;
- Charitable contributions including those for the Bishops' Burse, the right to life campaign, and anti-pornography programs; and
- Any other major planned expenditures.

The State Deputy and other State Officers shall use this budget as a financial tool throughout the fraternal year to promote financial responsibility and ensure that the greatest possible benefit is received from the funds entrusted to the State Council.

Section 4. State Secretary

The State Secretary shall act as Recorder at the Convention and appoint such assistants as may be necessary.

He shall prepare and furnish credential blanks to the Financial Secretary of each Subordinate Council seven weeks prior to submission of credentials at the Convention.

He shall take or make (or cause to be taken or made) the proceedings of the Convention, (which proceedings may be in writing or electronic format); he shall, in the absence of the State Deputy, call the meeting to order, and the delegates shall elect a chairman pro tempore; he shall prepare a record, which may be in summary form, of the proceedings of the Convention, a draft of which shall be certified by the State Deputy, and shall furnish, either by physical delivery to each Subordinate Council and each State Officer or by posting on the State Council website, one copy of said record within sixty (60) days after the Convention. He shall also see that a copy of the record is placed in the State Council files.

All resolutions approved and designated for Supreme Council action shall be submitted by the Secretary following the Convention.

He shall solicit from Subordinate Councils a list of members deceased during the year in the jurisdiction.

Section 5. State Treasurer. (Changed from 4 to 5)

The State Treasurer shall be custodian of all funds and securities of the State Council.

He shall receive and collect all monies due the State Council, keep a true and accurate account thereof, and deposit these funds to the credit of the State Council in its account to be established as provided in Section 1, Article IX of these By-Laws.

He shall pay all warrants drawn upon him by the State Deputy. The State Treasurer is responsible for causing the State Council's IRS Form 990 to be filed and to ensure that the State Council submits to Supreme an annual audit or financial procedures, as appropriate under the current guidance from Supreme.

Section 6. State Advocate. (Changed from 5 to 6)

The State Advocate shall be the legal advisor of the State Council and of the State Officers, in all matters pertaining to the Knights of Columbus referred to by him.

He shall act as Chairman of the Resolutions Committee at the Convention. A ruling by the State Advocate can be appealed only to the Supreme Advocate.

Section 7. State Warden. (Changed from 6 to 7)

At the beginning of each session of the Convention, the State Warden shall admit to the chambers only those members who have a current membership card in the Knighthood Degree, appointing such assistants as he shall deem necessary.

He shall, upon the direction of the State Deputy, arrange a properly protected section of the hall for the use of delegates only. He shall perform such other duties as may be directed by the State Deputy.

Section 8. State Chaplain. (Changed from 7 to 8)

The State Chaplain shall be the Spiritual advisor to the State Council, and shall have supervision over all religious ceremonies in connection with the State Council.

He shall arrange for the celebration of a Memorial Mass for all of the members deceased from the Subordinate Councils in the jurisdiction since the last Convention.

He shall, to the extent feasible, also arrange for celebration of a Sunday Convention Mass.

He may present a report during the Convention.

Section 9. Officer's Reports. (Changed from 8 to 9)

All State Council Officers, except the State Warden, shall make complete reports of their administration of their respective offices at the Convention and present to the State Secretary a copy of their report before April 1st of each year.

Commented [MM1]:

Article V - Compensation and Expenses

Section 1. Mileage Allowance. (Clarify mileage and per diem for PSD's)

State Officers, all Past State Deputies maintaining membership in the Jurisdiction, District Deputies, Delegates, General Program Chairmen and Chairmen of the State Committees shall be entitled to receive a transportation allowance as determined by the Appropriations Committee for mileage to the Convention. The amount of the travel allowance will be computed on a per mile basis and will be established at the Convention.

Section 2. Per Diem Allowance. (Clarify mileage and per diem for PSD's)

State Officers, all Past State Deputies maintaining membership in the Jurisdiction, District Deputies, Delegates, General Program Chairman, and Chairmen of State Committees shall each receive a proper allowance per day for expenses for each day in attendance at the Convention. The amount of the per diem allowance will be established at the Convention. The amount will be based upon each person's actual room cost. For example:

- If the per diem allowance is seventy percent (70%) of a person's room cost and the person is staying at a relative's house, the person is entitled to receive no per diem allowance;

- If the per diem allowance is seventy percent (70%) of a person's room cost and two delegates are sharing a room, the two delegates together are entitled to receive only one per diem allowance; or
- If the per diem allowance is seventy percent (70%) of a person's room cost and the delegate is staying at a cheaper hotel instead of the Convention hotel, the delegate is entitled to receive seventy percent (70%) of the cost of staying at the nearby hotel and not seventy percent (70%) of the cost of staying at the Convention hotel.

Section 3. Miscellaneous Expenses.

The cost of name badges for State officials and Convention printed matter, the expenses of printing incidentals to the State Deputy's office, postage and incidental expenses of the Chairmen of the State Committees and of the State Officers shall be paid by the State Council.

Section 4. Exceptions to Mileage and Per Diem Allowances.

~~Official delegates of College Councils will not be entitled to either mileage or per diem.~~ No official delegate of any Council who resides in the county in which the State Convention is held or who resides in any county contiguous to such county shall be entitled to mileage.

Section 5. New Subordinate Councils, Mileage and Per Diem.

Regardless of the date on which the new Subordinate Council receives its Charter, all Official Delegates of the new Subordinate Council shall be entitled to per diem and mileage as any other Delegate.

Section 6. Compensation and Expenses.

The State Deputy may procure a "Special Risk" insurance policy to provide for a minimum accidental death and dismemberment benefit, with disability indemnity and medical expenses for State Officers, District Deputies, Program Chairmen, Program Directors, Degree Teams, Past State Deputies, and Subordinate Council members who may be accompanying any of the above on Order related travel.

Article VI - Elections.

Section 1. Order of Elections.

The nomination of candidates for, and the election of, the State Deputy shall be held first and the result declared. The nomination of candidates for, and the election of, the State Secretary shall be held second and the result declared. The nomination of candidates for, and the election of, the State Treasurer (held third), State Advocate (held fourth), and State Warden (held fifth) shall then be nominated and elected in the same manner and the results declared. Then shall follow the nomination and election of representatives and alternates to the annual convention of the Supreme Council, and the results shall then be declared.

Section 2. Who May Vote?

Those allowed to vote on any business of the State Council are as follows: the IPSD, State Deputy, State Chaplain, State Secretary, State Treasurer, State Advocate, State Warden, and duly elected Grand Knights representing each Subordinate Council or their duly seated alternate and each duly elected delegate from each Subordinate Council or their duly seated alternate.

Section 3. Form of Ballot.

A paper ballot shall be provided to each person entitled to vote, upon which the voter may write the name of the candidate for whom he is voting.

Section 4. Poll and Ballot Clerks.

A Poll Clerk and a Ballot Clerk shall be appointed by the Chairman to check and receive ballots of delegates.

Section 5. Tellers of Election.

Four tellers of election shall be appointed by the Chairman to count the ballots.

Section 6. Individual Ballot.

When one or more candidates is presented for State Office, or more candidates for representatives or alternates to the annual convention of

the Supreme Council than the number to be elected and present, the election shall be by individual ballot, and 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 individual shall deposit his ballot (capitalized "The")

Section 7. College Councils.

Each official delegate of every College Council in the State shall be entitled to vote as any other official delegate; one vote per delegate.

Section 8. New Councils.

All official delegates of new Subordinate Councils shall be entitled to vote on the same basis as any other delegate; one vote per delegate.

Section 9. Election Process for Elected State Officers.

To be elected to a State Office, a person nominated for an elected position must obtain a majority (not a plurality) of the votes from of those present and entitled to vote at the Convention. For example, if there are 100 people entitled to vote and present, a member must receive 51 votes to be elected, regardless of the number of candidates running for the position and the number of votes actually cast. If there are more than two people running for a position and no candidate receives a majority on the first ballot, the candidate receiving the fewest votes will be removed from further consideration for the position and a second ballot will be held. This process will be repeated until one candidate receives the necessary majority. Those candidates who choose to run for a State Council Office are encouraged to submit their name, in writing, to the State Secretary at least 120 days prior to the date of the next scheduled election.

Any 3rd Degree Knight in good standing may nominate a fellow Knight for a state officer's position. Following the nomination, a candidate may accept their nomination and briefly address the delegates. Nomination and acceptance speeches should be limited to a total of 5 minutes. The seated State Deputy shall have discretionary powers regarding time of speeches

Section 10. Appointments to fill vacancies among State Officers

Appointments to fill vacancies in any office of the State Council shall be made for the unexpired term by the State Officers. In the event of the absence of the State Deputy from the jurisdiction, or inability of the State Deputy to perform the normal tasks of his office, the State Secretary shall become the Acting State Deputy until the State Deputy is able to resume the execution of his duties. In the event of the resignation, death or permanent inability of the State Deputy to execute the duties of his office, the State Secretary shall become the State Deputy. Vacancies among the State Officers, notwithstanding that of the State Deputy, shall be filled by remaining state officers' appointment of a Past State Deputy of Tennessee who is currently an active member of a Council within the jurisdiction of Tennessee, and said Appointee shall only serve until the expiration of that vacant seat's term. At the State Convention, immediately following the vacancy appointment, State Officer elections shall be held in accordance with the Bylaws of the Tennessee State Council and the Charter Constitution Laws of the Knights of Columbus, and upon completion of the elections, the Appointed State Officer shall cease to serve as a State Officer.

Article VII - Committees

Section 1. Committees.

The Committees of the State Council shall be divided into Convention Committees and State Committees. The Convention Committees shall be the Credentials Committee, the Resolution Committee, the Audit Committee and the Appropriations Committee, and shall be appointed by the State Deputy from a list of Delegates or alternates who have submitted credentials. State Committees shall not exceed twelve and shall be approved by the State Deputy for promotion of Subordinate Council activities during the year.

Section 2. Credentials Committee

The Credentials Committee shall consist of not less than three members, and shall verify the correctness of the roll prepared for it by the State Secretary.

Section 3. Resolutions Committee.

The Resolutions Committee shall consist of the State Advocate as Chairman, and not less than four members, and shall pass upon all resolutions submitted to the meeting of the State Council and make report thereon with its recommendations.

Section 4. Audit Committee.

The Audit Committee shall consist of not less than three members, and shall audit the books and accounts of the State Secretary and the State Treasurer.

Section 5. Appropriations Committee.

The Appropriations Committee shall consist of not less than three members who shall determine and recommend to the State Council an operating budget for the coming year, the mileage and per diem allowance of proper representatives to the State Council and the amount of Per Capita Assessment to pay the mileage and per diem allowances, the operating expenses of the State Convention, and the budget which they recommend for the operation of the State Council for the coming year.

Section 6. Convention Committee Reports.

All Convention Committees shall report in writing to the meeting of the State Council, said report to be signed by the members presenting the same.

Article VIII - Assessments

Section 1. Per Capita Assessment.

A Per Capita Assessment of the membership, **may exclude** Honorary members, but **excluding** Honorary Life members, and Disabled members, of each Subordinate Council in the State of Tennessee as of **January 1st**, as shown by the record of the Supreme Secretary, in an amount to be determined by the State Council, shall annually be levied to defray expenses of the State Council. **(Added may exclude Honorary members but excluding Honorary Life members and Disabled members) and (Changed April 1st to January 1st)**

Section 2. When Payable.

All assessments levied by the State Council, unless otherwise ordered, shall be due and payable the day of adjournment of the meeting at which the same shall have been levied.

Section 3. College Councils.

There shall be no per capita tax assessed against College Councils.

Section 4. New Councils.

Newly instituted Subordinate Councils are relieved of the payment of the State Per capita Assessment for twelve months after the date the Subordinate Council's institution, the balance of the following fraternal year to be pro-rated.

~~Section 5. Degree Fund Assessment. (Delete entire section)~~

~~Except for Priests or any member of any religious community, a Ten Dollar (\$10.00) assessment shall be paid to the State Treasurer by the Subordinate Councils for each candidate initiated in the First Degree of the Knights of Columbus. These monies will be accounted for in a separate line item in the State financial records and will be used to reimburse some or all of the expenses of degree teams for Second and Third Degrees and to reimburse some or all of the expenses of Subordinate Councils hosting a Third Degree. The amount of the reimbursement received by a Second or Third Degree team and the amount of the per candidate reimbursement received by the Subordinate Council hosting a Third Degree will be determined by written policies established by the State Deputy.~~

~~Until such a time when the Degree Fund is self-sustaining, these reimbursements will be paid from the State Council's general funds.~~

Article IX - Funds and Finances

Section 1. Deposit of Moneys.

All moneys of the State Council shall be deposited in the name of "Tennessee State Council, Knights of Columbus" in a National Bank to be

selected by the State Treasurer or shall be invested as described in Section 3 of Article IX.

Section 2. General Funds.

The general fund shall consist of: (a) all moneys heretofore received by the State Council and credited to said fund, (b) the interest earned on said fund, and (c) all assessments levied on the membership of the Subordinate Councils.

Section 3. Investment of Funds.

All moneys in excess of the amount actually required for current operating expenses shall be deposited as set forth in Section 1 of this Article IX, or all or part thereof invested in securities, which are approved for the investment of insurance funds of the Knights of Columbus.

Section 4. Receipt and Disbursement of Moneys.

Moneys owing to the State Council shall be received by check, money order or draft to the order of the "Tennessee State Council, Knights of Columbus" and paid at the Convention to the State Treasurer.

State Council moneys shall be disbursed only by check signed by the State Treasurer and approved by the State Deputy.

All bonds or securities of the State Council shall be sold or transferred only upon the signature of the State Treasurer, countersigned by the State Deputy.

Section 5. Bond for State Secretary and State Treasurer.

The Supreme Council automatically provides a bond for the State Secretary and the State Treasurer at no cost to the State Council.

Article X. - Amendments.

Section 1. Amendments.

These By-Laws or any part thereof, may be amended at any Convention by a vote of two-thirds of the Delegates present and voting.

Section 2. When Effective.

No Amendment shall take effect until approved by the Supreme Council or the Supreme Council's Board of Directors.

Section 3. Suspension of By-Laws.

These By-Laws or any part thereof, may be suspended at a current meeting by unanimous consent of the Delegates present and voting.

Article XI - Rules of Order.

Section 1. Robert's Rules.

Robert's Rules of Parliamentary Procedure shall govern the meeting of the State Council insofar as they are applicable and not inconsistent with the Charter, Constitution and Laws of the State Council.

Section 2. Privileges of the Floor.

None but the Delegates, Officers of the State Council, District Deputies and Representatives to the Supreme Council, shall be entitled to the floor except by privilege of the State Deputy. Chairmen of all Committees of the State Council may exercise this privilege upon application to the Chairman and advising the Chairman as to the subject matter which they desire to bring to the attention of the Convention. The Chairman may grant or refuse this privilege if in his discretion he deems it to be to the best interest of the Convention.

Section 3. Limitation of Debate.

No Member shall speak longer than five (5) minutes without permission of the Chairman, no more than once upon any question until all others who desire to speak have spoken.

Section 4. Resolutions.

All resolutions, petitions, recommendations of changes and amendments to the By-Laws, etc., must be submitted to the State Advocate in writing not less than thirty (30) days prior to the opening of the

Convention and, if submitted in the name of a Subordinate Council, shall be certified under the official seal by the Grand Knight and Recorder of the said Subordinate Council by which the resolution is presented as passed at a regular meeting of that Subordinate Council. Chairman of the Resolutions Committee may, with the consent of the majority of the members of said Committee, bring any matter to the State Council for its consideration and action.

Section 5. Roll Call.

The roll shall not be called upon a demand for the yeas and nays unless requested by at least one-third of the delegates present.

Article XII - Order of Business

Section 1. Order of Business.

The order of business at the Convention shall be as follows:

1. Call to Order.
2. Prayer.
3. Appointment of Committees:
 - (a) Credentials
 - (b) Resolutions
 - (c) Appropriations
 - (d) Auditing
4. Report of Committee on Credentials.
5. Presentation of Resolutions.
6. Communications.
7. Report of:
 - (a) State Deputy
 - (b) State Treasurer
 - (c) State Secretary
 - (d) State Advocate
 - (e) State Chaplain
 - (f) Grand Knights
 - (g) District Deputies

8. Report of Committees.
9. Unfinished Business.
10. New Business.
11. Announcement of Next Convention Location.
12. Election of Officers and Representatives.
 - (a) Regular State Officers (numbered 1-5 vs roman numerals)
 - (1) State Deputy
 - (2) State Secretary
 - (3) State Treasurer
 - (4) State Advocate
 - (5) State Warden
 - (b) Representatives and Alternates to the Supreme Council
13. Prayer. *
14. Adjournment.

* All Official Business Meetings within this Jurisdiction shall be closed by the recitation of the Prayer for Vocations supplied by the Supreme Council Vocation Committee or an equivalent Prayer for Vocations.

Article XIII

Section 1. By-Laws Effective.

These By-Laws** having been approved by the Board of Directors at their _____, 2017 meeting are effective as of _____, 2017. All other By-Laws previously adopted are hereby repealed.

Stephen B. Comm, State Deputy

Tracy Staller, State Secretary

Fred M Laufenberg, State Advocate

** Approved April 30, 2017 by the Tennessee State Council at its 114th Convention meeting in Franklin, Tennessee.