

Approved 2019 NH State Council By Laws

NEW HAMPSHIRE STATE COUNCIL

Founded March 26, 1899

KNIGHTS OF COLUMBUS STATE COUNCIL BY-LAWS

Initially Approved by Supreme August 28, 2019

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NEW HAMPSHIRE STATE COUNCIL KNIGHTS OF COLUMBUS A RESOLUTION RELATIVE TO THE BY-LAWS

RESOLVED by the New Hampshire State Council Knights of Columbus assembled in a regular annual business meeting at Nashua, New Hampshire on this, the First day of May, 2019:

ARTICLE I

NAME, OBJECT, LAWS, OFFICERS AND MEMBERSHIP OF COUNCIL

SECTION I. Name: The State Council shall be known under the name and title of “The New Hampshire State Council Knights of Columbus.”

SECTION II. Object and Jurisdiction: The object of this Council shall be to assist the Supreme Council, Knights of Columbus and the Government of subordinate Councils established in the jurisdiction of New Hampshire. The State Council shall have jurisdiction over all subordinate Councils in the State of New Hampshire, and it shall be in turn subordinate to the Supreme Council of the Knights of Columbus.

SECTION III. Governing Laws: The State Council shall be governed by the Charter, Constitution and Laws of the Knights of Columbus and by these By-Laws, as approved by the Supreme Council and by all Permanent Resolutions adopted by the State Council.

SECTION IV. Function of State Council: In convention assembled, the State Council shall, except as hereinafter provided, discuss policies and programs, and endeavor to promote the general welfare of the order, shall transact such business and enact such rules and regulations as may be consistent with the Charter, Constitution and Laws of the Knights of Columbus.

SECTION V. Membership of State Council: The State Council shall consist of all the State Officers, the last Past State Deputy still residing in the jurisdiction, and two Delegates from each Council, being the Grand Knight and a Past Grand Knight of the same represented council and who are members in good standing, actually residing in the State and in good standing and including as non-voting members all current District Deputies, and Chairmen of Standing Committees. If there be more than one Past Grand Knight in a member council, the Council shall elect ~~the~~ one to represent it in the State Council. A Council having no Past Grand Knight may elect one of its third degree members in good standing in lieu thereof. Each subordinate Council shall elect alternates for its representatives in the State Council.

Past State Deputies, except for the immediate living past State Deputy, still residing in the State and in good standing, and District Deputies, have the privilege of membership but without the right to vote. The only exception to this rule may occur in cases where local councils may elect a District Deputy to represent his own council.

Directors appointed by the State Deputy shall be chairmen of the Standing Committees of Faith, Youth, Family, Life and Community and who are not otherwise members of the State Council shall be accorded the privileges of

membership in the State Council, including the right to speak on questions pertaining to the functions of their particular committees, but shall not have the right to make nominations, make or second motions, or vote therein.

Chairmen of other Standing committees who are not otherwise members of the State Council shall be accorded the privileges of membership in the State Council, including the right to speak on questions pertaining to the functions of their particular committees, but shall not have the right to make nominations, make or second motions, or vote therein. No more than twelve (12) Standing Committees shall exist at any one time.

The State Squires Chairman or State Squire Counselor when a State Squires Circle is formed who is not otherwise a member of the State Council shall be accorded the privileges of membership in the State Council, including the right to speak on questions pertaining to the functions of Squires programming and activities, but shall not have the right to make nominations, make or second motions, or vote therein.

SECTION VI. Disqualification: Subordinate Councils which fail to pay assessments to the State Council or Supreme Council shall not be entitled to representation at any meeting while they are in arrears.

SECTION VII. Officers:

- (a) The State Council shall elect by ballot from the membership at large a State Deputy, State Secretary, State Treasurer, State Advocate and State Warden, and representatives and alternates to the Supreme Council. A State Chaplain shall be appointed by the state officers. Officers of State Councils shall hold office for a term of one year from and after the first day of July following their election and until their successors have been elected and qualified.
- (b) 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 that the State Council qualifies for an additional delegate (Insurance or Associate) to the Supreme Convention between the time of the New Hampshire State Convention is held and the Supreme Convention, the alternate having received the most votes as an insurance or associate alternate shall be appointed by the State Deputy as the additional delegate to the Supreme Convention in the category (Associate or Insurance) to which the alternate was elected.

SECTION VIII. Executive Committee:

- (a) Duties: Between meetings of the State Council, the Executive Committee shall have full power and authority to conduct the ordinary and usual business affairs of the State Council. Such financial commitments, arrangements or contracts as shall be made for on behalf of the State Council by the Executive Committee shall be binding as the act and deed of the State Council.
- (b) Membership: The officers of the State Council, including the Immediate Past State Deputy, shall comprise the Executive Committee of the State Council. The Chairman of the Executive Committee shall be the State Deputy. In the absence of the State Deputy, the State Secretary shall assume the role of chairman *pro tempore*.
- (c) Meetings: The Executive Committee shall meet quarterly, at the call of the State Deputy, or upon written demand of three members thereof.
- (d) Financial Limitations: No obligations shall be incurred by this committee in excess of \$500.00 nor shall any obligation be incurred that is not considered an ordinary and usual business expense of the State Council.
- (e) Reporting Requirements: The Executive Committee shall report in writing at the State Council meeting of any action taken or moneys expended by them in the period between meetings of the State Council.
- (f) Accounts Receivable: The Executive Committee shall pay all bills and requests for funds disbursements due in a timely manner, but will reject those bills from members of the order not submitted to it in writing within 90 days of the date the bill is incurred.

SECTION IX. Per Capita Tax: In order to defray legitimate expenses, the State Council shall annually assess each Council within the jurisdiction of New Hampshire a per capita fee per member due and payable annually at or before the first session of the State Convention. Individual council members shall qualify for such assessment if such members are assessed a per capita tax by the Supreme Council. In addition, a \$10.00 Third Degree initiation fee shall be charged by the State Council for each new member, except priests and members of religious communities, added to each council roll each year. Provided, however, that the State Council shall not assess any per capita tax on Honorary Life or disabled members.

ARTICLE II

MEETINGS AND PROCEEDINGS THEREIN

SECTION I. Meetings: The State Council shall hold the annual meeting between April 1 and June 1 and to be known also as the State Convention.

SECTION II. Notice: The State Secretary shall mail to all members of the State Council, not less than thirty days prior to the Annual Meeting a notice setting forth the time, place and date of said meeting and shall publicize the time and date of the State Convention to the entire membership by posting on the state web site and by announcement at each council by the District Deputies.

SECTION III. Location: The State Deputy and Executive Committee shall determine the location of the State Convention.

SECTION IV. Quorum: Attendance of at least fifty per cent (50%) of the members of the State Council shall constitute a quorum.

SECTION V. Admission to Meetings: All meetings of the State Council shall be conducted in the Third Section. All Third Degree members of the Knights of Columbus, in good standing, as determined by an inspection of Membership Cards or presentation of credentials duly issued by the State Secretary by the State Warden or assistants as appointed by the State Deputy, and any other persons to whom the privilege is extended by the State Council, shall have the privilege of attending all meetings of the State Council; provided, however, that no person not a member of the State Council as provided in these By-Laws shall be permitted to speak without the permission of the State Deputy.

SECTION VI. Speaking: When a member desires to speak he shall arise and address the Chair, giving his name and the Council he represents. When recognized the member shall confine himself to the subject under consideration except as otherwise provided by parliamentary law. No member shall speak longer than five minutes without the permission of the Chair, nor more than once upon any question until all others who desire to speak have been heard.

SECTION VII. Roll Call: The State Secretary shall call the roll at each session of each meeting to determine the presence of a quorum. Upon a demand for the yeas and nays the State Secretary shall call the roll when such demand is made by at least one third of the members present.

SECTION VIII. Reports: The State Deputy, State Secretary, State Treasurer, all standing and special committees, and each District Deputy shall prepare a complete written report of all his official acts and file the same with the State Deputy before the State Council meeting.

With the exception of the State Deputy's report, unless a reading is ordered by the State Deputy or a majority of the State Council, the report of the State Treasurer shall be published as an appendix to the minutes of the meeting and such publication shall constitute the reading thereof; and the filing of the reports of the State Secretary and the District Deputies shall be deemed to be the reading thereof.

SECTION IX. Parliamentary Procedure: Except as otherwise provided by these By-Laws or by Permanent Resolution all meetings of the State Council shall be governed by Robert's Rules of Order, Revised and the State Advocate shall act as parliamentarian.

SECTION X. Order of Business:

At all meetings of the State Convention the order of business shall be as follows:

- (1) Call to Order (at all sessions)
- (2) Examination of Membership Cards by State Warden (at all sessions)
- (3) Prayer (at all sessions)
- (4) Salute to Flag (at all sessions)
- (5) Roll Call (at all sessions)
- (6) Appointment of Standing Committees and Special Committees:
 - (a) Committee on Credentials
 - (b) Committee on Good and Welfare
 - (c) Committee on Mileage
 - (d) Committee on Resolutions
 - (e) Committee on Finance
 - (f) Committee on the By-Laws
 - (g) Committee on Membership
 - (h) Committee on Programs
- (7) Communications
- (8) Reports of State Officers, District Deputies and Directors
- (9) Reports Called for by State Deputy

- (a) Report of the Committee on By-Laws and Resolutions
- (b) Reports of all other standing and special committee
- (10) Unfinished Business
- (11) New Business

The first item of New Business shall always be Election of Officers, Representatives and Alternates to Supreme Council and Members of the Committee on Finance, it being held, however, that concurrent with the counting of votes other new Business and/or reports may be undertaken or heard as suits the chair as a matter of expediency.

- (12) Prayer and adjournment (at all sessions).

ARTICLE III

ANNUAL MEETING

SECTION I. Rules: Except as otherwise provided herein, the Annual Meeting shall be conducted under the rules provided for in Article II, Section X above.

SECTION II. Purpose: The Annual Meeting shall be held for the purpose of electing officers of the State Council, Representatives and Alternates to the Supreme Council, and two members of the Committee on Finance, for the appointment of Standing Committees, the adoption of amendments to these By-Laws and for the transaction of such other business as may lawfully come before any meeting of the State Council.

SECTION III. Expenses of Members including Past State Deputies:

The State Council, at the Annual Meeting, shall reimburse the members thereof for their expenses incurred in attending said Annual Meeting at a rate proposed by the executive board to the membership at the Annual Meeting prior to which the reimbursement shall take effect.

SECTION IV. Elections: All officers of the State Council, Representatives and Alternates to the Supreme Council and two members of the Committee on Finance shall be nominated from the floor of the Annual Meeting and elected by ballot. The election of a State Deputy shall be held first, followed by the election of a State Secretary, a State Treasurer and a State Advocate and a State Warden. Thereafter, the Representatives and Alternates to the Supreme Council and two members of the Committee on Finance shall be elected. Nominating speeches presenting candidates for any office shall not exceed five minutes in length.

SECTION V. Tellers: The State Deputy or presiding officer shall appoint tellers to receive, sort and count the votes, and report the results to the Chair. In addition each candidate shall have the right to appoint one teller.

SECTION VI. Voting: When nominations are closed, the State Secretary shall call the roll and as each name is called, the member shall deposit his ballot in the ballot box. A majority vote of the members present and voting shall be necessary for election to each office except that, where several of equal degree are to be elected as Representatives and Alternates to the Supreme Council and members of the Committee on Finance, a majority shall not be necessary. Each of such offices shall be voted for on one ballot, the winners being determined by plurality. No ballot containing the names of more, or fewer candidates than there are offices to be filled, shall be counted.

SECTION VII Credentials: The State Secretary shall transmit with the notice of the Annual Meeting of the State Council a list of the offices, including the number of Representatives to be elected and voting credentials to be used at the Annual Meeting.

ARTICLE IV

STATE OFFICERS

SECTION I. State Deputy: The State Deputy shall preside at all meetings of the State Council and at all meetings of the Committee on Finance. In his absence the State Secretary shall preside at all such meetings and in his absence the other officers of the State Council, in the order they are named in this Article, shall preside. The State Deputy shall appoint Standing Committees provided for in these By-Laws and all special Committees. He shall give a quarterly report on his activities to the Executive Committee and shall give an annual report to the State Council of the condition of the Order, of new councils instituted during his term and make such suggestions as he shall deem necessary for the best interests of the State Council. He shall endorse his approval upon all bills for debts of the State Council and forward the same to the State Secretary.

It shall be the responsibility of the State Deputy to appoint such Third Degree Members as may be necessary to serve at the pleasure of the State Deputy to assist in the implementation of the various programs of the State Council and Supreme Council. These members, to be known as Directors and/or Chairmen shall report to the chairman of the Standing Committee on Programs who shall be called the Program Director, except that the various chairmen shall report or coordinate with the directors of the various sections listed below. . At a minimum the State Deputy shall

appoint Directors in the six areas of typical council work. Chairmen of specific activities shall report to the various directors and may be appointed by the State Deputy. Of those appointed, no more than twelve shall be afforded the privileges of membership in the state Council of which five shall be the designated Directors and one shall be the Squires Chairman and one shall be the Program Director

- a). Faith
- b). Family
- c). Life
- d). Community
- e). Youth

The State Deputy shall appoint, annually, a State Squires Chairman who shall be responsible with the State Youth Director for establishing Squires Circles throughout the state. When enough Circles are active to create a State Circle the State Squires Chairman shall be the State Chief Counselor and direct liaison between the State Squires Circle and the State Council.

SECTION II. State Secretary: The State Secretary shall act as recorder at all meetings of the State Council and Executive Committee. He shall:

- (a) Receive all monies paid to the State Council, make a record thereof and transmit the same to the State Treasurer.
- (b) Give a surety company bond in the sum of One Hundred Thousand Dollars (\$100,000.00), the cost of which shall be paid by the State Council.
- (c) Make a record of all bills for debts of the State Council, prepare a warrant setting forth the amount of each bill, the reason for the payment thereof, and forward the same to the State Deputy for his approval and forwarding to the State Treasurer for payment.
- (d) Issue, under seal, voting credentials to the members of the State Council for all Annual Meetings.
- (e) Be paid an honorarium of Four Hundred Dollars (\$400.00), per year.
- (f) Send notices of all meetings as provided in these By-Laws.
- (g) Separately record at length all Permanent Resolutions, make a file thereof and cause said file, together with a copy of these By-Laws, any amendments thereto and a copy of the Charter, Constitution and Laws of the Knights of Columbus and a copy of Robert's Rules of Order, Revised to be available at all meetings of the State Council.
- (h) Prepare minutes of all meetings of the State Council and mail a copy thereof to all members of the State Council within one hundred eighty (180) days after each meeting thereof; provided, however, that any delay in mailing said minutes shall in no way affect the validity of any proceedings of the State Council.
- (i) Prepare Minutes of all meetings of the Executive Committee and mail the same to the members of the Executive Committee and the District Deputies within thirty (30) days after the date thereof.

SECTION III. State Treasurer: The State Treasurer shall be the chief fiscal officer of the State Council. He shall:

- (a) Maintain books of account in an orderly manner, showing all of the assets and liabilities of the State Council and all receipts and expenditures and shall submit the same to the Committee on Finance annually for inspection.
- (b) Give a surety company bond in the sum of One Hundred Thousand Dollars (\$100,000.00), the cost of which shall be paid by the State Council.
- (c) Deposit and credit all monies received from the State Secretary or from state Accounts in their proper accounts, and with the exception of the General Fund, shall withdraw the same only on order of the State Council, except as otherwise provided in these By-Laws or by Permanent Resolution.
- (d) Make payment from the General Fund of all bills for debts received by him duly recorded by the State Secretary and approved by the State Deputy.
- (e) Be a member of the Committee on Finance and be the Treasurer of every other Committee which handles moneys of the Order or its members.
- (f) Be paid an honorarium of Four Hundred Dollars (\$400.00), per year.

SECTION IV. State Advocate: The State Advocate shall be counsel for and Parliamentarian of the State Council. He shall be a member of the Sub-Committee on Resolutions and Chairman of the Committee on the By-Laws; and shall perform all duties required of him under these By-Laws, including the classification of resolutions. He shall hold the same position in the State Council as the Supreme Advocate holds in the Supreme Council and be paid an honorarium of Four Hundred Dollars (\$400.00), per year.

SECTION V. State Warden: The State Warden is responsible for the safe-keeping of all State Council property. He is also in charge of ensuring that only properly credentialed members gain admittance to all State Council Ceremonials and other meetings of the State Council. He is the chief communication/information officer for the State Council, overseeing all State Council level communications, including but not limited to Newsletters, Public Relations, and Web Page. He shall also perform other duties as directed by the State Deputy.

SECTION VI. State Chaplain: The State Chaplain shall be appointed as provided by law and shall hold the same position in the State Council as the Supreme Chaplain holds in the Supreme Council. He shall have charge of all religious services at all meetings of the State Council.

SECTION VII. Immediate Past State Deputy: The last living Past State Deputy residing in the jurisdiction shall act as an advisor to the State Deputy, coordinates the annual audit and tax return, and is the chairman of the state Council Tootsie Roll Drive disbursement committee.

SECTION VIII. Upon leaving office, all officers, committee chairmen and District Deputies shall transfer to their successors, all of their files, records and properties of the State Council.

ARTICLE V

STANDING COMMITTEES

SECTION I. Appointment: Except as otherwise provided in this Article, or elsewhere in these By-Laws the State Deputy shall appoint the members of the Committees enumerated herein.

SECTION II. Committee on Credentials: The Committee on Credentials shall examine the voting credentials of all members of the Annual Meeting.

SECTION III. Committee on the Good and Welfare: The Committee on the Good and Welfare shall report as to the progress of the Order.

SECTION IV. Committee on Mileage: The Committee on Mileage shall determine and certify to the State Secretary the number of miles traveled by Members of the State Council in attending the Annual Meeting and shall make use of Google Maps, MapQuest or other freely accessible computer based mapping services.

SECTION V. Committee on Finance: The Committee on Finance shall consist of five (5) members: the State Deputy who shall act as Chairman; the last Past State Deputy still residing in the jurisdiction; the State Treasurer and two Third Degree members elected annually at the Annual Meeting. The Committee shall:

- (a) Audit the books of the State Treasurer at the conclusion of each Fiscal Year and file a report thereof with the State Council not more than ninety (90) days after the conclusion of said Fiscal Year.
- (b) Examine the books of all other officers and Committees to whom moneys have been committed.
- (c) Present to the Annual Meeting of the State Council a budget for the following Fiscal Year and suggest such measures of finance as it may deem expedient.
- (d) (Eliminated April 28, 1979)
- (e) The Committee on Finance will be responsible for the investments and the investing of the funds of the New Hampshire State Council Knights of Columbus. The fund must be insured or guaranteed government investments, and the investments must be liquid.
- (f) Any check that is returned with insufficient funds or returned for not being properly signed the issuer will be subject to a \$25.00 charge in addition to any other fee assessed the State Council by a bank or other financial entity to offset the surcharge charged to the State Council.
- (g) The Finance Committee is to submit to each subordinate Council a proposed Budget for the next fraternal year at least ninety (90) days prior to the Annual Meeting of the State Council. Said proposed budget to be voted on at the annual meeting and subject to modification from the floor at or preceding that vote.

SECTION VI. Committee on the By-Laws: The committee on the By-Laws shall consist of the State Officers and the District Deputies and any others appointed by the State Deputy. The Committee shall report on the condition of the By-Laws and submit their recommendations thereon at least once every five (5) years. In addition, the Committee shall perform all duties prescribed by Article VI thereof. The committee shall consist of no less than seven (7) members and shall act as part of the Subcommittee on Resolutions.

SECTION VII. Committee on Programing: The Committee on Programming shall consist of the various Directors appointed by the State Deputy, with the State Program Director as Chairman and the State Deputy as *ex officio* chairman. The Committee shall be responsible for developing and coordinating various state programs through the

appointed Directors of activities including, but not limited to State Pilgrimage, State Pro-Life Seminar, State Community Mass, State Marian Devotions, State Free Throw Contest, State Sporting Events, State Special Olympics, State Poster Contests, State Blood Drives, Annual Meeting, State Ball, Annual Banquet, State Awards Programs.

ARTICLE VI

AMENDMENTS/RESOLUTIONS

SECTION I. How Amended: These By-Laws may be amended, as hereinafter provided at any Annual Meeting by a vote of two thirds of the members present and voting, a quorum being present.

SECTION II. Filing: Any member of the State Council may propose an amendment to these By-Laws by filing the same with the State Secretary not less than forty-five (45) days prior to the Annual Meeting.

SECTION III. Notice: Upon receipt of any proposed amendment the State Deputy shall cause the State Secretary to cause the same to be printed and shall mail a copy thereof to each member of the State Council along with the notice of the Annual Meeting; whereupon any such amendment shall be in order at the Annual Meeting for which such notice is given.

SECTION IV. Referral to Committee: Whenever amendments to these By-Laws are proposed, the State Deputy shall call a meeting of the Committee on the Revision of the By-Laws which shall take the same under consideration, receive the opinion of the State Advocate and report thereon at the Annual Meeting.

SECTION V. Procedure after Passage: Whenever any amendment to these By-Laws is adopted as provided herein, the State Deputy shall immediately forward the same to the Supreme Council for approval.

SECTION VI. Effective Date: No amendment to these By-Laws shall be effective until approved by the Supreme Council or Supreme Board of Directors.

SECTION VII. Publication: Whenever, in the opinion of the Committee on the Revision of the By-Laws it shall be necessary, the Committee shall cause all amendments to these By-Laws to be incorporated herein and shall cause the same, as amended, to be printed in booklet form. Said booklet shall bear upon its face a conspicuous reference to the date of its publication. Whenever, in the opinion of the committee on the Revision of the By-Laws, it shall be necessary, all permanent resolutions ever adopted under this section and under the archives of the State Council shall be compiled in a chronological fashion and shall be printed in a cost-effective manner to be determined by the State Secretary. Upon receipt of said publication, the State Secretary shall forward one copy to each State Officer, District Deputy, Past State Deputy still residing in the jurisdiction, Director, Chairman of all Standing Committees and each subordinate council; and upon request, to any member of the Order, in good standing, who desires a copy thereof.

SECTION VIII. Resolutions:

- (a) Purpose: Whenever the membership of the State Council or subordinate council or general membership wishes to express a position, point of view or opinion as reflective of the membership as a whole or establish a policy which requires an appropriation in excess of \$250.00 (two hundred fifty dollars), except for the usual and ordinary business of the State Council, a resolution shall be in order. Said Resolution are to be presented, in writing, to the State Deputy before March 15 of any year for consideration at the Annual Meeting.
- (b) Form: Such Resolution shall begin in the form "Whereas the New Hampshire State Council . . ." and shall be deemed to reflect the opinion of the entire membership of the state council upon passage. If the resolution is for a program or action by the state council, the Resolution shall be accompanied by a comment from the Program Director and the subordinate director associated with the proposed program.
- (c) Out of Order: If the Resolution deals with the operation of the State Council such resolution shall be deemed out of order and an amendment of the By-Laws appropriate.
- (d) Procedure:
 - (1) Such resolutions shall be submitted to the State Deputy.
 - (2) The State Deputy shall refer such resolutions to the Subcommittee on Resolutions.
 - (3) The Subcommittee on Resolutions shall take such resolutions under consideration, seek the opinion of the State Advocate as to their consistency with law, cause the State Advocate to draft its report and any amendments to the resolutions suggested by the Committee, and shall report thereon at the Annual Meeting of the State Council.

- (4) Untimely Proposed Resolutions: Any proposed resolution that is not presented in a timely fashion, i.e., before March 15 of any year, may be considered at the Annual Meeting only if:
- (a) Presented, to the Executive Committee who shall then present the proposal for consideration by the membership, in writing with sufficient copies available for presentation of one copy each to all members of the State Council
 - (b) Once presented for consideration a vote of 2/3 of the members present in the affirmative shall be required for the proposed resolution to be brought to the considered of the Annual Meeting.
 - (c) If a 2/3 affirmative vote for consideration of the untimely is received the proposed resolution shall be in order for presentation to the membership in a regular manner and copies of the proposed resolution issued to the members of the State Council.

All permanent resolutions shall expire after a period of five (5) years unless resubmitted. Permanent Resolutions that were adopted prior to 1991 are hereby null and void.

Approved by the Board of Directors of the Supreme Council of the Knights of Columbus

Paul Devin, Esq., Supreme Advocate

Edward T. Kennedy, State Deputy

Hon. Omer C. Ahern, Jr. Esq., State Advocate

Jordan G. Ulery, esq, concilliary to State Advocate