

*By-laws of the  
Ontario State Council,  
Knights of Columbus*

## **ARTICLE I – GENERAL**

**Section 1: Name, Membership:** This body shall be known as the “Ontario State Council, Knights of Columbus”. Membership herein shall be in accordance with the Constitution and Laws of the Order.

**Section 2: Object:** The object of this Council shall be to extend and develop the fraternal benefit society of the Knights of Columbus in Ontario in accordance with the Constitution and Laws of the Order.

## **ARTICLE II – MEETINGS**

**Section 3: Convention Delegate Form SO-07** (Appendix I attached) Subject to the election by the Council of the delegates to the Ontario State Council Annual General meeting, the Financial Secretary shall have the subject form completed indicating the names of the 1<sup>st</sup> and 2<sup>nd</sup> delegate from the Council or if there shall be only one delegate attending the meeting the name of that member. This shall be returned to the State Secretary at the Ontario State Office by no later than April 8 each year or as requested by order of the State Secretary.

**Section 4: Convention Delegate Form S)-07, Financial Secretary to Certify:** The submission of the Convention Delegate Form SO-07 by the Financial Secretary either on line or by mail shall constitute certification of the delegate(s) named in this document.

**Section 5: List of Delegates, State Secretary to Furnish:** From the Convention Delegate Form SO-07 forwarded to him by the Subordinate Councils, the State Secretary shall have a list prepared of all the Delegates and Alternates to the State Council meeting and such list, including the names of the State Officers, shall be the roll of the State Council and published in the State Convention Booklet of that annual general meeting and shall act as a record of the roll for that meeting..

**Section 6: State Deputy to Preside:** The State Deputy is to preside at all meetings of the State Council and shall be ex-officio a member of all committees of said Council. In the absence or inability of the State Deputy, the State Secretary shall execute all of the duties of the State Deputy. In the absence of the State Deputy and State Secretary, the obligation of executing the duties of the State Deputy shall devolve on the other State Officers in the Order in which they are named in Section 12(c) of the Constitution of the Order.

**Section 7: State Secretary to Record:** The State Secretary shall have all proceedings of the State Council recorded. The recorded proceedings shall be transcribed, and published in both official languages in the succeeding State Convention Booklet for approval of the State Council.

**Section 8: Committees, Appointment of:** Unless otherwise determined by the State Council, the appointment of all committees shall rest with the State Deputy or Presiding Officer, and he shall be ex-officio a member of all committees. In the interval between the annual meetings of the State Council, where circumstances demand it, the State Deputy is empowered to appoint one or more special committees which shall report to the next annual meeting of the State Council. These reports shall be made in writing and published in the State Convention Booklet of the succeeding year for approval of the State Council. No expense shall be incurred by any committee without the express authority of the State Council or of the State Officers.

**Section 9: Membership ... In What Section ... Who Present:** All meetings of the State Council shall be conducted in the Third Section and shall be open to all Third Degree members in good standing, provided; however, that none but members of the State Council shall have the right to participate in its proceedings, except that Past State Deputies, (other than the last living Past State Deputy), and District Deputies, shall be permitted the privileges of membership in the State Council, but without the right to vote therein. The State Warden shall admit none but Third Degree members in good standing, except in the case of newly formed Councils or if a motion is presented and approved at the commencement of the Annual General meeting allowing First and Second Degree members to be present without the right to participate in the proceedings of the State Council.

**Section 10: Resolutions, Etc.:** All resolutions, petitions, and all proposed amendments to the By-Laws shall be forwarded to the State Advocate on or before the 1st of February. The State Advocate shall forward copies of all such resolutions, petitions, or proposed amendments to the District Deputies, to the State Officers, and to the Subordinate Councils for their consideration and the State Advocate shall refer such resolutions, petitions or proposed amendments to the Committee on Resolutions when appointed.

**Section 11: Committee on Resolutions:** The Committee on Resolutions shall be appointed by the State Deputy and the State Advocate shall be the chairman of the Committee. The Committee on Resolutions shall meet on a day preceding the Annual General Meeting of the State Council and shall prepare a report on all matters referred to it and shall present such report to the State Council meeting together with such suggestions as may assist in implementing the report.

**Section 12: Resolution, Etc. Rules of Presentation and Rules of Order:** Resolutions, petitions and amendments to By-Laws shall be presented, discussed and voted upon in accordance with the Rules of Presentation and Rules of Order in effect at the time of the Annual General meeting or as so amended by a simple majority of the delegates at the Annual General meeting to which these changes are presented.

**Section 13: Limitations of Speaking:** When a member is about to speak he shall rise go to the nearest microphone, be recognized, address the Chair and give his name and the number of his Council; , the member shall then confine his remarks to the subject under discussion. No member shall speak longer than five minutes without permission of the Chair, nor more than once upon any question until all others who desire to speak have spoken.

**Section 14: Roll Call, When Ordered:** The roll shall not be taken for the yeas and nays unless requested by one-third of the members present entitled to vote.

**Section 15: New Business:** any motion that comes from the floor under the Heading of New Business becomes a Notice of Motion and will come before the floor at the next Ontario State Council General Meeting as a Resolution provided the proposer of the new business submits this matter in the proper manner as described above for the submission resolutions, petitions or amendments to By-Laws.

**Section 16: Where No Standing Rule:** In the absence of a standing rule, Robert's Rules of Order as amended shall govern as to rules of procedure.

### **ARTICLE III – FINANCES**

**Section 17: State Per Capita Assessment:** For the purpose of defraying the expenses and obligations of the State Council, there shall be levied against and collected from all the Subordinate Councils in Ontario annually, a per capita assessment based on the number of members of the respective Councils as of the January 1st Membership and Insurance Progress Reports membership records from Supreme and as modified by Section 17 subsections B. and C. below.

**Section 18: Assessments, When Payable:** The sum, as ascertained in accordance with this Section shall be due and payable by each subordinate Council thirty days prior to the date of the Annual Meeting of the State Council. Subordinate Councils which have not paid this assessment or any other assessment or charge from State or Supreme forfeit the Councils' voting privileges.

- A. The per capita assessment may be increased annually by an amount equal to the C.O.L.A. increase for the previous year effecting January 1<sup>st</sup>, of the New Year.
- B. Councils shall be credited for each Honorary Life Member and Disabled Member listed on the above noted report equal to the amount of the per capita assessment approved for that year.
- C. Councils shall be credited for each inactive insurance member listed on the above noted report in an amount equal to the difference between the total of the Supreme annual assessment and the Ontario State Council per capita assessment less the credit indicated by Supreme for said members.

**Section 19: To Whom Paid:** All monies owed to the State Council shall be promptly satisfied by cheque, draft, or money order made payable to "Ontario State Council, Knights of Columbus", and all such payments shall be forwarded to the State Treasurer at the address of the Ontario State Office, or as he may direct.

**Section 20: Deposit of Funds:** All monies or securities of the State Council shall be promptly deposited by the State Treasurer or as he may direct in a Chartered Bank to the credit of: “Ontario State Council, Knights of Columbus”.

**Section 21: Signing of Cheques:** All cheques drawn against the account of the Ontario State Council, Knights of Columbus, shall be signed by the State Treasurer and countersigned by the State Deputy.

**Section 22: State Treasurer’s Record:** The State Treasurer or his designate shall keep a proper record of the receipt and disbursement of all State Council funds as well as of monies owed to the State Council and all monies owed by the State Council.

**Section 23: State Treasurer’s Bond:** The State Treasurer shall be insured or bonded for the faithful performance of his duties for such amount and in such a manner as shall be determined by the State Officers. The expense of the said bond shall be borne by the State Council and the evidence thereof shall be given to the State Deputy.

#### **ARTICLE IV – ELECTIONS**

**Section 24: State Officers** the Ontario State elected Officers shall be elected in accordance with The Standing Rules Governing Election of State Board Officers for the jurisdiction of Ontario (Appendix II attached).”

**Section 25: Delegates and Alternates to the Annual Supreme Council Meeting:** Delegates and Alternates to the Annual Supreme Council Meeting shall be chosen as described in the document Purpose, Structure and Rules for Diocesan Associations and Selection of Delegates to the Supreme Convention originally published November 2005 and Revision # 7 dated January 2012 or as shall be amended from time to time by the Ontario State Board.(Appendix III attached)

#### **ARTICLE V - MISCELLANEOUS**

**Section 26: Meetings of State Officers:** Amend Article V – Section 26 as follows:

“Section 26 – Meetings of State Officers -. There shall be a quarterly meeting of the State Officers in each year and subordinate Councils shall forward to the State Secretary any matters they desire to bring to the attention to the State Officers. Other meetings may be called at the discretion of the State Deputy. No error or omission in giving such notice for a meeting of the State Officers shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Officer may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat. Meetings of the State Officers may be conducted through the use of Internet meeting services designated by the State Deputy that support visible displays identifying those participating, identifying those seeking recognition to speak, showing the text of pending motions, and showing the results of votes. Any business discussed during a telephone conference call must be confirmed at the next in-person or Internet meeting.”

**Section 27: Ontario State Bulletin:** If the State Officers consider it advisable an official publication of the State Council, known as the Ontario State Bulletin, may be published. The purpose of the publication shall be to keep the members interested in and informed of the work of the Order in Ontario.

**Section 28: Expenses - State Officers:** All proper and necessary expenses incurred by the State Deputy in the discharge of his official duties, except those chargeable to the Supreme Council, shall be borne by the State Council. For stenographic and clerical assistance, the State Deputy shall be allowed such sum as the State Officers may determine. All other State Officers shall be allowed their proper and necessary expenses as approved by the State Deputy.

**Section 29: Allowance for Attendance:** State Officers, Past State Deputies, District Deputies, State Chairmen and Delegates in attendance at the State Council Meeting shall be granted from the funds of the State Council, an allowance as prescribed by the State Board.

**Section 30: Audit:** The State Treasurer shall have the books audited as of the 30th day of **June** of each year and he shall have the duly appointed State Auditor present a draft copy of that audit to the State Board Officers no later than October 30 next following for review and approval from presenting to the State Council.

**Section 31: Reports of State Officers:** The State Deputy, State Secretary, State Treasurer, State Chaplain, State Advocate, State Warden and Chairmen of standing of special committees shall prepare an Annual Report and forward the same to the State Secretary or his designate not later than the 15th of March for publication in the State Convention Booklet.

**Section 32: Forwarding Resolutions, etc.:** The State Secretary shall promptly forward a copy of all resolutions, petitions or proposed amendments to the By-Laws which have been adopted by the State Council to the Supreme Council for consideration. Within one month after the meeting of the Supreme Council the State Deputy shall report in writing to the State Secretary, the action taken by the Supreme Council thereon and the State Advocate shall furnish such information to the Subordinate Councils.

**Section 33: Reports Re: Subordinate Council Officers:** The Financial Secretary of each Subordinate Council shall after the election of Officers and appointment of Service Program Personnel, prepare a list of the names and addresses of the Subordinate Council Officers and Service Program Personnel so elected or appointed, upon forms which the Supreme Secretary shall provide (at present Form 185 and 365). He shall forward these forms to the Supreme Office with a copy to the State Office, no later than the 15<sup>th</sup> of June.

**Section 34: Reports Re: Subordinate Council Activities:** The Grand Knight and Lecturer of each Subordinate Council shall prepare a joint report of the Council's activities for the twelve previous months and shall forward the same to the State Program Chairman not later than the 1st day of April.(at present Form SP-7 and Form STSP)

**Section 35: Printing of Proceedings:** The State Secretary shall have prepared and printed a report of the proceedings of the State Council meeting. One copy of such report shall be provided at the succeeding Annual General meeting to each State Officer, District Deputy, and Subordinate Council Delegate(s).

**Section 36: Quorum:** A majority of the registered members of the State Council at the State Convention hall constitute a quorum for the transaction of business. Less than a majority may adjourn from day to day or may adjourn sine die after the completion of the regular order of business.

**Section 37: By-Laws - How Amended:** These By-Laws or any part thereof may be amended or repealed at any annual meeting of the State Council by a majority vote and the said amendment or repeal shall be effective upon the approval thereof by Supreme Board of Directors.