



ONTARIO STATE COUNCIL

PURPOSE, STRUCTURE AND RULES
FOR
DIOCESAN ASSOCIATIONS
AND
SELECTION GUIDELINES OF DELEGATES TO THE
SUPREME CONVENTION

MISSION STATEMENT

To serve as the official link between the Bishops, Clergy and all the Councils, Assemblies and Circles within the Diocese by enhancing the order through united, fraternal, charitable and patriotic works

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I. OBJECTIVES

- a. To serve as the official link between the Archbishop/Bishop and his Clergy and all Councils and Assemblies within the boundaries of a Diocesan Association.
- b. To increase among the Councils and Assemblies a greater belonging, solidarity and visibility within the Archdiocese or Diocese and the parishes.
- c. To work in collaboration with the Priests of the Archdiocese or Diocese to promote the message of vocations.
- d. To work closely with the District Deputies, Grand Knights, Masters, Faithful Navigators, and Squires to increase unity among the Councils, Assemblies and Squires Circles within the Diocesan Association.
- e. To elect delegates to the Supreme Convention based upon Ontario State's schedule (Appendix 2).
- f. To coordinate and conduct/organize seminars for officer training, new council development and membership training.
- g. To provide a forum to present important Diocesan Association charitable needs.
- h. To enhance the Order by being charitable, united, fraternal and patriotic.
- i. To keep Councils informed of the dates when Degrees are being held within the Diocesan Association /Zone association. To encourage and support all degrees within the Diocesan Association /Zone association, preferably through the use of a website.
- j. To appoint regional chairmen for State Programs within the Diocesan Association /Zone association.
- k. To promote membership and new council development & parish round tables within the Diocesan Association /Zone association and to promote State/Supreme programs within the Diocesan Association /Zone association.
- l. To open a line of communications with the other Diocesan Associations/Zone associations throughout the province.

II. BOUNDARIES.

- a. The boundaries of each Diocesan Association shall be identical to the boundary of the Diocese unless otherwise altered by the State Deputy.
- b. Zones have been created within those Dioceses wherein a large number of Councils exist.
 - i. Diocesan Associations with Zones are as follows:
 1. Toronto (East, West & North)
 2. London (West & East)
 3. Hamilton (North & South)

III. MEMBERSHIP

- a. Membership shall consist of brother Knights of councils and assemblies of the Diocesan Association or Zone association in good standing.
- b. All members may participate in the discussions of issues.
- c. Each council is entitled to a maximum of three votes at a meeting of the Diocesan Association /Zone association. Only members of the Diocesan Association or Zone association present shall vote, such that no individual may be entitled to more than one vote.
- d. District Deputies and Faithful Navigators of the Diocesan Association or Zone association, if present at a meeting of the Diocesan Association, are entitled to one vote at a meeting. There will be no proxy vote allowed for any absent District Deputy or Faithful Navigator.
- e. A District Deputy or Faithful Navigator may not vote as part of a council's allocation of votes.
- f. A council and assembly must be in good standing with the Diocesan Association or Zone association in order to have votes at a meeting of the Diocesan Association / Zone association meeting.
- g. The Archbishop or Bishop of the Diocese is an ex-officio member of the Diocesan Association or Zone association.

IV. OFFICERS

- a. **Structure:** Because of the need to have Diocesan Associations with and without Zones the structure of the executive is slightly different depending on the type of Diocese. (see organizational chart on Pg. 7)
 - i. **Additional Diocesan Officers** – If a Diocesan Association or Zone association feels that additional officers are needed to conduct the business of the local Diocesan Association or Zone association, then these additional officers may be elected.
 - ii. **Vacant Positions** –If a position is not filled, the State Deputy, in consultation with the Ontario State Board, may appoint a member to serve on the Association Executive.
- b. **Term of Office:** Regardless of whether the officer (with the exception of Chaplains) is appointed or elected the term of office is for one year i.e. July 1st to June 30th. No individual shall serve more than **three consecutive years** as Diocesan Association or Zone association chairman or the State Deputy appointed director.
- c. **Qualifications:** Only third-degree members in good standing are eligible to serve as members of the Diocesan Association or Zone association executive.
- d. **When elected:** Officers shall be elected at the last meeting of each fraternal year.
- e. **Diocesan Chaplain:** The Diocesan Association or Zone association Chaplain is always appointed by the Archbishop or Bishop of the Diocese.
- f. **Executive Officers and their duties:**
 - i. Diocesan Associations **with Zones:**
 - 1. **Diocesan Association Director: Appointed by the State Deputy in consultation with the State Board.**
 - a. **Duties:**
 - Call an annual meeting of the zone chairmen and/or executives when applicable.

- Help co-ordinate zone activities.
 - Act as liaison to the State Secretary.
 - Act as liaison to the Archbishop or Bishop of the Diocese.
 - Co-ordinate a full Diocesan Association meeting when and if deemed necessary for the good of the Diocese and the Order. A full Diocesan Association meeting may only be called by the State Deputy appointed Diocesan Association Director with the approval of the State Deputy.
2. **Zone Chairmen:** Must be a current member of the Diocesan Association elected by members in the Zone association.
- a. **Duties:**
- Call a minimum of two meetings per year in his Diocesan Association Zone.
 - Help co-ordinate activities within his Diocesan Association Zone.
 - Act as liaison with his Diocesan Director and Archbishop or Bishop.
3. **Secretary:** Must be a current member of the Diocesan Association elected by members in the Zone association.
- a. **Duties:**
- Prepare agendas and keep accurate records of the proceedings of the meeting.
 - Ensure copies of the minutes are sent to all participating members as well as the State Diocesan Association Liaison (State Secretary).
 - Complete and submit the annual election of officers (SO-04) form and send to the State Office and copy the State Secretary by June 30 each year.
4. **Treasurer:** Must be a current member of the Diocesan Association elected by members in the Zone association.
- a. **Duties:**
- Keep accurate records of the financial matters of the Diocesan Association Zone.
 - Send out annual dues assessments to the sub-ordinate councils and assemblies.
 - Assist in the preparation of the annual financial statement (SO-44) form, under the direction of the Diocesan Zone Chairman, and ensure copies are submitted to the State Office to the attention of the State Diocesan Association Liaison (State Secretary) by July 31 each year.

ii. Diocesan Associations **without Zones:**

1. **Diocesan Association Chairman:** Must be a current member of the Diocesan Association elected by members of the Diocesan Association.
- a. **Duties:**
- Call a minimum of two meetings per year of his Diocesan Association.
 - Help co-ordinate activities within the Diocesan Association.
 - Act as liaison with the Archbishop or Bishop.
2. **Secretary:** Must be a current member of the Diocesan Association elected by members of the Diocesan Association.
- a. **Duties:**
- Prepare agendas and keep accurate records of the proceedings of the meeting.

- Ensure copies of the minutes are sent to all participating members as well as the State Diocesan Association Liaison (State Secretary).
 - Complete and submit the annual election of officers (SO-04) form and send to the State Office and copy the State Secretary by June 30 each year.
3. **Treasurer:** Must be a current member of the Diocesan Association elected by members of the Diocesan Association.
- a. **Duties:**
- Keep accurate records of the financial matters of the Diocesan Association.
 - Send out annual dues assessments to the subordinate councils and assemblies.
 - Assist in the preparation of the annual financial statement (SO-44) form, under the direction of the Diocesan Association Chairman, and ensure copies are submitted to the State Office to the attention of the State Diocesan Association Liaison (State Secretary) by July 31 each year.

V. **OPERATION**

a. **Meetings**

- i. A minimum of two in-person Diocesan Association / Zone association meetings are to be held during the fraternal year, others may be held as deemed necessary.
- ii. The Archbishop or Bishop of the Diocese should be invited to attend Diocesan Association and/or Zone association meetings.
- iii. Zone association meetings are to be called by the Diocesan Association Zone chairman in co-operation with the Diocesan Association Director (where applicable).
- iv. In any Diocesan Association which has been divided into Zones, a full Diocesan Association meeting may only be called by the State appointed Diocesan Association Director with the approval of the State Deputy when and if deemed necessary.
- v. Meetings of the Diocesan Association or Zone associations are to be conducted as a regular business meeting without any inference that it is being conducted as a council meeting. The attached agenda will be used. Guides to running this type of business meeting can be Roberts Rules of Order or “How to Conduct a Meeting” available for the Knights of Columbus Supreme Supply Department as item # 483.

b. **Reporting:**

- i. Agendas and minutes will be prepared and recorded for each meeting and copies shall be sent to the State Diocesan Association Liaison (State Secretary), and Archbishop or Bishop of the Diocese.
- ii. An Annual Financial Statement SO-44 form is to be completed and forwarded to the State Diocesan Association Liaison (State Secretary) at the State Office by July 31 each year.
- iii. The SO-04 election of officers’ form must be completed and forwarded to the State Diocesan Association Liaison (State Secretary) at the State Office by June 30 each year.
- iv. Complete and submit the SO-17 Supreme delegate form to the State Office and State Secretary by April 15, as per the schedule (See Appendix 2)

c. **Council Assessment:**

- i. At the first meeting of the fraternal year, the voting members will decide on the annual council assessment for that year and the date it must be paid. It is suggested that the assessment be based on the number of billable members in the Diocesan Association or Zone association using the following guidelines:

	<u>Councils:</u>	<u>Option A</u>	<u>Option B</u>
1.	20 – 50 members	\$25 / council	\$20 / council
2.	51 – 100 members	\$50 / council	\$40 / council
3.	101 – 150 members	\$75 / council	\$60 / council
4.	151 – 200 members	\$100 / council	\$80 / council
5.	201 and more members	\$125 / council	\$100 / council
6.	4 th degree Assemblies	\$20 / assembly	\$20 / assembly

* **Membership is based on Supremes' July 1st Council roster**

** **Billable members = total members less HLM, Exempt & Inactive members ("N" on roster)**

- ii. Any Diocesan Association or Zone associations may alter the suggested assessment as required to what they deem appropriate to meet their respective annual budget needs.
- iii. It is understood that assessments are collected to cover expenses of the Diocesan Association or Zone association and to budget for and financially assist their delegate to the Supreme Convention.
- iv. The assessment is to be paid to the Treasurer of the Diocesan Association or Zone association.

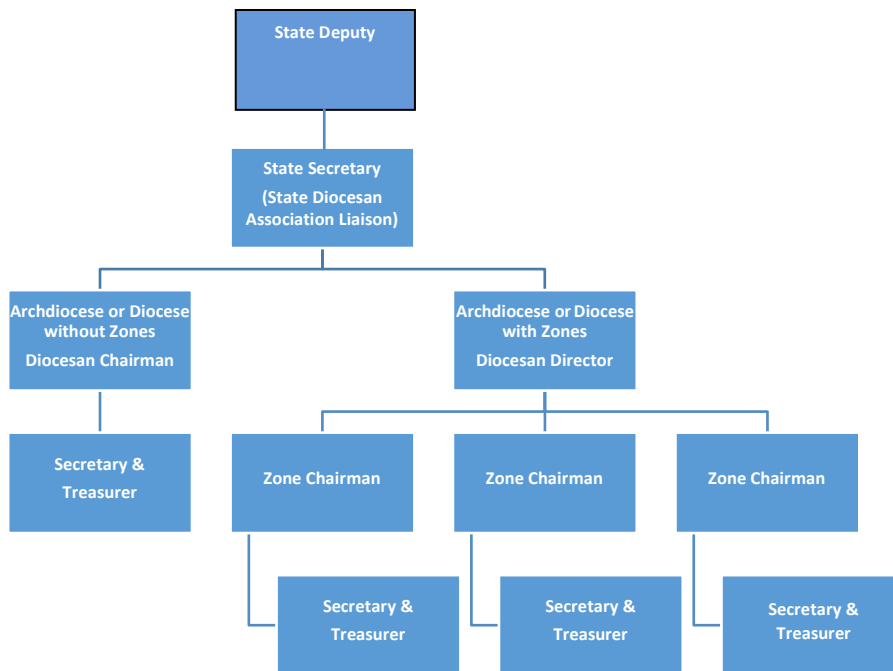
d. **Failure of Council to pay the annual assessment:**

- i. Any council or assembly which has not paid the annual assessment by the date agreed upon by the Diocesan Association or zone association shall;
1. Have its voting privileges revoked at the meetings and
 2. Shall be denied the privilege of participating in the selection of the delegate for the Supreme Convention, until full payment is paid.

VI. Selection of Delegate for Supreme Convention

- a. The State delegation for Supreme Convention consists of the State Deputy, the Immediate Past State Deputy (if still resident in the jurisdiction), the State Secretary and 7 sub-ordinate council delegates who are representative of the geographic diversity of the jurisdiction.
- b. In Ontario the selection of sub-ordinate council delegates is based on a rotating basis from the seven geographic regions of Ontario. Since there are, in some regions more than one Diocesan Association / Zone association (See Appendix 1), State Council has assigned a rotating schedule to distribute the selection of delegates in an equitable manner. (See Appendix 2)
- c. Rotation of Supreme delegates selection amongst districts within the Diocesan Association / Zone association is the expectation and responsibility of the Diocesan Association /Zone associations.
- d. With VI(c.) in context, the State Board strongly encourages electing and sending a delegate who has not gone to the Supreme convention in the past. This practice to rotate your Supreme delegate selection, VI(c.), will help to keep fairness to all the councils within the Diocesan Association /Zone association. The impactful experience of the Supreme convention is best for knights that haven't previously attended one as a representative of the Diocesan Association.
- e. The Diocesan/Zone associations which are slated to provide a delegate & alternate for Supreme Convention, will at the earliest possible time in the new calendar year, select a supreme convention delegate & alternate, by a passing vote at the Diocesan Association / Zone association and advise the State Office and copy the State Secretary on the appropriate (SO -17) form by April 15.
- f. In order to provide potential delegates with information of what is required of a Supreme Delegate from Ontario, a list of expectations and generic timetable is attached as Appendix 3.
- g. The State Board will fill any vacancies with a State Board officer from any Diocesan Association that does not provide State a Supreme delegate name by the State convention deadline of April 15th.

DIOCESAN ASSOCIATION ORGANIZATIONAL CHART



Appendix 1

PURPOSE, STRUCTURE AND RULES FOR DIOCESAN ASSOCIATIONS AND SELECTION OF DELEGATES TO THE SUPREME CONVENTION

NEW Regions of Ontario State

Region Number	Dioceses
1	Archdiocese of Ottawa (Eng/French), Diocese of Alexandria-Cornwall (3 rotation)
2	Archdiocese of Toronto – West and East (alternating)
3	Archdiocese of Kingston, Archdiocese of Toronto North (alternating)
4	Diocese of London – West & East (alternating)
5	Diocese of Hamilton – North & South (alternating)
6	Dioceses of Peterborough, St Catharines, and Sault Ste Marie (3 rotation)
7	Dioceses of Timmins, Hearst, Pembroke and Thunder Bay (4 rotation)
8	State Secretary

Appendix 2

PURPOSE, STRUCTURE AND RULES FOR DIOCESAN ASSOCIATIONS AND SELECTION OF DELEGATES TO THE SUPREME CONVENTION

Rotation of Diocesan Association for Supreme Delegate Selection
(Supreme convention is traditionally held the first week of August)

<u>OLD SCHEDULE</u>	<u>OLD SCHEDULE</u>	<u>NEW SCHEDULE FORWARD</u>	
<u>2025</u> 1. Ottawa 2. Toronto East 3. Toronto West 4. Kingston 5. Hamilton North 6. London West 7. Pembroke 8. Hearst	<u>2026</u> 1. Ottawa 2. Toronto East 3. Toronto North 4. Alexandria/Cornwall 5. Hamilton South 6. London East 7. Sault Ste. Marie 8. Thunder Bay	<u>2027</u> 1. Ottawa (Eng) 2. Toronto West 3. Kingston 4. London West 5. Hamilton North 6. Peterborough 7. Timmins 8. State Secretary	<u>2028</u> 1. Ottawa (Fr) 2. Toronto East 3. Toronto North 4. London East 5. Hamilton South 6. St Catharines 7. Hearst 8. State Secretary
<u>2029</u> 1. Alexandria-Cornwall 2. Toronto West 3. Kingston 4. London West 5. Hamilton North 6. Sault Ste Marie 7. Pembroke 8. State Secretary	<u>2030</u> 1. Ottawa (Eng) 2. Toronto East 3. Toronto North 4. London East 5. Hamilton South 6. Peterborough 7. Thunder Bay 8. State Secretary	<u>2031</u> 1. Ottawa (Fr) 2. Toronto West 3. Kingston 4. London West 5. Hamilton North 6. St Catharines 7. Timmins 8. State Secretary	<u>2032</u> 1. Alexandria-Cornwall 2. Toronto East 3. Toronto North 4. London East 5. Hamilton South 6. Sault Ste Marie 7. Hearst 8. State Secretary

Appendix 3
PURPOSE, STRUCTURE AND RULES
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1. Expectations of Supreme Delegates from Ontario

a. Delegates and spouses are to:

- i.** Be at the hotel in sufficient time to attend an Ontario delegates meeting (subject to notification by the State Deputy) on the Sunday evening.
- ii.** Delegates are responsible to register with Supreme once the State Secretary indicates.
- iii.** Assist and participate in hosting the Ontario Open House and the Ontario State dinner (if required).
- iv.** **Cannot book any personal activities between the Sunday arrival and the following Thursday without the State Deputy's approval.**
- v.** Delegates are required to provide a report on the activities of the Supreme Convention to their Diocesan Association or Zone association's autumn meeting.

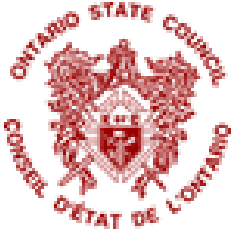
b. Delegate's Costs and Compensation for the Supreme Convention

- i.** Delegates are responsible for all costs associated with the Supreme convention including travel, accommodation, meals, parking fees, special event, registration fee, Tuesday night Supreme States dinner and Wednesday night Ontario State Dinner.
- ii.** Compensation for the Supreme convention is partially covered by mileage allowances and per diem provided by Supreme (See Charter Constitution and Laws of the Order Sec. 27)
- iii.** In light of this, it is expected that the Diocesan Associations or Zone associations financially support their delegate through their collection of their yearly assessments.
- iv.** Delegates are on their own, for meals because there is no scheduled meal by Supreme or State, this would include all meals on Monday, Tuesday's breakfast & lunch & Wednesday's lunch (unless indicated by the State Deputy).
- v.** The State Deputy may offer a light continental breakfast & lunch package, for a small cost, to help keep the delegates together and on schedule. This would be announced by the State Secretary to the Supreme delegates prior to the Supreme convention with full details.

GENERIC TIMETABLE - ONTARIO DELEGATES FOR SUPREME CONVENTION

Each day begins with the celebration of the Eucharist.

- Sunday:**
- Attend welcome meeting with spouse in Ontario suite
 - Pick up credentials from the State Deputy upon check-in at the convention hotel
 - Pay Ontario State \$75.00 U.S funds/ per person (\$150 US funds per couple) towards the Ontario State Dinner on Wednesday evening
 - Help set up for the Ontario Open House (if required.)
- Monday:**
- a.m. Attend the Canadian Association meeting (suit expected)
 - p.m. Complete set up for Ontario Open House (if required)
 - p.m. Assist as hosts at the Ontario Open House (if required)
 - p.m. Participate in pin exchange (casual attire)
 - p.m. Attend the opening award ceremonies and entertainment (casual attire)
- Tuesday:**
- Attend Opening day Mass (suit expected)
 - Attend Supreme Council's business session p.m. (suit expected)
 - Attend Supreme States' Banquet (**white dinner jacket w/tuxedo trousers required with black dress shoes**)
 - Attend the delegate caucus meeting, immediately after banquet
- Wednesday:**
- Attend Convention Mass (suit expected)
 - Attend Supreme Council's business session a.m. (suit expected)
 - Ladies are encouraged to attend the luncheon program (ticket required, business casual attire)
 - Attend Ontario State dinner for State Board & delegates and spouses, \$75 US funds /pp, (casual attire)
- Thursday:**
- Attend Memorial Mass (suit expected)
 - Attend Supreme Council's business session a.m. (suit expected)
 - At the end of the business meeting, the State Deputy will distribute Supreme cheques to each Supreme delegate
 - Check out of room and departure



Diocesan Associations Standard Agenda

(all meetings are open)

- 1. Call to Order: Chairman**
- 2. Opening Prayer**
- 3. National Anthem**
- 4. Roll Call (Association Executive, District Deputies, Councils, Assemblies)**
- 5. Introduction of Dignitaries**
- 6. Chaplains Message (This can be moved to any part of the meeting that can accommodate the Chaplain)**
- 7. Visiting Guest Speakers (This can be moved to a more convenient time in the meeting)**
- 8. Reading and Approval of the Previous Meeting Minutes**
- 9. Reading of Communications**
- 10. Membership Report**
- 11. Upcoming Degrees**
- 12. Chairman's Report**
- 13. Treasurer's Report and Reading of Bills**
- 14. Committee Reports**
- 15. Unfinished Business**
- 16. New Business**
- 17. State Officer Reports**
- 18. Director Reports**
- 19. Report of the 4th Degree**
- 20. Squires Report**
- 21. Fraternal Benefits Advisor Report**
- 22. Council, Assembly and District Reports (All reports must be approved by the chairman beforehand. Reports should be limited to upcoming activities or activities of a profound nature.)**
- 23. Good of the Order**
- 24. Closing Prayer**