

**1954 by-laws as revised in 1959, 1969, 1972, 1974, 1979, 1982, 1983, 1984, 1986, 1990, 1991, 1998, 2000, 2004, 2007, 2008, 2013, 2014, 2015, 2016, and 2017**  
**Alabama State Council Knights of Columbus**

**Article 1**  
**Name, Powers and Authority**

Section 1. Name:

This organization shall be known as the Alabama State Council, Knights of Columbus, herein after called State Council.

Section 2. Powers and Authority:

This organization is authorized at the annual meeting to take into consideration all matters whatever relating to the well-being and good of the Order and Laws of the Knights of Columbus in the State of Alabama or throughout the Order, to pass upon resolutions in reference thereto and to make reports thereof to the Supreme Council for action and to make laws for its own government or subordinate Councils within the State of Alabama. It being understood that no law or resolution thus acted upon and passed will conflict with the Constitution, Laws and Regulations of the Knights of Columbus Supreme Council or the Board of Directors thereof. No law or regulation adopted by the State Council however shall be effective until approved by the Supreme Board of Directors to whom such laws or regulations shall be transmitted for approval or disapproval by the State Deputy. The State Council shall have the power to levy, collect and enforce assessments upon the subordinate Councils or membership in the State of Alabama as it may find necessary for the defraying of its legitimate expenses. Subordinate Councils failing to pay such assessments or Supreme Council assessments shall not be entitled to representation in the State Council until said assessments and all arrears thereof are paid.

**Article 2**  
**Membership**

Section 1. Membership:

A. Membership of the State Council shall consist of the Grand Knight and a Past Grand Knight, actually residing in the State of Alabama, from each subordinate Council in good standing, the state officers, ex-officio, and the last living Past State Deputy, provided, however, that when the last living Past State Deputy is actually residing in another State or jurisdiction, he shall thereby forever forfeit such right, and his nearest predecessor actually residing in the State of Alabama shall be entitled thereto. If there be no Past Grand Knight, the subordinate Council having no Past Grand Knight may elect any one of its Third-Degree members in good standing as delegate, in lieu thereof as a representative of said Council in the State Council. Each subordinate Council shall elect alternates for its representatives in the State Council.

B. Past State Deputies and current District Deputies other than the last living Past State Deputy shall be permitted the privileges of membership in the State Council without the right to vote therein, unless they are otherwise members of the State Council.

Section 2. Credentials:

At least four weeks prior to the annual meeting of the State Council the Financial Secretary of each subordinate Council shall send to the State Deputy and State Secretary on Council stationery the names of the Grand Knight, Past Grand Knight and their alternates certifying that these brothers were duly elected by their Council to be delegates to the annual state meeting. A card or badge will be used to identify delegates during the annual State Council meeting. In case a contest should arise in respect to the representatives of any subordinate Council in the State Council, a hearing will be held before the credentials committee of the State Council where each side may appear and present its case.

### Section 3. Temporary roll call of delegates

The State Secretary shall prepare a roll of the names of all delegates and alternates as shown by the credentials presented to him prior to calling to order of the annual State Council meeting and said roll shall be the roll of the State Council meeting until the credentials committee has submitted its report.

## **Article 3 Meetings**

### Section 1. Frequency of Meetings:

The State Council shall be convened annually between the first day of April and the first day of June in each year by the State Deputy for the election of officers and the transaction of such business and the enactment of such rules and regulations as may be consistent with the Constitution, Laws and Regulations of the Supreme Council. All business transacted at a called state-wide meeting subsequent to the last annual meeting shall become a part of the next succeeding annual meeting. The State Deputy may call regional meetings to be attended by representatives from subordinate Councils of two or more districts and other brother knights invited by the State Deputy for informational and educational purposes.

### Section 2. Special Called Meetings and Emergency Meetings

The State Deputy after consultation with the State Officers may call for special meetings of the State Council when warranted. A notice of not less than ten (10) days shall be given. A shorter notice may be given if dealing with an emergency situation. The meeting notice shall contain the venue, day, hour, and topic of the meeting. The agenda for the meeting shall be limited to dealing with purpose at hand. Minutes of called meetings or emergency meetings shall be kept and shall become a part of the annual meeting minutes. The special called meetings or emergency meetings may be convened via teleconference or similar means for greater state council participation.

### Section 3. Manner conducted, when admitted:

All meetings of the State Council shall be conducted in the third section and shall be open to all knighthood degree members in good standing. Those members attending said meeting must produce a paid-up traveling card with the Council seal thereon.

### Section 4. Quorum:

Twenty-five per cent of the total membership of the State Council present and voting at an annual meeting or at a called state-wide, called special meeting, or called emergency meeting will constitute the quorum. No quorum is required for a regional meeting.

## **Article 4 Officers**

#### Section 1. Officers:

The officers of the State Council shall be: State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Immediate Past State Deputy and State Chaplain.

#### Section 2. Duties:

The duties of the respective officers shall be those specifically mentioned in the Constitution and Laws of the Supreme Council, Knights of Columbus.

#### Section 3. State Deputy:

The State Deputy shall preside at the meetings of the State Council, performing the usual duties of chairman. He shall appoint all committees and select a suitable place for the conduct of the meetings. He shall countersign all checks against the State Council.

#### Section 4. State Secretary:

The State Secretary shall act as recorder for the State Council, keeping his minutes current. He shall provide to the State Deputy and to the members of the State Council a copy of all proceedings at the next meeting of the State Council. He will mail to the Supreme Council immediately upon their election, using the proper form, the names and addresses of the newly elected state officers as well as a copy of all resolutions presented to the State Council at the annual state meeting. He shall preside at all meetings of the State Council when the State Deputy cannot do so.

#### Section 5. State Treasurer:

The State Treasurer shall be the custodian of all funds. He shall receive all monies, keep a true and accurate account thereof and forthwith deposit the same. He shall pay all bills with the countersignature of the State Deputy. He shall send notices of all assessments to the subordinate Councils. These assessments shall be in agreement with the Supreme Secretary's count of the membership of the State as of the first day of the month of any meeting to be called.

#### Section 6. State Advocate:

The State Advocate shall be the legal advisor of the State Council and of the state officers in all matters pertaining to the orders referred to him. He shall act as chairman of the resolutions committee at the annual meetings of the State Council.

#### Section 7. State Warden:

The State Warden shall verify that all present possess a paid-up traveling card at the opening of the meeting of the State Council and be custodian of the paraphernalia of the State Council.

#### Section 8. Immediate Past State Deputy:

The Immediate Past State Deputy actually residing in the state of Alabama shall serve as chairman of

the Joseph D. O'Gara Memorial Priesthood Scholarship Fund Committee. He shall also perform such duties as assigned by the State Deputy.

#### Section 9. Officers reports:

All state officers shall report at the meeting of the State Council and shall forward to the State Secretary a copy of their proposed reports on or before the meetings.

### **Article 5 Expenses**

#### Section 1. Annual state convention expenses

State officers, delegates, District Deputies, immediate Past State Deputy, State Program Director, State Church Director, State Community Director, State Council Director, State Family Life Director, State Youth Director, Culture of Life Director, State Membership Director, and State Deputy's Administrative Assistant shall be paid thirty (\$.30) cents per mile one way or the sum of twenty-five (\$25.00) dollars, whichever is greater, as their expenses to the annual state convention. In addition, the state officers, Grand Knight delegates, District Deputies, immediate Past State Deputy, State Deputy's Administrative Assistant, State Program Director and State Membership Director shall receive a free convention package.

#### Section 2. State officers, directors, chairman and administrative assistant expenses:

The expenses of state officers, directors, chairmen, District Deputies and State Deputy Administrative Assistant shall be paid from the general fund provided the expense is included in the annual budget approved by the State Council at the first meeting of the fraternal year.

#### Section 3. Host Council:

The Alabama State Council shall host the annual state meeting. A convention committee will be appointed by the State Deputy to plan and oversee the event. The committee will be accountable to the State Deputy and the state officers will provide oversight. The committee shall regularly report to the state officers on the status of plans and preparations for the state meeting.

#### Section 4. Called state-wide meeting expenses:

All state officers, Grand Knights, immediate Past State Deputy, state directors and the State Deputy's Administrative Assistant attending a state-wide meeting called by the State Deputy shall be paid by the State Council the sum of twenty dollars (\$20.00) for all above residing within 100 miles of the meeting site or the sum of thirty (\$30.00) dollars for all of the above listed residing beyond 100 miles for the meeting site. However, the State Deputy shall not be paid these expenses if he is being reimbursed for expenses by the Supreme Council.

#### Section 5. Called regional meeting expenses:

All state officers, State Membership Director, State Program Director, Immediate Past State Deputy, and the State Deputy's Administrative Assistant attending regional meetings called by the State Deputy at a location outside of their county of residence shall be provided lodging by the State Council. However, the State Deputy shall not be paid these expenses if he is being reimbursed for expenses by the Supreme Council.

**Article 6**  
Elections

Section 1. Order of elections:

The nomination of candidates for, and the election on separate ballots, of such candidates to the office of State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, in that order, shall be held and the results declared. The State Deputy and immediate Past State Deputy are automatically appointed delegates to the Supreme convention. The election of delegates to the Supreme convention will be held and those receiving the greatest number of votes shall be elected, providing the membership requirements have been met. The alternate delegates are to be selected based on the order of number of votes received. The highest to lowest will be the base of alternate delegates.

Section 2. Form of ballot:

A ballot with the name or names of the candidates voted for, written or printed thereon shall be used. No ballot containing names of more or less candidates than there are places to be voted shall be counted.

Section 3. Ballot clerks and tellers shall be appointed by the chair.

Section 4. Individual ballot:

When more than one candidate is presented for any state office, or when more candidates are nominated than the number to be elected, the election shall be by individual ballot, and the procedure shall be as follows. The Secretary shall call from the permanent roll the name of those entitled to vote. Each delegate on the permanent roll will be permitted to vote.

**Article 7**  
Committees

Section 1. Credentials committee:

The Credentials committee shall consist of at least five members and shall receive and pass upon the credentials of the delegates present.

Section 2. Convention committee:

The Convention committee shall consist of at least five members and shall present to the State Council the location and city where the annual meeting of the Alabama State Council shall be held at least one year in the future.

Section 3. Resolution committee:

The Resolution committee shall consist of at least five members and the State Advocate and shall review and present all resolutions submitted to the State Council and make a report thereon with recommendations. Approved resolutions will be endorsed and forwarded to the Supreme Advocate as required to be included as resolutions presented at the Supreme Council Meeting.

Section 4. Audit committee:

The Audit committee shall consist of at least five members and shall audit the books and accounts of the State Treasurer and examine the minutes recorded by the State Secretary and report on their findings to the State Council at the annual meeting. The audit committee shall receive the information ten (10) days in advance of the annual meeting. The audit committee shall identify a firm responsible for conducting a review of the accounts of the State Treasurer in accordance with section 56(b) of the charter Constitution and Laws of the Order. The State Treasurer shall be responsible for providing said firm with the necessary materials to complete their review..

#### Section 5. Press and Greeting committee:

The Press and Greeting committee shall consist of all living Past State Deputies and shall convey by correspondence or other appropriate manner the gratitude of the State Council for service rendered or recognition granted in connection with the annual meeting. They shall send letters of greetings to appropriate civic, local state and national leaders and leaders of holy mother church. They shall make necessary arrangements to have publicity of events pertaining to the annual meeting.

#### Section 6. Memorial committee:

The Memorial committee shall consist of at least five members and shall make appropriate arrangements for the State Council to pay respect to the deceased members of the Order through memorial masses.

#### Section 7. Mileage committee:

The Mileage committee shall consist of at least three members and shall be responsible for computing mileage of state officers, delegates, District Deputies, Immediate Past State Deputy, State Program Director, State Church Director, State Community Director, State Council Director, State Family Life Director, State Youth Director, State Culture of Life Director, State Membership Director and the State Deputy's administrative assistant on which payment under article 5, sections 1 and 4 are based.

#### Section 8. Awards and Activities committee:

The Awards and Activities committee shall consist of at least five members and shall .

- (a).review all subordinate Council reports of activities and report to the State Council at the annual meeting such highlights as they deem appropriate
- (b).review nominations from subordinate councils and recognize a State Knight of the year
- (c).review nominations from subordinate councils and recognize a State Youth of the year
- (d).review submissions from subordinate councils and recognize a State Council of the year with a membership of 100 or more
- (e).review submissions from subordinate councils and recognize State Council of the year with a membership less than 100
- (f)..review submissions from subordinate councils and recognize outstanding collections of activities in each of the following categories: Church, Community, Council, Family Life, Youth, and Culture of Life with the State Deputy's award
- (g).review submissions from subordinate councils and recognize outstanding individual activities in each of the following categories: Church, Community, Council, Family Life, Youth, and Culture of Life with the Supreme Council award

#### Section 9. Finance and budget committee:

The finance and budget committee shall be comprised of at least seven members including the State Deputy and State Treasurer who shall serve ex officio. The remaining members will be two Past State

Deputies and three members at large. The State Deputy will appoint the committee members. The chairman of the committee shall be elected by the appointed members of the committee at the first meeting of the committee during the Fraternal Year. A quarterly report of income and expense will be sent to the finance and budget committee as compared to the budget. The committee will meet semiannually for the purpose of reviewing actual income and expenses as compared to the budget. Budgeted per capita income will be based on the actual billable members per Supreme Council report as of July 1st of the fraternal year. Budgeted total expenses shall not exceed budgeted total income. Individual line item expenses may deviate from the budget providing the total actual expense does not exceed the total budget expenses. The committee shall have the responsibility for proposing an annual budget to be presented to the State Council at the first annual meeting each fraternal year and for reviewing the actual expenditures from the general fund during the fraternal year.

## **Article 8** Assessments

### Section 1. Assessments:

An assessment on the membership of the Councils as shown by the Supreme Secretary's records shall be in the amount of seven (\$7.00) dollars per member per fraternal year. One-half of the said assessment shall be paid no later than September 1st based on membership as shown by the Supreme Secretary's records of July 1st the other one-half shall be paid no later than March 1st based on membership as shown by the Supreme Secretary's records of January 1st excepted from said assessments are the clergy, religious, disabled, life and honorary members.

### Section 2. Failure to pay assessments:

- (a) Councils not having paid duly levied assessments of the Supreme and or State Council shall not have the names of their delegates placed on the permanent roll of the annual state meeting until the same is paid.
- (b) The suspension of Councils not having paid duly levied assessments within three months and ten days will be sought through section 157(8), Constitution and By Laws of the Knights of Columbus.

**Article 9**  
Management of Funds

Section 1. Deposit of monies:

(a) All monies of the general fund of the State Council shall be deposited in one general account in the name of the Alabama State Council, Knights of Columbus, in a depository to be selected by a majority of the state officers, except as described in subsection (b).

(b) On or before the first Tuesday in September of each calendar year, any amount in the general fund in excess of the budgeted yearly amount from the previous year shall be deposited into an interest bearing account for disbursement called the Contingency Fund up to the maximum balance established for this fund. If the Contingency Fund is fully funded, these excess funds shall be used to support the Priesthood Scholarship Fund. Details regarding the use of the Contingency Fund are specified in article 9, section 6.

Section 2. Records of funds:

A separate record of all funds and funds including the Joseph D. O’Gara Memorial Priesthood Scholarship Fund shall be kept and these funds shall be kept on deposit in the name of the Knights of Columbus, Alabama State Council, in a financial institution and including a trust or agency department thereof, paying the highest net rate of interest and which is or are secured by instruments of agreement and insurable governing agencies thereof, and only up to the amount that is secured, as approved by a majority of the State officers or a delegated representative thereof, as elected or appointed. Any and all disbursements from the General Fund must have the approval of the Alabama State Council in accordance with Article 7, Section 9. Monies from the Joseph D. O’Gara Memorial Priesthood Scholarship Fund shall be disbursed in accordance with Article 9, Section 6. The State Treasurer will report the income and disbursements from the general fund and the trust funds at each of the state meetings and the balance in all funds will be made known.

Section 3. Receipt and disbursement for monies:

Monies owing to the State Council shall be received either in cash or by check payable to the order of the Alabama State Council, Knights of Columbus. The monies in the State Council funds will be disbursed by check only, signed by the State Treasurer and the State Deputy. The issuance of credit cards will not be allowed to or in the name of the State Council. All expenses paid on behalf of the State shall be paid to the person who incurred such expense, upon submission of a detailed expense report, which should be sent and approved by the State Deputy within sixty (60) days of incurring expenditures.

Section 4. Citizens with Intellectual Disabilities (ID) Fund:

Once subordinate councils have completed their ID drive, the net proceeds, after all expenses have been deducted, are to be sent to the State Treasurer and marked for Citizens with Intellectual Disabilities Fund. This should be done within thirty days after completion of the drive. Eighty percent of these funds will be available for Council disbursement to local projects that benefit citizens with intellectual disabilities. The remaining twenty percent will be retained by the



Alabama State Council, Knights of Columbus, for distribution to other projects that benefit citizens with intellectual disabilities. The distribution of the remaining funds will be decided at a meeting of the District Deputies held at the annual state meeting. A portion of the funds not to exceed \$5000 will remain in the account to cover the expenses related to the state ID program.

Section 5. Priesthood scholarship fund:

- (a) The “priesthood scholarship fund annual balance,” as defined in subsection (c), shall not be diminished.
- (b) On June 30 of each year, any amount in the priesthood scholarship fund in excess of the “priesthood scholarship fund annual balance” for the ending fraternal year will be added to the “priesthood scholarship fund annual balance.” This will become the new “priesthood scholarship fund annual balance” at start of the new fraternal year on July 1.
- (c) For the purpose of this section, “priesthood scholarship fund annual balance” refers to the total balance of the priesthood scholarship fund as of July 1 of the current fraternal year.
- (d) The Joseph D. O’Gara Memorial Priesthood Scholarship Fund Committee shall meet during the state meeting in order to determine an amount to be disbursed from the priesthood scholarship fund. These monies shall be disbursed to the Archbishop of Mobile and Bishop of Birmingham in Alabama in support of their efforts to build the priesthood.

Section 6. Contingency Fund Use to Supplement the General Fund:

- (1) The Contingency Fund shall provide financial resources to cope with significant, adverse, or emergency contingencies as determined by the State Deputy after consultation with the Finance Committee and the State Officers. The funds in the Contingency Fund shall be kept in a fiscally conservative account or instrument of deposit and the balance shall not exceed \$10,000.
- (2) Monies from this fund shall not be used to support promotions, incentives, and motivational gifts.
- (3) In the event that a removal of money from the Contingency Fund is necessitated; the following applies:
  - i. For emergency contingencies, up to \$1000: The State Deputy shall have the authority to authorize a one-time disbursement for emergency contingencies only.
  - ii. For General Fund supplement contingencies up to \$5000: The State Deputy shall have approval from the majority of the State Officers for any significant disbursement to supplement the General Fund.
  - iii. For any contingency greater than \$5000: The State Deputy shall have unanimous approval from the State Officers and the Finance Committee, or majority approval of a called special or emergency meeting of the State Council.
- (4) The State Deputy shall notify the subordinate Councils within 30 days of the approval to use contingency funds.

## **Article 10 Amendments**

### Section 1. Amendments:

These by-laws or any part thereof may be amended at any called State Council meeting by vote of two-thirds of the members present and voting, providing the amendment is proposed as set forth in article 11, section 4 of these by-laws.

### Section 2. When effective:

No amendment shall take effect until approved by the Supreme Board of Directors. The subordinate Council shall be notified of the Supreme Board of Directors decision.

## **Article 11 Meeting Rules of Order**

### Section 1. Rules of Order:

Roberts Rules of Order, revised, on parliamentary procedure shall govern the meetings of the State Council so far as they are applicable and not inconsistent with the Constitution and Laws of the Order and the by-laws of the State Council.

### Section 2. Privileges of the floor:

None but delegates, alternate delegates, when acting as delegates, the Supreme officers and members of the Supreme Board of Directors, officers of the State Council, Past State Deputies and District Deputies shall be entitled to the floor, except by privilege of the State Deputy.

### Section 3. Limitation on debate:

No member shall speak longer than three minutes on any question without the permission of the chair or more than once on any question until others who desire to speak have spoken.

### Section 4. Resolutions and amendments:

All resolutions and all amendments to these by-laws must be submitted in writing in triplicate to the State Advocate not less than ten days before the opening of any state meeting and if submitted in the name of a subordinate Council shall be certified by said Council that the resolution or amendment was read and passed at a regular meeting of said Council. The chairman of the resolutions committee, however, may, with the majority consent of the members of said committee, present to the State Council any matter for its consideration and action.

### Section 5. Roll Call:

A roll call shall not be made upon demand for yeas and nays unless requested by at least one-third of the delegates present.

**Article 12**  
**Order of Business**

The order of business at the meetings of the State Council shall be as follows:

1. Call to order
2. Opening prayer and salute to the flag
3. Chaplain's Remarks
4. General Agent's Remarks
5. State Deputy's Report
6. Credentials Report
7. Roll Call
8. Communications
9. Treasurer's Report
10. Membership Report
11. Programs Report
12. Fourth Degree Report
13. Unfinished business
14. New business (Elections shall be the first order of New Business when necessary)
15. Good of the Order
16. Report of the State Officers
17. Closing prayer

**Article 13**  
**Miscellaneous**

Section 1. Supreme convention delegates:

The delegates to the Supreme convention shall report as soon as practical after the Supreme convention the disposition of any or all of the resolutions presented by the State Council to the Supreme convention for action.

Section 2.

These by-laws shall take effect upon approval by the Supreme Board of Directors. All other by-laws and regulations heretofore adopted are hereby repealed.