

**BY-LAWS of the IOWA STATE COUNCIL
KNIGHTS OF COLUMBUS
AMENDED APRIL 16, 2016**

**CHAPTER I
STATE OFFICERS**

STATE DEPUTY

Sec. 1. The State Deputy shall be the Chief Executive Officer of the Iowa Jurisdiction of the Knights of Columbus with full authority and responsibility therefore. As the representative of the Supreme Knight, it shall be his duty to enforce the rules and regulations of the State Council and the Laws of the Order. The State Deputy shall be an ex officio member of all State Council Committees.

STATE SECRETARY

Sec. 2. The State Secretary shall faithfully perform the duties designated to him by the State By-Laws and in addition carry out such duties as may be assigned to him by the State Deputy. The State Secretary shall be Chairman of the Credentials Committee and shall facilitate the calling of the roll of the State Council during voting at the Annual State Council Meeting. He shall be responsible for the recording of the minutes of each Annual State Council Meeting and all Executive Committee Meetings, filing all minutes with the Administrative Assistant of the Iowa State Council. The State Secretary shall be entitled to attend the Annual Meeting of the Supreme Council as a guest his second year as State Secretary, and shall be reimbursed by the State Council on the same basis as delegates to these meetings, if in attendance. The duties aforementioned may be delegated as necessary.

STATE TREASURER

Sec. 3. 1) The State Treasurer shall faithfully perform duties designated to him by the State By-Laws, work in concert with the State Comptroller and other financial advisors to insure proper handling of all funds, and in addition carry out such duties as may be assigned to him by the State Deputy.

2) The State Treasurer shall be responsible for, or shall cause to be completed, the accurate, complete, and timely accounting of all financial transactions and the accurate reporting of such as directed by the State Deputy.

- a) Collect and prepare, or cause to be prepared, all monthly reports, according to Generally Accepted Accounting Principles (GAAP), and distribute monthly to all Past State Deputies, Executive Committee members, and as directed by State Deputy.
- b) Collect and prepare, or cause to be prepared, all yearly financial reports, according to Generally Accepted Accounting Principles (GAAP) and distribute to all Past State Deputies, Executive Committee members, and as directed by State Deputy.
- c) Serve as the financial spokesman for the Iowa State Council.
- d) Insure that all persons who are deemed to need bonding, are bonded with sufficient coverage and said coverage shall be paid by the Iowa State Council or Supreme Council as applicable.
- e) Maintain, in concert with the State Comptroller, a complete listing of the assets of the Iowa State Council that could be defined as "fixed assets" to include, but not limited to, office equipment, cameras, projectors, posters and liturgical aids.

STATE ADVOCATE

Sec. 4. The State Advocate shall be the legal advisor of the Iowa State Council and of the State Officers. He shall be Chairman of the Resolutions Committee. He shall make an annual report to the State Council of his acts and of matters referred to him. He shall perform such other duties as required by the Worthy State Deputy.

STATE WARDEN

Sec. 5. The State Warden shall guard the doors at the Annual State Council Meeting checking each entrant for current third degree traveling card and reporting the results of said check to the Chairman. The State Warden is responsible for the storage, transportation, and arranging of items owned by the State Council as designated by the State Deputy. He shall also perform such other duties as the State Deputy may require.

STATE CHAPLAIN

Sec. 6. The State Chaplain shall arrange all religious exercises of the State Council, and advise the State Deputy in matters concerning relations with the Clergy and in matters of the Catholic faith.

SUCCESSION AND DELIVERY OF PROPERTY

Sec. 7. 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 the State Secretary, the obligation of executing the duties of the State Deputy shall devolve on the other State Officers in the following order: the State Treasurer, the State Advocate and the State Warden.

All State Officers shall deliver to their successors all monies, books, papers, records, robes and property belonging to the State Council.

STATE OFFICER COMPENSATION

Sec. 8. The State Deputy shall receive \$1500 plus five cents per member per year based on the total state membership as of the time he assumes his duties for the current year, all toward the expenses of his office. The Executive Committee shall recommend to the State Council the compensation to be paid to the other state officers and such compensation shall be set by the State Council.

NOTICE OF CANDIDACY

Sec. 9. Candidates for State Office shall notify the State Deputy and the Administrative Assistant in writing, at least fifteen days prior to the Annual State Council Meeting, of their candidacy, to be on the printed election ballot.

CHAPTER II ADMINISTRATIVE ASSISTANT

DUTIES OF THE ADMINISTRATIVE ASSISTANT

Sec. 11. The Executive Committee shall employ an Administrative Assistant to carry on the secretarial functions of the State Council. He shall be directly responsible to the State Deputy who shall review the ongoing routine operations of the Administrative Assistant. He shall endeavor to be of service to the State and Subordinate Council Officers and Chairman, and shall maintain continuity of service to them during changeover of personnel in those offices and chairs. His duties shall include bookkeeping, filing, research, billing, printing, mailing, reports and such other duties assigned and/or approved by the State Deputy.

COMPENSATION

Sec. 12. The Executive Committee shall recommend to the State Council the compensation to be paid to the Administrative Assistant, in the form of salary and expenses, and such compensation shall be as approved by the State Council. Office equipment and supplies shall be furnished by the State Council.

REVIEW AND BOND

Sec. 13. An annual review and audit of the Administrative Assistant's records shall be performed by the Audit Committee appointed by the State Deputy. The Administrative Assistant bond shall be set on an annual basis by the Executive Committee and procured by the State Treasurer and the State Council shall bear the expense of said bond.

PRE-CONVENTION BOOK

Sec. 14. The Administrative Assistant shall cause to be printed and distributed to Members of the State Council prior to the Annual State Council Meeting a Pre-Convention Book to include the following: names of all State Officers, District Deputies and State Directors and Chairmen; a list of all Past State Deputies and the years they served in that office; a list of Iowa Delegates to the ten previous Supreme Conventions; a list of the ten previous Annual State Council meeting Sites and Dates; the current annual report of the State Officers and Master of the Fourth Degree; the total number of Members of each Subordinate Council in Iowa as of March 31st for the current year and the previous year. The Pre-Convention Book shall also contain such other material as directed to be included therein by the State Deputy.

MINUTES

Sec. 15. The Administrative Assistant shall print the minutes of the Annual State Council Meeting, one copy of which shall be delivered to each District Deputy and two copies of which shall be delivered to each Council Grand Knight for further delivery to each delegate who attended the Annual State Council Meeting.

REPORTS OF RESOLUTIONS TO SUPREME COUNCIL

Sec. 16. Following each Annual State Council Meeting the Administrative Assistant shall transmit a copy of all resolutions approved by the State Council to the Supreme Advocate and Supreme Secretary for approval of the Board of Directors.

ATTENDANCE AT SUPREME CONVENTION

Sec. 17. If requested by the State Deputy, The Administrative Assistant shall attend the Supreme Convention and shall be paid by the State Council on the same basis as delegates to the Supreme Convention.

CHAPTER III COMMITTEES

EXECUTIVE COMMITTEE

Sec. 21 The State Deputy shall appoint annually to the standing Executive Committee: the State Officers, the immediate Past State Deputy living in Iowa, the current Supreme Director or Supreme Officer from Iowa, the Master of the Fourth Degree for the Iowa District, the State Comptroller, the Administrative Assistant, and one third degree member. The State Council shall elect two third degree members to this committee for a one-year term.

All members of the Executive Committee shall have a vote.

The Executive Committee shall meet at the call of the State Deputy, or at the request of a quorum of its members, and the State Deputy shall be the Chairman.

The Executive Committee shall approve the annual State Council budget for action of the State Council, and shall perform all duties and make any decisions requested of it by the State Deputy. In addition, they shall serve in an advisory capacity to the State Deputy bringing to his attention such matters they shall deem of importance to the Order.

The State Deputy shall report the actions of the Executive Committee to the State Council at the Annual State Council Meeting including the proposed annual State Council Budget.

PRO-TEM COMMITTEES

Sec. 23. The State Deputy shall appoint the Audit, Ballot, Credentials, Good of the Order, Mileage & Per Diem, and Resolutions Committees to serve at the Annual State Council Meeting as well as such other Committees as deemed necessary by him. Members shall be notified prior to the Annual State Council Meeting. The Audit Committee shall inspect the financial books of the State Council. The State Advocate shall serve as Chairman of the Resolutions Committee. The State Secretary shall be Chairman of the Credentials Committee.

Sec. 24. All reports of Standing and Pro-Tem Committees shall be in writing and signed by the members in attendance and a copy be delivered to the State Secretary.

CHAPTER IV FINANCES

ASSESSMENTS

Sec. 31. All assessments made by the State Council shall be due and payable in two installments on the 1st of July and the 1st of January, following the Annual State Council Meeting. Assessments shall be based on the Supreme Secretary's records on July 1st and January 1st each year and the Administrative Assistant shall send to each Council due notice thereof, and shall append to such notice extracts of Section 57 of the Supreme Council Laws setting forth the penalties for failure to pay such assessments.

TO WHOM AND HOW ASSESSMENTS PAID

Sec. 32. All assessments due to the Iowa State Council shall be paid to the Administrative Assistant by draft, check, or money order made payable to Iowa State Council, Knights of Columbus. Assessments must be received on or before October 10th and April 10th respectively, upon receipt of proper payment the Administrative Assistant shall enter the same on his records and forward the payment to the State Treasurer.

ANNUAL STATE COUNCIL BUDGET

Sec. 33. The State Council may not exceed its budget without approval of the Executive Committee, and any projected overage of the budget must have provision for full funding before approval may be granted.

STATE COMPTROLLER

Sec 34: The State Comptroller shall annually be appointed by the State Deputy and said appointment shall be approved by a simple majority of the members of the Executive Committee present at the first meeting where said appointment can be brought forward.

- a) Persons serving as State Comptroller must have adequate knowledge of Generally Accepted Accounting Principles (GAAP) to be able to keep accurate records within the accounting system employed by the Iowa State Council.
 - b) Must have practical experience in the accounting field as to fully understand GAAP and how they apply to the accounting system utilized by the Iowa State Council.
 - c) Persons serving as State Comptroller must be bondable as is generally accepted.
- 2) Duties of the State Comptroller shall be defined as, but not limited to, the following:
- a) Keep accurate account of all financial activities and transactions conducted by the Iowa State Council using Generally Accepted Accounting Principles (GAAP).
 - b) Work in concert with the State Deputy, State Treasurer, State Secretary and any other persons so designated by the State Deputy, offering any assistance requested.
 - c) Provide reports to the State Treasurer as requested and work in concert with the State Treasurer in the preparation the preparation of the Treasurer's reports as requested.
 - d) Act as a financial advisor to the State Deputy, the Executive Committee, and any other persons designated by the State Deputy, and offer accurate information and opinions in regard to financial questions and practices as directed.
 - e) Assist in preparation of State Budget, any and all financial reports, audits, account reconciliations, financial analysis, historical analysis, and dissemination of any and all financial information.
 - f) Shall act as an advisor to the Audit Committee and all other committees as assigned.
 - g) The State Comptroller shall perform any other duties assigned by the State Deputy.

CHAPTER V ANNUAL STATE COUNCIL MEETING

TIME OF MEETING

Sec. 41. The State Council shall meet annually during the time set forth by the laws of the Order, provided that if by reason of emergency it shall be made to appear to the State Officers that the meeting cannot be held at the time set, the State Officers may by a two-thirds vote, postpone the meeting from time to time until such annual meeting can be held.

MEETING SITE

Sec 42. The State Deputy shall approve the Annual Meeting site one or more years in advance.

DEGREE OF MEETING AND WHO ADMITTED

Sec. 43. All sessions of the Annual State Council Meeting shall be conducted in the third degree. The State Warden shall cause all traveling cards to be checked at the opening of each session of the Annual State Council Meeting and only Members with a current third degree traveling cards shall be admitted. Special guests without traveling cards may be admitted by permission of the State Council.

STATE DEPUTY TO PRESIDE

Sec. 44. The State Deputy shall preside at all sessions of the Annual State Council Meeting, performing the duties of Chairman, which he may delegate to any State Officer or Past State Deputy.

STATE SECRETARY TO RECORD

Sec. 45. The State Secretary, or his assistant when appointed by the State Deputy, shall record the minutes of the Annual State Council Meeting, and provide a copy to the Administrative Assistant.

CREDENTIALS

Sec. 46. Credential Forms. The Administrative Assistant shall prepare and make available Credential Forms to each Council before the Annual State Council Meeting as directed by the Executive Committee. The Grand Knight and Recorder shall certify these forms prior to the commencement of the Annual State Council Meeting. One copy shall be returned to the Administrative Assistant and one copy delivered to each delegate or alternate for presentation at registration at the Annual State Council Meeting.

CONTEST ON CREDENTIALS

Sec. 47. In case of a Contest on Credentials of any delegate or alternate, each contestant may appear in person or by counsel and present his case before the Committee on Credentials. Each contestant or his counsel shall be allowed a maximum of five minutes for such presentation, unless a request for additional time has received the unanimous consent of the Committee on Credentials prior to the presentation.

TEMPORARY ROLL

Sec. 48. The Administrative Assistant shall prepare a roll of names of all delegates and their alternates from Credentials delivered to him by the Subordinate Councils prior to the calling to order of the Annual State Council Meeting. Said temporary roll shall be the roll of the State Council until the Committee on Credentials has submitted its report and the permanent roll determined by the action of the State Council.

PRIVILEGE OF THE FLOOR AND VOTE

Sec. 50. The Council Delegates, State Officers, Administrative Assistant, District Deputies, State Directors and Chairman, Members of all State Special or Standing Committees, and Past State Deputies shall be entitled to the privilege of the floor at the Annual State Council Meeting. Only the Council Delegates, State Officers and the Immediate Past State Deputy living in Iowa shall have vote.

LIMITATION OF SPEAKING

Sec. 51. When a Member having voice wishes to speak at the Annual State Council Meeting, he shall rise and address the Chairman, giving his name and council. When the Chairman announces his name and council, the Member shall be entitled to the floor and shall confine his remarks to the subject under consideration. No Member shall speak longer than the time allotted by the Chairman without permission of the State Council, nor more than once upon any question until all who desire to speak have been heard.

RESOLUTIONS

Sec. 52 All resolutions not proposing amendments to the State Council by-laws shall be presented in writing to the State Deputy and the State Advocate at least forty-five days prior to the commencement of the Annual State Council Meeting. The State Advocate shall give his opinion of constitutionality and review the same with the Resolutions Committee prior to the Annual State Council Meeting. Copies of the proposed resolutions shall be presented to all delegates upon registration for the Annual State Council Meeting. The Resolutions Committee shall present all such resolutions to the State Council during the Annual State Council Meeting, together with their recommendations, and voting on such resolutions shall be held during the Annual State Council Meeting. A simple majority shall be required for passage.

The following person or groups shall be the only ones permitted to propose resolutions for action by the Iowa State Council:

- a. Any Subordinate Council in the State of Iowa that is in good standing with the Order;
- b. The current Executive Committee appointed pursuant to Section 21 of the by-laws of the Iowa State Council. All other persons, groups, circles, committees or others wishing to present resolutions to the Iowa State Council for action may submit resolutions by and through said Subordinate Councils or Executive Committee.

NOMINATING SPEECHES

Sec. 53. Speeches presenting nominees for election shall not exceed three minutes in length.

ORDER OF ELECTION

Sec. 54. The delegation shall be qualified to vote prior to any elections. Nomination for and election of the State Deputy shall be held first and the results declared as soon as available. The other State Offices shall be filled next by nomination and election in the following order: State Secretary, State Treasurer, State Advocate and State Warden, with the results of each declared as soon as available. The two elective positions on the Executive Committee shall next be filled by nomination and election with the results declared as soon as available.

The nomination and election of the Delegates and Alternate Delegates to the Supreme Council Meeting shall be next with the results declared as soon as available. The Delegates and Alternate Delegates shall all be nominated and elected on the same ballot, with Delegates and Alternate Delegates elected as follows:

- a) The Insurance Candidates receiving the highest vote among them shall be elected to the Insurance Delegate class;
- b) The remaining Insurance and Associate Candidates who receive the highest vote among them, shall be elected to the Associate class;
- c) The remaining Insurance Candidates who receive the highest vote among them shall be elected to the Alternate Insurance Delegate class;
- d) The remaining Insurance and Associate Candidates who receive the highest vote among them shall be elected to the Alternate Associate Delegate class.

Vacancies created by the inability of a Delegate to attend the Annual Supreme Council Meeting shall be filled by the State Deputy from the elected Alternates according to the vote electing them, provided that only Insurance Alternates shall fill vacancies for Insurance Delegates. In case of a tie the State Deputy shall designate which one will serve.

BALLOTING - ONE CANDIDATE

Sec. 55. When only one candidate for a State Office, or only two Candidates for third degree Member at Large to the Executive Committee, the State Council may direct the State Secretary or his assistant cast a unanimous ballot of the State Council for such Candidate or Candidates, who may then be declared elected.

BALLOTING - MORE THAN ONE CANDIDATE

Sec. 56. When more than one Candidate for a State Office, or more than two Candidates for third degree Member at Large to the Executive Committee, or in the case of the election of Delegates and Alternate Delegates to the Annual Supreme Council Meeting, the election shall be by ballot according to the following procedure: as the State Secretary or assistant calls from the permanent roll for the District's votes that District Deputy will deposit their ballots in the ballot box.

BALLOT TELLERS AND SPOILED BALLOTS

Sec. 57. The Ballot Committee, consisting of three or more members shall receive, sort and count the votes and report the results to the chair. No ballot shall be counted that contains more or less names than the places to be elected in that class.

MILEAGE AND PER DIEM

Sec. 58. Delegates to the Annual State Council Meeting or their alternates, State Officers, Past State Deputies, District Deputies, State Directors and Chairmen be allowed an amount for mileage and per diem as determined and set each year by the Executive Committee.

ROBERT'S RULES TO GOVERN

Sec. 59. Except as otherwise provided herein, and in the absence of a standing rule of the State Council, Robert's Rules of Order shall govern the proceedings of the Annual State Council Meeting.

**CHAPTER VI
MISCELLANEOUS**

COMMEMORATIVE SERVICES

Sec. 61. It is recommended that each Council of the Order in this jurisdiction request that a Mass be offered during the month of November for their deceased Members.

CHAPTER VII
BY-LAWS AMENDMENT

AMENDING THE STATE BY-LAWS

Sec. 71 . Proposed Amendments to the State Council By-Laws shall be presented in writing to the State Deputy and the State Advocate at least forty-five days prior to the commencement of the Annual State Council Meeting. The State Advocate shall give his opinion of constitutionality and review the same with the Resolutions Committee prior to the Annual State Council Meeting. Copies of those opinions together with the proposed Amendments shall be presented to all Delegates upon registration for the Annual State Council Meeting. The Resolutions Committee shall present all such Amendments to the State Council during the Annual State Council Meeting, together with their recommendations, and voting on such resolutions shall be held during the Annual State Council Meeting. A two-thirds vote of the Members present and voting shall be required to amend the By-Laws.

CERTIFICATION OF AMENDMENT AND ADOPTION

THIS CERTIFIES that these by-laws of the Iowa State Council of the Knights of Columbus were amended by a resolution duly adopted by the Iowa State Council of the Knights of Columbus on April 17, 2016 pursuant to Section 71 of the 2006 By-Laws of the Iowa State Council of the Knights of Columbus and that said amendments were forwarded to the Supreme Council of the Knights of Columbus and were thereafter approved by the Board of Directors of the Supreme Council of the Knights of Columbus in conformity with the Charter Constitution and Laws of the Knights of Columbus on _____.

THIS EDITION of the by-laws of the Iowa State Council of the Knights of Columbus is hereby published this 16th day of April, 2016.

STATE DEPUTY

Jon C. Aldrich

STATE SECRETARY

Antonio Banuelos

STATE TREASURER

Francis Schlueter

STATE ADVOCATE

Robert Douglas

STATE WARDEN

Paul R. Lee

STATE CHAPLAIN

Father William Reynolds