

**2006 BY-LAWS of the IOWA STATE COUNCIL**  
**KNIGHTS OF COLUMBUS**

**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, ex officio, a 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 call 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. 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 paid by the State Council on the same basis as delegates to these meetings.

**STATE TREASURER**

**Sec. 3.** The State Treasurer shall receive from the Administrative Assistant all monies of the Iowa State Council which he shall deposit in a bank approved by the state officers, to the credit of the Iowa State Council, Knights of Columbus. The State Treasurer shall cause to be paid all orders regularly drawn upon him by the Administrative Assistant and countersigned by the State Deputy. He shall provide bond in the amount of \$50,000.00. All bond premium not paid by the Supreme Council shall be paid by the Iowa State Council. He shall furnish to the State Deputy, State Secretary and Administrative Assistant certified monthly statements of all receipts and disbursements of each of the current accounts.

**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.

**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. 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 in Office 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 including the state editor for their expenses, and such compensation shall be set by the State Council.

#### **NOTICE OF CANDIDACY**

**Sec. 9.** Candidates for State Office shall be expected to notify the State Deputy in writing, postmarked at least ten days prior to the Annual State Meeting, of their candidacy.

**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 Office. 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 change over 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 shall provide bond in the amount of \$10,000.00 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 and addresses of all State Officers, District Deputies and State Program 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

### STANDING COMMITTEES

**Sec. 21.** Executive Committee: The State Deputy shall appoint annually to the standing Executive Committee; the State Officers, the two immediate Past State Deputies living in Iowa, the Supreme Director or Supreme Officer (if one is currently serving in that office from Iowa, otherwise the immediate Former Supreme Director or Supreme Officer from Iowa), The Master of the Fourth Degree for the Iowa District, 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 voice therein and the State Officers, the two living Immediate Past State Deputies residing in Iowa, and two elected and one appointed third degree members shall have 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 as they shall deem of importance to the Order, and freely offering their opinions and stating their convictions on such matters. 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.

### EDUCATIONAL COMMITTEE

**Sec. 22.** The Standing Educational Committee shall be made up of the State Deputy, all Past State Deputies living in Iowa and those other members appointed annually by the State Deputy. The Educational Committee shall elect a Chairman from its members, other than the State Deputy. The Educational Committee shall consider matters relating to Catholic education and seek ways of aiding Catholic students, associations and institutions and such other matters as the State Deputy shall designate. The Chairman shall report the results of their deliberations to the Executive Committee when requested by the State Deputy.

### PRO-TEM COMMITTEES

**Sec. 23.** Resolutions Committee: The Resolutions Committee shall be appointed annually by the State Deputy and members notified at least four weeks prior to the Annual State Council Meeting. The Committee shall meet upon the call of the State Deputy. The State Advocate shall serve as Chairman of the Resolutions Committee.

### AUDIT, CREDENTIALS, GOOD OF THE ORDER, MILEAGE & PER DIEM AND BALLOT COMMITTEES.

**Sec. 24.** The State Deputy shall appoint the Audit, Credentials, Good of the Order, Mileage & Per Diem and Ballot Committees to serve at the Annual State Council Meeting as well as such other Committees as deemed necessary by him. The Audit Committee shall at the Annual State

Council Meeting inspect the expense reports and books of the Administrative Assistant, the books of the State Treasurer and the Chairman of the Drive for the Mentally Handicapped.

**REPORT OF COMMITTEES**

**Sec. 25.** 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 fourth the penalties for failure to pay such assessments.

**TO WHOM AND HOW ASSESSMENTS PAID**

**Sec. 32.** All money and 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 by more than \$1,500.00 without approval of the Executive Committee, and any expenditures exceeding \$5,000.00 over the budget shall be by the Executive Committee approval specifying that the money shall be from invested funds.

**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 Council shall choose its Annual Meeting site one or more years in advance. Each proposed Meeting Site shall have a minimum of 500 rooms available for lodging. If the State Council shall fail to determine its Annual Meeting Site, then the Executive Committee shall do so. In the event that it shall be made to appear to the Executive Committee that it is impractical to hold the Meeting at the place so determined by the State Council or Executive Committee, the Executive Committee may by a two-thirds vote, change the place of the Meeting.

**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 furnish three Credential Forms to the Grand Knight of each Council at least two months before the Annual State Council Meeting. The Grand Knight and Recorder shall complete and certify these Forms at least one month prior to 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 mailed 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 Service Program 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 five minutes 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 postmarked at least thirty days prior to the commencement of the state convention. The State Deputy shall promptly forward the resolutions to the State Advocate for his opinion of constitutionality. 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 yearly in the first day of the Annual State Council Meeting, together with their recommendations, and voting on such resolutions shall be held prior to the election of officers. 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:

- (i) Any Subordinate Council in the State of Iowa that is in good standing with the

Order;

- (ii) 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.** Nomination for and election of the State Deputy shall be held first and the results declared. 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. The two elective positions on the Executive Committee shall next be filled by nomination and election with the results declared.

The nomination and election of the Delegates and Alternate Delegates to the Supreme Council Meeting shall be the first order of business during the second day of the State Convention with the results declared. 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 Program Directors and State Chairmen be allowed \$80.00 per day for actual attendance at the Annual State Council Meeting. In addition they shall receive mileage allowance of \$.23 per mile or an amount equal to that paid by the Supreme Council whichever is greater for mileage each way by the shortest and most convenient highways, from council location to the Annual State Council Meeting site.

**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 must be presented in writing to the State Deputy post marked on or before April 1st. The State Deputy shall promptly forward all such proposed Amendments to the State Advocate for his opinion as to their constitutionality. Copies of those opinions together with the proposed Amendments shall be returned to the State Deputy not later than April 25th. Copies of the proposed Amendments shall be presented to all Delegates upon registration for the Annual State Council Meeting. The Resolutions Committee shall report out all such proposed Amendments to the State Council, early in the first session of the Annual State Council Meeting, together with their recommendations, and voting on such proposed Amendments shall be held prior to the election of officers. A two-thirds vote of the Members present and voting shall be required to amend the By-Laws.

**CERTIFICATION OF AMENDMENT**  
**AND ADOPTION OF 2006 EDITION OF BY-LAWS**

THIS CERTIFIES that the Section 52 of the 2005 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 May 7, 2006 pursuant to Section 71 of the 2005 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.

THIS EDITION of the 2006 By-laws of the Iowa State Council of the Knights of Columbus is hereby published by the Officers of the Iowa State Council of the Knights of Columbus this 8<sup>th</sup> day of December, 2006.

STATE DEPUTY

/s/ Michael P. Gaspers

STATE SECRETARY

/s/ Patrick T. O'Keefe

STATE TREASURER

/s/ Lawrence G. Mayer

STATE ADVOCATE

/s/ John M. Murray

STATE WARDEN

/s/ Michael P. Laake

STATE CHAPLAIN

/s/ Rev. Dennis J. Quint