



MAINE STATE COUNCIL KNIGHTS OF COLUMBUS
BY-LAWS
(28 Apr 2012)

Article I

NAME

Section 1: This organization shall be known as the Maine State Council, Knights of Columbus and shall be subject to, and be governed by, the Constitution and Laws enacted by and under the authority of the Supreme Council of the Knights of Columbus.

Article II

MEMBERSHIP

Section 1: The membership of the State Council shall be as provided in the Constitution and Laws of the Order governing State Councils.
(a) The Maine State Council shall be comprised of seven (7) state officers plus two delegates from each council in good standing.

Article III

ANNUAL MEETING

Section 1: The annual meeting of the State Council shall be convened annually between the first day of April to and including the first day of June in each year. The date and place of said meeting shall be by the following:
(a) The State Officers shall be authorized to arrange annual meetings for a period of two (2) years in advance of the annual meetings with an option of an additional two (2) years.
(b) This designation of place and time of the annual meeting shall be so arranged as to allow the State officers the flexibility of utilizing all meeting sites that become available within our jurisdiction. (Amended by resolution June 1966)

Section 2: All meetings of the State Council shall be conducted in the THIRD section. Members of the State Council shall not leave during a session of the State Council meeting without permission of the presiding officers.

Section 3: A majority of the duly accredited delegates shall constitute a quorum for a meeting of the State Council.

Section 4: COMMITTEES: The State Deputy, prior to a meeting of the State Council, shall appoint committees comprised of a minimum of five (5) delegates. The committees are: (1) Credentials, (2) Audit & Finance, (3) Religious, (4) Resolutions, (5) Appreciation, (6) Security & Tellers. The chairman of each committee will be as follows unless the State Deputy designates otherwise:

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| (1) Credentials: | State Secretary |
| (2) Audit & Finance: | State Treasurer |
| (3) Religious: | State Chaplain |
| (4) Resolutions: | State Advocate |
| (5) Appreciation: | Immediate Past State Deputy |
| (6) Security & Tellers: | State Warden |

Section 5: The State Secretary shall issue, under seal, credentials to the duly elected delegates and alternates to the annual meeting who shall present the same prior to the opening session of the annual meeting. All questions relating to credentials shall be submitted to the Credentials Committee.

Section 6: State Officers, State Staff, District Deputies, Surge with Service Program Directors, Special Programs Chairmen, and Past State Deputies residing in the State of Maine, and in attendance shall be provided with lodging and meals as determined by the State Deputy and approved by the State Officers. The State Secretary shall certify the validity of each delegate.

Section 7: All actions by the Maine State Council shall be by majority vote of the registered delegates.

Section 8: Parliamentary Procedure at State Council meetings shall be according to Roberts' Rules of Order.

Article IV

OFFICERS AND THEIR DUTIES

Section 1: The Officers of the State Council, who shall meet at such times and at such places as the State Deputy may designate, shall be the State Deputy, State Chaplain, State Secretary, State Treasurer, State Advocate, State Warden and Immediate Past State Deputy.

Section 2: DUTIES. The duties of the respective officers shall be those specifically set forth in the Constitution and the Laws of the Order governing State Councils, and in addition thereto, such duties as may be herein set forth or which the State Council may direct.

Section 3: STATE CHAPLAIN. The State Deputy, with approval of the State Officers, shall recommend to the Most Reverend Bishop of Maine, a priest to serve as State Chaplain.

Section 4: STATE DEPUTY. The State Deputy shall preside at the meetings of the State Council and at all meetings of the State Officers. He shall appoint such committees as, in his judgment, are necessary for the promotion of the best interests of the Order. He shall authorize in writing all payments made by the State Treasurer. He shall have the authority to employ an executive secretary to assist him in the performance of his duties. The annual expenses shall be determined by the State Deputy, with approval by the State Officers. The State Deputy shall be allowed an annual personal expense allowance of an amount budgeted and approved at the annual meeting. He shall possess such powers and perform such other duties as provided in the Constitution and Laws of the Order.

Section 5: STATE SECRETARY. The State Secretary shall make a record of all meetings of the State Council and State Officers. Copies of the record of all such meetings shall be provided by him for each State Officer, the State Historian, and such other persons as the State Deputy may direct, and a copy of the record of each annual meeting be forwarded to the Supreme Secretary prior to the July first of each year. He shall receive all funds paid for State Council assessments and per capita taxes and all funds from committees of the State Council, make a record thereof, and transmit the same forthwith to the State Treasurer.

Section 6: STATE TREASURER. The State Treasurer shall keep a true and accurate account of all funds received. He shall deposit all funds in any FDIC or its equivalent insured financial institution to be designated by the State Deputy, in the name of the Maine State Council, Knights of Columbus, which funds shall be subject to withdrawal by check, only when authorized in writing by the State Deputy. He shall be ex-officio a member of and treasurer of every committee selected or appointed by the State Council, State Officers or State Deputy when such committee in the discharge of its duty shall receive or expend any funds of the Order or of the members thereof. He shall pay out funds of the Order only upon order drawn by the State Deputy.

ANNUAL REPORTS. He shall annually, at the close of the fiscal year, prepare a detailed statement of income and expenditures in such form as to reflect the financial condition of the State Council and which will afford a comparison with the preceding fiscal year, and which shall include the recommended budget of the State Officers. The annual report shall be furnished to all councils at least one month prior to the State Council meeting.

Section 7: STATE ADVOCATE. The State Advocate shall be the legal advisor of the State Council and State Officers in all matters pertaining to the Order when referred to him, and shall perform such other duties as are provided in the Constitution and Laws of the Order. He shall receive no salary but shall be paid for his necessary expenses in connection with any work performed by him by direction of the State Deputy, State Officers, or State Council.

Section 8: STATE WARDEN. The State Warden shall have charge of all the State Council property (unless otherwise designated by the State Deputy), except monies and account and record books of the State Officers, and keep the same in proper condition for the meeting of the State Council. He shall be responsible for setting up the State Council meeting rooms as directed by the State Deputy. He shall also instruct his guards in their duties and appoint the same at his pleasure.

Section 9: IMMEDIATE PAST STATE DEPUTY (Living in the State of Maine). He shall assist the State Officers with his advice and counsel and shall perform such other Duties as may be delegated to him by the State Deputy or State Officers.

Article V

EXPENSES

Section 1: The necessary expenses of the State Officers and State Council Committees, whether appointed by the State Council, State Officers or State Deputy, shall, unless otherwise provided for, be payable from funds of the State Council, subject to approval of the State Deputy.

Article VI

COMMITTEES

Section 1: AUDIT AND FINANCE. The State Deputy shall annually appoint a committee of Audit and Finance, consisting of not less than five (5) members of the State Council. The Committee shall annually examine all accounts and books of the State Secretary and State treasurer and of all other officers and committees charged with the expenditure or care of funds of the State Council, and shall make a report of the examination at the State Council meeting.

Section 2: All reports of committees of the State Council shall be in writing and signed by a majority of the Committee.

Article VII

STATE HISTORIAN

Section 1: The State Deputy shall appoint from the membership of the Order, on or before August first of each year, a State Historian. The State Historian shall secure, compile and preserve such information, data and other material pertaining to the Order in the State of Maine, including the records of all State Council and State Officer meetings and such information as may be designated by the State Officers. He shall receive no salary but shall be allowed such expenses as he may reasonable incur in the performance of his duties, subject to the approval of the State Deputy.

Article VIII

FISCAL YEAR

Section 1: The fiscal year of the State Council shall commence on July first of each year.

Article IX

BUDGET

Section 1: The State Officers shall prepare a detailed recommended State council budget annually, to be acted upon at the annual meeting of the State Council. A copy of the budget shall be included in the annual report of the State Treasurer as provided under Article VI, Sec. 6.

Article X

ASSESSMENTS

Section 1: All assessments and Per Capita taxes of the State Council shall be due and payable on the first day of the next succeeding October following the adjournment of the meeting of the State Council at which the same are levied, unless otherwise directed by the State Council.

Section 2: All funds for the payment of state assessments and Per Capita taxes or for any other purpose shall be paid only by check payable to "Maine State Council, Knights of Columbus" and paid to the State Secretary.

Section 3: All clergy, who are members of the Knights of Columbus, shall be exempt from State Per Capita assessments and be recorded as honorary life members. Ordained deacons are required to pay State Per Capita assessments.

Section 4: All councils who have not paid their Supreme or State Per Capita assessments for the current year shall not be seated at the annual meeting for any purpose.

Article XI

ELECTIONS

Section 1: Candidates for State Office and for delegates and alternates to the Supreme Council shall be nominated from the floor and elected by a majority vote.

Section 2: The State Deputy shall at each State Council meeting where elections are to be held appoint a committee of not less than five (5) delegates to conduct the balloting and count the ballots. One member thereof shall act as Warden of the Election and one member shall act as Chairman.

Article XII

AMENDMENTS

- Section 1:** These by-laws, or any part thereof, may be amended only upon the following conditions:
- (a) The proposed amendment shall be forwarded in writing to the State Secretary at least two months prior to date of the annual meeting.
 - (b) A copy of the proposed amendment shall be forwarded with the credentials of each delegate.
 - (c) Such amendment shall be presented to the State Council meeting only upon performance of the foregoing provisions and shall be enacted only by two-thirds of the delegates present and voting in favor thereof.
- Section 2:** These by-laws and all amendments shall become effective only when approved by the Board of Directors of the Supreme Council.
- Section 3:** These by-laws, or any part thereof, may be suspended at a current meeting of the State Council by unanimous vote.
- Section 4:** All by-laws and amendments heretofore adopted are hereby repealed upon adoption hereof by the State Council and approval of the Board of Directors of the Supreme Council of the Knights of Columbus.

Article XIII

ORDER OF BUSINESS

- Section 1:** The order of business to be followed at meetings of the State Council shall, unless otherwise changed by the vote of the State Officers, be as follows:
- (1) Call to Order
 - (2) Opening Prayer
 - (3) Report of Committees
 - (a) Credentials
 - (b) Audit and Finance
 - (c) Religious
 - (d) Resolutions
 - (e) Appreciation
 - (f) Security and Tellers
 - (g) Other Committees
 - (4) Communications
 - (5) Reports of State Officers
 - (a) State Secretary
 - (b) State Treasurer
 - (c) State Chaplain
 - (d) State Advocate
 - (e) State Warden
 - (6) New Business
 - (7) Election of Officers and Supreme Council Delegates and Alternates
 - (8) Final Prayer
 - (9) Adjournment

PROGRAM FOR PEOPLE WITH DISABILITIES GUIDELINES

(Tootsie Roll Drive)

Due to the need for the State Council to receive annual permission from the Supreme Council to run this program, these guidelines must be followed.

Immediately following the local council's drive, which should be no later than October 31, the gross amount collected is to be submitted to the State Tootsie Roll chairman at this time.

After expenses for the drive are deducted, eighty (80) percent of the net proceeds will be returned to the Grand Knight of the local council in checks made payable to the recipients of the local council's choosing. The remaining twenty (20) percent will be distributed by the State Council. All requests received by the State Deputy no later than January 15 will be considered as possible recipients of the State Council's twenty (20) percent.

CHARITY FUND GUIDELINES

Councils must submit reports to the District Deputy by January 15.

Grand Knights will serve as judges for their respective District, picking one (1) winner to be submitted to the State Deputy.

District Deputies must submit directly to the State Deputy by February 1, or as directed by the State Deputy.

The executive Committee, which consists of the State Officers (including the Immediate Past State Deputy) and the most recent Past State deputy, will select five (5) of the submitted requests for presentation to the delegates of the State Convention. All other Past State Deputies will collectively have one (1) vote at the Executive Committee level.

Of the five (5) requests read at the Convention, three (3) winners will be voted by the delegates to receive an equal share of four (4) monetary awards. The fourth recipient will always be the Roman Catholic Bishop of Portland.

The monetary awards will be different every year due to varying interest rates. Ninety (90) percent of the available money will be given away with the remaining ten (10) percent being placed back into the fund to help it grow.