

Pennsylvania
State Council
Knights
of
Columbus



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Pennsylvania State Council

Mark Jago, FIC, State Deputy 2018-2020

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Carl A. Anderson, Supreme Knight

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Carle A. Anderson, Supreme Knight

FORMAL APPROVAL LETTERS ON FILE IN STATE OFFICERS' MANUAL



KNIGHTS OF COLUMBUS
PENNSYLVANIA STATE COUNCIL
BYLAWS

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KNIGHTS OF COLUMBUS PENNSYLVANIA STATE COUNCIL BYLAWS

NOTICE TO GRAND KNIGHTS, DIRECTORS AND CHAIRMEN

This copy of the State Council Bylaws is the property of the Grand Knight's council. He is its custodian while he is in office and he is responsible for its care and safekeeping. It is not his personal property and he must turn it over to his successor when he leaves office. He must make it accessible to the members of his council and it is therefore suggested that it be taken to council meetings so it will be available to any members who may wish to refer to its contents. Likewise, Directors and Chairmen are responsible for the care and safekeeping of their copy, which also must be turned over to their successor when they no longer serve in the position to which they were appointed.

MISSION STATEMENT

The Knights of Columbus of Pennsylvania will strive to lead by example and mold by presence of mind that all life is sacred and comes from God. To encourage by the Practice of Charity, Unity, Fraternity and Patriotism these ideals we hold true. To stand in Solidarity with our Pope, Bishops and Priests.

VISION STATEMENT

Charity is the watchword of our organization to guide all members and their families, While:

Unity binds us to a common cause and purpose for life, liberty and happiness, While:

Fraternity calls us all to share our joys, talents and time for each other, While:

Patriotism to church and state defines our charter and purpose for the present and the future.

ARTICLE I: NAME AND MEMBERSHIP

SECTION 1: Name

This body shall be known as the PENNSYLVANIA STATE COUNCIL, KNIGHTS OF COLUMBUS, hereinafter referred to as STATE COUNCIL.

SECTION 2: Membership

- a.** The State Council shall consist of the Grand Knight and a Past Grand Knight, actually residing in Pennsylvania, from each subordinate council in good standing, and 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 there by forever forfeit such right and his nearest predecessor residing in such state shall be entitled thereto.

- b.** If there be more than one Past Grand Knight, the council shall elect the one to represent it in the State Convention. A council having no Past Grand Knight may elect any one of its Third Degree members in good standing in lieu thereof as a representative of said council in the State Council. A council shall elect alternates for its representatives in the State Council.

ARTICLE II: OFFICERS DUTIES AND ALLOWANCES.

SECTION 1: Election of Officers

- a.** The State Council shall elect from the membership at large, a State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, and Delegates and Alternate Delegates to the Supreme Convention.

- b.** Insurance members only shall be eligible for the office of State Deputy, as representatives to Supreme Council for the insurance membership and as alternates for representatives for the insurance membership, but this requirement shall not apply to prohibited insurance territory, or to State Deputies or Past State Deputies, who are ineligible for insurance in the Order and which ineligibility shall appear upon the records of the Supreme Office. The right of a State Deputy or Past State Deputy who is an associate member to vote shall be limited as in the case of representatives of the associate membership, as provided by Chapter I, Section 5 and Chapter II, Section 12 (d) of the Charter, Constitution and Laws of the Knights of Columbus.

- c.** Officers shall hold office for a term of one year from and after the first day of July following their election and until their successors are elected and qualified.

- d.** Officers shall promptly deliver to their successors in office all funds, books, papers, and other property of the State Council. Any such materials not required by their successors shall be treated in accordance with Article IX, Section 3.b. of these bylaws.

SECTION 2: Expense Allowances and Reimbursements

a. State Officers shall receive the following annual expense allowance, one twelfth of which shall be paid on the first day of each month:

State Deputy	\$ 2,772.00
State Deputy Secretarial Expense	\$ 1,944.00
State Secretary	\$ 2,112.00
State Treasurer	\$ 1,254.00
State Advocate	\$ 858.00
State Warden	\$ 528.00
Immediate Past State Deputy (IPSD)	\$ 528.00
Administrative Assistant	\$ 2,112.00
Chaplain	\$ 528.00

a.i. In the event that the IPSD is appointed to the AA position, he shall forfeit the IPSD expense allowance.

b. The Keystone Knight Editor shall receive an annual stipend of \$720, one-twelfth of which shall be paid on the first day of each month.

b.i. The State Convention Recorder shall receive a stipend of \$400, payable upon complete transcription of each State Convention's proceedings.

c. Past State Deputies who are not Directors or Chairmen and Former State Chaplains who attend the State Convention shall be reimbursed for reasonable out-of-pocket (mileage, tolls, meals, room, and registration fee, if any) expenses. In addition, the aforementioned Chaplains shall receive a \$75 Mass stipend.

d. The State Deputy may reimburse (not advance funds) State Directors, Chairmen and District Deputies for reasonable out-of-pocket expenses incurred in behalf of the State Council when such expenses are not covered by Supreme Council and for which the State Deputy has given his prior approval.

e. Effective with the July 1, 2015 State Budget, the budget for the Supreme Convention allotments shall be as follows:

Hierarchy travel	15%
State Deputy (includes hospitality room).....	40%
State Chaplain.....	15%
Immediate Past State Deputy	15%
Administrative Assistant	15%

As Official Delegates, the State Deputy, the Immediate Past State Deputy and the State Chaplain receive an allotment from the Supreme Council. This allotment shall be added to the State Council allowance and that at the conclusion of the Supreme Convention all of the above shall make a written accounting to the State Council, along with receipts. Any unspent monies

shall be returned to the State Council.

e.i. Should the Administrative Assistant be unable to attend the Supreme Convention then the State Deputy shall have the authority to name a replacement for him for the purpose of attending the Supreme Convention. Should the State Chaplain be unable to attend the Supreme Convention, he shall be replaced by the Associate State Chaplain.

e.ii. In the event that any of the Pennsylvania Ordinaries attend the Supreme Convention, the State Deputy is authorized to separately pay for each of their transportation costs from funds covered under Hierarchy travel above.

SECTION 3: State Chaplain Duties

a. The State Chaplain shall have supervision over all religious ceremonies in connection with the State Council and is responsible for celebrating masses at the State Convention, seminars, and officers' meetings.

b. He shall, at his discretion, submit an annual report to the State Council.

SECTION 4: State Deputy Duties

a. The State Deputy is the Chief Executive Officer of the State Council and the representative of the Supreme Board of Directors and the Supreme Knight. He shall preside at all meetings of the State Council and he is an ex officio member of all State Council Committees.

b. Upon taking office, he shall divide the State Council into Districts approved by the Supreme Knight or the Supreme Board of Directors.

c. He shall nominate a Third Degree member in good standing for the position of District Deputy, for each of the approved Districts, to the Supreme Knight for his approval.

d. He shall have direct supervision of all District Deputies so appointed. Their terms shall expire on June 30 each year.

e. He shall appoint a State Chaplain who shall be entitled to a vote at all State Council meetings. He may also appoint an Associate State Chaplain to perform the State Chaplain's duties in the absence of the State Chaplain.

f. He shall appoint an Administrative Assistant who shall be a Third-Degree member residing in Pennsylvania.

g. He shall make a written report on the condition of the Order within the state to the State Council at its annual meeting and as may be required from time to time by the Supreme Knight or the Supreme Board of Directors.

- h. He has the authority to perform such other duties as the laws of the Order prescribe.
- i. He shall appoint such ad hoc committees, which in his judgment are required.
- j. He has the authority to appoint any Third -Degree member in good standing in a subordinate council in the state to serve on a State Council Committee, which will benefit from the appointee's special skills, knowledge or expertise.
- k. He shall appoint a Past State Deputy to visit a subordinate council when, in his discretion, the good of the Order will be served by such a visit. The reasonable out-of-pocket expenses for such visit(s) are reimbursable subject to prior approval of the State Deputy.
- l. He shall call, in addition to the annual meeting, a meeting of the District Deputies in the State Council in July of each year for the purpose of furthering Columbianism.
- m. He shall further call a meeting of the District Deputies in the state during November through January of each year for the purpose of promoting membership in the Order.
- n. He shall call and set the time and location for at least four State Officers meetings each year to be held in the state. Highlights of these meetings shall be published in the next issue of the Keystone Knight, following said meeting.
- o. He shall countersign all checks for which the State Treasurer has drawn against a duly executed voucher initiated by the State Secretary.
- p. He shall have custody of the "Procedures Manual for State Officers," authorized in 1997, hereinafter called the "Procedures Manual" or the "Manual." Each of the incoming officers shall receive from their predecessors the section of the Manual pertaining to their position. They, in turn, shall turn them over to their successors in accordance with Article II Section i.e. of these bylaws.
- p.i. Upon consultation with the Finance Board the State Officers shall, over time as circumstances warrant, upgrade the manual to implement desired management and operating efficiencies.
- p.ii. By this reference, the Manual shall be consistent with, and have the full force and effect of, these bylaws. Any changes pursuant to p.i. above shall not be construed as changes to these bylaws.
- q. Beginning on July 1, 2005 the State Deputy shall limit the number of State Directors, Chairmen and other appointments to 45. Note: This number does

not include the appointment of District Deputies.

- q.i. He shall make appointments of the following: a State Chaplain, an Administrative Assistant, a State Program Director, a State Membership Director, one (1) State Director, from each region of the state, for Church, Community, Council, Family and Youth and one (1) Program Promotion Chairmen, from each region of the state. (14)
- q.ii. There shall be one (1) Membership/Retention Chairman from each region of the state and one (1) New Council Development/Round Table Chairman from each region of the state. (10).
- q.iii. The number of appointments to the Educational Foundation, Inc. be maintained at five (5), one from each region. The number of appointments to the Finance Board, Audit Committee, be maintained as provided by these bylaws. He is encouraged to combine duties wherever possible. (14)
- q.iv. He shall limit the number of special Chairmen for COAL, Sweepstakes, Keystone Knight and/or K of C Web Site to a maximum of six (6) appointments. (6).
- q.v. He shall also make every effort to further reduce this mandated number.

SECTION 5: State Secretary Duties

- a. Keep a record of all transactions in accordance with the Procedures Manual and shall submit a report at the State Council's annual meeting.
- b. Collect all money due to the State Council from any source and turn it over to the State Treasurer.
- c. Issue vouchers for approved bills and send them to the State Treasurer for payment.
- d. On or before the first day of March of each year he shall send to the Financial Secretary of each subordinate council in the state, credential forms for use in certifying Delegates and Alternate Delegates to the annual meeting.
- e. He shall prepare a roll of the names, council and district numbers of the Delegates and Alternate Delegates who have presented their credentials to him prior to the presiding officer's call for the report at the annual meeting, which roll shall then be the official State Convention roll submitted to the chairman of the credentials committee after the report has been accepted by the State Convention members.

- f. On or before the first day of July and January of each year, he shall send to each Subordinate Council notice of per capita tax assessment levied against them by the State Council on council membership as certified by Supreme Council records as of the first day of April and October respectively. Further, the bill will be adjusted for disabled and honorary life members. In addition, the bills shall include the Educational Foundation, Inc.'s assessment.
- g. He shall record the minutes of all State Council meetings, the highlights of which shall be published pursuant to Article II Section 4. n. of these bylaws.
- g.i. He is responsible for recording the proceedings of the annual meeting, but he may, subject to the State Deputy 's approval, delegate this to a Third Degree member in good standing in a subordinate council in the Jurisdiction of Pennsylvania.
- g.ii. Have the proceedings of the annual meeting recorded and a copy, whether electronic or other medium, be provided each council within 120 days following adjournment of the meeting. Those councils desiring a printed copy must request one from the State Secretary within 30 days following adjournment of the meeting.
- g.iii. The estimated cost of this mandate shall be budgeted and paid each year in the subsequent fiscal year insofar as the printing cannot usually be completed by the end of the fiscal year. It being understood that each administration pays for two printings only, to wit: in the first year, they pay for the previous administration's second year proceedings and in their second year, they pay for their first year proceedings.
- h. On or before the 15th day of June each year he shall send to the Supreme Secretary all resolutions passed at the annual meeting requiring action by the Supreme Board of Directors. The IPSD shall report on the disposition of such resolutions at the next annual meeting of the State Council.
- i. Send all properly submitted resolutions, in compliance with Article V, Section 5 of these bylaws, to the State Advocate in sufficient time for him to have them printed and distributed to the subordinate councils no later than March 31st of each year.

SECTION 6: State Treasurer Duties

- a. Deposit all monies received from the State Secretary in the appropriate State Council accounts in depositories approved by the State Officers.
- b. Such funds shall be withdrawn only upon a voucher drawn by the State Secretary and countersigned by the State Deputy.
- c. Checks drawn from such funds are to be signed by the State Treasurer and

countersigned by the State Deputy. In case of the absence of one of them, the IPSD is also authorized to sign checks.

- d. Account for and record all transactions consistent with the State Treasurer's portion of the Procedures Manual.
- e. Submit a report at the State Council's annual meeting, which shall be in the format prescribed in the financial reporting section of the State Treasurer's Manual.
- f. Prepare an annual operating budget in accordance with the requirements of Article IV, Section 3 of these bylaws.
- g. Provide quarterly cash management reports to each member accountable for a State Council cash account.

SECTION 7: State Advocate Duties

- a. Be the Legal Advisor of the State Council in all matters referred to him by the State Deputy and the subordinate councils.
- b. He shall be the chairman of the annual meeting's resolutions committee.
- c. Receive from the State Secretary all resolutions submitted by subordinate councils for action at the annual meeting.
- d. Except for any resolutions presented by the Resolutions Committee; copies of all resolutions submitted in accordance with Article V, Section 5 and requiring action by the State Council shall be sent by him to each subordinate council by March 31st of each year.
- e. He shall forward a copy of all resolutions, annotated with their disposition, to the State Convention recorder to facilitate their inclusion in the State Convention proceedings by the recorder.

SECTION 8: State Warden Duties

- a. Have charge of all of the State Council property, except the religious assets and the monies, accounts, and records of the State Officers, and shall keep the property in good condition for State Council meetings.
- b. Examine the membership card of each member at the opening of all State Council meetings to ensure that the member is in good standing.
- c. At the presiding officer's call, upon the close of voting for each office or position, he shall direct his aides to collect all ballots from the Delegates and voting Alternate Delegates and present them to the election committee

chairman. He shall do the same when balloting takes place on any other matters.

SECTION 9: Immediate Past State Deputy (IPSD) Duties

- a. Pursuant to Article II, Section 6. c., the IPSD shall countersign checks in the absence of either the State Deputy or the State Treasurer.
- b. Pursuant to Article II, Section 5. h., at each annual meeting of the State Council, the IPSD shall report on the disposition of the prior year's resolutions sent to the Supreme Board of Directors for its action.

SECTION 10: Administrative Assistant (AA) Duties

- a. Assist the State Deputy in controlling the fiscal affairs of the State Council.
- b. Act as the liaison between the State Deputy and the District Deputies and the other entities of the Order in the state.
- c. Perform such other duties as assigned by the State Deputy and otherwise assist him in the administration of the State Council.

ARTICLE III: STATE COUNCIL MEETINGS

SECTION 1: Annual Meeting

- a. The State Council shall hold its annual meeting in the Commonwealth of Pennsylvania between the dates of April 1st and June 1st inclusive, except that the State Council shall not meet on Mother's Day, Election Day or other legal holidays.
- b. The State Council shall fix the date of the meeting for the succeeding two years.
- c. The State Council shall be convened for the election of officers, the transaction of such business, and the enactment of such rules and regulations as are consistent with the Charter, Constitution and Laws of the Supreme Council; but no such enactments shall become operative until approved by the Supreme Board of Directors.

SECTION 2: Quorum

A majority of its members present and registered with the State Secretary shall constitute a quorum for the transaction of business at all meetings of the State Council. The members present at such a duly organized meeting may continue to do business until adjournment notwithstanding the withdrawal of members, which would leave less than a quorum.

SECTION 3: Privilege of the Floor

- a.** All meetings of the State Council shall be conducted in the Third Section, except as otherwise provided by Supreme Bylaws.
- b.** None but Delegates, Alternate Delegates, State Officers, District Deputies, and Past State Deputies shall be entitled to the floor, except that State Directors and Chairmen shall be given the privilege of the floor to present their reports, but without a vote.

SECTION 4: Succession

- a.** – The State Deputy shall preside at all meetings of the State Council and shall be an ex officio member of all State Council committees and fundraising programs.
- b.** In the absence or inability of the State Deputy, the State Secretary shall execute all duties of the State Deputy, except check signing. In the absence of both the State Deputy and the State Secretary, the obligations of executing the State Deputy's duties shall devolve in turn to the State Treasurer, the State Advocate and the State Warden.
- c.** In the absence of the State Deputy or the State Secretary is merely temporary, the State Deputy may appoint a member to serve pro tempore.

SECTION 5: Addressing the Presiding Officer

- a.** Every member of the State Convention cited in Article III, Section 3. b. before addressing the presiding officer shall announce his name, title and council number.
- b.** Members shall speak no longer than five minutes on any subject and shall not speak twice on any one subject until all other members who may desire to speak thereon shall have spoken.

SECTION 6: Roll Call Vote

Twenty members of the State Convention may demand a roll call on any question before the State Convention, but any member may call for a standing vote.

SECTION 7: Seating Entitlement

If the seating of any Delegate or Alternate Delegate in the State Convention be contested, and a hearing be held before the credentials committee, the contestant and the contester shall have the right, in person or by counsel, to argue the case before the credentials committee for such time as the committee shall allow, but counsel must be a member of the Order in good standing.

SECTION 8: Ad Hoc Committees

- a. The Presiding Officer shall appoint the following committees to serve during the State Convention. Each committee shall consist of five members, one from each geographical region of the state.

 - a.i. Credentials Committee; it shall be the duty of this committee to receive and pass upon the credentials presented by the members and to verify the correctness of the roll prepared by the State Secretary.
 - a.ii. Resolutions Committee; it shall be the duty of this committee to give consideration to all resolutions offered in the State Convention and make a report to the Delegates and Alternate Delegates.
 - a.iii. Press Committee; it shall be the duty of this committee to issue a news release to the press containing such information on the proceedings which may be of public interest and which, in its discretion, does not compromise confidentiality.
 - a.iv. Election Committee; it shall be the duty of this committee to count all ballots in a timely manner and to promptly report the results to the assembly.

SECTION 9: Order of Business

1. Call to Order
2. Opening Prayer, Pledge of Allegiance and Opening Ode
3. Committee Appointments
4. Distribution of Proposed Budget
5. Communications
6. Nomination of Delegates and Alternate Delegates to the Supreme Convention
7. Reports of State Officers: State Deputy, State Secretary, State Treasurer, State Chaplain, State Advocate and State Warden
8. Reports of Committees and Chapters
9. Unfinished business
10. New business - Resolutions, Budget, Locations
11. Nomination and election of State Officers, except State Deputy.
12. Nomination and election of Delegates and Alternate Delegates to the Supreme Convention
13. Nomination and election of the State Deputy
14. Closing remarks by State Officers and State Chaplain
15. Closing Prayer and Closing Ode
16. Adjournment

SECTION 10: Order of Nominations and Elections

- a. The nomination of Delegates and Alternate Delegates to the Supreme Convention shall take place during the first day business session of the State Council. However, nominations shall remain open, up to the minute of the election on the last day of business.
- b. On the last day of business when nominations and elections for various offices are in order, they shall proceed in the following order and the results shall be declared, each in turn:
 - b.i. State Secretary, State Treasurer, State Advocate and State Warden.
 - b.ii. Delegates and Alternate Delegates to the Supreme Convention: There shall be nominations and elections for as many Delegates and Alternate Delegates as Supreme Council has designated for the jurisdiction.
 - b.iii. State Deputy.
- c. Nominations for officers' second terms shall be brief and no second is required.

SECTION 11: Whom Elected

The nominee who receives a majority of the votes cast for a given office or position shall be declared elected to that office or position. However, if there are no more nominations for any offices or positions than are required to fill them, then the presiding officer may direct the State Secretary to cast a ballot for the nominees and declare them elected.

SECTION 12: Supreme Convention Balloting & Delegate Composition

- a. Any ballot that does not have the names of as many Delegates and Alternate Delegates to the Supreme Convention as Supreme Council has designated for our jurisdiction shall not be counted.
- b. At least fifty percent of the number of Delegates and Alternate Delegates designated for the jurisdiction by the Supreme Council as may be elected shall be Insurance Members who received the highest number of votes.
- c. After the requirement in b. above has been satisfied, the remaining Delegates and Alternate Delegates may be either Insurance or Associate Members.
- d. Vacancies caused by the inability of Delegates to attend the Supreme Convention shall be filled by Alternate Delegates from that geographic region in order of precedence as the vote electing them; provided, however, that

Insurance Alternate Delegates shall fill vacancies for Insurance Delegates.

- e. If all Alternate Delegates were elected unanimously, the State Deputy shall select members to fill any vacancies. First preference should be given to the region whose delegate caused the vacancy.

SECTION 13: Balloting

Delegates and Voting Alternate Delegates shall cast their ballot as their council's number is called by the State Secretary.

SECTION 14: Delegates Responsibilities

- a. It shall be the responsibility of Delegates to the Supreme Council Convention to satisfy themselves that all State Council resolutions referred to the Supreme Council have been included in the agenda for the Supreme Convention.
- b. The IPSD shall submit a report of the disposition of such resolutions at the following annual meeting of the State Council.

ARTICLE IV: FISCAL MATTERS

SECTION 1: Finance Board

- a. The State Deputy shall appoint a Finance Board to advise and assist the State Officers on budgeting, fiscal, and other assigned matters.
- b. The board shall consist of nine members: State Deputy, State Treasurer, Immediate Past State Deputy, State Auditor and a Past State Deputy from each of the five geographical regions to fill the remaining positions.
 - b.i. If a region does not have a living PSD, or a PSD willing to serve on the Board, then the State Deputy shall appoint a Third Degree member from that Region to the Board.
 - b.ii. The State Deputy shall appoint a Chairman and a Vice-Chairman of the Board from among its members.
- c. The Chairman and the Vice Chairman of the Board shall meet with the State Deputy, the State Secretary, and the State Treasurer to offer them the Board's insights relative to budgeting, fiscal, and other assigned matters. Such meetings will take place in the afternoon following adjournment of the State Convention for re-elected officers and in the afternoon following the turnover meeting for newly elected officers.
- d. The Board will, if requested, by the State Deputy assist in preparing the budget or otherwise review the budget prepared by the incumbent administration at either the March State Officers meeting or at least sixty

days in advance of the annual meeting.

- e. The Board shall, within thirty days following the end of each quarter, or as needed, perform a review of the quarter's financial performance compared to the budget. It shall also ensure that all income and expense items are classified consistent with the Procedures Manual.
- f. The Board shall review the need for definition of the circumstances under which funds may be withdrawn from the General Investment Account and make a recommendation to the administration for its action.

SECTION 2: Fiscal Year

The State Council's fiscal year shall be from July 1 to June 30.

SECTION 3: Operating Budget

- a. Commencing with the 2016 Annual Meeting the State Treasurer, with the assistance and guidance of the Finance Board, should present a proposed budget for the ensuing fiscal year to the Delegates and Alternate Delegates at the opening session of each annual meeting.
 - a.i. The proposed budget shall then be considered by the members prior to the vote on its enactment, which shall take place on the next to the last day of the State Convention.
- b. The budget shall pertain only to the operation of the State Council and shall be consistent with the format prescribed in the State Treasurer's Manual.
- c. The proposed budget shall not be a deficit budget, i.e. the income and expenses must offset each other to show a zero balance. Any abnormal increases in either income or expenses must be justified.
- d. Expenses cannot exceed the budget even though more than budgeted income may have been realized except as justified in 3c above.
- e. Funds to be turned over to the next administration shall be made available to it no later than the first day of the term.
- f. Given the State Council currently employs a cash management system for all State Council funds, the turnover requires that all obligations of the outgoing administration be paid, or identified to be paid, by June 30th.
 - f.i. The turnover process then involves a) the changing of the signature authorization cards to the incoming State Deputy, State Treasurer and the IPSD, and b) providing the incoming administration all relevant banking information as of the date of their taking office.

- g. If an administration completes its term without sufficient funds to turn over at least \$20,000 to the incoming administration, due to a budgeted income shortfall, the incoming State Deputy may draw from the General Investment Fund sufficient funds to meet his current obligations. However, the incoming State Deputy must consult with the Finance Board prior to taking this step.
- h. The budget approved at the annual meeting may be revised by the newly elected State Officers prior to October 1st of that year, provided, however, that there is no increase in total income and total expenses. Any changes must be published in the Keystone Knight.

SECTION 4: Fund Raising Budgets

- a. Each chairman of a fundraising committee, e.g. State Council Charities, Football Sweepstakes, Label Program and the Arc Measure-up Campaign shall submit to the State Officers and to the Finance Board, by March 1st of each year, a proposed budget of income and expenses.
- b. The budgets must be zero balanced and, in the format prescribed in the State Treasurer's portion of the Procedures Manual. They must also show the distribution of the funds realized from their program, namely the operating budget and/or the benefiting charity.
- c. Expenses cannot exceed the budget unless more than budgeted income has been realized and the expenses have the prior approval of the State Deputy.
- d. Upon completion of the program, a financial report of the results shall, in a timely manner, be submitted to the State Officers and the Finance Board in the format prescribed in the State Treasurer's Manual.
- e. Any new fund raiser(s) must be authorized by a resolution duly passed at an annual meeting of the State Council. The beneficiary of the proceeds must be cited in the resolution. In cases where the proceeds are to be shared, the ratio of sharing must also be stated.
- f. Each fundraising program shall have a separate depository for which the chairman is accountable.

SECTION 5: IRS Form 990

The Chairman of the Finance Board, or his designee, shall prepare and submit the IRS form 990 in a timely manner.

SECTION 6: Per Capita Increases

Per Capita increases, assessments or other charges mandated by the State Council for payment by its subordinate councils shall not take effect until the first day of January in the following year. Nothing in this sub-section shall be construed to change any billing of already established liabilities.

SECTION 7: Fiscal Resolutions

Resolutions pertaining to fiscal matters, including those from the resolutions committee, must be submitted to the State Secretary consistent with the provisions of Article V. Section 5.

SECTION 8: Payments to the State Council

All remittances to the State Council shall be paid by check or money order payable to: Pennsylvania State Council, Knights of Columbus and sent to the State Secretary, who will credit the payment and forward it to the State Treasurer for deposit.

SECTION 9: Oversight Function

The Chairman and Vice Chairman of the Finance Board shall be responsible for the State Council oversight function, i.e. ensuring that the Procedures Manual is periodically updated as necessary and shall supervise the transfer of the Manual to each succeeding administration, along with the books, materials, and assets cited in Articles II, I.e. and IX, 3.b. of these bylaws.

ARTICLE V: SUBORDINATE COUNCILS

SECTION 1: Annual Meeting Credentials

The Grand Knight of each council shall, at least four weeks before the annual meeting, complete, certify, and send to the State Secretary the credential forms sent to him, in accordance with Article II, Section 5.d. of these bylaws. A copy of the properly executed forms shall be presented to each Delegate and Alternate Delegate for their presentation to the State Secretary who will register them at the annual meeting.

SECTION 2: Delinquent Councils

Subordinate councils that are delinquent in payment of any assessments or any charges levied by either the State Council or the Supreme Council shall not be entitled to representation at the annual meeting.

SECTION 3: New Council Per Capita Payment

A Council formed after the July billing cycle shall not be charged a per capita assessment until the subsequent billing period.

SECTION 4: Report of Election Results

The Grand Knight of each subordinate council shall, immediately following July 1st of each year, certify to the State Secretary the name, address (with nine-digit ZIP code) and telephone numbers of the officers who were elected to serve their council in the new fraternal year. Failure to submit this information is a violation that may result in the council's suspension.

SECTION 5: Resolutions

- a. The Grand Knight of each subordinate council submitting a resolution to the State Secretary for action at the State Council's annual meeting shall ensure that the following conditions have been met. It is the responsibility of the State Secretary to prepare and process such Officers' resolutions in a timely manner so that the institutions requirement can be met at turnover.

- b. The resolution was passed at a regular business meeting of the council on a date certain.
 - b.i. The type written resolution is submitted in the proper format, in six copies, each dated and signed by the Grand Knight and the Recorder with the council seal affixed.

 - b.ii. The resolution is sent in sufficient time to be received by the State Secretary no later than March 1st of each year.

 - b.iii. The State Secretary will forward all properly submitted resolutions to the State Advocate in sufficient time for him to have them distributed to the subordinate councils no later than March 31st of each year.

- c. All resolutions, recommendations, or amendments to the Constitution or Bylaws shall, when offered, be referred without debate to the Resolutions Committee.

SECTION 6: Per Capita Payments

The Grand Knight shall ensure that the State Council's per capita charges are paid without any deductions and that the check is made payable in accordance with Article IV, Section 8 of these bylaws.

ARTICLE VI: STANDING COMMITTEES

SECTION 1: Designated Committees and Appointments Thereto

In addition to the Finance Board, the State Council shall maintain Audit, Locations, and PSD committees as standing committees, the members of which, except for the PSD committee, shall be appointed by the State Deputy. He shall appoint one of the PSD's to be the chairman of the PSD committee.

SECTION 2: Audit Committee

- a. The audit committee shall consist of the State Auditor, who shall chair the committee and two other members appointed by the State Deputy. The appointees shall have submitted a resume of their education, accounting experience, and other financial background to the State Deputy in order for him to determine whether they qualify for the position.
- b. The audit committee shall perform a preliminary audit in March of each year.
- c. The audit of the State Council's funds shall be performed each year at the July seminar in order to report the full fiscal year results to the Finance Board.
- d. The completed report shall be presented to the State Officers and to the Finance Board no later than September 1st following the end of the fiscal year.
- e. Further, the results shall be printed in the October Keystone Knight and a verbal report shall be presented to the members at the ensuing annual meeting.

SECTION 3: Locations Committee

- a. The locations committee shall consist of three members appointed by the State Deputy to implement the following method of choosing the location of the annual meeting and to make a recommendation to the State Council for a site two years hence.
- b. Beginning with the site of the 2005 annual meeting, the meeting site shall rotate in the geographical regions of the State Council in the following order: West, Central West, Northeast, Central East and East. In the event that a region declines to host the meeting when its turn arises, the meeting site shall pass to the region(s) next in the order of rotation until a willing host region has been determined.
- c. Only one proposal shall be accepted from the host region. If there is more than one proposer in the host region that is vying for the State Convention, the host region itself must determine which proposal shall be submitted to the locations committee.
- d. The chairman of the committee shall notify the councils, chapters, and assemblies in the region that they have the right to bid on the site for the designated year, the chairman shall request that the region establish a committee to meet and work with the locations committee on all matters pertaining to the State Convention.

- e. The host region shall have 90-days from the opening date of the last State Convention to submit a proposal to the locations committee. The proposal shall include the names, addresses and telephone numbers of the members of the region's State Convention Committee.
- f. The locations committee shall visit the proposed site and submit a recommendation to the State Deputy within 180 days of the last State Convention. The committee's recommendation shall include such factors as cost, room accommodations, meeting and Mass facilities, safety and family entertainment.
- g. There shall be no territorial restrictions, which would in any way limit an area from choosing a site for the State Convention.
- h. No contract obligating the State Council directly or indirectly shall be signed by the State Convention committee without the prior approval of the State Deputy.

SECTION 4: Past State Deputies Committee

The committee shall perform duties and services as requested by the State Deputy.

ARTICLE VII: EDUCATIONAL FOUNDATION, INC.

SECTION 1: Board Composition

- a. The State Deputy and the IPSD shall be ex officio members of the Educational Foundation's Board of Directors.
- b. The State Deputy shall appoint five members to the Board for two-year terms each and in the following rotation:
 - b.i. One member each from the East and Northeast geographical regions in the odd numbered years, and...
 - b.ii. One member each from the Central East, the Central West, and the West geographical regions in the even numbered years.
- c. Appointees to the Board shall be Third Degree members in good standing.
- d. The State Deputy shall fill any vacancies that may occur with a qualified member from the same region in which the vacancy exists.

ARTICLE VIII: DISASTER FUND

SECTION 1: Purpose

The State council shall maintain a disaster fund to offer some financial relief for

members and their families suffering from natural disasters.

SECTION 2: Fund Administration

The fund shall be administered in accordance with its purpose and its bylaws.

ARTICLE IX MISCELLANEOUS

SECTION 1: Bylaws Amendments

- a. These bylaws may be amended by a resolution duly passed by a majority vote of the members at an annual meeting of the State Council.
- b. No Amendments may take effect until approved by the Supreme Board of Directors.
- c. The Finance Board is responsible for the ten-year review and update of the State Council Bylaws. The review process shall place responsibility on the PSD's who served during the intervening years to review the proceedings of their State Conventions and determine which resolutions passed at their State Conventions need to be incorporated in the bylaws.
 - c.i. The budget for the fiscal year in which the review is to take place shall include a reasonable estimate for the reprinting and distribution of the bylaws to the subordinate councils and for any special Finance Board meetings, which may be required to enable the process. Funds to be taken from the investment fund.

SECTION 2: Rules of Order

The latest edition of Robert 's Rules of Order shall govern the conduct of the State Council's business not inconsistent with these bylaws.

SECTION 3: Permanent Records and Files

- a. Suitable facilities shall be maintained for the preservation of the permanent archives of the State Council under the auspices of curator R. Edward Ferraro, PSD, Brockway, Pennsylvania.
- b. It shall be the duty of each State Officer, upon completion of his term in office, to send all of his books, records, assets, etc., except those items required by his successor and after a review by his successor, to the curator who will determine which may have future reference value and which he shall then maintain with the State Council's permanent records.

SECTION 4: Religious Assets

The Church Director shall be the custodian of the State Council's religious assets. He shall maintain the inventory and is responsible for its care and safekeeping. When he receives the assets from his predecessor, he shall verify the inventory and sign for it when he is satisfied that the inventory is correct and in good condition. The same process shall be repeated when he turns the inventory over to his successor.

This printing includes the review and update of the bylaws through the 2015 State Council Convention as well as amendments during the 2018-2019 administration.

The July 1, 2015 Bylaws were approved by the Pennsylvania State Council on May 16, 2015 at the State Convention.

Stanley A. Glowaski
State Deputy

Kenneth E. Grugel
State Advocate

Approved by the Supreme Council on August 24, 2015

Carl A. Anderson
Supreme Knight

John A. Marrella
Supreme Advocate

Pennsylvania State Council approved amendments to Article 2, Section 7(d) and Article 5, Section 5(b.III) on May 5, 2019.

Amend Article II, Section 7 – State Advocate Duties, as follows:

“Section 7(d): Except for any resolutions presented by the Resolutions Committee, copies of all resolutions submitted in accordance with Article V, Section 5 and requiring action by the State Council shall be sent by him to ~~the Grand Knight of~~ each subordinate council by March 31st of each year.”

Amend Article V, Section 5 – Resolutions, as follows:

“Section 5 b.III: The State Secretary will forward all properly submitted resolutions to the State Advocate in sufficient time for him to have them ~~printed and~~ distributed to the subordinate councils no later than March 31st of each year.”

Mark Jago, FIC
State Deputy

Lawrence Barkowski
State Advocate

Amendments to Article 2, Section 7(d) and Article 5, Section 5(b.III) were approved by Supreme Council on August 28, 2019.

Carl A. Anderson
Supreme Knight

John A. Marrella
Supreme Advocate

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