

**Knights of Columbus**  
**WASHINGTON STATE COUNCIL**

**BYLAWS**



**REV KENNETH T. ST. HILAIRE**  
State Chaplain

**EDDIE L. PARAZOO**  
State Deputy

**ROBERT J. BAEMMERT**  
State Secretary

**PATRICK L. KELLEY**  
State Treasurer

**KIM L. WASHBURN**  
State Advocate

**GREGORY S. MAHONEY**  
State Warden

**GEORGE H. CZERWONKA, JR.**  
Immediate Past State Deputy

Including all amendments thru May 2017  
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KNIGHTS OF COLUMBUS  
WASHINGTON STATE COUNCIL

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**KNIGHTS OF COLUMBUS**  
**WASHINGTON STATE COUNCIL**

**BYLAWS**

To facilitate business, to promote the welfare of the members, to generally define our powers and duties, to arrange for the orderly procedure of our meeting and for the regulation and disposition of such matters as come within our jurisdiction; these Bylaws are adopted.

**ARTICLE I**  
**ORGANIZATION**

**SECTION 1.**This organization shall be known as the "Washington State Council, Knights of Columbus", and its jurisdiction shall be co-extensive with the boundaries of the State of Washington. Its membership shall include each and every subordinate council in good standing in the State of Washington.

**SECTION 2.**The State Council shall be empowered to transact such business and to enact such rules and regulations as may be consistent with the charter and laws of the Supreme Council.

**SECTION 3.**The State Council, at the Annual Meeting thereof, shall take into consideration all matters whatever relating to the well-being and good of the Order and the laws of the Order, and such resolutions adopted in reference thereto, and make report thereof to the Supreme Council for action. To insure proper consideration, a copy of all resolutions passed by the State Council for presentation to the Supreme Council shall be filed by the State Secretary with the Supreme Secretary on or before the 15th day of June.

**SECTION 4.**The State Council shall make laws for its own government and for the government of subordinate councils within the state, and make laws and rules for their enforcement. No law or regulation adopted by the State Council shall be effective until approved by the Supreme Council or the Supreme Board of Directors to whom such laws or regulations shall be

transmitted by the State Secretary for their approval or disapproval. These Bylaws or any part thereof may be amended or repealed at any regular meeting of the State Council by a two-thirds majority of said body present and voting.

## **ARTICLE II MEMBERSHIP**

**SECTION 1.** The State Council shall consist of the Grand Knight and a Past Grand Knight from each subordinate council in good standing, the State Officers, and the last living Past State Deputy residing in the jurisdiction of the State Council where he served as State Deputy. If there be more than one Past Grand Knight, the council shall elect a Past Grand Knight, in good standing, to represent it at the State Meeting.

**SECTION 2.** Past State Deputies, other than the last living Past State Deputy, and District Deputies shall be accorded the privileges of membership in the State Council, but without the right to vote therein.<sup>a</sup>

**SECTION 3.** Chairmen of standing committees of the State Council (not to exceed 12), who are not otherwise members of the State Council, shall have the privilege to speak on any question pertaining to the functions of their particular committees.

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<sup>a</sup> "Since your Bylaws specifically exclude the right to vote, the individuals involved do not have full privileges of membership ... That restricted membership does not allow them to make a nomination."

Supreme Advocate, 10/25/89

### **ARTICLE III MEETINGS**

**SECTION 1.** The State Council shall be convened annually by the State Deputy on the first Friday following the second Sunday in May and adjourned on Sunday, for the election of officers and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the Charter and Laws of the Supreme Council; but no law, rule or regulation adopted by the State Council shall become operative until approved by the Supreme Council or Board of Directors. The State Council shall fix the place of the Annual Meeting five years in advance.

**a.** The State Officers shall give due consideration to all areas of the state in fixing the place of the Annual Meeting.

**b.** The State Deputy shall appoint a Convention Chairman as well as a Convention Committee or Host Council to oversee and provide the necessary personnel and functions required to put on a successful State Council Meeting.

**c.** Any subordinate council is eligible to serve as the Host Council provided they meet the requirements set forth by the State Officers.

**d.** Councils desiring to serve as the Host Council shall so notify the State Secretary in writing. Said notice to the State Secretary shall have been signed by the Grand Knight and the Financial Secretary and have the Council Seal affixed.

**SECTION 2.** The order of business shall be as follows:

1. Call to Order
2. Warden's report on membership cards
3. Prayer
4. Pledge of Allegiance to our flag
5. Old Business
6. New Business
7. Prayer
8. Adjournment

**SECTION 3.** All committees shall be appointed by the State Deputy, or qualified officers, the number of members to act on any committee shall be left to the discretion of the State Deputy; however, in each case no committee shall consist of less than three

members. The State Deputy shall be the ex-officio member of each committee.

**SECTION 4.** All meetings of the State Council shall be in the third section. Duly qualified third degree members shall be admitted as spectators.

**SECTION 5.** All resolutions and committee reports shall be in writing. All resolutions submitted by subordinate councils to be considered at the State Council Meeting shall be in the hands of the State Secretary by March 15th prior to the State Council Meeting; no resolution or amendment shall be considered by said council unless so presented; and the substance of the resolution and proposed amendment shall be printed and distributed by the State Secretary to the members of the State Council 30 days before the State Council Meeting, for their consideration of the resolutions presented. The resolutions committee shall report therein to the State Council, together with any amendments or repeals of existing laws deemed expedient for the progress and welfare of the Order, or necessary to make the laws of the Order concise or consistent, and all amendments and changes in the laws proposed for adoption in the State Council shall, before final adoption, be referred to said committee for engrossment, and if there are any resolutions other than those described above, they must be presented to the resolutions committee for their consideration.

No resolution involving the expenditure of monies and which requires an increase in the State Council per capita shall be considered by the State Council unless such resolution or the substance thereof shall have been printed and distributed to the members of the State Council, as provided for herein, or it shall have been submitted on laws and resolutions and a report thereon made to the State Council by said committee.

**a.** The State Secretary shall certify in writing to the Resolutions Committee that all resolutions submitted by Subordinate Councils for consideration at the State Council meeting have been received by the State Secretary as provided herein. Resolutions submitted to the State Secretary shall be council identified, signed by the Grand Knight and Financial Secretary, and bear the imprint of the council seal.

**SECTION 6.** Election of State Officers, representatives and alternates to the Supreme Council shall be conducted prior to the close of council business on Saturday.

**SECTION 7.** On all matters not herein provided for, Robert's Rules of Order shall govern.

#### **ARTICLE IV CREDENTIALS**

**SECTION 1.** The State Secretary shall furnish a Certificate of Election to the financial secretary of each subordinate council at least two months prior to the annual meeting of the State Council.

**SECTION 2.** The Financial Secretary of each council in good standing shall prepare and certify a Certificate of Election, signed by the Grand Knight and said Secretary under seal, for the delegates and alternates, and forward it to the State Secretary at least 30 days before the Annual Meeting of the State Council.

**SECTION 3.** The State Secretary shall prepare a temporary roll of all delegates and alternates on the Certificate of Election received as provided in Section 2 of Article IV; said roll shall be the roll of the State Council until the report of the committee on credentials shall have been acted upon.

**SECTION 4.** Subordinate councils that stand suspended on the books of the Supreme Council or have not made payment of the state per capita assessment shall not be entitled to representation in said State Council until all such assessments have been paid.

#### **ARTICLE V OFFICERS**

**SECTION 1.** The State Council shall elect by ballot the following officers from the third degree membership at large: State Deputy, State Secretary, State Treasurer, State Advocate, and State Warden, and such number of insurance and associate delegates to the Supreme Council meeting as may be allocated by the Supreme Council.



**SECTION 2.** A majority of votes cast shall be necessary to elect (except as otherwise provided in Section 93 of the Laws of the Order). The State Deputy shall appoint three tellers from the Past State Deputies present, whose duty it shall be to make proper distribution of the ballots, and make a tally of the ballots cast. When two or more candidates run for an office, balloting shall continue until one of the candidates has received a majority of votes cast. No candidate shall be dropped from the ballot unless he volunteers to do so.

**SECTION 3.** The State Deputy shall consult with the proper ecclesiastical authority and secure from him the appointment of a State Chaplain.

**SECTION 4.** The Officers of the State Council shall hold office for the term of one year from and after the first day of July following their election.

**SECTION 5. Vacancies:** Appointments to fill vacancies in any office of the State Council shall be made for the unexpired term by the State Officers. In the case of any vacancy in the office of alternates to the Supreme Council, such vacancy shall be filled at the discretion of the State Deputy, State Secretary and State Treasurer.

## **ARTICLE VI DUTIES OF ELECTIVE OFFICERS**

**SECTION 1. The State Deputy:** The State Deputy, as chief elective officer of the Washington State Council and the representative of the Board of Directors and the Supreme Knight, shall:

- a.** Preside at all meetings of the State Council and shall be an ex-officio member of all committees of said council.
- b.** Possess all powers and perform such duties as the laws of the Order prescribe.
- c.** Divide the state into districts which shall be subject to the approval of the Supreme Knight or the Board of Directors.
- d.** Appoint District Deputies for such districts as may be authorized, and require of such District Deputies written reports on the condition of the Councils and the Order within their

Districts, which reports shall be embodied in a written report to the State Council at the Annual Meeting. He shall have the direction of all District Deputies so appointed.

e. Countersign all warrants drawn on the State Treasury by the State Secretary, from the account of the Washington State Council, Knights of Columbus for the payment of all just claims and expenses.

f. Communicate with the various subordinate councils at such time as he may deem necessary, and make such recommendations or suggestions as he may think conducive to the welfare and good of the Order and of the councils within his jurisdiction.

g. Be empowered at any time that in his judgment it is required to appoint any special committee that may be required by any matters or emergencies, when the appointment of said committee would be, in the judgment of the State Deputy, conducive to the best interests of the Order.

h. Call a meeting of the State Officers, District Deputies, Grand Knights, Past State Deputies, and State Chairmen for the purpose of outlining the program of the State Council for the fiscal year, and such other matters relating to the welfare of the Washington State Jurisdiction. The State Deputy Elect shall give notice of said meeting not later than June 15, and said meeting shall be held not later than the third weekend in July.

**SECTION 2. The State Secretary:** In performance of his duties the Secretary of the Washington State Council shall:

- a. Act as recorder of all meetings of the State Council.
- b. Collect all money due the State Council, make a record of and promptly transmit the same to the State Treasurer.
- c. Prepare for the State Treasurer draw orders which detail all items to be covered by any payments authorized by the State Council.
- d. Keep debit and credit account with each subordinate council and full account with the Treasurer.
- e. Keep a record of the membership of the State and make a report to the State Council of the membership and finances of the Order in the State as of April 30<sup>th</sup> each year, in such form as the State Council may direct.
- f. Notify each subordinate council in the state of the amount of its respective state per capita assessment not later than February 1st.

**g.** Copies of the proceedings of the State Council Meeting will be made available at/by the Summer Meeting for State Officers, councils and any member who wishes a copy.

**h.** A bond is provided by the Supreme Council.

**SECTION 3. The State Treasurer:** In performance of his duties, the State Treasurer of the Washington State Council shall:

**a.** Keep a true and accurate account of monies received and disbursed.

**b.** Deposit all monies in a bank, or banks, approved by the State Deputy to the account of the Washington State Council, Knights of Columbus.

**c.** Disburse funds of the State Council only on a voucher drawn on said funds by the State Secretary, and countersigned by the State Deputy. No payment of check shall be issued without a supporting warrant which details all items covered by the payment to be issued.

**d.** Make a report of the financial condition of the State Council for the fiscal year at the Annual State Council Meeting, in such form as the State Council may prescribe.

**e.** A bond is provided by the Supreme Council, assuming all bonding requirements stipulated by the Supreme Council are met.

**SECTION 4. The State Advocate:** The State Advocate shall be the legal advisor of the State Council and shall give subordinate councils or members advice on questions pertaining to the Knights of Columbus, when requested to do so.

**a.** Receive from the State Secretary and the State Treasurer all financial records for previous fiscal years. Provide storage for such records for a period of seven years; assuring that such stored records will be made available upon orders from the State Deputy.

**SECTION 5. The State Warden:** The State Warden shall:

**a.** Be present at all meetings of the State Council.

**b.** Admit none but duly qualified third degree members.

**c.** Perform such other duties as may be designated to him by the State Deputy.

## **ARTICLE VII FINANCES**

**SECTION 1.** All funds of the State Council shall be first paid to the Secretary by draft, money order or check, payable to the order of the Treasurer, and after making record thereof the State Secretary shall promptly transmit said monies to the State Treasurer.

**SECTION 2.** Payment of State Council funds for ordinary and accepted expenditures of the State Council shall be disbursed only on a warrant drawn on this fund by the State Secretary and countersigned by the State Deputy. All checks must bear the signature of the State Treasurer, countersigned by the State Deputy. If one of the aforementioned officers is unable to sign, one or more of the other State Officers may be authorized to sign checks and/or warrants.

**SECTION 3.** For the purpose of defraying expenses and obligations of the State Council there shall be levied against and collected from all subordinate councils, annually, a per capita assessment, based on the number of members of the respective councils as of the last day of December of the current year, as shown by the records of the Supreme Secretary. The State Secretary shall obtain from the Supreme Secretary and present to the State Council meeting a certificate showing the number of members of each council as of said date. The amount of the per capita assessment shall be \$9.00 and shall not be modified unless by affirmative vote of two thirds majority of voting delegates in attendance at the State Council Meeting.

a. Provided that in calculating the assessment due from a subordinate council, inactive insurance members, honorary life members and members that have qualified for special disability in accordance with Section 118(e) of the Laws of the Order, of said subordinate councils shall not be included.

**SECTION 4.** Assessments levied by the State Council shall be due and payable within sixty (60) days after notification by the State Secretary of such levy, as provided in Article VI, Section 2, Subject (f).

**SECTION 5. Allowances for State Council Meeting attendance:** State Officers, the last Past State Deputy, District Deputies, authorized chairmen of State Council Committees, and delegates or their alternates in attendance at the State Council

Meeting shall be allowed mileage at the rate of ten cents (\$.10) per mile each way between their council's location and place of the State Meeting and a per diem of twenty dollars (\$20.00) per day for three days attendance at the meeting of the State Council. Mileage and per diem to be figured and approved by the committee appointed for that purpose. The above figures of mileage and per diem shall not be increased unless by a two-thirds majority of the State Council members present and voting, and if enacted shall not be in effect until the following year.

**SECTION 6.** The State Secretary shall receive as compensation for services performed the sum of three hundred dollars (\$300.00) annually; said sum to be paid from the funds of the State Council.

**SECTION 7.** The State Treasurer shall receive as compensation for services performed the sum of one hundred dollars (\$100.00) annually; said sum to be paid from the funds of the State Council.

**SECTION 8.** The Reverend State Chaplain shall be allowed the sum of one hundred dollars (\$100.00) to assist in defraying his expenses.

**SECTION 9.** All monetary and financial functions and operations and all business transactions of the Washington State Council of the Knights of Columbus shall be on, and subject to, a fiscal year commencing on the first day of July of each year and ending on the thirtieth day of June of the following year.

**SECTION 10.** At the conclusion of each fiscal year, the State Secretary and the State Treasurer shall submit the past fiscal year's record to the State Advocate for retention and storage.

**SECTION 11.** The Washington State Council shall cause all financial books and records of the State Council and affiliated units to be audited annually by a certified or chartered public accountant who shall provide a written opinion on the condition of said state council and affiliated units. A copy of the written opinion, including financial statements, shall be made a part of the state council proceedings.

## **ARTICLE VIII REPORTS**

**SECTION 1.** It shall be the duty of the Grand Knight of each subordinate council, immediately after the election of officers, to notify the State Secretary and the District Deputy of the names and addresses of all the officers of his council for the ensuing term.

**SECTION 2.** It shall be the duty of the Grand Knight of each subordinate council to furnish a report to the District Deputy at least forty (40) days prior to the coming State Meeting, of the various council activities and such other matters relative to the conduct, interest and welfare of his council; said report to be embodied in the report of the District Deputy for presentation to the officers and delegates at the State Council meeting.

**SECTION 3.** Within sixty (60) days following the receipt of copies of the proceedings from the State Secretary, the Grand Knight of each subordinate council shall read the resolutions passed at the meeting of the State Council.

**SECTION 4.** It shall be the duty of the District Deputy to make at least two annual visits to each subordinate council in his district; he shall be responsible for the enforcement of all laws and rules of the Order in and by said councils; and he shall impress on the officers and members the importance and necessity of strictly complying with the ritualistic work of the Order at all times. He shall submit a written report on the condition of the councils in his district to the officers and delegates at the Annual State Council Meeting, or whenever requested to do so by the State Deputy.

**SECTION 5.** It shall be the duty of the officers of those councils having "Clubs" to give periodic reports on the finances of said clubs to its membership, and the Grand Knight shall certify to the District Deputy that said report has been complied with. Said reports to be made at least semi-annually.

**SECTION 6.** The following Pledge of Allegiance to the Flag of our country shall be recited, aloud and in unison, at each regular and/or special meeting of State Officers, State Council and subordinate councils in the Washington Jurisdiction.

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

**ARTICLE IX  
FINANCIAL SECRETARY SEMINAR**

In the event a Financial Secretary Seminar is held in conjunction with a State Council Meeting, a detailed cost projection must be submitted to the State Secretary 30 days prior to such convention. The State Council, upon receipt of an itemized statement, shall appropriate a sum not to exceed one hundred dollars (\$100.00) for expenses of said seminar.

**ARTICLE X  
SHALL TAKE EFFECT**

These Bylaws shall take effect upon their passage and approval by the Supreme Board of Directors, and shall supersede all former Rules, Laws and Regulations of the Washington State Council that are in conflict herein.