

Knights of Columbus

Utah State Council By-Laws



Effective August 28, 2019

Prepared by
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Table of Contents

TABLE OF CONTENTS	1
ARTICLE I	NAME AND POWER	
Section 1	Name	4
Section 2	Power	4
ARTICLE II	MEMBERSHIPS AND CREDENTIALS	
Section 1	Membership.....	4
Section 2	Credentials	5
Section 3	Temporary Roll Call	6
Section 4	Councils Failing to Pay.....	6
ARTICLE III	MEETINGS	
Section 1	Meetings	6
Section 2	Manner Conducted	6
Section 3	State Deputy Presides.....	7
Section 4	Quorum	7
Section 5	Order of Business	7
Section 6	Resolutions.....	8
Section 7	Committee Reports.....	8
Section 8	When Roll Call Ordered.....	8
Section 9	Reports of Officers.....	8
Section 10	Proceedings to be Printed.....	8
Section 11	Committee on Mileage.....	9
Section 12	Regional Meetings	9
ARTICLE IV	ELECTIONS	
Section 1	Order of Election.....	9
Section 2	Tellers of Election.....	10
Section 3	Method of Balloting.....	10
Section 4	Elections.....	10
Section 5	Intent to Run for Office	10

Table of Contents

ARTICLE V	OFFICERS AND THEIR DUTIES	
Section 1	Officers	11
Section 2	Duties of Officers	11
Section 3	State Chaplain	11
Section 4	State Deputy Duties	11
Section 5	State Secretary Duties	12
Section 6	State Treasurer Duties	12
Section 7	State Advocate Duties	13
Section 8	State Warden Duties	13
Section 9	Vacancies.....	13
Section 10	State Deputy Absence	13
ARTICLE VI	COMMITTEES	
Section 1	Appointment.....	14
Section 2	Expenses	14
Section 3	Committee Reports	14
Section 4	Christopher Fund	14
ARTICLE VII	ASSESSMENTS	
Section 1	Assessments	15
Section 2	Honorary Life Members	15
Section 3	When Payable	15
ARTICLE VIII	FINANCES	
Section 1	To Whom Paid	15
Section 2	Deposits and Withdrawals	15
Section 3	Fiscal Year	15
ARTICLE IX	REIMBURSEMENT TO STATE OFFICERS	
Section 1	State Deputy.....	16
Section 2	State Secretary	16
Section 3	Mileage Reimbursement.....	16
Section 4	State Chaplain	16
ARTICLE X	BY-LAWS AND AMENDMENTS	
Section 1	Amendments	16
Section 2	When Effective	16
Section 3	Suspension of By-Laws	16
Section 4	Former By-Laws	17

Table of Contents

ARTICLE XI	MISCELLANEOUS	
Section 1	Masses	17
Section 2	Retention of Records	17
Section 3	Initiation Fees.....	17
Section 4	Rules of Order	17
ARTICLE XII	CEREMONIALS	
Section 1	Degree Teams	18
Section 2	First Degree Teams	18
Section 3	Pre-Registration	18
Section 4	Second Degree Teams	18
Section 5	Third Degree Teams	18
Section 6	Assessment of Councils	18
Section 7	Combined Second and Third Degrees	18
ARTICLE XIII	AWARDS	
Section 1	Categories	19
Section 2	Nominations	19
Section 3	Awards Committee	19
Section 4	Criteria	19
Section 5	Exemptions	20
CERTIFICATION	21

ARTICLE I NAME AND POWER

Section 1 – Name: This organization shall be known as the Utah State Council, Knights of Columbus. Its jurisdiction shall be the same as the boundaries of the State of Utah.

Section 2 – Power: The powers of the State Council are defined by the Supreme Council, Knights of Columbus. The State Council shall have the power to enact and enforce all laws necessary and proper for its government and for the government of its subordinate Councils providing that the State Council laws do not conflict with those defined by the Supreme Council.

ARTICLE II MEMBERSHIP AND CREDENTIALS

Section 1 – Membership:

- (a) The membership of the Utah State Council shall consist of the Grand Knight and a Past Grand Knight, actually residing in the State of Utah, from each subordinate Council in good standing, the Supreme Knight, ex-officio, the State Officers, and the last living Past State Deputy provided. However, when the last living Past State Deputy actually resides in another state or jurisdiction, he shall thereby forever forfeit such right, and his nearest predecessor who actually resides in the state of Utah shall be entitled thereto. If there is more than one Past Grand Knight, the subordinate Council shall elect the one to represent it on the Utah State Council. A subordinate council having no Past Grand Knight may elect any Third Degree member in good standing in lieu thereof as a representative on the Utah State Council. Each Council shall elect alternates as representatives on the Utah State Council.
- (b) Past State Deputies, other than the last living Past State Deputy, District Deputies and District Wardens shall be seated and permitted the privileges of membership on the Utah State Council, but without the right to vote therein unless they may otherwise be members of the Utah State Council.
- (c) Chairmen of Standing Committees of the Utah State Council including the State General Program Director, State Membership Chairman, the five State Activity Chairmen, and other Committee Chairmen as the State

Deputy may designate who are not otherwise members of the Utah State Council shall be seated and permitted the privileges of membership on the Utah State Council. The State Program committees will have a right to speak on questions pertaining to the functions of their respective committees but will not have the right to vote therein.

Section 2 – Credentials:

- (a) On or before March 1st of each year, prior to the meeting of the Utah State Council, the State Secretary shall have prepared and forwarded to the Financial Secretary of each subordinate Council in this State, one Credentials form. The Financial Secretary of each subordinate Council in the State of Utah shall complete said credentials form by inserting the name, address, email address and phone number of the delegates and their respective alternates, make seven copies of said credentials forms, certify and seal each copy of the credentials forms and send one copy thereof to the State Deputy and one copy to the State Secretary at least four weeks before the annual meeting of the State Council, and he shall deliver promptly one copy of said credentials form to each delegate and their respective alternates and retain one copy for Council records.
- (b) Each person claiming the right to membership in the Utah State Council, other than the officers thereof, Past State Deputies, District Deputies, and Chairmen of Standing Committees, shall present to the State Secretary thereof said credentials form showing qualifications for membership in the Utah State Council. This credentials form will be used to identify Delegates during the Annual Meeting of the Utah State Council. In case a contest should arise with respect to the representative of any subordinate Council in the Utah State Council, a hearing will be had before the Credentials Committee of the Utah State Council where each side may appear and present argument. Without special consent of the Credentials Committee, each side will be allowed only five minutes to present its case. The Credentials Committee shall consist of a minimum of three members and shall receive and pass upon the credentials presented, and verify the correctness of the roll prepared for it by the State Secretary. Part of certification showing qualification for Membership in the State Council must include statements that said member

is a paid up member in good standing as defined by the Charter Constitution and Laws of the Supreme Council, and he has been issued the regular membership card.

Section 3 – Temporary Roll Call: Prior to the calling to order of the meeting of the Utah State Council, the State Secretary shall prepare a roll of the names of all Delegates and Alternates appearing on the credentials forwarded to him and said roll shall be the roll of such Utah State Council until the approval of the report of the Committee on Credentials and the permanent roll is determined by the action of the Utah State Council of said report.

Section 4 – Councils Failing to Pay Assessments are not entitled to Representation: Council not having paid levied assessments of the Utah State Council and Supreme Council shall not have the names of their Delegates placed on the permanent roll of the Utah State Council until they pay the same.

ARTICLE III MEETINGS

Section 1 – Meetings: The Utah State Council shall be convened annually by the State Deputy between the **first day of April to and including the first day of June**, for the election of State Officers and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the Charter Constitution and Laws of the Supreme Council. The Utah State Council shall set the date and designate the Council to host the meeting for the succeeding year, but upon its failure to act or upon the subsequent development that the Council designated cannot hold the Annual Meeting, the State Officers, or a majority of them, shall designate the place of such Annual Meeting. The selection of the facilities and the arrangements for the Utah State Council Annual Meeting shall be under the supervision of the State Deputy.

Section 2 – Manner Conducted Whom Admitted: All meetings of the Utah State Council shall be conducted in the Third Section, and shall be opened to all Third Degree members in good standing. Members of the Utah State Council shall not leave during the Utah State Council Meeting without the permission of the presiding officer.

Section 3 – State Deputy Presides, State Deputy Records:

- (a) The State Deputy shall preside, performing the usual duties of Chairman, and State Secretary shall be responsible to record properly all meetings of the Utah State Council.
- (b) The State Secretary may, subject to the approval of the State Deputy, select a stenographer and/or equipment to record the proceedings of the meeting of the Utah State Council, at the expense of the Utah State Council.
- (c) The State Deputy shall **appoint committees and notify committee members at least twenty-one (21) calendar days prior to the opening date of the Annual Meeting.**

Section 4 – Quorum: One half of the duly accredited voting delegates shall constitute a quorum for a meeting of the Utah State Council.

Section 5 – Order of Business: The following shall be the order of business:

- 1. Call to Order
- 2. Prayer
- 3. Pledge of Allegiance
- 4. Announcement of Appointment of Committees
- 5. Report of Committee on Credentials
- 6. Minutes and Communications
- 7. Reports
 - a. State Deputy
 - b. Supreme Representative
 - c. State Secretary
 - d. State Treasurer
 - e. State Advocate
 - f. State Warden
 - g. State Chaplain
 - h. Immediate Past State Deputy
 - i. General Agent and/or Field Agent
 - j. District Deputies
 - k. Others
- 8. Reports of Committees
- 9. Election of State Officers and Representatives
- 10. Unfinished Business
- 11. New Business
- 12. Good of the Order
- 13. Prayer

14. Adjournment

Section 6 – Resolutions:

- (a) All resolutions, petitions, recommendations of changes, amendments to laws, requests for funds requiring an appropriation from the treasury of the Utah State Council, or requiring a collection from or subscription by members of the order, etc., shall be submitted in writing. Councils must forward resolutions to the State Deputy at least **sixty (60) days in advance of the Utah State Council Meeting**, and no resolution or amendment shall be considered by said Council unless so presented (except upon majority vote of the Utah State Council).
- (b) The State Deputy shall direct the State Advocate to forward copies of all duly received resolutions to the Grand Knight of each Council in the State of Utah at least **thirty (30) days in advance of the State Council Meeting** so that all local Councils may consider and vote on the resolutions at a regularly scheduled business meeting prior to the meeting of the Utah State Council. Prior to the meeting of the Utah State Council, all such resolutions shall be referred by the State Deputy, and then forwarded to the Committee on Resolutions. Said Committee will review and make a report of its recommendations to the State Deputy and the Utah State Council at large on all resolutions under consideration.

Section 7 – Committee Reports to be in Writing: Reports of committees shall be in writing and signed by the Chairman.

Section 8 – When Roll Call Ordered: The roll shall not be called, upon a demand for the yeas and nays, unless required by at least one third of the delegates present.

Section 9 – Reports of Officers: The State Deputy, Supreme Representative, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, Immediate Past State Deputy, General Agent and/or Field Agent(s), District Deputies, and Others, shall make their annual report at the Utah State Council Meeting. Copies of the same shall be furnished to the State Secretary to be published as part of the proceedings of the Utah State Council Meeting.

Section 10 – Proceedings to be Printed: The State Secretary, under the direction of the State Deputy, shall prepare and have printed forthwith, a report of the proceedings of the Utah State Council Meeting and said report to be certified by signature of the

State Deputy. **A copy of the report shall be furnished to each State Officer, the Immediate Past State Deputy, each District Deputy, chairmen of Standing Committees, and to each Council by September 1 following the annual meeting.** The copy replaces the copy of the minutes received just prior to the next annual meeting.

Section 11 – Committee on Mileage: The Committee on Mileage shall determine and certify to the Utah State Council the number of miles traveled by each Delegate, State Officer, District Deputies, the Immediate Past State Deputy, State Chaplain, and the Master of the Fourth Degree to the Utah State Council Meeting, and set the amount paid for such attendance at a per mile round trip mileage rate equal to that paid by the Supreme Council for District Deputy services. In no case shall any delegate (including host council delegates) receive less than \$6.00. Mileage will be based on the mileage chart attached to the current budget of each year, If unusual circumstances prevail, the Committee on Mileage may recommend an increase to the minimum set forth herein. All payments are subject to an approval vote of the Utah State Council at the Annual Meeting.

Section 12 – Regional Meetings: The State Deputy shall have the authority to call Regional Meetings in such number and at such places in the State as shall be agreed by the State Officers in order to stimulate interest in the programs of the Supreme and State Councils. All Councils' officers, particularly the Grand Knights, Trustees, Lecturers, Financial Secretaries, and Committee Chairmen, are urged to attend such meetings. The expense of attending such meetings shall be paid by the individual. All reports of the State Officers meetings in the Districts should be sent to the State Officers, District Deputies, and Grand Knights within thirty (30) days following these meetings.

ARTICLE IV ELECTIONS

Section 1 – Order of Election: The nomination and election of Officers shall take place in the following order:

1. State Deputy
2. State Secretary
3. State Treasurer
4. State Advocate
5. State Warden

6. Delegates and Alternates to the Supreme Convention

Section 2 – Tellers of Election: The chair shall appoint a Judge and Tellers of election.

Section 3 – Method of Balloting: When more than one candidate is nominated for any office or more nominations for Delegates or Alternates than the number to be elected, the State Secretary shall call the roll and each delegate, as his name is called, shall cast his ballot. The tellers shall record each delegate who votes by checking off his name on a complete list of Delegates and Alternates certified to by the State Secretary. When only one nomination is made for any officer or the number of nominations for Delegates and Alternates equal the number to be elected, the Council may direct the State Secretary to cast one ballot for such nominee or nominees.

Section 4 – Elections:

- (a) In all cases of election to any State Office, a majority of all votes cast shall be necessary to elect: except that where two or more Alternates to Supreme Convention Delegates are to be chosen, a majority ballot shall not be necessary but all shall be voted for on one ballot.
- (b) No ballot containing names of more or less candidates than there are offices to be voted for shall be counted and those receiving the highest number of votes shall be declared elected in the order of the number of votes received and to the number of offices to be filled. If there are more than two candidates for an office, balloting shall continue until one candidate receives a majority of the votes cast.
- (c) Nominations for all State Offices and Delegates and Alternates to the Supreme Convention open Saturday afternoon of the State Convention and remain open until the opening of the Convention proceeding on Sunday morning. Nominations may be closed during the morning session after asking for any other nominations from the floor.
- (d) Elections for all State Offices and Delegates and Alternates to the Supreme Convention will take place after roll call and pledge and the closing of nominations of the opening session of the State Convention on Sunday morning.

Section 5 – Intent to Run for Office: The State Deputy, **by March 1 of each year**, will send a letter out to all councils informing the

membership as to which State Officers wish to seek re-election for their current office; which State Officers are seeking a different office; and which are not seeking re-election for any State Office.

ARTICLE V OFFICERS AND THEIR DUTIES

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

Section 2 – Duties of Officers: The duties of the respective officers shall be those specifically mentioned in the Charter Constitution and Laws of the Order, governing State Councils, and these By-Laws, and such further duties as the Utah State Council may direct.

Section 3 – State Chaplain Duties:

- (a) The Utah State Chaplain shall hold the same position in the Utah State Council as does the Supreme Chaplain in the Supreme Council.
- (b) He shall be appointed by the State Officers with the approval of the Bishop of Salt Lake City.
- (c) He shall arrange for the celebration of Mass during the Annual Meeting of the Utah State Council.

Section 4 – State Deputy Duties:

- (a) The State Deputy shall preside at the meetings of the Utah State Council and State Officers, performing the usual duties as Chairman, and be ex-officio a member of all committees of the Utah State Council.
- (b) He shall appoint all committees, unless otherwise determined by the Utah State Council, and at and between annual meetings may appoint such committees as in his judgment are necessary for the promotion of the best interests of the Order.
- (c) He shall countersign all proper warrants drawn and signed by the State Secretary.
- (d) He shall be the custodian of the bond of the State Treasurer and State Secretary.
- (e) He shall, subject to the approval of the Utah State Council, obtain suitable headquarters and procure necessary office equipment and supplies.

- (f) He shall possess such other powers and perform such officer duties as the Charter Constitution and Laws of the Order prescribe.
- (g) As a representative to the Supreme Council, he shall present to this body copies of minutes of the Annual State Meeting and copies of all resolutions adopted by the Utah State Council at which he was elected and shall furnish to the Utah State Council a report of the disposition made at the Supreme Council of such resolutions.
- (h) He shall appoint an Administrative Officer if he so chooses to serve under his direction as he deems necessary.

Section 5 – State Secretary Duties:

- (a) The State Secretary shall make a record of the proceedings of the Utah State Council.
- (b) He shall receive and collect all monies due to the Utah State Council, credit and make record thereof, and transmit the same forthwith to the State Treasurer.
- (c) He shall send notices of assessments to Councils, and shall draw warrants on the State Treasurer for the payment of all debts of the Utah State Council.
- (d) He shall prepare and furnish credential blanks to the Financial Secretary of each Council on or before March 15th of each year.**
- (e) He shall, subject to the approval of the State Deputy, select a stenographer and or equipment to record the proceedings of the Annual Meeting of the Utah State Council.
- (f) In the absence or inability of the State Deputy, the State Secretary shall execute all of the duties of the State Deputy.
- (g) He shall prepare, and have printed forthwith, minutes of the proceedings of the Annual Meetings, excluding reports, to be certified by the State Deputy, and shall furnish a copy of said minutes to each State Officer, Immediate Past State Deputy, each District Deputy, Chairmen of Standing Committees, and to each Council.

Section 6 – State Treasurer Duties:

- (a) The State Treasurer shall keep true and accurate accounts of all monies received and disbursed in a permanent bound ledger.
- (b) He shall deposit monies received from all sources in a bank as required by Article VIII, Section 2, and shall pay

all warrants drawn upon him by the State Secretary and countersigned by the State Committees which receive or expend monies of the Order or its members.

- (c) He shall supply to the Grand Knight of each subordinate Council in the State of Utah, a copy of the proposed budget no later than March 15th of each year for discussion at the Council meeting prior to the Utah State Annual Meeting.**

Section 7 – State Advocate Duties:

- (a) The State Advocate shall be the legal advisor of the Utah State Council and State Officers in all matters pertaining to the Order referred to him, and shall perform such other duties as are provided for in the Charter Constitution and Laws of the Order.
- (b) He shall act as Chairman of the Resolutions Committee at the Utah State Council Annual Meeting.
- (c) The State Advocate shall arrange for an annual review of the liability insurance policy by the State Council Officers. The review will address, but not be limited to the company issuing the policy, amount and types of coverage, premium costs, and any concerns. This review shall be completed prior to the Annual State Convention in order that a report be prepared and included in the annual budget for approval.

Section 8 – State Warden Duties:

- (a) The State Warden shall be present at all meetings of the Utah State Council and, at the opening shall, with the aid of such assistants as may be appointed by the Chairman, assure the presence of only qualified Third Degree Members.
- (b) He shall be responsible for all Utah State Council property and also perform such duties as may be directed by the State Deputy.

Section 9 – State Vacancies: Appointments to fill vacancies of any State Officer shall be made by the State Officers for the unexpired term at a meeting called for the purpose, at which meeting at least the majority of State Officers are in attendance. In case of any vacancy in the office of Alternate to the Supreme Council, such vacancy shall be filled by the State Deputy.

Section 10 – State Deputy Absence: In the absence of the State Deputy, the State Officers in the order of election shall have the power to call a regular or special session of the Utah State Council.

ARTICLE VI COMMITTEES

Section 1 – Appointment of Committees: All committees shall be appointed by the State Deputy, or in his absence, by the officer presiding at the meeting of the Utah State Council, unless otherwise determined by the Utah State Council. In the intervals between Annual Meetings the State Deputy is empowered to appoint special committees who will make reports at the next Utah State Council Meeting.

If expenses are incurred by any committee the payment of same must be sanctioned by the Utah State Council.

Section 2 – Expenses: The necessary expenses of the Utah State Council shall be payable from the funds of the Utah State Council, provided said expenses are appropriated by the Utah State Council.

Section 3 – Committee Reports: All reports of Committees of the Utah State Council shall be in writing and signed by the respective chairman presenting the same.

Section 4 – Christopher Fund Committee: The State Deputy shall appoint a committee to administer the Utah State Council's participation in the Christopher Fund, said committee to be known as the Christopher Fund Committee and to be composed of not more than five members, with the State Deputy and Immediate Past State Deputy to be ex-officio members of said Committee, said Committee to perform all acts that are necessary in administering the Utah State Council's participation in the Christopher Fund. Monies for the Christopher Fund will be solicited by the Committee from Subordinate Councils, which may raise funds through voluntary contributions or other fund-raising events, as they see fit. **Monies thus collected will be forwarded to the "Knights of Columbus Charities, Inc." at the Supreme Council by June 30 and December 31 of each year and will be matched dollar-for-dollar by the Supreme Council (up to \$5.00 per member in Utah).** The earnings on said fund will be paid annually to a Church related charity to be designated by the State Council and approved by the Supreme Council.

ARTICLE VII ASSESSMENTS

Section 1 – Assessments: A per capita tax on the assessable membership of the councils as of April 1, as shown by the records of the Supreme Secretary, in an amount to be determined by the Utah State Council, shall annually be levied to defray its expenses. These expenses are to include the cost of a statewide liability insurance policy.

Section 2 – Honorary Life Members: The Utah State Council shall not access Subordinate Councils for Honorary Life Members.

Section 3 – When Payable: All assessments levied by the Utah State Council shall, unless otherwise ordered by the State Officers, be due and **payable within sixty (60) days after receipt of billing. The State Secretary shall submit billing on 1 July of each year.**

ARTICLE VIII FINANCES

Section 1 – To Whom Paid: All monies owing the Utah State Council shall be paid to the Utah State Secretary by check, cash or money order made payable to the Utah State Council, Knights of Columbus. The State Secretary shall credit and record the same and forward at once to the State Treasurer.

Section 2 – Deposits and Withdrawals: All funds of the Utah State Council shall be deposited by the State Treasurer in a Bank or Banks approved by the Utah State Council to the account of the “Utah State Council, Knights of Columbus.” The funds of the Utah State Council shall only be disbursed by the State Treasurer on warrants drawn on the fund signed by the State Secretary and countersigned by the State Deputy.

Section 3 – Fiscal Year: The Fiscal Year for the Utah State Council, Knights of Columbus shall be July 1 through June 30. Utah State Council financial books shall be audited and closed bases on Fiscal Year dates.

**ARTICLE IX
REIMBURSEMENT TO STATE OFFICERS FOR
EXPENSES INCURRED**

Section 1 – State Deputy: All expenses of the State Deputy incurred in the discharge of his duties which are not payable by the Supreme Council shall be paid out of funds of the Utah State Council up to a maximum of \$300.00 per year upon the approval of a majority of the State Officers.

Section 2 – State Officer Remuneration: The State Secretary shall receive the sum of one hundred fifty dollars (\$150.00) and the State Treasurer, State Advocate, State Warden, Immediate Past State Deputy and the State Executive Secretary (when appointed) shall each receive the sum of one hundred dollars (\$100.00) for expenses incurred while performing other duties as assigned together with the duties and expectations of their offices.

Section 3 – Other State Officers: The State Chaplain, District Deputies, State Directors and Grand Knights will receive mileage based on the mileage chart.

Section 4 – State Chaplain: The State Chaplain expenses to attend the Annual Meeting of the Utah State Council, Knights of Columbus shall be incurred by the Utah State Council. The expenses shall be the actual cost of lodging at the host hotel (not to exceed two nights), and the actual cost of all meals associated with the convention including the PSD dinner.

**ARTICLE X
BY-LAWS AND AMENDMENTS**

Section 1 – Amendments: These By-Laws, or any part thereof, may be amended at any Annual Meeting of the Utah State Council by a vote of two-thirds of the delegates present and voting, provided the amendment is proposed as set forth in Article III, section 6, of these By-Laws.

Section 2 – When Effective: No amendment shall take effect until approved by the Board of Directors of the Supreme Council.

Section 3 – Suspension of By-Laws: These By-Laws, or any part thereof, may be suspended at a current meeting by unanimous consent provided that the By-Laws to be suspended are not part of the Charter Constitution and Laws of the Order.

Section 4 – Former By-Laws Repealed: All By-Laws and Amendments heretofore adopted are hereby repealed upon the adoption of these By-Laws of the Utah State Council of the Knights of Columbus.

ARTICLE XI MISCELLANEOUS

Section 1 – Masses: The State Chaplain shall have complete jurisdiction in arranging Masses authorized by the State Officers. The maximum stipend for such Masses shall be fifteen dollars (\$15.00). A fund shall be established in the amount not to exceed One Hundred Dollars (\$100.00) per year for this purpose.

Section 2 – Retention of Records: All correspondence, warrants, deposit slips, paid bills, cancelled checks etc., that are more than three (3) years old shall be destroyed by the State Treasurer. This retention does not include the permanent bound ledger of receipts and disbursements maintained by the State Treasurer.

Section 3 – Initiation Fees: The initiation fee shall be fixed by the council, provided; however, that no initiation fee shall be required of any priest or member of a religious community, and for members entering under 26 years of age, the initiation fee shall not exceed \$10.00. The initiation fee is to be used by each council to cover the cost of the Degree Ceremonies for each candidate as he advances through the first three Degrees. This money should be kept on the Financial Secretary's books for degree costs only.

Section 4 – Rules of Order: "Robert's Rules of Parliamentary Procedure" shall govern the meetings of the Utah State Council insofar as they are applicable and not inconsistent with the Charter Constitution and Laws of the Order and the By-Laws of the Utah State Council.

ARTICLE XII CEREMONIALS

Section 1 – Degree Teams: Degree teams shall be formulated under the direction of the State Deputy.

Section 2 – First Degree Teams: First Degree Teams shall be the responsibility of each Council and Grand Knight of the Council. All expenses of the First Degree shall be the responsibility of the Council performing the degree.

Section 3 – Pre-registration of Candidates: Councils who wish to send First Degree members to the Second and Third Degrees must contact the host Council to pre-register prospective candidates and to pay in advance the fee for each candidate.

Section 4 – Second Degree Teams: Second Degree Teams shall be the responsibility of each District Deputy and the Councils that make up the District. All expenses of the Second Degree shall be the responsibility of the District Deputy and the Council hosting the Degree. The cost of hosting the Second Degree shall not exceed \$3.00 per candidate.

Section 5 – Third Degree Teams: Third Degree Teams shall be the responsibility of the Utah State Council. Degree Team payment for expenses shall be made by the Utah State Council under the supervision of the State Deputy immediately following the Degree. The fee of this Degree must be mutually agreed upon in advance by the State Deputy and the Degree Team.

Section 6 – Assessment of Councils: The Utah State Council shall assess each subordinate Council for its pro-rata share of Degree expenses based on the number of candidates designated.

Section 7 – Combined Second and Third Degrees: When both the Second Degree and Third Degree Ceremonials are to be held together, the State Council shall assess each subordinate Council for its pro-rata share of both the Second and Third Degree expenses based on the number of candidates for each Degree. The billing shall not exceed the limits set forth in sections 4, 5 and 6.

ARTICLE XIII AWARDS

Section 1 – Categories: All councils must submit award applications to the State Deputy on or before March 15 of each year. Councils may submit award applications by regular mail or email. If a council submits application by regular mail, the council must include a copy of the application for each district within the state plus two additional copies. A council may submit an application to the State Deputy by email. If an application is sent by email it must be sent in PDF format. When submitting application by e-mail, the council should request written confirmation from the State Deputy that he has received the application. Applications that are submitted by e-mail will not be considered accepted unless the State Deputy provides written confirmation that he has received the application.

Section 2 – Nominations: A Council may nominate any Brother Knight, in good standing in the Council, for Knight of the Year, and a Council may nominate any Brother Knight and his family, in good standing with the Council and in their own Parish, for Family of the Year.

Section 3 – Awards Committee: The Awards Committee shall operate under the direction of the State Deputy. The State Deputy shall sit on the committee as a non-voting member. **Each District Deputy shall submit to the State Deputy, by February 15 of each year, a list of three Knights from their District.** The State Deputy shall select one Knight from each District to be a member of the Awards Committee. The Past State Deputy shall be a member of the Awards Committee. The State Deputy shall also choose a Knight at-large to serve on the Committee. In the event a District Deputy shall fail to submit three names from his District, or if any member of the Committee for some reason is unable to serve, the State Deputy may select a replacement under his discretion to serve on the Committee.

Section 4 – Criteria: The State Deputy shall set the criteria under which the Awards Committee is to operate. He shall make sure that each committee member receives detailed guidance on the criteria and copies of all nominations submitted. After all consideration of nominations is completed, then each member of the Committee shall submit their selection for each category in a sealed envelope to the State Deputy. The State Deputy shall then review all submissions and determine the top scoring nomination to receive the award in each category. In the event of a tie, the State Deputy

must contact the committee members to review tied nominations once again to break the tie. All nominations must remain confidential.

Section 5 – Exemptions: Elected State Officers will not be eligible for either Family of the Year or Knight of the Year awards.

CERTIFICATION

August 28, 2019

Brother Knights,

I hereby certify the contents of these By-Laws of the Utah State Council are accurate as of the date of publication.

I certify that said By-Laws have been duly amended to include approved Amendments adopted at the 112th Annual Meeting of the Utah State Council.

I also certify that all Amendments to said By-Laws have been reviewed and approved by the Supreme Board of Directors.

Sincerely and Fraternaly,

William I. Kelly,
Utah State Advocate 2019-2020.