



WYOMING STATE COUNCIL KNIGHTS OF COLUMBUS BY-LAWS

ARTICLE I Eligibility

Section 1. Membership: Officers and Eligibility in the State Council shall be all duly elected and qualified State Officers, the State Chaplain, the last Past State Deputy, State Executive Secretary, District Deputies and delegates or their alternates. The terms, "last Past State Deputy" and "delegates", are as defined in Chapter II of the Charter, Constitution, and Laws of the Order.

Section 2. Past State Deputies (other than the last Past State Deputy), State Executive Secretary and District Deputies shall be members of the State Council and shall have the privilege of the floor but without the right to vote.

ARTICLE II State Convention

Section 1. The State Council shall be convened annually between the first day of April to and including the first day of June in each year by the State Deputy at such place within the State as shall be determined at the State Council meeting three years preceding the State Council meeting, provided that the State Officers shall select such place of meeting if so directed by the State Council or in the case said Council shall fail to do so or whenever it becomes impractical to hold meeting at the place designated by the State Council.

Section 2. The State Secretary shall furnish credential blanks to the Financial Secretary of each subordinate council at least sixty (60) days before the annual meeting of the State Council.

Section 3. The Financial Secretary of each council shall prepare and certify credentials in duplicate signed by the Grand Knight and Financial Secretary under seal for the delegates and alternates; forward one copy to the State Secretary at least ten (10) days before the annual meeting of the State Council and deliver the other copy to the delegates or alternates who shall present same at said meeting.

Section 4. The State Secretary shall notify all councils in the State sixty (60) days prior to the State Convention of the time, place and date of said convention.

Section 5. The State Secretary shall prepare a roll of all delegates and alternates on the credentials received as provided in Section 3 and said roll shall be the roll of the State Council until changed by said council.

Section 6. Councils not having paid duly levied assessments by the State Council shall not have the names of their delegates or alternates placed on the temporary or permanent roll of the State Council until such assessments have been paid.

Section 7. Councils who elected to participate in the liability insurance program and not having paid duly levied assessments by the State Council for the Insurance shall not have the names of their delegates or alternates placed on the temporary or permanent roll of the State Council until such insurance assessments have been paid.

Section 8. A majority of the eligible voters of the State Council shall constitute a quorum. Majority vote shall govern all matters. Eligible voters shall consist of all State Officers, the State Chaplain, last Past State Deputy and Delegates or their alternates from each council.

Section 9. All meetings of the State Council shall be in the third section. All dulyqualified third-degree members shall be admitted as spectators.

Section 10. The order of business shall be as specified in the Constitution and Laws of the Order.

Section 11. Each council is entitled to two votes. In the event only one delegate is present, he shall be entitled to cast the two votes for his council.

Section 12. In the absence or inability of the State Deputy, the State Secretary shall execute all the duties of the State Deputy. In the absence of the State Deputy and the State Secretary the obligation of executing the duties of the State Deputy shall devolve on the other State Officers in the following order: State Treasurer, State Advocate and State Warden.

ARTICLE III

Officers

Section 1. The State Deputy, State Chaplain, State Secretary, State Treasurer, State Advocate and the State Warden shall hold the same relative position in the State Council that the corresponding Officers hold in the Supreme Council. The State Executive Secretary shall be appointed by the State Officers and shall have no voting rights at State Meetings.

Section 2. The State Deputy shall be the Chief Executive of the Order in the State, and he shall be recognized as the representative of the Supreme Knight and Board of Directors. He shall possess all powers and perform such duties as the Laws of the Order prescribe. He shall preside over all meetings of the State Council and shall be an ex-officio member of all committees. He shall appoint District Deputies and Program Directors for such Districts and Programs. The State Deputy shall make a written report to the State Council on the state of condition of the Order within the jurisdiction of Wyoming. He is also required to make reports to the Supreme Knight and Board of Directors as required. The State Deputy shall possess such other powers and perform such other duties as the Laws of the Order prescribe.

Section 3. State Secretary shall act as Recorder of all meetings of the State Council; bill and collect all money due to the State Council, make a record thereof and promptly transmit the same to the State Treasurer; draw orders on the State Treasurer for all payments authorized by the State Council; keep a debit and credit account with each subordinate council and a full account with the State Treasurer; keep a record of the membership in the State; and make a report to the State Council of the membership and finances of the Order in the State for the year ending March 31st in such form as the State Council may direct. Said report shall be furnished to the State Officers and each subordinate council along with the proceedings of the State Council meeting within 60 days after adjournment. An allowance of \$75.00 per year shall be made to the State Secretary to defray the incidental expenses of his office.

Section 4. The State Treasurer shall keep a true and accurate account of all money received and disbursed and deposit all money received to the account of the Wyoming State Council. He shall be an ex-officio member and treasurer of every committee of the State Council. He shall give a report on the financial condition of the State Council for the year ending March 31st in such form as the State Council may prescribe. An allowance of \$75.00 per year shall be made to the State Treasurer to defray the incidental expenses of his office.

Section 5. State Advocate shall be Attorney of the Council in case of trial and investigation of any matter whatsoever of the State Council. The State Advocate is obligated to advise the State Council on all matters legally binding on the State Council.

Section 6. State Warden shall be present at all meetings of the State Council and at the opening take up the Third-Degree Traveling Cards and admit none but duly qualified third-degree members. He shall perform duties as may be designated to him by the State Deputy.

Section 7. State Chaplain shall be appointed by the State Officers. He shall conduct all religious exercises of the State Council. In the event of his absence the State

Deputy may appoint a substitute for him. An allowance of \$75.00 per year shall be made to the State Chaplain to defray the incidental expenses of his office.

Section 8. The State Secretary and the State Treasurer shall be bonded in the sum of Twenty Thousand and No/100 Dollars (\$20,000.00) each, and that the State Secretary shall request the Supreme Secretary to have such bonding covered under the blanket bond of the Supreme Council. Upon receipt of request for that purpose, the Supreme Secretary will make the necessary entry on his records and notify the bonding company, and he will then bill our State Council accordingly. This bonding is on the office, not the person.

Section 9. The State Executive Secretary shall be appointed by the State Officers, for a period of 3 to 5 years. The State Executive Secretary shall be the State's Audit Advisor and work with the State Treasurer to ensure all documents are provided to the State Council's Auditing Firm to perform the state's financial audit and file the State's Tax Return 990-EZ. Shall be the main contact of the State Council for the IRS. Shall be the Tax Advisor and work with all subordinate councils and assemblies in the State and advise them of filing 990-EZ's or 990-N's and receive copies of all subordinate councils 990-EZ's and 990-N's. An allowance of \$75.00 per year shall be made to the State Executive Secretary to defray the incidental expenses of his office.

ARTICLE IV

Committees

Section 1. All committees shall be appointed by the State Deputy or other presiding officer. If expense is incurred by any committee member which would not be covered through any other course, an itemized statement signed by said member should be presented to the State Deputy for approval and if so approved, the State Secretary may draw an order of the State Treasurer for payment of such expense in the same manner as is required for other expenditures.

Section 2. All subordinate council resolutions shall be in writing and submitted to the State Advocate 30 days prior to the convening of the convention. A copy of the resolution shall be submitted to each voting delegate in attendance at the Convention. Convention reports shall be in writing and submitted to the State Secretary at the Convention.

Section 3. To define resolutions and amendments: Resolutions bind the State Council for the forthcoming year only.

Section 4. Any amendment to the State Council's by-laws shall not be considered operative

unless approved by a two-thirds majority of the State Council's voting membership and the Supreme Board of Directors.

ARTICLE V

Finances

Section 1. The Budget Committee shall ascertain the amount required for the expense of the ensuing year and recommend such measures of finances as they deem necessary.

Section 2. All funds of the State Council shall be paid to the State Secretary by draft, money order or check, payable to the order of the Wyoming State Council and shall be deposited to the credit of the State Council in a bank or banks approved by the State Council.

Section 3. Payment of State Council funds for authorized expenditures shall be made by the State Treasurer upon receipt of approved expense voucher signed by the State Deputy and State Secretary.

Section 4. Officers of the State Council are hereby authorized to expend such money as is necessary for the usual and ordinary conduct of the business of their respective offices. Items of an extraordinary nature and all items involving expenditures of Three Hundred and No/100 Dollars (\$300.00) or over shall require advance authorization or the approval of the State Council Officers before payment and shall be paid by the State Treasurer as provided.

Section 5. For the purpose of defraying the expenses and obligations of the State Council, there shall be levied against and collected from all the subordinate councils semi-annually a per-capita assessment based on the number of members of the respective councils, as of the first day of January and July 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 such per-capita assessment shall be such as the State Council meeting shall determine. Honorary members will be assessed annual state council per capita charge. Members of the clergy, Honorary Life, and disabled members shall be exempt from per-capita assessment. The State Council shall make a rebate to college councils of 50% of the annual per capita tax assessed against and paid by the membership of said councils and said councils shall use said funds for those Catholic and fraternal programs as shall be approved by the Council Chaplain.

Section 6. Allowances for attendees.

- a) For State Council meetings, the State Officers (except for the State Deputy), Past State Deputies, Former State Chaplains and State Committee Chairman/Directors in attendance shall be allowed mileage each way between their council's location and the place of the State Council meeting and per diem (as defined in Article V, Section 8). The cost for such mileage and per diem shall be paid by the State Council.
- b) For State Council meetings, the State Deputy and District Deputies shall be paid mileage and per diem by the Supreme Council.
- c) For State Convention meetings, State Officers, Past State Deputies, Former State Chaplains, District Deputies and State Committee Chairman/Directors in attendance shall be allowed mileage each way between their council's location and the place of the State Council meeting and per diem (as defined in Article V, Section 8). The cost for such mileage and per diem shall be paid by the State Council.
- d) For State Convention meetings, Delegates shall be allowed per diem (as defined in Article V, Section 8) only and the cost for such per diem shall be paid by the State Council.

The rate of payment for mileage and per diem is recommended by the Mileage and Per Diem Committee and approved by majority vote of the delegation at each year's State Convention.

Section 7. State Convention registration fees for State Officers, Past State Deputies, Former State Chaplains, District Deputies and State Committee Chairman/Directors in attendance shall be paid by the State Council.

Section 8. Per diem is paid on the basis of attendance of State Council or State Convention meetings and is defined as follows:

- a) Eligible attendees of a State Council meeting that begins at or before 9:00 am on Saturday morning and ends at 12:00 pm on Sunday afternoon will be eligible for two (2) days of paid per diem.
- b) Eligible attendees of a State Convention meeting that begins at or before 9:00 am on Friday morning and ends at 12:00 pm on Sunday afternoon will be eligible for three (3) days of paid per diem.
- c) Delegates attending a State Convention meeting that begins at 12:00 pm on Friday afternoon and ends at 12:00 pm on Sunday afternoon will be eligible for two (2) days of paid per diem.

ARTICLE VI

Elections

Section 1. Election of State Officers and delegates to the Supreme Convention shall be consistent with the Constitution, Laws and Rules of the Order.

Approved July 28, 2023 by Supreme Board Knights of Columbus

Section 2. Order of Election.

- a) The nomination of candidates for and the election of the State Deputy shall first be held, and the results declared.
- b) The other State Officers in order shall then be nominated and the results declared.
- c) Then shall follow the nomination and election of two (2) alternates to the Supreme Convention, which shall be nominated at once and placed on the same ballot. The nominee who receives the highest number of votes shall be the primary delegate and the nominee receiving the second highest number of votes shall be the secondary delegate. If the State Deputy cannot attend the Supreme Convention, the primary delegate will attend in his place. If the State Deputy and the primary delegate cannot attend the Supreme Convention, the secondary delegate will attend in their place. Delegates attending the Supreme Convention must be Knights of Columbus insurance members.

ARTICLE VII Raffles and Lotteries

Section 1. All raffles and lotteries conducted by subordinate councils must be authorized under state law and the law of the Order.

Section 2. All requests by subordinate councils must be in writing to the State Deputy or a person designated by him. All requests must show that all net proceeds will be distributed to a designated charity. All deposits of money must be to an account designated for charity. All tickets for such raffles and lotteries must be sold in Wyoming.

Article VIII Insurance

Section 1. Subordinate councils shall be able to buy liability insurance for their individual council's needs. This insurance will be voluntary and based upon the membership of the council. The State Secretary will bill the councils desiring the insurance based on the current rate for the year as quoted by the Insurance Company per member based upon their present membership number as of June 1. This insurance will cover what the diocese requires for us to have for our events and programs that are held on church property.

Article IX

Supreme Convention

Section 1. The State Chaplain's expenses to attend the Supreme Convention will be paid by the State Council at the same per diem and mileage rate as the State Deputy. The mileage will be figured from the State Chaplain's place of residence to the location of the Supreme Convention. If the State Chaplain receives per diem from Supreme, then the State Council will pay only mileage.

Article X

Miscellaneous

Section 1. Subordinate Councils shall furnish membership and other reports requested by the State Officers within a period not exceeding thirty (30) days from the date of such request, unless a shorter period is specified in the request, in which case the information will be furnished within the required time.

Section 2. The Wyoming State Council has established a trust known as "Wyoming Knights of Columbus Charitable Trust." The purpose of this trust is to provide a perpetual fund to help defray the costs of educating seminarians and providing for priests' retirement. The State Treasurer is a trustee of this Trust or, if he cannot serve, a member of the State Council appointed by the State Deputy will function as a trustee.

Section 3. The Wyoming State council has established the Change from Heaven as a way to collect money for the Fr. McGivney Burse for seminarian education. The councils are asked to collect change during the year and present it at a roll call of the councils present at the State convention. The money will then be given to the Fr McGivney Burse.

Section 4. These By-laws, or any part thereof, may be amended or repealed at any regular meeting of the State Council by a majority of those present, subject to approval by the Supreme Council.

Approved this 17th day of August, 2023



WYOMING STATE DEPUTY

Approved July 28, 2023 by Supreme Board Knights of Columbus

Approved this 28th day of July, 2023

See letter from John Marrella, Supreme Advocate and General Counsel

SUPREME ADVOCATE