

# *Knights of Columbus Virginia State Council By-Laws*

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**Issued by  
Virginia State Council  
Knights of Columbus**

**BY-LAWS**  
**VIRGINIA STATE COUNCIL**  
**KNIGHTS OF COLUMBUS**

ARTICLE I

Section 1.     **Name:** This organization shall be known as the Virginia State Council, Knights of Columbus, and shall be conducted according to the Constitution and Laws of the Supreme Council, Knights of Columbus, and the By-Laws of said State Council.

ARTICLE II

Section 1.     **Membership:** The membership of the State Council shall be composed of the Grand Knight and a Past Grand Knight actually residing in the jurisdiction of Virginia from each Subordinate Council within the jurisdiction in good standing, whose election is to take place at the same time as the Council Officers are elected so they will serve for the full term of the Council year, and State Officers, ex officio, and the last living Past State Deputy of the State Council; provided that when the last living Past Deputy is actually residing in another state or jurisdiction, he shall forfeit such right and his immediate predecessor actually residing in the jurisdiction of Virginia shall be entitled thereto. If there be more than one Past Grand Knight of a Subordinate Council, the Council shall elect the one to represent it in the State Council. A Council having no Past Grand Knight may elect any of its third degree members in good standing, in lieu thereof, as a representative of said Council to the State Council. Each District Deputy shall have privilege of membership in the State Council, but without the right to vote therein unless he otherwise has a vote in his own right. A majority of the members of the State Council with a right to vote shall constitute a quorum for the transaction of business, but less than a majority of said members may adjourn from day to day or may adjourn after the completion of the regular order of business, without setting a date certain to reconvene.

Section 2.     **Credentials:**

(a) The State Secretary shall prepare and furnish subordinate Councils credential blanks (VSC Form VSS-4) to each Subordinate Council on or before the fifteenth of June of each year.

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(b) The recorder of each Subordinate Council will prepare at the same time he prepares form VSS-6, according to Article IX, Section 1, of these By-Laws, six (6) copies of Credentials, listing each Delegate and Alternate Delegate on the forms furnished by the State Council and the Grand Knight will attest the Credentials with his signature and the Financial Secretary will affix thereto the Seal of the Council and forward one (1) copy to the State Deputy and one (1) copy to the State Secretary (the original) as soon as possible, but no later than the first day in July and he will deliver the remaining copies to the Delegates and the Alternates.

Section 3. **Temporary Roll Call of Delegates and Alternates:** Prior to the Calling to Order of the Annual Meeting of the State Council, the State Secretary shall prepare a roll of the Names of all Delegates and Alternates and their respective council from the Credentials forwarded to him by the Subordinate Councils, and said roll shall be the roll of the State Council until the Committee on Credentials has been appointed, its report has been submitted based on the Credentials furnished it by the Delegates and Alternates, and the permanent roll determined by the actions of the State Council on said report.

Section 4. **Hearing on Credentials:** In case of a contest on the Credentials of any Delegate or Alternate, one member representing each of the positions being urged may appear, present evidence, and make argument before the Committee on Credentials, each being allowed a period not to exceed five (5) minutes for arguments, except by special permission of said committee. The committee, by simple majority vote, shall decide the issue presented and its decision shall be binding until acted upon by the State Council at the Annual Meeting.

Section 5. **Delinquent Assessments-No Representation:** Subordinate Councils in arrears to the State Council or Supreme Council for duly levied assessments, shall not have the names of their Delegates or Alternates placed on the permanent roll of the State Council until such arrearage is paid in full. It shall be the responsibility of the State Secretary to ensure that this provision is strictly enforced.

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ARTICLE III

Section 1. **Dates of Meetings:** Unless otherwise directed by the Supreme Council, the Virginia State Council shall be convened by the State Deputy at the times and during the periods hereinafter provided.

(a) The State Council shall hold an annual meeting during the period commencing the first day of April and up to the first day in June of each year at a site selected by and under the jurisdiction of the State Council. Effective with the annual State Convention to be held in 1974, the State Deputy will appoint, as part of his Staff a State Convention Chairman responsible to the State Body. The State Council will assume all responsibility for the Annual State Convention.

(b) The State Deputy shall call a Semi-Annual Meeting of the State Council during the period from the 15<sup>th</sup> day of October to the 31<sup>st</sup> day of January each year. Quarterly Meetings will be held prior to Semi-Annual meeting and the State Convention respectively. The intent and procedure of these meetings will be established separately and no official and impending business of the Order such as amendments to the By-Laws, determination of per capita assessments, resolutions, etc., shall be enacted at this meeting for such business shall only be conducted at the regular Annual Meeting of the State Council.

(c) It shall be the further duty of each newly elected State Deputy to call an Organizational Meeting of the State Officers, last living Past State Deputy, State Committee Chairmen, and the District Deputies to be held during the month of July, following his election, for the primary purpose of instructing the above named persons in the works of the Order and such other matters as may be deemed necessary.

(d) The State Deputy, with the advice of the State Officers, shall select the locations at which the meetings provided for Paragraph (b) and (c) of Section 1 of this Article will be held.

Section 2. **Conduct of Meetings:** All meetings of the state Council will be held in accordance with the Constitution and Laws of the Order and in compliance with these By-Laws. All sessions will be conducted in the third section.

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Section 3. **Order of Business:** The following shall form the order of Business and Procedures of the State Council at its Annual Meeting.

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. Roll Call
5. Appointment of Committee on Credentials
6. Report of Committee on Credentials
7. Reading of Bills and Communications
8. Appointment of Committees
9. Report of State Officers, District Deputies, State Committee Chairmen and Grand Knights.
10. Election of Officers, Representatives and Alternates to Supreme Convention
11. Report of Other Committees
12. Presentation of Resolutions
13. Unfinished Business
14. New Business
15. Good of the Order
16. Prayer
17. Adjournment

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- Section 4. **Limitation on Debate:** Members shall only speak upon recognition and for a period not to exceed five (5) minutes. Members shall not speak more than one time upon any issue until all others that desire to speak have been heard.
- Section 5. **Rules of Order:** Procedures and debates shall be in accordance with the Laws and Rules of the Supreme Council and these By-Laws. In the absences of a standing rule, "Robert's Rules of Order, Newly Revised" shall govern in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules the State Council may adopt.
- Section 6. **Roll Call Vote:** The roll shall not be called upon a demand of the yeas and nays unless requested by a majority of the members present.
- Section 7. **Report of Proceedings:** The State Secretary shall have prepared, printed and distributed forthwith, within sixty (60) days after adjournment, a Report of the Proceedings of each meeting of the State Council and he shall furnish one (1) copy of each report to each State Officer and District Deputy, and each Subordinate Council, and the living Past State Deputies living in the jurisdiction. The State Secretary shall also forward one (1) copy to each report to all Ordinaries within the Jurisdiction of the State of Virginia and the Supreme Secretary.

The State Secretary may, in addition, make available to any of the individuals specified above or to any member of the clergy in the State of Virginia, whatever copies of said reports that remain in excess after the prescribed distribution is completed.

**ARTICLE IV**  
**RESOLUTIONS**

- Section 1. **Powers and Authority:** The State Council is hereby authorized at the Annual Meeting thereto to take into consideration all matters whatever relating to the well being, Good of the Order, and Laws of the Knights of Columbus in the State, or throughout the Order, and pass votes and resolutions in reference thereto and make report thereof to the Supreme Council for actions. Said State Council may make laws for its own government and administration and for the government and administration of the local Councils with the State, in all matters not in conflict with Constitution,

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Laws, Rules and Regulations of the Supreme Council, or the Supreme Board of Directors, and may make Laws and Rules for their enforcement.

Section 2. **Resolution- How Submitted:** All Resolutions offered for consideration at the Annual Meeting of the State Council shall be submitted to the State Advocate in writing at least sixty (60) days before the first day of the Annual Meeting. The State Advocate shall cause such resolutions to be reproduced and distributed to all State Officers, living Past State Deputies, District Deputies, and Grand Knights and Past Grand Knight Delegates of each Subordinate Council at a time no later than thirty (30) days before the opening session of the Annual Meeting. No resolution shall be considered by the State Council at its Annual Meeting, unless so submitted, except upon unanimous consent of the State Council. When the State Deputy determines that all resolutions have been received, they shall be referred to the Committee on Resolutions without debate. The said Committee on Resolutions shall make their Report thereon with its recommendations, to the State Council. The Committee is authorized to make any amendments, additions, or deletions to the Resolution as may be deemed expedient for the programs and welfare of the Order or as may be necessary, to make said resolution more concise, clear, and consistent.

Section 3. **Resolutions Involving Finances:** No resolution involving the expenditure of money or which requires an increase in the State Council Per Capita assessment shall be considered by the State Council unless such resolution shall been submitted to the State Advocate and distributed to the members of the State Council as herein before provided.

ARTICLE V  
FINANCES

Section 1. **Assessment Upon Members:** For the purpose of defraying the legitimate expenses of the State Council, said State Council is hereby authorized to levy against and collect from all Subordinate Councils annually, a Per Capita assessment based on the numbers of members of the respective Councils as of the first day of June of the current year as shown by the records of the Supreme Secretary.

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The State Secretary shall obtain from the Supreme Secretary and present to the State Council no later than the Virginia State Council Organizational Meeting a certificate showing the number of members of each Council as of said date, classified as insurance, associate, honorary life, clergy, or disabled members as described in Section 118(e) of the Constitution and Laws of the Knights of Columbus.

- Section 2.     **Amount of Assessment:** The Annual Per Capita assessment upon Subordinate Councils shall be Four Dollars (\$4.00) per member per year effective with assessments levied for, and payable beginning with the 2003-2004 Columbian Year. In the case of college councils the assessment will be fifty percent (50%) of the Subordinate Councils.
- Section 3.     **When Assessments are Paid:** All assessments by the State Council shall be due and payable for the first half of the business year by the first day of October and for the second half of the year by the first day of April.
- Section 4.     **Notice of Assessment:** The State Secretary shall notify each Subordinate Council of its Per Capita assessment the date each assessment becomes due and payable, and the discount or penalty applicable thereto. The State Secretary shall notify each Subordinate Council of its first half assessment no later than the first day of August and of its second half assessment no later than the first day of February.
- Section 5.     **Discounts and Penalties:** Subordinate Councils shall be entitled to a discount of two percent (2%) of their State Council Per Capita assessment if paid in full on or before the first day of September for the first half of the year and on or before the first day of March for the second half assessment.

A Subordinate Council whose assessment has not been paid within thirty days (30) after the respective due dates shall be fined ten percent (10%) of its assessment as a penalty.

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- Section 6. **Manner of Payment:** All monies owing to the State Council by Subordinate Councils and members shall be paid to the State Secretary by draft, or money order, payable only to the Knights of Columbus-Virginia State Council. The State Secretary immediately upon receipt of payment, shall make an entry thereof in the State Secretary's records and shall within ten (10) days forward to the State Treasurer for deposit to the account of the State Council.
- Section 7. **How Money is Disbursed:** All funds of the State Council shall be deposited by the State Treasurer in a bank(s) or savings and loan(s) that have Federal Deposit Insurance Corporation protection. Investments may be made in certificates of deposit, money markets, money markers funds, treasury bills and the like upon advice of the Audit Committee and Finance Committee. All funds so invested will be in the account "Knights of Columbus, Virginia State Council." The State Treasurer shall pay out Funds only on warrants drawn on him by the Secretary and countersigned by the State Deputy. Upon receiving any such warrant, the State Treasurer shall issue a check in payment of items authorized by such warrant.
- Section 8. **State Treasurer's Bond:** The State Treasurer shall give bond in a sum of \$150,000, through the Supreme Office of the Knights of Columbus, or from an approved corporate surety company for the faithful performance of his duties. The expense of said bond shall be paid by the State Council and the bond shall be deposited with the State Secretary. It shall be the responsibility of the State Secretary to secure the bond.
- Section 9. **Mileage and Per Diem for Annual Meetings:** State Officers, the State Chaplain, the Immediate Past State Deputy, the Executive Secretary, Delegates, District Deputies, authorized Associate Chaplains, and State Committee Chairmen, as designated by the State Deputy, in attendance at the Annual Meeting of the State Council, shall be paid from the funds of the State Council, reimbursement for mileage, one way from the location of their respective Councils as shown on the mileage chart available from the State Secretary.

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The per diem rate shall be established at a minimum of Forty-Seven Dollars (\$47.00) recommended by the mileage and per diem committee and approved by the State Council. A mileage and per diem payment shall be made to only one individual.

- Section 10. **Allowance to the Convention Only:** The amount of the registration fee as established by the State Officers of the State Council may be charged for each State Officer, State Chaplain, the Immediate Past State Deputy, the Executive Secretary, authorized Associate Chaplains, authorized Chairmen, District Deputies, and reimbursable Delegates from Subordinate Councils. The State Secretary is to make deductions from the individual's vouchers in the amount of the established registration fee and shall forward the money collected to the State Convention Committee.
- Section 11. **Reimbursement to State Officers, Chaplains, and Committee Chairmen:** Each State Officer, (except the State Deputy), the State Chaplain, the Immediate Past State Deputy, the Executive Secretary, each authorized Associate Chaplain, and each authorized State Director, Chairman, Committeeman, appointed by the State Deputy, shall, upon prior approval of the State Deputy, be entitled to reimbursement for mileage one way from their respective home Councils to the place that their official responsibilities require that they travel. Allowances paid to the above named State Officers and Staff, shall not exceed \$100.00 quarterly or \$400.00 annually and only upon presentation of proper vouchers for travel expenses incurred in the performance of their official duties, as State Officers or Staff. This limitation is exclusive of the normal allowances paid to said officers for the Annual Meeting. The mileage paid from the funds of the State Council for this purpose shall be determined by the same formula as that used to pay State Council members at the previous Annual Meeting of the State Council.
- Section 12. **State Council Funds from Extraordinary Sources:** Any monies received by the Virginia State Council, not earmarked or specified by the donor, or by resolution, shall be designated as a charity contribution to the Virginia State Council, and will be dispensed by the State Deputy with the concurrence of a majority of the State Officers of the Virginia State Council.

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Section 13. **Expenditures for State Meetings:** The Virginia State Council will pay reasonable costs for rooms and meals of the State Officers and their authorized guests at the July, October, January, and March meetings. The Virginia State Council will pay reasonable costs for rooms and meals at the July and January meetings for the Membership Director, General Program Director, and authorized guests. The Virginia State Council will also pay reasonable costs for rooms and meals of the State Officers and their authorized guests at specially called meetings as determined by the State Deputy.

**ARTICLE VI**  
**DUTIES OF OFFICERS**

Section 1. **State Deputy:** The State Deputy shall be the Chief Executive Officer of the Order of Virginia, the representative of the Supreme Board of Directors, and of the Supreme Knight. He shall have such powers and duties as are established in Chapter IX of the Constitution and Laws of the Order.

Section 2. **State Secretary:**

(a) The State Secretary will be the Chief Administrative Officer of the State Council and shall as directed and in the manner prescribed by these By-Laws, keep a true and faithful record of all proceedings of the State Council, keep in charge the seal of said Council and prepare, execute, distribute and maintain the documents records, forms, papers and correspondence required of his office.

(b) The State Secretary shall perform such other duties as maybe assigned to him by the State Deputy and State Council.

Section 3. **State Treasurer:**

(a) The State Treasurer shall be the custodian of all funds of the State Council. He shall give bond as provided in Section 8 of Article V of these By-Laws, and shall disburse State Council funds in the manner prescribed in Section 7 of Article V of said By-Laws.

(b) The State Treasurer shall perform other duties as may be assigned to him by the State Deputy and State Council.

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**Section 4. State Advocate:**

(a) The State Advocate shall be the legal and parliamentary advisor of the State Council in all matters pertaining to the Order referred to him. He shall be ex-officio Chairman of the Committee on Resolutions of the State Council.

(b) The State Advocate shall upon adjournment of each Annual State Council Meeting embody all amendments to the State Council By-Laws by adding to or deleting therefrom all amendments made thereto made at such Annual Meeting and shall cause copies of such By-Laws, so revised, to be furnished to the State Officers, State Committee Chairmen, District Deputies, all living Past State Deputies, and Grand Knights of each Subordinate Council within thirty (30) days following approval of such amendments by the Supreme Council, or Supreme Board of Directors.

(c) When forwarding the revised State Council By-Laws in the manner hereinbefore provided, the State Advocate will attach thereto a list of any continuing resolutions adopted at the previous Annual Meeting of the State Council which involve the recurring expenditure of said Council funds or which require other recurring action on the part of the State Council and which remain in force and effect until amended, rescinded, or revoked.

The State Advocate shall keep and maintain permanent and continuing file of all resolutions adopted by the State Council at its Annual Meetings.

(d) The State Advocate (Elect) shall be responsible for the compilation of data, editing, and publishing of the State Directory for the ensuing fraternal year and as State Advocate shall continue to provide the State Council with corrections and additions to maintain a current Directory.

(e) The State Advocate shall perform such other duties as may be assigned to him by the State Deputy and State Council.

**Section 5. State Warden:**

(a) The State Warden shall act as the warden of the State Council. He shall advise and consult with the State Council and the Subordinate Councils as to the Conduct of Meetings.

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(b) The State Warden shall perform such other duties as may be assigned to him by the State Deputy and State Council.

**Section 6. State Chaplain:**

(a) The State Chaplain shall serve the State Council in an advisory capacity for the furthering of the aims and purpose of the Knights of Columbus.

(b) He shall conduct all religious exercises of the State Council and advise and consult with the Chaplains of Subordinate Councils as to religious programs and activity within their councils.

(c) The State Chaplain shall serve as Chairman of the Chaplain Committee.

(d) The State Chaplain shall perform all other duties as the State Deputy and State Officers may require.

**Section 7. Executive Secretary:**

(a) The Executive Secretary shall be an adjunct to the State Officers.

(b) He shall assist the State Secretary at all meetings of the Virginia State Council.

(c) He shall assist in the preparation of records and accounts of state meetings and complete such correspondence as directed by the State Deputy and the other State Officers.

(d) He shall in the absence of the State Secretary, ensure the clerical duties of said office, excluding the right to preside and the right to vote as "State Secretary".

Compensation for Executive Secretary will be established at the discretion of the State Deputy but will not exceed \$100.00 per year.

**Section 8. Report of State Council Members:** State Officers, Directors, Chairmen, and District Deputies shall submit to the State Deputy a written report of his activities during his term of office and shall submit such other reports as may be required by the Supreme Council or the Supreme Board of Directors.

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Section 9. **Liability of Supreme Council:** No act or failure to act by the State Council or by any officer or member thereof shall create any liability on the part of the Supreme Council or Board of Directors of the Knights of Columbus.

ARTICLE VII  
COMMITTEES

Section 1. **Appointment of Committees:** State Council Committees shall be appointed by the State Deputy and he shall be an ex-officio member of all committees. He is also empowered to appoint such committees as are deemed necessary for the proper and efficient administration of the Annual State Council Meeting.

Section 2. **Committee Membership:** The State Deputy shall appoint a chairman for each committee and such committeemen as he deems necessary.

Section 3. **Duties of Chairmen:** Each Chairman shall be responsible for planning, organizing and implementing the activities of his respective committee and he shall perform such other duties as the State Deputy may direct.

Section 4. **Floor Privileges:** Every Chairman shall be permitted the privileges of the floor at the Meetings of the State Council, but without the right to vote therein unless he otherwise has a vote in his own right.

Section 5. **Standing Committees:**

(a) Audit Committee: Composed of members to be appointed by the State Deputy elect, for the following Columbian year beginning July 1, of which at least one shall be a Past State Deputy. It shall be the duty and responsibility of this Committee to conduct an examination of the State Council books and records, and submit its report complete and without reservation at the Annual Meeting. This committee will examine the State Council books and records for the entire fraternal year (July 1 to June 30) of appointment, concluding at the Organizational Meeting in July of each year for the period ending June 30 and provide the results to the newly appointed Audit Committee. The State Secretary and State Treasurer will not participate in the examination of the State Council books and records, but shall be available at the call of the Committee to answer questions and provide explanations.

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(b) Finance Committee: Composed of the State Treasurer and the State Secretary, and other members to be appointed by the State Deputy elect, for the following Columbian year beginning July 1, of which at least one shall be a Past State Deputy. It shall be the duty and responsibility of the Committee to assist the State Deputy in the preparation of the Fraternal Year's annual budget, beginning on the first day in July. The budget shall be submitted to the State Council for approval during its Annual Meeting preceding the effective date of the proposed budget. The Committee will also assist and advise the State Deputy and the State Council on financial matters that may arise from time to time.

(c) Past State Deputies Committee: Composed of all Past State Deputies of the jurisdiction of Virginia of which one shall be elected the Chairman by its members, with specific duties and responsibilities of making recommendations to the State Council on the general, administrative, and fiscal affairs of the State Council, and advise on any and all matters referred to the Committee by the State Deputy.

(d) Membership Committee: Composed of a Director and other members appointed by the State Deputy elect for the following Columbian year beginning July 1. The duties and responsibilities of this Committee are to maintain the present membership with an active retention and conservation program and to increase the membership of the Jurisdiction with an aggressive membership and new council program.

(e) Council Development Committee: Composed of a Chairman and other members, appointed by the State Deputy elect for the following Columbian year beginning July 1. It shall be the duty of this Committee to assist Subordinate Councils with their development and to assist the Membership Committee in the establishment of new councils where and when they are needed. The Council Development Committee may, at the discretion of the State Deputy elect, be appointed as a subcommittee of the Membership Committee.

(f) General Program Committee: Composed of a Director appointed by the State Deputy elect and other Chairmen as appointed by the State Deputy elect for the following Columbian year beginning July 1, to coordinate the service program areas. The duties and responsibilities of the committee are to assist councils to maintain active programs in the areas of Church, Council, Community, Family, and Youth.

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(g) State Convention Committee: Composed of a Chairman appointed by the State Deputy elect for the following Columbian year beginning July 1, and other members as necessary. The Convention Committee Chairman will have full authority to act with the concurrence of the State Deputy. He will prepare a financial statement and an evaluation report of the Convention. This report will be incorporated into the minutes of the Record of Proceedings of the Annual State Convention.

(h) Chaplain Committee: Composed of the State Chaplain and Associate State Chaplains, not to exceed two, appointed by the State Deputy elect for the following Columbian year beginning July 1, with the advice and consent of the Bishop(s) of jurisdiction. The State Chaplain shall serve as the Chairman of the Committee. The duties the Committee shall be to assist the State Chaplain in the execution of his duties.

ARTICLE VIII

Section 1. **Nominating Committee:**

(a) Each District Deputy will conduct a meeting of the Grand Knights and the elected Past Grand Knight Delegates to the State Council in his District for the express purpose of electing a delegate to serve on the State Nominating Committee. Any member of the Knighthood Degree in the respective District can serve as a member of the State Nominating Committee. The representative so elected by the District must be a member of the Knighthood Degree at the time of his election to the State Nominating Committee. Each District will elect an alternate to serve on the State Nominating Committee, and this alternate will represent the District in the event of the inability of the regularly elected representative to serve. Should unforeseen circumstances necessitate the resignation of either the delegate or the alternate, the District Deputy shall conduct another election for the purpose of electing another alternate representative and advise the Chairman of the results of said election within one (1) week thereafter in writing; provided that said resignation shall have been submitted in writing to said Chairman, with a copy of same having been provided to said District Deputy.

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The foregoing provision shall also be applicable in the event of death or incapacitation of either the delegate or the alternate, except that the District Deputy shall conduct said election within one (1) week of such death or incapacity without regard for any written notification.

(b) The State Deputy is to be advised of the elected Representative of the District no later than November 1st of each Year.

(c) The elected Nominating Committee is to assemble and elect from its membership a Chairman, who will serve until the Committee Report is presented to the Annual State Convention. This election is to be completed and the State Deputy advised of the Chairman no later than Mid-Year Meeting of each year.

(d) Councils sponsoring a candidate for State Office or Supreme Delegate shall submit a resolution to the Chairman of the Nominating Committee in writing by January 15. The chairman shall make the necessary copies and distribute them to the State Officers, Delegates, Nominators, and dignitaries as appropriate by February 1. The State Advocate will at the October Quarterly Meeting, remind all Councils of this timetable and the necessity for on-time submissions.

(e) The Nominating Committee will consult with the State Officers about their intention of seeking State Office.

(f) The Nominating Committee will advise all delegates to the State Council in writing no later than March 1st, the names of all persons seeking consideration as officers or delegates.

(g) After due time, but no later than the 3rd Quarterly Meeting of each year, the committee will assemble to elect by simple majority vote, a slate of candidates for State Office and for Delegates to the Supreme Convention.

(h) The Nominating Committee will advise all Delegates to the State Council in writing no later than April 1st the slate of officers and delegates they have chosen to be voted on at the State Convention.

(i) The Chairman will present the slate of candidates for State Office and for Delegates to the Supreme Convention at the Annual State Convention.

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(j) The Chairman will be reimbursed for all reasonable expenses incurred in the performance of his duties in accordance with Article V, Sections 9, 10, and 11.

- Section 2. **Order of Election:** The Virginia State Council shall elect by ballot at its Annual Meeting a State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, and representatives and alternates to the Supreme Convention. A State Chaplain shall be appointed by the State Officers. The State Deputy shall appoint an Executive Secretary. Officers of the State Council shall hold office for a term of one (1) year from and after the 1st day of July following their election and until their successor has been elected and qualified.
- Section 3. **Form of Ballot:** A ballot with the name or names of candidates voted for, written or printed thereon, shall be used, in all cases of election to any office in the State Council, a simple majority of all votes cast shall be necessary to elect; except that where several of equal degree are to be chosen as representatives and alternates to the Supreme Council a simple majority shall not be necessary, but all shall be voted on one ballot. No ballot containing names of more or less candidates than there are places to be voted for shall be counted and those receiving the highest number of votes shall be declared elected in order of the number of votes received and to the number of places to be filled.
- Section 4. **Tellers:** The State Deputy shall appoint three (3) tellers to canvas the ballot and report the results of their canvas to him.
- Section 5. **Manner of Balloting:** When more than one candidate is presented for a State Office, or more candidates for representatives or alternates to the Supreme Council are presented than the number to be elected, the State Secretary shall call the roll by District. The District Deputy or his representative will announce the number of total votes in the District. He will then announce any council Grand Knight Delegate or Past Grand Knight Delegate absent. He will announce the number of voting Delegates present. The voting delegates will then step forward and cast their ballots.
- Section 6. **Vacancies:** Appointments to fill vacancies in any office of the State Council shall be made for the un-expired term by a simple majority of the State Officers. In the case of any vacancy in the office of alternate to the Supreme Council, such vacancy shall be filled by simple majority vote of the State Officers.

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Section 7. **Absence:** In the absence of the State Deputy at a meeting of the State Council, the State Secretary shall execute all of the duties of the State Deputy. In the absence of the State Deputy and State Secretary, the obligation of executing the duties of the State Deputy shall devolve on the elected State Officers in the order in which they are named in Section 2 of this Article.

ARTICLE IX  
MISCELLANEOUS

Section 1. **Reports of Recorders:** The State Secretary shall, no later than the First of June, distribute to the Recorder of each Subordinate Council a form (VSC Form VSS-6) requesting the names and addresses of the Grand Knight, Deputy Grand Knight, and Past Grand Knight Delegate chosen by the council at its last election of officers. In addition, the names of the Financial Secretary and KOVAR Chairman shall be submitted on the form. By the first day of July each year, the Recorder shall submit such form to the State Advocate (Elect) and the newly elected State Deputy and State Secretary.

Section 2. **Severability:** Should any part, term or portion of these By-Laws be in conflict with the Constitution, Laws, and Rules of the Order, the validity of the remaining portions or provisions shall not be affected thereby.

Section 3. **Contributions to New Councils:** The Virginia State Council shall donate \$100.00 to each new council formed within the jurisdiction of Virginia, within ten (10) days after its institution.

Section 4. **Fund Raising:** All funds raised by the Virginia State Council and/or Subordinate Councils shall be in conformance with Federal, State, City, and/or County laws and ordinances as applicable. Questions concerning this area shall be referred to the State Advocate for necessary guidance.

Section 5. **Amendments to By-Laws:** These By-Laws or any part thereof may be amended or repealed and new By-Laws adopted at any Annual Meeting of the State Council by a simple majority vote and said amendments or repeal shall be effective upon approval thereof by the Supreme Council or Supreme Board of Directors.

**BY-LAWS  
VIRGINIA STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**APPROVAL OF BY-LAWS**

THE FOREGOING BY-LAWS, AS ADOPTED ON MAY 8, 2005 BY THE VIRGINIA STATE COUNCIL KNIGHTS OF COLUMBUS, AT ITS ANNUAL MEETING HELD IN VIRGINIA BEACH, VIRGINIA, AND SUBSEQUENTLY APPROVED BY THE SUPREME COUNCIL, ARE HEREBY DECLARED TO BE THE OFFICIAL BY-LAWS OF SAID STATE COUNCIL AND SHALL GOVERN THE STATE COUNCIL AND SUBORDINATE COUNCILS WITHIN THE STATE.

Revision approved by Supreme on August 1, 2005

Approval received by State Deputy on September 12, 2005

Revised and distributed by State Advocate on September 22, 2005

MICHAEL J. LAZZURI  
STATE DEPUTY

LEONARDO P. PULIZZI  
STATE ADVOCATE

**BY-LAWS  
VIRGINIA STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**LISTING OF ONGOING STATE COUNCIL RESOLUTIONS  
AS OF MAY 8, 2005**

- 71-20 STATE SECRETARY AS DELEGATE TO SUPREME CONVENTION
- 72-5 RESOLUTIONS FOR USE OF STATE FUNDS MUST HAVE MEANS TO RAISE SAME
- 73-5 STATE DEPUTY IMPLEMENT EMERGENCY ACTION PLAN FOR DISASTERS
- 75-8 NO HALL RENTALS (FEES) FOR MAJOR DEGREES
- 81-8 STATE/LOCAL COUNCILS ADOPT A VOCATIONS PROGRAM
- 82-4 ACKNOWLEDGEMENT OF DISTRICT WARDEN
- 84-1 CONTINUING SUPPORT OF USHER MINISTRY
- 88-3 FINANCIAL SUPPORT FOR NATIONAL SOFTBALL TOURNAMENT
- 88-7 PSD PLAQUE IN CUSTODY OF IMMEDIATE PSD
- 89-3 PROHIBIT SMOKING OF TOBACCO PRODUCTS IN STATE COUNCIL AND STATE CONVENTION MEETING CHAMBERS
- 90-3 STATE CHAPLAIN ATTEND THE SUPREME CONVENTION EACH YEAR
- 90-7 EXPLAIN EMBLEM OF THE ORDER AFTER ALL 1<sup>ST</sup> DEGREES
- 91-2 SCHOLARSHIP TO CATHOLIC COLLEGE
- 91-3 "ROSE AND ROSARY" PROGRAM
- 91-7 STATE VOCATION COMMITTEE GUIDELINES
- 92-5 SCHOLARSHIP TO CATHOLIC COLLEGE – AMENDS 91-2
- 93-2 VIRGINIA KNIGHTS OF COLUMBUS CHARITY CORPORATION

**BY-LAWS**  
**VIRGINIA STATE COUNCIL**  
**KNIGHTS OF COLUMBUS**

- 93-3            RENAME THE STATE SCHOLARSHIP PROGRAM “REVEREND  
MICHAEL J. BADER MEMORIAL SCHOLARSHIP FUND”
  
- 94-3            “REVEREND MICHAEL J. BADER MEMORIAL SCHOLSHIP  
FUND”
  
- 95-6            ACTIVE SUPPORT FOR PRO-LIFE
  
- 95-15           CHRISTOPHER FUND
  
- 96-3            ACTIVE SUPPORT FOR PRO-LIFE
  
- 96-9            SUPPORT PRIESTS IN CHINA
  
- 97-7            PRO-LIFE ORATORY CONTEST
  
- 00-1            “KEEP CHRIST IN CHRISTMAS” PROGRAM (CANCELLED 98-1)
  
- 00-8            SUPPORT FOR THE “NORMAN E. MANSINI ORGAN AND  
TISSUE DONOR PROGRAM”
  
- 01-16           STATE COUNCIL VOCATIONS COMMITTEE
  
- 02-02           FUNDING FOR CHARITY AND DISASTER RELIEF FUND
  
- 02-05           RESCIND RESOLUTION 86-11 SEMINAR FOR COUNCIL  
RECORDERS, TREASURERS AND FINANCIAL SECRETARIES
  
- 03-01           “PREMIER” SPONSORSHIP OF THE VIRGINIA SPECIAL  
OLYMPICS AND “PRESENTING” SPONSORSHIP OF THE  
VIRGINIA SPECIAL OLYMPICS FALL GAMES (Replaces  
Resolution 00-2)