

BY-LAWS
ARKANSAS STATE COUNCIL
KNIGHTS OF COLUMBUS

Amendments enacted at the 102st State Convention held in Little Rock in April 2010, approved by the Supreme Board of Directors on 25 September 2018.

ARTICLE I

NAME

SECTION 1: The name of this organization shall be: Arkansas State Council, Knights of Columbus.

SECTION 2: The seal of this council shall contain its full name in the outer circle. Within the circle, there shall be the date of the organization of this council. The State Secretary shall have custody of the seal and affix it to all papers and documents requiring same to attest their authenticity.

ARTICLE II

OBJECTS AND POWERS

SECTION 1: The objects and purposes of this Council shall be to encourage, promote and foster the growth and spread of Knights of Columbus in the State of Arkansas.

SECTION 2: The powers of this Council are such as shall, from time to time, be given and defined by the Charter, Constitution and Laws of the Knights of Columbus.

SECTION 3: The State Council has the power and authority to operate fundraising activities during the year. The money raised through these activities would be used for charitable purposes at the discretion of the State Officers.

ARTICLE III

MEMBERSHIP

SECTION 1: The membership of this Council shall be such as, from time to time, is affixed and defined by the Charter, Constitution and Laws of the Knights of Columbus.

ARTICLE IV

MEETINGS

STATE CONVENTION

SECTION 1: This Council shall convene annually between the dates affixed by the Charter, Constitution and Laws of the Knights of Columbus. The location of the State Convention will be sponsored on a District level with participation from each council in the District. The sponsorship by district will begin with District 1 in 1976 and rotate backwards through the Districts in subsequent years. In default of such designation or such dates within such dates, the State Officers will designate location and dates. The State Deputy shall appoint a State Convention Chairman, who will be responsible for negotiations within the host District for the State Convention.

SPECIAL MEETINGS

SECTION 2: Special meetings may be called in accordance with provisions of the Charter, Constitution and Laws of the Knights of Columbus.

SECTION 3: A majority of members of the State Council shall constitute a quorum for the transactions of business.

SECTION 4: The State Deputy shall preside at all meetings of the State Council and appoint all committees thereof.

CREDENTIALS

SECTION 5: Each person claiming the right of membership in said Council other than permanent members thereof, shall present to the State Secretary thereat, a credential showing qualifications for membership in form prepared and furnished by the State Secretary to the Financial Secretary of each subordinate council on or before April first in each year. Said forms shall be filled out and certified in duplicate by the Financial Secretary and Grand Knight of each subordinate council, and the Financial Secretary shall forward one copy thereof, to the State Secretary before the State Council convenes and shall present the other to each delegate and alternate for presentation by him at said meeting.

ORDER OF BUSINESS

SECTION 6: The following shall be the order of business of the meetings of the State Council:

1. Call to order.
2. Prayer.
3. Appointment of Committee on Credentials.
4. Report of Committee on Credentials.
5. Appointment of other committees:
 - a. On resolutions.
 - b. On Audit of Accounts of the State Secretary and State Treasurer.
 - c. On Good of the Order.
 - d. On Mileage and per Diem.
 - e. On Telegrams.
6. Presentation of Resolutions.
7. Communications.
8. Report of State Officers.
 - a. State Deputy.
 - b. State Secretary.
 - c. State Treasurer.
 - d. State Chaplain.
9. Election of Officers and Representatives.
 - a. Regular State Officers.
 - b. Representatives and Alternates to Supreme Council.
10. Reports of Committees.
11. Unfinished Business.
12. New Business.
13. Selection of place and dates of meeting of next State Convention.
14. Adjournment

SECTION 7: The Committee on resolutions shall examine all Resolutions of or submitted through subordinate councils or by members of the State Council and all proposed amendments to the laws of the Knights of Columbus or of the Supreme Council submitted by or through subordinate councils or by members of the State Council, and said Committee shall report in writing thereon, to the State Council together with any amendments or repeals of existing laws deemed by said Committee expedient for the progress and welfare of the Order generally or in the State of Arkansas especially.

All resolutions and recommendations shall be submitted in typed form to the State Advocate no later than two months prior to the Convention date, so that these resolutions and recommendations can be compiled into one composite report to be mailed no later than one month prior to the Convention to the Grand Knights of the State and for presentation to the convention delegates at the registration desk.

No resolution concerning the expenditure of any State Council funds can be considered by the delegates at a State meeting unless submitted as outlined in Paragraph 2. Any Resolution not concerning the expenditure of State Council funds and not submitted as outlined in Paragraph 2 must be submitted to the Resolutions Committee prior to their meeting at the State Convention, so they can consider it and make a recommendation to the general delegation.

COMMITTEE ON GOOD OF THE ORDER

SECTION 8: The Committee on the Good of the Order shall report the condition and progress of the Order in the State of Arkansas and suggest such measures as they may deem expedient and proper, to advance the interests and welfare of the Order of the State of Arkansas especially, as well as general.

DELEGATE REIMBURSEMENT

SECTION 9: An amount will be allocated from the State Council General Fund to cover the cost of Convention, the funds allocated for this purpose shall not exceed \$95.00 per person and shall not exceed the Registration Fee charged for others attending the convention: State Officers, District Deputies, State Program Directors/Chairmen, Master of the 4th Degree, Past State Deputies, KofC Insurance and Voting Delegates, provided that any person serving in more than one of these capacities will qualify for only one Registration Fee.

OTHER COMMITTEES

SECTION 10: All other committees shall act upon and consider such matters as may be especially referred to them.

REPORTS OF COMMITTEES

SECTION 11: Reports of all Committees of the State Council shall be in writing and signed by a majority of the Committee.

ARTICLE V

OFFICERS

THEIR ELECTION OR APPOINTMENT, POWERS AND DUTIES

SECTION 1: The Officers and their election or appointment, eligibility and tenure of office shall be as provided in the Charter, Constitution and Laws of the Knights of Columbus.

STATE DEPUTY

SECTION 2: The powers and duties of the State Deputy shall be now or hereafter given to and imposed upon him by the Charter, Constitution and Laws of the Knights of Columbus.

SECTION 2a: The State Deputy shall appoint a committee consisting of the Immediate Past State Deputy, State Secretary (Chairman), State Treasurer, State Advocate, State Warden and two (2) members at large to prepare a State Budget Report for presentation at the State Convention.

SECTION 2b: The State Deputy or his designee shall produce written reports detailing: newly established subordinate councils; subordinate council name changes; the passing of Supreme Officers, Former Chaplains, State Officers, Past State Deputies, Master, former State officers, former Masters; State Council Special Events; and those in attendance at Friday Officer's meeting. Said reports for newly established subordinate councils shall detail council's official name, charter date, and full name of charter Grand Knight. Said reports for subordinate councils that change their name shall detail the subordinate council's new official name, date of change and the Grand Knight's full name. Said reports for the passing of Supreme Officers, Former Chaplains, State Officers, Past State Deputies, Masters, Former State Officers, and Former Masters shall detail the date of death and years served in office. Said reports for State Council Special events shall detail the event, its date and location. Said reports for those in attendance at the Friday's Officer Meeting shall detail the location of meeting and any notable activity -- Friday Officer's meeting presents a great opportunity to invite Priests, Religious and widows of PSD's. The State Deputy or his designee shall provide said reports to the State Secretary and to all in attendance at the annual state convention and included also in the Official Minutes.

STATE CHAPLAIN

SECTION 3: The State Chaplain shall be appointed by the State Officers and shall hold the same position in the same position in the State Council as the Supreme Chaplain in the Supreme Council.

STATE SECRETARY

SECTION 4: He shall act as Financial Secretary at all meetings of the State Council, he shall receive all monies paid for State Per Capita Tax and also all monies obtained from any source, by or through any person or persons, acting for or in the name of the State Council or under its direction or authority, and make record thereof and transmit the same forthwith to the State Treasurer. He shall give surety company bond, the amount of same to be fixed by the State Council and the expense thereof, to be charged to the State Council.

He shall draw orders on the State Treasurer for the payment of all debts due by the State Council.

All monies due the State Council shall be paid to the State Secretary by check only, payable to the Order of Arkansas State Council, Knights of Columbus.

He shall conduct the general correspondence of the State Council, and perform such other duties as are usually incumbent upon the secretary of an association.

“He shall prepare and furnish credential blanks to the Financial Secretary of each subordinate council on or before April 1st in each year.”

SECTION 4a: The State Secretary shall produce and disseminate a report of the activities of the State Convention. Said report shall detail the full names of those Brother Knights who were nominated for state officership as well as their council’s official name and number; the same information shall be included for the Brother Knights who read the nominations. Said report shall also include: the list of the Necrology; the roll call, which shall indicate which members are the official voting delegates; the names of the widows of the Past State Deputies in attendance; the Organizational and Mid-year Meeting minutes, which shall be incorporated into the minute book and shall reflect also those in attendance (roll call); the location of the Area Meeting those in attendance as well as any relevant information about the meeting; any significant events that occur at the Awards Banquet which shall include its location, principal speaker and Supreme Representative’s comments; the names in the State Council Directory, which shall mirror the full names on the Supreme Roster; and the Chaplains and Friars shall have their Order listed, when applicable. Said report shall be incorporated into the Official Minutes of the State Convention.

SECTION 4b: The State Secretary shall prepare and disseminate and Arkansas State Council Directory in both hard (paper) and soft (electronic) copies. Said directory list the names and the wives’ names (if applicable) addresses, phone numbers [home, business (optional) and cell] and email addresses of the: Supreme Membership Program Consultant, State Officers, Past State Deputies, Honored Ladies of Deceased Past State Deputies, District Deputies, State Program Directors and Chairmen, Council Chaplains, Grand Knights, Financial Secretaries, Chaplains (name of Order, when applicable), Council Program Directors, Council Membership Directors, Supreme Assembly Officers (Supreme Knight, Supreme Secretary, Supreme Master, Vice Supreme Master, Master, AR District) and their wives (if applicable), Former Masters, Former Masters-Arkansas District, District Marshalls, District Friars (name of Order, if applicable), Faithful Navigators, Faithful Friars (name of their order, when applicable), Faithful Comptrollers, Columbian Squires Chief Counselor, Chief Squire, Father Prior (name of Order, when applicable) and Insurance Representatives.

Said directory shall detail the KofC retreats, subordinate council reports (name, form and due date to Supreme), next two Supreme Conventions, Index of Councils/Assemblies and State Convention. Said directory shall include each council’s/assembly’s official name and number, city/town where located, date of charter, address, phone number and meeting(s) date, time and place. Said directory shall have a Directory of Squires detailing the circles’ official name, number, address and phone number, sponsoring council’s official name and number, and circles’ meeting date, time, and place.

Said directory will be posted on the Arkansas Knights of Columbus website -- arkofc.org and will be provided via electronic means to all Grand Knights and Faithful Navigators; two hard copies shall be mailed to those councils/assemblies whose leadership does not have email. This Directory shall be available on the website or in hard copy no later than the State Organizational Meeting.

STATE TREASURER

SECTION 5: He shall keep a true and accurate account of all monies received. He shall give a surety

company bond, the amount of same to be fixed by the State Council and the expense thereof, to be charged to the State Council.

He shall deposit monies received from all sources in a solvent bank, in the name of Arkansas State Council, Knights of Columbus, subject to withdrawal on his check only when countersigned by the State Deputy.

The State Treasurer shall publish and distribute an expenditures report two times a year. Said report shall detail all monetary transactions (expenditures) from the state's General, Special, Campaign for People with Intellectual Disabilities and Pennies from Heaven Funds. Said report shall detail also monies budgeted vs. monies spent in each account - General Account and Special Accounts. Said reports shall be due no later than the mid-year meeting and the organizational meeting. Said report shall reflect also the monies distributed to the recipients of the "Christopher Fund". Said reports shall be provided in hard copy (paper) to the attendees at said meetings and electronic copies shall be sent to State Secretary, District Deputies and Grand Knights. For those without email, a hard copy shall be furnished by the State Treasurer.

He shall be ex-officio a member and treasurer of each and every committee of the State Council whether appointed by the chair or from the floor, and when such committee is discharged of its duty, shall handle any money or monies of the Order, or of the members thereof.

He shall pay out monies of the State Council upon Warrant drawn by the State Secretary and countersigned by the State Deputy.

STATE ADVOCATE

SECTION 6: He shall hold the same position in the State Council as the Supreme Advocate holds in the Supreme Council.

SECTION 6a: The State Advocate shall produce a written report that shall detail all changes, modifications to the bylaws of the Arkansas Knights of Columbus; and the date(s) of approval by the Arkansas Knights of Columbus and Supreme Council, when applicable. All changes and/or modifications shall be incorporated into the official minutes of the State Convention.

STATE WARDEN

SECTION 7: He shall be present at all meetings of the State Council, and at the opening, shall check for current Travel Cards, and shall admit none but those members with a third-degree membership card showing that he is in good standing, and verifying credentials of Delegates and Alternates, except by vote of said Council.

IMMEDIATE PAST STATE DEPUTY

SECTION 8: The Immediate Past State Deputy, or his alternate who attended the Supreme Convention, shall produce a written report that details the activities of the Arkansas Knights of Columbus delegation at the Supreme Convention. Said report shall, at minimum, list the names of our jurisdiction's delegates, Brother Knights, their wives and any awards received at the said convention. The IPSP or his alternate shall provide a copy of said report to the State Secretary and all Knights in attendance at the annual state convention -- said report shall be included in the Official Minutes.

SECTION 8a: The Immediate Past State Deputy shall provide a list of the Past State Deputies requiring a hard copy of the Arkansas State Council Directory to the State Secretary.

VACANCIES

SECTION 9: Appointments to fill vacancies in State Council, such vacancy shall be filled by the State Officers.

ARTICLE VI

ASSESSMENTS

SECTION 1: The State Council shall have power to levy, collect and enforce such assessments upon the subordinate council or membership in the State of Arkansas as it may find necessary for the defraying of its legitimate expenses.

Subordinate councils failing to pay such assessments shall not be entitled to representation in the State Council until they do pay the same and any arrears; and any such subordinate council may be suspended or dissolved and its charter forfeited for failure to pay the Per Capita Tax legally assessed by the State Council in accordance with the provisions of the Charter, Constitution and Laws of the Knights of Columbus.

ARTICLE VII

AMENDMENTS

All alterations, amendments or additions to any article or section of the By-Laws, or the repeal thereof, in whole or in part, shall be presented in writing, and shall require a two-thirds vote of the delegates present voting in favor thereof.

ARTICLE VIII

RULES OF ORDER

This Council shall be governed by "Roberts' Rules of Order" in all matters not provided for herein.

ARTICLE IX

RECURRING BUSINESS

SECTION 1: The Arkansas Knights of Columbus shall participate in the Christopher Fund; a matching interest fund, where monetary contributions from state councils are matched by the Supreme Council on a dollar-for-dollar basis to a maximum of five dollars (\$5.00) per new member and which was adopted by Resolution #134 at the 1992 Supreme Convention. The Arkansas State Council shall contribute sufficient funds from the Special Fund to continue investing the five-dollar (\$5.00) maximum per new member in the Christopher Fund. Monies

shall be contributed as soon as practical and interest earnings shall be credited into the fund as of June 30th and December 31st of each year.

New members, as defined by the Supreme Council, are those members who have been recruited into the jurisdiction and reflect overall membership growth in said jurisdiction; new members are identified by the Supreme Council on 31 May and 30 November.

Participation in said fund shall benefit the Subiaco Coury House, Diocese of Little Rock (DOLR) Catholic Youth Ministry, DOLR Respect Life, DOLR Religious Education Ministry, DOLR Catholic Campus Ministries, the Carmelite Monastery, and the Monastery of Marylake in Little Rock; all seven (7) organizations shall share equally in the proceeds from the fund and shall be paid as soon as the funds are available; checks shall be presented by the State Deputy in an appropriate presentation. The amount of each check shall be noted in the State Treasurer's Report at the annual state convention and at the State Council's organizational and mid-year meetings.

The Arkansas Christopher Fund Committee shall administer and provide oversight on said fund. Said committee shall consist of the State Deputy, Immediate Past State Deputy, State Secretary, State Treasurer and two (2) at-large members.

SECTION 2: The Arkansas Knights of Columbus State Council shall extend an invitation to the widows of our deceased Past State Deputies to the annual state convention. The Arkansas State Council shall pay the said convention's registration fees from the State Council Special Fund.

SECTION 3: The Arkansas State Council and subordinate Knights of Columbus councils shall establish a Special Olympic Program that shall support state and local Special Olympic programs and conduct fund raising activities to raise money for Special Olympics Arkansas. In addition, the Arkansas State Council shall encourage subordinate councils to contribute a minimum of fifty dollars (\$50) to said program; solicitations for donations shall be sent via/in conjunction with the mailing of the Per Capita Tax by the State Secretary. Monies collected shall be provided (donated) to the Director of the Special Olympic Arkansas on an annual basis.

The State Special Olympics Chairman and subordinate councils' Grand Knights shall report their council's volunteer hours, contributions and activities to the Supreme Council via the Partnership Profile Report with Special Olympics Form #4584 by 31 January. Said program shall be administered and provided oversight by the Arkansas State Council's Special Olympics Chairman.

SECTION 4: The Arkansas Knights of Columbus State Council shall encourage the subordinate councils to conduct a fund-raising activity supporting a Persons with Intellectual Disabilities organization no later than the second (2nd) weekend in October, annually.

Participating councils should complete and submit the form (report) provided by the Chairman of the Arkansas State Council's Campaign for Persons with Intellectual Disabilities to the State Council's Secretary and the Chairman of the Campaign for Persons with Intellectual Disabilities. The net money earned by the subordinate council will be sent to the State Secretary no later than 31 December.

The State Council shall contribute fifteen percent (15%) of the total net monies collected from the subordinate councils to an organization that supports Persons with Intellectual Disabilities. The remaining eighty-five percent (85%) of the money shall be distributed to the organizations designated by the participating subordinate councils. All checks shall be produced (written) by the Arkansas State Council Treasurer to the organizations designated by the subordinate councils; the State Treasurer shall distribute the checks to the subordinate councils no later than the State Council's mid-year meeting.

SECTION 5: The Arkansas State Council shall encourage the subordinate councils to contribute monies to the Catholic Diocese of Little Rock's March for Life. Monies collected shall be transferred by the State Council to

the State Council's March for Life fund. Said funds shall be presented annually by the State Deputy to the Diocese of Little Rock for their March for Life activities.

The Arkansas State Council shall solicit a donation from every subordinate council annually via/in conjunction with the Per Capita tax statements sent by the State Secretary.

SECTION 6: The Arkansas Knights of Columbus State Council shall encourage all subordinate councils to establish a "Pennies from Heaven Fund" for their council. Said fund's intent is to benefit parishioners and members in their community who suffer losses as a result of natural disasters, disabling sickness, injury, or other tragic misfortunes.

The Arkansas State Council shall encourage each subordinate council to donate fifty percent (50%) of their annual Pennies from Heaven collection to the State Council for deposit into the State Council's "Pennies from Heaven Fund" prior to the State Convention.

Requests for assistance from the State Council's "Pennies from Heaven Fund," by subordinate councils shall be submitted by the subordinate council's Grand Knight (in writing) to the State Council's "Pennies from Heaven" Chairman. Approval is at the discretion of the State Council's "Pennies from Heaven" Chairman and the State Deputy. Requests for assistance can exceed no more than hundred dollars (\$300) per individual/ family, per occurrence.

SECTION 7: The Arkansas State Council shall promote and encourage subordinate councils to establish a Catholic Books Program for their parish(es). Councils will be encouraged to purchase inspirational Catholic Books in English and Spanish for distribution at all Masses in their parish(es). The Arkansas State Council shall assign management of this program to the State Council Church Director, who will promote said program via routine communication to the subordinate councils by utilizing the Arkansas State Council's website, email, and other routine communiqué.

The Arkansas State Council shall assign the promotion and management of this program to the State Council Church Director.

SECTION 8: The State Council shall encourage all subordinate councils to contribute monies toward Catholic youth programs. The Arkansas State Council Treasurer shall deposit monies in an account to be dispersed, on an as-needed basis, to the Arkansas State Council's Youth Director for youth-specific program expenses and awards.

Donations will be solicited from each subordinate council via/in conjunction with the Per Capita Tax statements sent by the State Secretary.

SECTION 9: The Arkansas State Council shall establish a program that shall encourage subordinate councils to make an annual monetary donation to the DOLR Catholic Schools of Arkansas Scholarship Fund. Monies collected by the State Council shall be donated to the Catholic Schools of Arkansas Scholarship Fund no later than the last day of the fraternal year.

SECTION 10: Subordinate councils that would like to host a Degree Exemplification shall notify their District Deputy of their intent. The Subordinate Council shall coordinate directly with the appointed point of contact of the Exemplification Team to discuss logistics and to establish date, time, and the location of the Exemplification. The Subordinate Council and Exemplification Team shall also determine a said monetary amount to be provided to the Exemplification Team by the Subordinate Council for expenses incurred by the Exemplification Team to travel to the hosting council's exemplification location/venue. The Exemplification Team shall only travel after the hosting council's District Deputy has been made aware of the Exemplification and concurs with the event. Reimbursement funds for expenses shall be provided to the Exemplification Team upon arrival to the Exemplification's location/venue -- regardless if the Exemplification takes place or not.

The Arkansas State Council shall fund the purchase of the crosses for the Formation (2nd) Degree and the medallions for the Knighthood (3rd) Degree for every candidate that completes these exemplifications.

SECTION 11: The State Deputy has the sole authority to approve all reimbursements for travel (mileage expenses) to members, only when he has determined that it is in the best interest of the Arkansas Knights of Columbus that certain Brother Knights attend specific State Council meetings and other Arkansas Knights of Columbus functions.

The mileage reimbursement rate shall be determined by the Supreme Council and paid from the State Council General Fund.

SECTION 12: The Arkansas State Council shall establish a Past State Deputies Committee that shall consist of members who have held the Office of State Deputy within the jurisdiction of Arkansas, only and are in good standing with the Order. Said committee shall: serve as advisors to the State Officers; review resolutions and motions submitted to the State Council that address assessments, expenditures or deposition of money/assets belonging to the State Council and; perform other duties as assigned by the State Deputy. Said committee's recommendations shall be made known to the State Council, appointed Resolution Committee, and the delegate prior to vote on proposed resolutions and bylaws at the state convention.

The Immediate Past State Deputy shall serve as Chairman of said committee.