

**BY-LAWS OF THE MISSOURI STATE COUNCIL
KNIGHTS OF COLUMBUS
As of 2016**

PREAMBLE: In the Name of God, Amen.

ARTICLE 1 - STATE COUNCIL COMPOSITION AND POWERS

Section 1. Composition. The Missouri State Council of the Knights of Columbus consists of those members listed in secs. 12 and 15 of the Constitution and Laws of the Knights of Columbus (“Constitution and Laws”). Chairman of standing committees of the Missouri State Council in a number not to exceed the maximum permitted by sec. 12(b) shall be permitted the privileges of membership with the right to speak on questions pertaining to the functions of their particular committees but without the right to vote therein.

Section 2. Powers. The State Council shall have all powers allowed to it and all duties assigned by the Constitution and Laws, including but not limited to those described in secs. 11-13 and 56-59, and by the rules and regulations of the Supreme Council and Board of Directors (“Supreme rules and regulations”). The State Council shall have full authority over its own funds and property as allowed under secs. 13, 35.2, and 56 of the Constitution and Laws.

Section 3. When Laws Take Effect. No law or regulation adopted by the State Council shall take effect until either (1) the State Deputy submits it to the Supreme Board of Directors and said board approves it under sec. 56(a) of the Constitution and Laws, or (2) the Supreme Council approves it under sec. 13 of the Constitution and Laws.

ARTICLE II - MEETINGS OF STATE COUNCIL

Section 1. Annual Meetings. The State Council shall meet at least annually. The Annual State Meeting held between April 1 and June 1 shall be the annual meeting mentioned in the Constitution and Laws. The Annual State Meeting shall be convened by the State Deputy on the date fixed at the preceding Annual State Meeting by the State Council. If the State Council does not fix such date, then the state officers shall do so under sec. 13 of the Constitution and Laws of the Knights of Columbus (“Constitution and Laws”).

Section 2. Annual State Meeting Site.

(a) There will be established a permanent committee for selection of the site for the Annual State Meeting. Said committee shall consist of the State Deputy and three Past State Deputies.

(b) The Administrative Assistant (if any) shall report to the committee available sites for the Annual State Meetings after investigating same.

(c) The committee shall select sites compatible with the needs of the Order in Missouri and with the financial status of the State Council no later than six months prior to each Annual State Meeting.

(d) The State Deputy shall advise all subordinate councils of the site selected as soon as possible after selection, however, no later than January 10th of each year.

Section 3. Special Meetings. The Supreme Knight, by and with the consent of a majority of the supreme officers, may call a special session of the State Council under sec. 13 of the Constitution and Laws.

Section 4. Credentials, State Secretary to Furnish Blanks. The State Secretary shall prepare and furnish Credential Blanks to the Grand Knight of each Council on or before February 15th of each year.

Section 5. Credentials, Recorder to Certify. The Recorder of each Council shall prepare and certify two copies of credentials of delegates on the blanks so furnished and shall forward one copy thereof to the State Secretary at least five weeks before the State Council meets and retain one copy for the Council records.

Section 6. List of Delegates, State Secretary to Furnish. The State Secretary shall prepare a printed list of the delegates and alternates to the State Council meeting and of the State Officers and shall mail one copy thereof to each delegate and State Officer, at least five days before the meeting of the State Council.

Section 7. Temporary Roll of Delegates. Prior to the calling to order of the meeting of the State Council, the State Secretary shall prepare a roll of the names of all delegates and alternates 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 and the permanent roll determined by the action of the State Council on said report.

Section 8. Hearings Before Committee on Credentials. In case of a contest on the credentials of any representative or alternate, one member on each side may appear and present evidence and arguments before the Committee, each being allowed not to exceed five minutes for arguments, except by special permission of the Committee.

Section 9. Councils Failing to Pay Assessment Not Entitled to Representation. Councils in arrears to the State Council or Supreme Council for any duly levied assessments shall not have the names of their delegates or alternates on either the temporary or permanent roll of the State Council until all such arrearages are paid in full.

Section 10. State Deputy to Preside - State Secretary to Record. The State Deputy shall preside at all meetings performing the usual duties of Chairman, and the State Secretary shall record all proceedings of the State Council; in the absence or inability of the State Deputy, the State Secretary shall execute all of the duties of the State Deputy; in the absence or inability of the State Deputy and State Secretary the obligation of executing the duties of the State Deputy shall devolve on the other State Officers in the order in which they are named in Section 12(c) of the Constitution and Laws.

Section 11. Meetings-In What Section-Who Present. All sessions of the State Council shall be conducted in the third section. The State Warden shall check membership cards of said section at the openings of the meeting and shall admit none but delegates and alternates, District Deputies, State Directors and State Chairmen, except by permission of the State Council.

Section 12. Quorum. A majority of the members of the State Council shall constitute a quorum for the transaction of business, but less than a majority may adjourn from day to day or may adjourn sine die after the completion of the regular order of business.

Section 13. Resolutions-Amendments-Publications-Procedure.

(a) All proposed resolutions and proposed amendments to the By-laws of the State Council to be considered at the Annual State Meeting shall be submitted in writing to the State Secretary on or before the first day of March of each year.

(b) Said proposals may be submitted to the State Secretary by any Council, any State Committee or the State Deputy.

(c) The State Secretary shall submit said proposals to the State Advocate for his consideration and approval as to form.

(d) On or before the 31st of March of each year the State Secretary shall mail a copy of all proposed resolutions and amendments to the Grand Knights and delegates to the Annual State Meeting of each subordinate Council.

(e) The Standing Committee on Laws and Resolutions shall examine all resolutions and proposed amendments to these By-Laws which have been filed with the State Secretary and shall report thereon to the State Council.

(f) In the event the State Deputy determines a proposed resolution, other than an amendment to the By-Laws of the State Council, which has not been published hereunder, presents an emergency and should have immediate consideration voiced in open session of the Annual State Meeting, waive the provisions hereof.

Section 14. Limitations on Speaking. When a member is about to speak he shall rise and address the Chair and give his name and the name of his Council. The presiding Officer shall announce the name of the member entitled to the floor, and the member shall then confine his remarks to the subject under consideration. No member shall speak longer than five minutes without permission of the Chair, nor more than once upon any question until all others who desire to speak have spoken.

Section 15. Roll Call, When Desired. The roll call shall not be called upon a demand for the yeas and nays requested by a majority of the members present.

Section 16. Committee Reports to be in Writing. All reports of the Committees shall be in writing and signed by the members presenting same.

Section 17. Rules of Order. Robert's Rules of Order, wherever applicable, shall govern all matters not covered by these By-Laws and shall be controlling in the parliamentary procedure of the State Council meeting.

Section 18. Proceedings to be Reported. The State Secretary shall employ, with the approval of the State Deputy, a competent stenographer, who is a Third Degree member of the Order, to report proceedings of the annual meeting and to furnish the State Deputy and Secretary each with a typewritten copy of same.

Section 19. Printing of Proceedings. The State Secretary shall prepare and have printed and distributed forthwith a report of the proceedings of the State Council meeting. One copy of the report shall be furnished to each of the State Officers, Delegates to the State Convention and Grand Knight of each Council in actual attendance at said meeting. Said report shall include any amendments to the By-laws passed by Resolution at the Annual State Meeting. The State Secretary shall provide that the By-laws of the Missouri State Council Knights of Columbus are printed each year, reflecting any amendments so approved.

ARTICLE III-ELECTIONS

Section 1. Order of Elections. All elections of State Officers, Supreme Representatives shall be elected separately in the following order: State

Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Delegate at Large to Columbian Charities Board of Directors, Supreme Delegates and Alternates.

Section 2. Form of Ballot. A ballot with the name or names of the candidates voted for, written or printed thereon, shall be used. Any ballot for delegates which shall contain a greater or less number of names of nominees than the full number of delegates to be elected shall be invalid.

Section 3. Tellers. Three Tellers shall be appointed by the Chair to canvass the ballot and report the results of their canvass.

Section 4. Manner of Balloting. When more than one candidate is presented for a State Office, or more candidates for delegates or alternates to the Supreme Council are presented than the number to be elected, the procedure shall be as follows: The Secretary shall call from the permanent roll the names of those entitled to vote, and as each name is called the member will step forward and deposit his ballot.

ARTICLE IV-OFFICERS

A. Duties and Incidental Expenses.

Section 1. State Deputy: Duties and Allowance. The State Deputy shall be the chief executive officer of the Order in Missouri and the representative of the Supreme Board of Directors and the Supreme Knight. He shall have all rights, powers and duties assigned to him under the Constitution and laws of the Knights of Columbus ("Constitution and Laws") including but not limited to sections 60, 58, 92(b), 97, etc. He shall perform all other duties as directed by the State Council in these By-laws or by resolutions, upon such time as they are made effective by the approval of the Supreme Board of Directors or Supreme Council under the Constitution and Laws. An allowance of \$1,800.00 per year shall be made to the State Deputy to defray the incidental expenses of this office.

Section 2. State Secretary: Duties and Allowance. The State Secretary shall keep a true and faithful record of the proceedings of the State Council and such decisions of the State Officers as are theirs to make under the Constitution and Laws, e.g., sections 12(c), 13, and 58, or under these By-laws. He shall safely maintain such records and the records of his predecessors, or he shall designate a person to maintain them under his supervision. He shall have charge of the seal of the State Council and affix it to documents issued by State Council as appropriate. He shall give notice of meetings of the State Council and State Officers as provided by these By-laws. He shall handle all money due and payable to the State Council as provided in section 5 of the Article on Finances of these By-laws. An allowance of \$900.00 per year shall be made to the State Secretary to defray the incidental expenses of his office.

Section 3. State Treasurer: Duties. The State Treasurer shall take charge of all money of the State Council and shall deposit and pay the same as provided in section 6 of the Article on Finances of these By-laws. He shall keep true and accurate records of the finances of the State Council, and he shall safely maintain the same and the records of his predecessors, or he shall designate a person to maintain them under his supervision. An allowance of \$600.00 per year shall be made to the State Treasurer to defray the incidental expenses of his office.

Section 4. State Advocate: Duties. The State Advocate shall render advice concerning the interpretation and application of the Constitution and Laws and these By-

laws to all officers, directors, chairmen, and trustees of the State Council and subordinate councils in the Missouri Jurisdiction, except he shall give aid or advice to the defense before or during any proceedings to impose discipline and/or penalties for violations of the Constitution and Laws or of these By-laws. If the Advocate is a member of the Bar in good standing, and to the extent his civil legal practice reasonably allows, he shall give advice on the application of the civil law to the affairs of the Order and its affiliated groups in the Missouri Jurisdiction. He shall perform all other functions assigned to him pursuant to the Constitution and Laws (e.g., under Sec. 177) and by these By-laws.

Section 5. State Warden: Duties. The State Warden shall guard the doors of the State Council meetings, check membership cards, preserve order and perform such other duties as the State Deputy or State Council may require.

Section 6. State Chaplain: Duties. The State Chaplain shall have the supervision over all religious ceremonies incident to the activities of the State Council throughout the year, and shall perform other duties corresponding to those of the Supreme Chaplain. He shall be the guest of the State Council at each annual meeting of the Supreme Council while serving in the office of the State Chaplain, and for this purpose he shall receive an allowance for his actual expenses for attending the Supreme Council Meeting, and the same be paid out of the State Treasury in the usual manner.

B. Miscellaneous Duties and Powers.

Section 7. The State Officers shall hold their offices for the term described in section 12(c) of the Constitution and Laws.

Section 8. The State Officers shall collectively exercise the powers and perform the duties set forth in the Constitution and Laws, including but not limited to those under sections 12(c), 13, and 58.

Section 9. Any vacancy in an office of the Missouri State Council shall be filled as prescribed in section 58 of the Constitution and Laws.

Section 10. The State Treasurer shall give bond in the sum of \$30,000 and the State Secretary shall give bond in the sum of \$10,000, with an approved corporate surety company as surety thereon, 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 Deputy.

Section 11. The State Deputy shall be authorized to send another State officer, State director or State chairman as his personal representative when it becomes impossible for the State Deputy to accept a particular invitation to attend a duly recognized activity of the Knights of Columbus, and said representative shall be paid mileage and per diem at the rates authorized by these By-laws. The State Deputy shall also be authorized to pay mileage to District Deputies when they are requested by the State Deputy to go out of their district to attend regional meetings. Such mileage will not be in addition to mileage paid by the Supreme Council.

Section 12. Each year the State Deputy shall encourage the continued financial support of the work of the Catholic Chaplain at the Missouri State Penitentiary by contacting all councils within the Missouri Jurisdiction, and seeking the same.

ARTICLE V-MISCELLANEOUS

Section 1. Reports of Financial Secretaries. The Financial Secretary of each subordinate Council shall immediately following the election at the first meeting in June

each year, report to the State Deputy at name and address of the Grand Knight chosen by the Council at that election and shall also report the name and address of the Financial Secretary appointed by the Supreme Knight to serve the Council. In the event of any changes in the office of the Grand Knight or Financial Secretary of any Council, the Financial Secretary shall immediately report the name of the new officer to fill the vacancy.

Section 2. No act or failure to act by the State Council or any office or member thereof shall create any liability on the part of the order.

Section 3. By-Laws-How Amended. These By-laws or any other part thereof may be amended or repealed at any annual meeting of the State Council by a majority vote of the delegates present and said amendment or repeal shall be effective upon the approval thereof by the Supreme Board of Directors.

Section 4. The Missouri State Council shall oppose any attempt by any person, party or organization to remove the words "Under God" from the Pledge of Allegiance.

Section 5. An amount, to be determined each year by the Budget Committee, shall be appropriated each year from the funds of the Missouri State Council for use at the annual Supreme Convention to assist in defraying the costs of a meeting headquarters for Missouri delegates and Missouri Knights all in furtherance of promoting the reputation of the Missouri State Council.

The State Deputy shall each year appoint a 3rd degree member of the Knights of Columbus in good standing, who is not otherwise a delegate to the Supreme Convention, to attend the Supreme Convention for the purpose of managing and operating the meeting headquarters, and upon satisfactory completion of these duties, he shall receive a mileage and per diem allowance payable to him at the same rate and for the same number of days as that paid to the delegates attending that same Supreme Convention. This payment shall be paid from the State Council funds and shall be in addition to the funds referred to in the first sentence of this section.

Section 6. There shall be established an annual Missouri State Knights of Columbus Essay Contest opened to both parochial and public schools throughout the State, and that the State Deputy each year shall appoint the Director of Youth Activities to further develop the Essay Contest and the rules for the same, and that there be established a list of prizes for the successful participants in such contest and that said prizes shall be presented to the various Grand Knights of the councils sponsoring the successful participants at the annual State Convention.

Section 7. Membership Rosters. No membership roster of either the State Council or Subordinate Council shall be given out to any person or group without the prior written consent of the State Deputy or Grand Knight as the case may be. The use of such list shall be for the benefit of the Knights of Columbus and the Catholic Church.

ARTICLE VI-COMMITTEES

Section 1. Committees. Appointment of. Unless otherwise determined by the State Council, all Committees shall be appointed by the State Deputy or presiding officer, and he shall be ex-officio a member of all Committees. In the interval, between annual sessions, when the exigency of circumstances demands it, the State Deputy is empowered

to appoint special committees who shall report at the next stated meeting. All proper expenses incurred by any such Committee shall, after approval thereof by the State Deputy be paid by the State Council.

Section 2. There shall be a Standing Committee on Legislation, whose duty it shall be to consider all existing or proposed laws which in any way affect the Knights of Columbus, Catholic Church or the interest of Catholics as a body; and they shall, with the advice and consent of the State Officers, initiate any appropriate united action regarding such existing or proposed laws.

The Committee shall be appointed by the State Deputy and he may change its personnel from time to time at his option.

Section 3.

(a) There shall be a Standing Committee to be known as the Religious Information Bureau Committee whose duty it shall be to conduct a program of circulating the truth of the Catholic Church to all citizens of Missouri through paid advertisements in the media, distribution of religious pamphlets, and maintenance of booths at the Missouri State Fair, and generally to carry on the activities of such Committee as it has operated since its inception in 1944, developing and promoting the objects and principles of such Apostolic work; and the said Committee shall initiate appropriate action to carry out the objects and principles of the Committee.

(b) The Committee shall be comprised of the State Officers and Past State Deputies and the R.I.B. Director.

(c) It shall be the further duty of the Religious Information Bureau Committee to hold at least two meetings during the fraternal year; furthermore, said Committee shall submit to the Grand Knights of each council in the Jurisdiction of Missouri a semi-annual financial report to be made available to the general membership.

Section 4. There shall be a Standing Committee of the State Officers to be known as the Committee for the State Paper and said Committee and is hereby empowered to arrange for the publication of the State Paper, which shall contain items of interest to the members of the Order, official notices, communications and other matter proper to be published in such a paper, under the control and supervision as may be determined by said committee. Said committee is authorized to draw upon the State Treasurer for the expenses necessarily incident to such work.

Section 5. There shall be a Standing Committee on Laws and Resolution which shall report to the State Council on proposed resolutions pursuant to section 13 of the Article on Meetings of State Council of these By-laws, together with any amendments or repeals of existing laws deemed by said committee to be expedient for the progress and welfare of the State Council or necessary to make these By-laws concise or consistent. The committee shall be appointed by the State Deputy, except for the State Advocate who shall serve as chairman, and the State Deputy may change its personnel from time to time at his option.

Section 6. There shall be a Standing Committee of the budget consisting of the State Officers with the Immediate Past State Deputy serving as chairman. This committee shall prepare and submit to the State Council at the annual meeting a proposed budget for the fiscal year beginning on July 1 following the annual meeting at which the proposed budget is presented. The budget as presented must not provide for deficit spending. Upon approval by the State Council by a majority vote of the members present, the

budget as approved shall be followed during the year for which it is adopted, provided however that if during the year circumstances arise which cause the State Deputy to believe that the approved budget should be amended, then upon approval by a two-thirds vote of the Budget Committee, the budget shall be amended in the manner requested by the State Deputy, and all local councils shall be notified. Furthermore, yearly at the annual meeting of the State Council a detailed audit report shall be given by the Budget Committee setting out the financial condition of the State Council, including a list of all income and expenditures of the current fiscal year as of the last day of the month preceding the annual meeting, including the relationship of the fiscal condition as of the date of the report to the budget for the current year.

Finally upon completion of the fiscal year a complete financial audit and report detailing all items of income and expenditure of the fiscal year just completed, including the relationship of the actual income and expenditures to the approved budget, shall be mailed to all local councils in the state.

Section 7. (1) There shall be a standing Committee to be known as the Committee on Catholic Education whose responsibility and obligation shall be to conduct a program of promoting Catholic education throughout the State of Missouri by honoring those grade school, high school and CCD Programs in the State that have shown superior effort in promoting Catholic education and also to, from time to time, provide funds for parishes and schools to develop programs which are designed to promote Catholic ideals and principles.

(2) The Committee shall consist of six total members. The State Deputy shall appoint four members, one each from each Diocese in the State of Missouri, and the State Deputy and the State General Program Director shall serve as the other two members. The appointed members shall serve staggered terms beginning with the 2006-2007 fraternal year, with two members serving one year terms, one member serving a two year term, and one member serving a three year term. After the expiration of each of these initial terms, the term for each position shall be three years. In the event of an appointed member's resignation, death, or inability to serve, the State Deputy shall appoint a replacement member to serve for the remainder of the term.

(3) The Committee shall initiate appropriate action to carry out the object, the purpose and principles of the Committee.

Be it further resolved that each Council in Missouri agrees to contribute whenever funds are available, the sum of \$5.00 per member as a goal toward the work of the Committee on Catholic Education.

Section 8. There shall be a standing committee to be known as the Historian Committee whose duty it shall be to preserve documents, memorabilia and artifacts deemed to be of historical value and to make provisions for the safekeeping and archiving of those items. The State Deputy with the consent of the State Officers shall appoint a State Historian who shall be chairman of such committee. Other members of the committee shall be appointed by the State Deputy.

ARTICLE VII-FINANCES

Section 1. Assessments-How Made-When Payable. For the purpose of defraying the expenses and obligations of the State Council, there shall be levied against and collected from all subordinate Councils annually, a per capita assessment of \$6.00, based

on the number of members, except Honorary Life Members, of the respective Councils as of the first day of May of the current year, as shown by the records of the Supreme Secretary.

Section 2. Assessments, When Payable. All assessments by the State Council shall be due and payable within 60 days after the adjournment of the meeting at which the same are levied.

Section 3. Discount for Prompt Payments. All subordinate councils in Missouri shall be entitled to a discount of ten cents per member on the amount of their State Council per capita assessment for the current year if paid on or before the first day of August of said year, and if not paid on or before that date no discount shall be allowed.

Section 4. Notice of Assessment. Within 30 days after adjournment of the meeting of the State Council, the State Secretary shall send to Grand Knight and Financial Secretary of each subordinate council a notice showing the amount of its assessment and he shall append to said notice Section 2 and 3 of this Article and an extract from Sections 57 and 157 of the Constitution of the Knights of Columbus, setting forth the penalties for failure to pay said assessment.

Section 5. To Whom and How Money Paid. All money owing to the State Council by subordinate Councils and members, shall be paid to the State Secretary by draft, check or money order, payable only to Missouri State Council Knights of Columbus. Immediately upon receipt of any payment the State Secretary shall make an entry thereof on his records in a well-bound book kept for that purpose, issue a receipt thereof and forward the payment to the State Treasurer.

Section 6. How Money Shall be Paid. All funds of the State Council shall be deposited by the State Treasurer in a bank, or banks, to the account of the State Treasurer as such. The State Treasurer shall pay out funds on warrants drawn on him by the State Secretary and countersigned by the State Deputy. Upon receiving any such warrant, the State Treasurer shall issue his check in payment of the item or items authorized by such warrant to be paid, or at the option of the State Treasurer, the warrants may be in the form of a voucher check against the bank account of the State Treasurer.

Section 7. Mileage and Per Diem: Annual State Meeting.

(a) Delegates, State Officers, District Deputies, State Directors and State Chairmen, and Past Deputies residing in the Missouri Jurisdiction and in attendance at the Annual State Meeting shall receive, in lieu of all expenses, the following compensation:

- 1) Mileage at the rate of fifty cents (\$0.50) per mile, one way, from the place or residence to the place of meeting;
- (2) Per diem of \$40.00 for each day actually spent in attendance at the Annual State Meeting.

Section 8. Mileage and Per Diem Not For Annual Meeting. State Officers, District Deputies, State Directors and State Chairmen, Past State Deputies residing in the Missouri Jurisdiction, and any other Missouri Knights of Columbus shall, when attending any State Council meeting, other than the annual meeting, at the request of the State Deputy, and when performing any State Council business as directed by the State Deputy, shall receive the funds of State Council, as the rate approved by the Supreme Council for District Deputies at each year's Supreme Convention, mileage to be measured by the shortest practical route from the locations of the respective council to the place of the meeting or business and \$40.00 per diem for each day's attendance.

Section 9. State Transportation Fund.

(a) The mileage expense provided for the Annual Meeting of the State Council shall be drawn from the State Transportation Fund. Said fund shall be established by the State Treasurer by allocating thereto 50 cents of per capita assessment provided for in section 1 above. Said fund shall not be otherwise utilized without a majority vote of the State Council at any regular annual meeting.

(b) In the event the State Transportation Fund has a balance insufficient to pay the mileage expense as set forth above, the State Secretary shall authorize payment for mileage pro rata, the rate per mile to be determined by computing the total miles one way travelled by all those in attendance at the Annual State Meeting eligible to receive the mileage allowance, and then dividing that figure into the remaining balance of the State Transportation Fund. Every individual authorized to receive mileage shall be paid at that rate based on the number of miles traveled one way by the shortest practical route.

ARTICLE VIII-EXECUTIVE SECRETARY

Section 1. There is hereby created in the Missouri State Council the office of Executive Secretary to the State Deputy.

Section 2. The position of Executive Secretary shall be appointed by a committee consisting of the State Deputy and the State Officers. The Executive Secretary shall hold office at the pleasure of the State Deputy and the State Officers.

Section 3. The Executive Secretary shall do and perform such duties as shall be required to be performed on behalf of the Missouri State Council and the same shall be performed as prescribed by the State Deputy of Missouri.

Section 4. The position of Executive Secretary shall be compensated in such manner as shall be decided by the State Deputy and the State Officers of the Missouri State Council, but said compensation shall not exceed the sum of Twenty Thousand Dollars (\$20,000) annually plus necessary expenses when engaged in official business.

Section 5. The State Deputy and the State Officers of the Missouri State Council are hereby authorized and empowered to do any and all things to facilitate the functioning of the office of Executive Secretary by provision of supplies and assistance as may from time to time be required in the discretion of the State Deputy and the State Officers.

Section 6. Under the general supervision and direction of the State Deputy of the Missouri State Council, the Executive Secretary shall be responsible for but not limited to, the following duties:

Responsible for all preparations related to the installation of state officers and district deputies; all preparations for the meeting of state officers and district deputies including room reservations, meals, and assisting State Chaplain in arranging for religious services.

Responsible for preparation of the State Manual and Directory including the gathering of information from the councils, assemblies, state officers, district deputies, state directors and chairmen; gathering information from required sources on council audits and Supreme Council questionnaires; handling correspondence as directed by the State Deputy; assisting program directors, state chairmen in circular mailings; assisting state officers and directors in implementing their programs.

Responsible for all arrangements related to the annual state convention, conferences, workshops and meetings including room reservations for state officers, Supreme Council representatives, state directors and chairmen, delegates and special guests; meals,

meeting rooms, public address systems, seating arrangement, entertainment, programs, and program printing, equipment for recording convention proceedings, proof reading of the manuscript of the proceedings and distribution of the final printed copies; assisting the State Chaplain in arranging for all religious services including music and choir.

Responsible for all State Council property (excluding funds and documents for which State Treasurer is responsible) including maintenance and upkeep of office equipment, films and training devices, awards, reusable convention materials and displays; maintain a listing of all State Council property.

Responsible for purchasing of materials, awards, supplies and equipment as approved by the State Deputy and/or State Council; maintain a stock inventory of supplies and materials that are regularly used items.

Responsible for sales of all meal tickets for all meetings and collecting payment for them and forwarding all such funds to the proper State Officer with pertinent information as their source.

Responsible as the financial administrator of degree teams following such procedures as may be determined by the State Deputy.

Assist the State Deputy in any other way which he may determine is necessary in carrying out his duties and responsibilities as the State Deputy of the Missouri State Council Knights of Columbus.

Section 7: The State Deputy, at this discretion, may appoint, with the approval of the State Officers, such person(s) as he deems necessary to fulfill the duties of Executive Secretary.

ARTICLE IX-SCHOLARSHIP PROGRAMS

Missouri State Knights of Columbus Scholarship Program.

1. The name of the scholarship program shall be "The Missouri State Knights of Columbus Scholarship Program".

2. The program shall include four (4) Luke E. Hart Memorial Scholarships, three (3) Missouri State Scholarships, one (1) Missouri State Council Scholarship, two (2) Vocation Scholarships, and one (1) Vocational Trade School Scholarship. A total of eleven (11) scholarships.

3. Each scholarship shall be worth \$1000.00 per year, payable one-half at the beginning of the first semester and one-half at the beginning of the second semester provided the recipient enrolls successfully for the second semester.

4. A recipient is eligible to apply for a scholarship for succeeding years and compete with others who are applying, on the basis of quality of his or her college work.

5. It is the intention of the Missouri State Council Knights of Columbus to provide a sum of not less than eleven thousand, dollars (\$11,000.00) per year to continue the scholarship program. However, in any year that the Missouri State Council Knights of Columbus does not supply eleven thousand dollars (\$11,000.00) scholarships will be available only in the amount which is supplied by the Missouri State Council Knights of Columbus. The funding is to be approved each year by presentation of a Resolution at the Annual Convention of the Missouri State Council Knights of Columbus.

6. If, in any year, less than eleven (11) full scholarships are awarded the Scholarship Committee will have the option of awarding an additional scholarship the following year.

7. The Missouri State Council Knights of Columbus shall provide appropriate scholarship application forms and forms for verification of supporting information for the use of the selection committee. The selection committee shall consist of the State Deputy, the State Chaplain, the State Scholarship Chairman, and four (4) members of the Missouri State Council of the Knights of Columbus to be selected by the State Deputy.

8. Scholarship winners are selected on the basis of Catholic citizenship, community service, scholarship, and financial need.

9. The applications for these scholarships and supporting documents shall be submitted to the Scholarship Committee no later than February 15 for any year, and the winners of the scholarships shall be notified in writing no later than April 30.

10. The Missouri State Council Knights of Columbus reserves the right to suggest any responsible changes in this scholarship program from time to time so long as the original intent and purpose is maintained.

11. The announcement of these scholarships and the names of the recipients are to be published in THE MARINER.

B. Luke E. Hart Memorial Scholarships.

1. Recipients of the four (4) Hart Scholarships must attend the University of Missouri or one of the branches of the University of Missouri, to include the current branches at Columbia, St. Louis, Rolla, or Kansas City and any future created branches.

2. In the event that there are fewer than four (4) suitable applicants for the Hart Scholarship, the selection committee may award the scholarship(s) to other suitable applicants for any of the other scholarships.

3. To be eligible for the Luke E. Hart Memorial Scholarships, the applicant must be: A member of the Knights of Columbus OR the son, daughter, or wife of a member of the Knights of Columbus OR the son, daughter, or wife of a deceased member of the Knights of Columbus (provided that the wife has not remarried to a nonmember) OR a Squire or Columbus Girl in good standing, attested to by the Chief Counselor and Grand Knight OR a minor child whose legal guardian is a member of the Knights of Columbus or wife of a deceased member as defined above.

4. The applicant must obtain the certification of the Grand Knight or the Financial Secretary of the local Council to verify membership. Member is defined as a member in good standing of a Council within the Missouri Jurisdiction.

C. Missouri State Scholarships.

1. Recipients of the three (3) Missouri State Scholarships may attend any accredited University College, or Technical School beyond High School Level located in the State of Missouri.

2. In the event that there are fewer than three (3) suitable applicants for the Missouri State Scholarship, the selection committee may award the scholarship(s) to other suitable applicants.

3. To be eligible for the Missouri State Scholarships, the applicant must be: A member of the Knights of Columbus OR the son, daughter, or wife of a member of the Knights of Columbus OR the son, daughter, or wife of a deceased member of the Knights of Columbus (provided that the wife has not remarried to a nonmember) OR a Squire or Columbus Girl in good standing, attested to by the Chief Counselor and Grand Knight OR a minor child whose legal guardian is a member of the Knights of Columbus or wife of a deceased member as defined above.

4. The applicant must obtain the certification of the Grand Knight or the Financial Secretary of the local Council to verify membership. Member is defined as a member in good standing of a Council within the Missouri Jurisdiction.

D. Missouri State Council Scholarships.

1. There is a total of three (3) vocation scholarships, one (1) of which is to be designated as the Missouri State Council Scholarship. Recipients of these three (3) scholarships must attend an accredited Seminary, University, or College of their choice to study for a vocation to the Catholic religious life. The institution is not required to be located in Missouri.

2. Applicants must be approved by one of the Missouri Dioceses or by a religious order located in Missouri. The Knights of Columbus membership requirements do NOT apply and any Catholic person who is a Missouri resident is eligible.

3. In the event that fewer than three (3) suitable vocation scholarship applications are received, the selection committee will have the option of awarding the scholarship(s) to other suitable applicants for any of the other scholarships, with preference being given to those who will attend a Catholic institution.

E. Vocational Trade School Scholarship.

1. Recipients must attend any Technical or Trade School located in Missouri.

2. Applicants must be in good standing, Missouri Knights member or child, or any Ladies Auxiliary member.