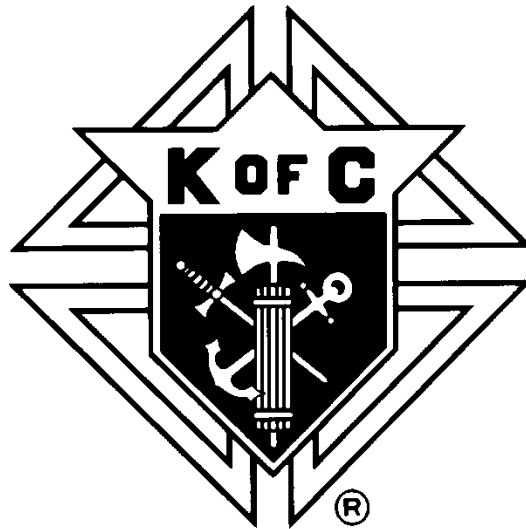


# **Knights of Columbus**



## **BYLAWS Of The MARYLAND STATE COUNCIL**

**WITH AMENDMENTS TO AND INCLUDING  
THE 120<sup>th</sup> State Convention**



## **ARTICLE I – Annual Meeting of the State Council**

**Section 1.** This body shall be known as the Maryland State Council of the Knights of Columbus. Its jurisdiction shall be co-extensive with the boundaries of the State of Maryland, provided, however, that it shall be extended to include those councils, and the members of those councils, located outside the boundaries of Maryland having members both from within and without the State of Maryland, electing, with Supreme Council approval, to be subject to the jurisdiction of the Maryland State Council; and provided further that exempt from the jurisdiction of the Maryland State Council shall be those councils, and the members of those councils, located within the boundaries of the State of Maryland having members both from within and without the State of Maryland, electing, subject to Supreme Council approval, to be subject to the jurisdiction of another State Council. The powers of the State Council are set forth in the Charter, Constitution and Laws of the Knights of Columbus Supreme Council. These Bylaws shall in no way be in conflict with the Charter, Constitution, and Laws of the Knights of Columbus, or rules and regulations of the Supreme Council or the Board of Directors.

**Section 2. (a)** The Maryland State Council shall consist of the following who shall have voice and vote:

1. The Supreme Knight, ex-officio.
2. The State Officers who shall be the State Deputy, State Secretary, State Treasurer, State Advocate, State Warden and State Chaplain.
3. The Immediate Past State Deputy. Provided, however, that when the last living Past State Deputy is actually residing in another state or jurisdiction, he shall thereby forever forfeit such right, and his nearest predecessor actually residing in Maryland shall be entitled thereto.
4. The Grand Knight of each subordinate council in good standing.
5. A delegate from each subordinate council in good standing, who shall be elected from the Past Grand Knights of the council. A council having no Past Grand Knight may elect any one of its third degree members in good standing as the delegate.
6. First and second alternates, who shall be elected from the third degree membership of the council but need not be Past Grand Knights. The first alternate shall be seated in the absence of the Grand Knight or delegate and the second alternate shall be seated in the absence of both the Grand Knight and the delegate or in the absence of the Grand Knight or delegate and the absence of the first alternate.

**Section 2. (b)** The Maryland State Council shall also consist of the following who shall have voice only:

1. All Past State Deputies.

2. All District Deputies.

3. All 3<sup>rd</sup> Degree members in attendance when recognized by the chair.

**Section 3.** The Maryland State Council shall be convened annually between the first day of April to, and including, the first day of June by the State Deputy in the city selected by the previous State Council. Upon the failure of the State Council to select the Annual State Council Meeting city, then the State Officers or a majority of said officers shall fix the place and date of such annual meeting on or before December first of each year and it shall be the duty of the State Secretary to cause to be forwarded to every council in the State written notice of the time and place of the meeting at least sixty days prior to said meeting.

**Section 4.** The State Council at its annual State Council Meeting shall transact such business, enact such rules and regulations affecting the State Council and the Subordinate Councils, discuss such matters relating to the Good of the Order, pass such resolutions, and elect State Officers and delegates and alternates to the Supreme Convention, all of which shall not be in conflict with the Charter, Constitution and Laws of the Knights of Columbus.

**Section 5.** The State Secretary shall prepare and furnish written instructions and five credential forms with a cover letter to the Grand Knight of each subordinate council no later than July 15 of each fraternal year

**Section 6.** The Grand Knight of each subordinate Council shall direct the Financial Secretary to prepare and certify credentials, as per the instructions provided by the State Secretary, for the Grand Knight, the Delegate and the Alternates on either the forms so furnished or the PDF fillable form located on the State Council web page under FORMS, and to mail (no emails) one completed, signed, and sealed copy directly to the State Secretary at the address provided on or before **September 1**. The Financial Secretary shall also deliver a completed credential to the Grand Knight, the Delegate and the Alternates, which **must** be presented to the State Secretary's Station at said annual meeting.

**Section 7. Temporary Roll-Call of Delegates.** The State Secretary or his designee shall prepare a roll of names of all Grand Knights, delegates, and alternates on the credentials presented to him prior to the calling to order of the annual State Council Meeting and said roll shall be the roll of the State Council until the Committee on Credentials has submitted its report and the permanent roll determined by the action of the meeting on said report.

**Section 8. Contests.** In case of a contest for a seat in the Annual State Council Meeting, one member on each side may appear and make argument before the Committee on Credentials, chaired by the State Secretary, each being allowed time not

to exceed five minutes except by special consent of the Committee. Said Committee's decision shall be the recommendation to the annual meeting for the contested seat.

**Section 9. Councils in Arrears.** Councils not having paid indebtedness owed to the Supreme Council, the State Council, or their respective Chapter, within the time required by law shall not be entitled to representation at the Annual State Council Meeting.

**Section 10. Committees.** Standing Committees and Special Committees shall be appointed by the State Deputy when deemed necessary by him or when directed by the action of the State Council.

Reports shall be made by all Standing and Special Committees to the State Deputy when directed by him. The reports shall be submitted in writing by the chairman of the committee.

The District Deputies shall submit a report on the conditions of the councils in their respective districts. In addition, the Grand Knight of each council shall submit a report on the activities of his council. Copies of these reports shall be delivered to the Executive Secretary at least six weeks before the convening of the Annual State Council Meeting.

The State Secretary or his designee shall have these reports produced in a BOOK OF REPORTS and shall deliver at the annual meeting one copy to each individual listed in Section 12 of this Article. Expenses of producing the Book of Reports shall be paid by the State Council.

The State Deputy shall deliver his report for the fraternal year at the opening session of the Annual State Council Meeting. This report shall be in writing.

The Standing Committees of the Maryland State Council shall be as follows:

- A. Membership
- B. Program
  - 1. Faith
  - 2. Family
  - 3. Community
  - 4. Life
- C Annual State Council Meeting
- D. Scholarship Committee
- E. State Bulletin
- F. State Lecturer Program
- G. New Council Development
- H. Ceremonials
- I. Insurance (filled by the Supreme Council Insurance Director)

The following committees shall be appointed for operation during the Annual State Council Meeting only:

- A. Appreciation
- B. Budget
- C. Credentials
- D. Good of the Order
- E. Resolutions
- F. Warden's
- G. Audits

**Section 11.** All meetings of the State Council shall be conducted in the Third Section, and a majority of members of the State Council will constitute a quorum for the transaction of business.

The State Warden, and his assistants as appointed by the State Deputy, shall ascertain if each Third Degree member has a signed current membership card as he enters the chamber at the opening of each session of the Annual State Council Meeting.

**Section 12.** The State Deputy shall preside at all sessions of the State Council, performing the usual duties of Chairman. He shall be ex-officio, a member of all State Council Committees.

The State Secretary or his designee shall record all proceedings of the Annual State Council Meeting. He shall prepare and have produced a BOOK OF PROCEEDINGS of the Annual State Council Meeting to be certified by the State Deputy. He shall furnish one copy to each State Officer, Master, Past State Deputy, Executive Staff Member, District Deputy, State Committee Director and Chairman, Warden to the State Deputy, and Grand Knight. This distribution will be done no later than the following annual meeting. Expenses of producing the proceedings shall be paid by the State Council.

**Section 13. Resolutions and Changes in Bylaws.** All resolutions, petitions, recommendations of changes, amendments to Bylaws, requests for funds requiring an appropriation from the treasury of the State Council, or requiring a collection from or subscription by members of the Order, etc., must be forwarded to the State Deputy at least sixty (60) days prior to the Annual State Council Meeting. The members of the Resolutions Committee shall hold a meeting to consider the resolutions, etc., so submitted, and to prepare any further resolutions, etc., as may be proper to carry out the purposes of Article I, Section 4, hereof.

Thirty days prior to the convening of the Annual State Council Meeting, this committee shall mail to the State Deputy, each State Officer, each Past State Deputy, each District Deputy, and the Grand Knight of each subordinate council, a brief summary of the resolutions with a statement of the committees proposed action to be taken thereon. This summary shall be read at the next council meeting by the Grand Knight. This summary shall include a formal notice that, if there be any opposition to the action proposed, those objecting must submit the opposition in writing, with the reason

therefore, and the proposed corrections or deletions, if any, to the State Advocate not less than ten (10) days prior to the date of said Annual Meeting.

This summary is sent to the aforementioned officers merely as a courtesy and no action on their part or the subordinate councils shall be in any way binding on the State Council. The State Council in official session at the annual meeting shall decide on the acceptance, rejection, or no action taken of all resolutions.

No instruction to Grand Knights, Delegates, or Alternates by subordinate councils shall be binding on them in session at the Annual State Council Meeting.

**Section 14. Speaking- Limitation.** When a member wishes to speak he shall rise and address the Chair.

The presiding officer shall request the name of the member and the council he represents, who, when recognized, shall confine himself to the subject under consideration. Speeches concerning the disposition of a resolution shall not exceed a total of three minutes in length for any one individual. No member shall speak more than once upon any question until all others who desire to speak have spoken.

**Section 15.** The roll shall not be called upon a demand for yeas and nays, unless requested by a majority vote of the members present.

**Section 16. Order of Business.** The order of business of the Annual State Council Meeting shall be as follows:

A. First Session.

5. Call to order and opening ceremonies.
6. Report by State Warden
7. Opening Prayer
8. Singing of National Anthem and reciting the Pledge of Allegiance to the Flag of the United States
9. Report of the Credentials Committee Chairman
10. Roll Call by State Secretary
11. Keynote Speech
12. Announcements of meetings of various committees.
13. Reading of late communications
14. Report of the State Deputy
15. Call for acceptance of published reports of other State Officers, Executive Secretary, District Deputies, State Directors, Chairmen, Grand Knights, et al.
16. Announcements
17. Adjournment and Prayer

B. Second Session

1. Call to order
2. Report by State Warden

3. Opening Prayer
4. Recite the Pledge of Allegiance to the Flag of the United States
5. Supplemental Report of Credentials Committee
6. Report of Resolutions Committee
7. Further Reports of Committees
8. Announcements
9. Adjournment and Prayer

C. Third Session

1. Call to order
2. Report by State Warden
3. Opening Prayer
4. Recite the Pledge of Allegiance to the Flag of the United States
5. Report of Credentials Committee
6. Unfinished Business
7. New Business  
The first item of business under New Business shall be the election of State Officers and Delegates and Alternates to the Supreme Council.
8. Report of Appreciations Committee
9. Report of the Audit Committee
10. Report of Budget Committee
11. Report of Good of the Order Committee
12. Report of Scholarship Committee
13. Reports of other committees
14. Introduction and remarks by Past State Deputies, Masters, Chapter Presidents and other dignitaries.
15. Announcements
16. Adjournment and Prayer

## ARTICLE II - ELECTIONS

**Section 1.** The State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, and eight delegates and ten alternates (two of these shall be alternates to the State Deputy and the last living Past State Deputy actually residing in Maryland) to the Supreme Convention shall be elected by ballot.

**Section 2.** The nomination of candidates shall be made for State Deputy, other State Officers, delegates, and alternates to the Supreme Convention of both the insurance and associate class. Only insurance members may be nominated as the insurance delegates. The number of insurance delegates shall be as determined by the Supreme Council. Insurance members are qualified for nomination as candidates for associate delegates.

Those insurance members, as nominated, receiving the highest number of votes in order shall be first elected as the insurance delegates to the Supreme Convention. The associate delegates shall then be selected from the next highest number of votes cast,



be they either insurance or associate members. The alternates shall be elected in the same manner as the delegates.

If at the time of the Supreme Convention any such insurance or associate delegate is unable to attend the Supreme Convention, then his alternate shall be selected in the order of his precedence, according to the vote electing him. If there has been no vote for alternate, then the State Deputy shall designate which alternate shall attend. Should no alternate be able to attend, the State Deputy may choose any qualified third degree member to serve as alternate.

**Section 3.** Speeches presenting candidates for election to any State Office or as delegate to the Supreme Convention shall not exceed five minutes in length.

**Section 4.** When votes are taken by ballot for the election of officers, delegates, and alternates, the same shall be of uniform size and color, the same to be furnished by the State Secretary.

**Section 5.** The State Deputy or presiding officer shall appoint tellers to receive and count the votes and report the vote count back to the chair. The chair will then announce the results.

**Section 6.** When only one candidate is nominated for a State Office, or only a number of candidates equal to the number of delegates or alternates to be elected to the Supreme Convention are nominated, the State Deputy may direct the State Secretary to cast the unanimous ballot of the State Council for such candidate or candidates, who may then be declared duly elected.

**Section 7.** In all cases of election to any office in the State Council, a majority of all votes cast shall be necessary to elect; except when several of equal degree are to be elected as delegates or alternates, a majority shall not be necessary.

**Section 8.** When more than one candidate is nominated for a State Office, or more candidates for delegates or alternates to the Supreme Convention than the number to be elected are nominated, the election shall be by individual ballot and the procedure shall be as follows: The State Secretary shall call from the permanent roll those entitled to vote and as each is called the individual will step forward and deposit his ballot. The voter must vote for the full number of delegates to be elected or this ballot will not be counted. He must vote for the full number of alternates to be elected or this ballot will not be counted.

**Section 9. Officers right to vote.** The State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, and the Immediate Past State Deputy (as defined in Article I, Section 2(a)(3) shall have the right to vote.

**Section 10.** The terms of all State Officers shall be for one (1) year, beginning on the first day of July and ending on the thirtieth day of June of the next succeeding year.

**Section 11.** The State Secretary shall provide each elected State Officer, delegate, and alternate with a form which shall be filled out with the following information: name, title, insurance or associate member, membership number, council name and number, home address, city, state, zip code, and phone numbers (home and office). Said forms shall be turned in to the State Secretary before the close of the Annual State Council Meeting.

### **ARTICLE III - FINANCE**

**Section 1.** All funds owed to the State Council may be payable in cash or by check or money order made payable to the "Maryland State Council, Knights of Columbus" and must be sent to the State Council's Executive Secretary. All funds collected must be turned in at least monthly using the "Funds Turn-in Form". The Executive Secretary, when requested, will provide a receipt for all money he receives and deposit the same. The Executive Secretary will also receive and pay all bills owing by the Maryland State Council.

**Section 2.** All money of the State Council shall be deposited in a depository or depositories to the account of "Maryland State Council, Knights of Columbus," subject to checks signed by the State Deputy and the State Treasurer.

The State Secretary and the State Treasurer shall be automatically bonded by the Supreme Council in the amount of Twenty Five Hundred (\$2,500.00) Dollars each. The Executive Secretary shall be bonded by a Maryland corporate surety company in the amount of Twenty Thousand (\$20,000.00) Dollars or whatever the amount the State Officers may from time to time deem necessary. This bond shall have its premiums paid by the State Council and the bond deposited with the State Deputy.

The State Officers may at their discretion provide insurance coverage to protect the funds or property of the Maryland State Council from loss due to fire, flood, or theft.

The Financial Books of the State Council shall consist of a book or books of bank deposits and disbursements. Each deposit entry shall show: the date, the amount deposited, the purpose of the payment, and the name of the payer. Each payment entry shall show: the date, the check number, the amount of the disbursement, and the purpose of the disbursement. These books shall be kept up to date and balanced monthly by the State Treasurer with information provided by the Executive Secretary to the State Council. At the beginning of each month, the State Officers shall be furnished with a copy of the State Council financial transactions for the previous month as well as the Current Balance Sheet and a report comparing the annual budget with the actual receipts and expenses.

**Section 3.** The State Council shall levy a per capita assessment on all subordinate councils in Maryland based on membership. Such assessment shall be levied semi-annually on the first day of July and the first day of January in each year. The per

capita assessment shall be as determined from time to time by the Maryland State Council at its annual meeting, to be necessary for the proper conduct of the Order in Maryland, and shall continue in full force and effect unless and until reduced or increased by the action of the State Council. Honorary Life Members (which include members of the clergy) shall be exempt from any per capita assessment.

All college councils shall be granted a reduction of 25% of per capita assessments made by the Maryland State Council. This assessment reduction shall be used by the college councils for those Catholic and fraternal programs as shall be approved by the council chaplain.

**Section 4.** All assessments made by the State Council shall be due and payable within sixty (60) days after the first day of July and the first day of January following the Annual State Council Meeting. Assessments shall be based on the membership as of record in the Supreme Council on July 1st and January 1st. All councils instituted prior to January 1 or July 1 shall not be liable for assessments levied by the State Council for the next half-year following such institution. The Executive Secretary to the State Council shall send to each Council due notice thereof (and shall append to such notice extracts from section 57 and 157 of the Supreme Charter, Constitution, and Laws setting forth the penalties for failure to pay said assessments).

**Section 5.** Allowances for Attendance and Services. Grand Knights and delegates to the Annual State Council Meeting, State Officers, Past State Deputies, the Executive Staff, District Deputies, State Council Committee Directors and Chairmen, and invited dignitaries shall be allowed per diem for actual attendance at the Annual State Council Meeting in amounts as shall be determined proper by the State officers. For Grand Knights, Delegates and, Alternates to receive a State Council Annual Meeting attendance stipend, they must be seated for the two business sessions during which the voting for resolutions and officers takes place.

**Section 6.** The State Treasurer, assisted by the Executive Secretary to the State Council, shall balance the financial records as of December 31<sup>st</sup> to enable completion of the audit by March 31<sup>st</sup>.

**Section 7. State Council Annual Audit.** The State Officers shall select an Auditor, who shall be a Certified Public Accountant, for the purpose of auditing all of the books of the State Council and his report of same shall be rendered at the Annual State Council Meeting. He shall be compensated in an amount as approved by the State Officers.

#### **ARTICLE IV - DUTIES OF OFFICERS**

**Section 1. State Deputy.** The duties of the State Deputy shall be as defined by the Charter, Constitution and Laws of the Knights of Columbus Supreme Council.

A member who has served four (4) terms in the office as State Deputy shall be ineligible for election to that office.

The State Deputy shall be allowed an expense reimbursement as determined by the State Council, and until further action by the State Council, his expense reimbursement shall not exceed Fifteen Hundred (\$1,500.00) Dollars per annum, payable semi-annually.

He may appoint an Executive Staff, to include a Secretary to the State Deputy and an Executive Assistant to the State Deputy, whose duties shall be those directed by the State Deputy and whose expense reimbursement shall be Three Hundred Dollars (\$300.00) per annum, payable semi-annually.

He may appoint a State Lecturer to promote the Good of the Order on the State and Subordinate Council level.

He may appoint a Warden or Wardens to the State Deputy to serve as ceremonial aide(s) to the State Deputy.

He shall be presented with a State Deputy's Flag so designed to bear the symbols of our Order, the office of the State Deputy, the State of Maryland, and of the theme of the current State Deputy. He shall retain this flag upon leaving office.

The pocket name badge, gold in color with black letters and with the emblem of the Order in full colors, shall be reserved for use only by those men who have served in the office of State Deputy of Maryland.

**Section 2. State Secretary.** The State Secretary shall cause to be kept a true and faithful record of the proceedings of the State Council.

He shall cause to be issued the assessment call as levied by the State Council.

Under his direction, each subordinate council will be billed for its per capita assessment. He shall also direct the collection of said per capita assessment.

He shall, in the absence or inability of the State Deputy, execute all of the duties of the State Deputy.

He shall forward resolutions to the Supreme Council in compliance with direction provided by the Supreme Secretary.

He shall examine and report on the credentials of members of the State Council.

State Secretary is required to attend all meetings of the State Council; all State Officer meetings; at least one meeting per quarter for each chapter; and any special meetings or council meetings as may be directed by the State Deputy unless excused by the State Deputy for good cause shown. The State Secretary shall receive payment of One Thousand (\$1,000.00) Dollars per annum, payable semi-annually in full and final

reimbursement of all automobile and other expenses incurred in complying with this requirement.

**Section 3. State Treasurer.** The State Treasurer shall be the custodian of all funds and securities of the Maryland State Council. Under his direction, all funds shall be deposited in the name of the State Council and sufficient, true and accurate records of all funds of the State Council be kept. He shall review all receipts given by the Executive Secretary and receipts for deposits made by him.

State Treasurer is required to attend all meetings of the State Council; all State Officer meetings; at least one meeting per quarter for each chapter; and any special meetings or council meetings as may be directed by the State Deputy unless excused by the State Deputy for good cause shown. The State Treasurer shall receive payment of One Thousand (\$1,000.00) Dollars per annum, payable semi-annually in full and final reimbursement of all automobile and other expenses incurred in complying with this requirement.

**Section 4. State Advocate.** The State Advocate shall be the legal advisor of the State Council and State Officers in all matters pertaining to the Order or referred to him and shall perform such other duties as are provided for in the Charter, Constitution, and Laws of the Knights of Columbus.

He shall notify all councils on or before January 15 in each year that resolutions for consideration at the Annual State Council Meeting must be submitted to the State Deputy at least sixty (60) days prior to the meeting and that each Grand Knight is to appoint a Resolutions Committee for this purpose.

He shall act as Chairman of the Resolutions Committee at the Annual State Council Meeting.

State Advocate is required to attend all meetings of the State Council; all State Officer meetings; at least one meeting per quarter for each chapter; and any special meetings or council meetings as may be directed by the State Deputy unless excused by the State Deputy for good cause shown. The State Advocate shall receive payment of One Thousand (\$1,000.00) Dollars per annum, payable semi-annually in full and final reimbursement of all automobile and other expenses incurred in complying with this requirement.

**Section 5. State Warden.** The State Warden shall act as Warden of the State Council, guard the doors thereof, maintain a list of and report on the property specifically held by the State Council, and perform such other duties as the State Deputy may require.

State Warden is required to attend all meetings of the State Council; all State Officer meetings; at least one meeting per quarter for each chapter; and any special meetings or council meetings as may be directed by the State Deputy unless excused by the State Deputy for good cause shown. The State Warden shall receive payment of One

Thousand (\$1,000.00) Dollars per annum, payable semi-annually in full and final reimbursement of all automobile and other expenses incurred in complying with this requirement.

**Section 6. State Chaplain.** The State Chaplain shall be appointed by the State Deputy after consultation with the Ordinary of the Diocese from which he is to be appointed.

State Chaplain is required to attend all meetings of the State Council; all State Officer meetings; at least one meeting per quarter for each chapter; and any special meetings or council meetings as may be directed by the State Deputy unless excused by the State Deputy for good cause shown. The State Chaplain shall receive payment of One Thousand (\$1,000.00) Dollars per annum, payable semi-annually in full and final reimbursement of all automobile and other expenses incurred in complying with this requirement

Associate State Chaplains shall be appointed by the State Deputy and the State Chaplain.

**Section 7. Executive Secretary to the State Council.** At their discretion, the State Officers may appoint an Executive Secretary who shall carry out the duties and functions of the State Office. He will be directly responsible to the State Deputy. He shall endeavor to be of assistance to all the State Officers. The duties of the Executive Secretary shall include bookkeeping, filing, research, collecting, billing, printing, mailing, and such other duties assigned and/or approved by the State Deputy. His salary and expense allowance shall be recommended by the State Officers and approved by the State Council at the annual meeting.

The said Executive Secretary may be removed only by a majority vote of the State Officers and Immediate Past State Deputy (as defined in Article I, Section 2(a) (3).

**Section 8.** All members of the State Council shall promptly deliver to their successors in office all money, books, papers, records, and property belonging to the State Council.

**Section 9.** The elected State Officers shall meet at least quarterly for the sole purpose of examining the financial books of the State Council, to ascertain if the yearly budget is being adhered to and to review all expenditures of funds.

## **ARTICLE V – MISCELLANEOUS**

**Section 1. State Council Masses.** The Maryland State Council shall annually have a Memorial Mass for all deceased members of the Order in Maryland, in the month of November, and a Founders' Day Mass as close as feasible to the actual Founders' Day, of the Order, March 29<sup>th</sup>.

**Section 2.** Upon the death of a State Officer, Past State Deputy, District Deputy, or a former State Officer, the Executive Secretary shall place a death notice in the deceased

local newspaper and shall obtain a Purgatorial Enrollment for him. In the cases where the deceased is the current or Past State Deputy, the Executive Secretary shall place the death notice in the local commercial newspapers for all three jurisdictions of Maryland (the Archdiocese of Washington and Baltimore and the Diocese of Wilmington). The announcement shall include the emblem of the 3<sup>rd</sup> Degree and shall announce the date and time of the rosary that is to be offered by the Officers of the Maryland State Council. The Executive Secretary shall also place the announcement on the Maryland State Council Internet Users Group site. During the Annual State Council Meeting sessions that immediately follow the death of the SD or PSD, an empty chair will be placed in his honor, in the senior position at the PSD table.

**Section 3.** The official prayer of the Maryland State Council shall be “Mary, Queen of the Knights”.

**Section 4.** The State Chaplain and the elected State Officers shall be presented with a distinctive lapel pin. The lapel pin is to be retained by the officer upon his leaving office.

**Section 5. District Deputies.** District Deputies shall report semi-annually in writing to the State Deputy of their visits to the subordinate councils, Installations of Officers, and all other matters affecting such councils under their respective jurisdictions. Such reports shall be compiled by the State Secretary and filed for future reference. They shall attend meetings when called by the State Deputy, and may be paid such allowances, as determined to be proper from time to time by the State Officers, for expenses not allowed by the Supreme Council.

**Section 6. Financial Secretaries.** The Financial Secretary of each subordinate council shall submit the “Report of Officers Chosen for the Term” (Form 185) to the State Secretary or his designee immediately following the election of officers.

**Section 7. Reporting fate of resolutions submitted to the Supreme Council.** A written report shall be submitted by the State Deputy to the subordinate councils concerning the action taken by the Supreme Council on all resolutions submitted to it by the Maryland State Council.

**Section 8.** A State Directory shall be compiled each year and a copy provided to each individual whose name appears therein.

**Section 9. Tours.** All tours promoted in the name of the Knights of Columbus in Maryland shall be authorized by the State Deputy of Maryland and arranged by the Maryland State Council through the tours chairman appointed by the State Deputy. All moneys derived from this program shall be used to further the scholarship and charitable programs of the Maryland State Council.

**Section 10.** Smoking is prohibited at all business meetings of the State Council.

## **ARTICLE VI – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Maryland State Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, and the Charter, Constitution and Laws of the Knights of Columbus, or any special rules of order that the Maryland State Council may adopt.

## **ARTICLE VII – AMENDMENTS TO BYLAWS**

**Section 1.** These Bylaws may be amended at the annual meeting of the Maryland State Council by a two-thirds vote, provided that any proposed amendment to the Bylaws shall have been submitted to the resolutions committee in accordance with the provisions of Article I, Section 13. Amendments to these Bylaws may also be made on the floor of the Annual State Council Meeting, without having gone through the procedure above, but such amendments must be approved by a three-quarters vote. All amendments shall be effective when duly approved by the Supreme Board of Directors.

**Section 2.** Maryland State Council By-Laws shall be formally reviewed and updated within a period not to exceed 10 years from date of last issue. In the event of extensive resolution action affecting the Maryland State Council By-Laws, updates may be enacted upon sooner at the discretion of the State Officers and/or Past State Deputies.

Bylaws Committee:

Christopher L. Powers, State Advocate – Chairman  
Stephen M. Cohen, S.D.  
Philip L. Asplen, Jr., P.S.D.  
Romeo Gauthier, P.S.D.  
Edgar D. Haynes, P.S.D.  
Joseph P. Murtha, F.M.

Officially adopted by the delegates to the 120<sup>th</sup> Annual Convention of the Maryland State Council, Knights of Columbus, held at Ocean City, Maryland, May 5, 2018.

Stephen M. Cohen, State Deputy

Dale W. Trott, State Secretary

Date of Institution: March 2, 1899

Approved by the Supreme Board of Directors: September 25, 2018

John A. Marrella  
Supreme Advocate





**Maryland State Council Bylaw  
Revision Record**

<b>Location</b>	<b>Change/Comment</b>
No Changes	Original document.