

Updated on July 28, 2023

**BYLAWS OF THE ARIZONA STATE COUNCIL
PREAMBLE**

To the extent that the following provisions are consistent with the Constitution and Laws of the Order of the Knights of Columbus, they shall constitute the Bylaws of the Arizona State Council. Such Bylaws are severable; and they are intended to supplement the Constitution and Laws of the Order.

ARTICLE I

CONSTRUCTION

SEC: 1. The words employed herein shall be given their common meanings. While it is intended that these Bylaws shall be firmly adhered to, no construction shall be adopted which produces injustice or a result, which conflicts with the goals and principles of the Order.

SEC: 2. The final authority in the matter of construing these Bylaws shall be the Supreme Board of Directors; however, all questions, relating to construction hereof shall be first submitted to the State Advocate for opinion. Appeals may be taken from an opinion of the State Advocate to the State Deputy and, thereafter, the Supreme Board.

SEC: 3. To the extent that they are consistent with these Bylaws, Robert's Rules of Order shall govern; however, they shall be subject to the same rules of construction.

ARTICLE II

ANNUAL MEETINGS

SEC: 1. Annual meetings of the State Council, the members of which are designated in Section 12 of the Supreme Constitution. shall normally be conducted between April 1 and May 31 during a full weekend comprised of Friday and Saturday. The exact date for the next annual meeting will be announced by the State Deputy no later than the preceding annual meeting. Further, should emergency conditions militate against holding the annual meeting at the time or place designated by this Article or by the State Council. The State Deputy is authorized to select another time or place. However, in that eventuality the State Deputy shall identify the emergency in writing. mailing a copy thereof to all Councils.

SEC: 2. In keeping with the past practice, at each annual meeting the State Council shall select by ballot the place of the annual meeting to be held two (2) years hence.

SEC: 3. In exercising any authority granted under this Article, the State

Deputy shall seek the advice of the other state officers.

SEC: 4. The order of business at Annual State Council meetings shall be:

1. The call to order;
2. The Warden's report on membership cards in the possession of persons in attendance;
3. Opening prayer led by the State Chaplain or by the State Deputy in the Chaplain's absence;
4. Pledge of allegiance;
5. Roll call of officers, delegates, District Deputies, and chairmen; and the roll shall be called each time the session is reconvened;
6. Appointment of committees;
7. Recess;
8. Reconvening, report of Warden and roll call;
9. Report of Committee on Credentials and adjusting committee appointments to the extent necessary;
10. Call for corrections to the minutes of the annual meeting for the year immediately preceding (Such minutes shall be kept available to the officers and delegates at all times during any annual meeting.);
11. Reports of State Officers, State Chairmen, District Deputies, according to the order provided by the State Deputy. Such reports shall be submitted in writing; however, an oral resume thereof may be delivered on the floor. The State Deputy shall prescribe a time limitation on such oral resume;
12. Report of the Arizona Knights of Columbus Charities, Inc;
13. Reports of committees, subject to the conditions and requirements of paragraph 11, supra;
14. General business (Annual budget, etc.);
15. Election of officers and delegates;
16. Selection of annual meeting place;
17. Recess for annual meeting of the members of the St. Joseph's Youth Camp (time to be limited by the State Deputy);
18. Reconvening;

19. Assessment of annual per capita tax;
20. Good of the Order (District Masters, Past State Deputies, etc.);
21. Closing prayer by the State Chaplain or State Deputy in the Chaplain's absence; and
22. Adjournment.

In the exercise of his sound discretion, the State Deputy may vary the order of business as the need appears.

SEC: 5. The State Deputy shall, at the annual meeting, appoint such committees as may be necessary to be authorized, including:

1. Committee on Credentials, five (5) members.
2. Committee on Resolutions, five (5) members.
3. Committee to audit annual reports of State Secretary and State Treasurer, three (3) members.
4. Committee on delegate expense, three (3) members.

SEC: 6. The State Secretary shall prepare and furnish credential blanks to the Grand Knights of each council on or before February 15th of each year.

SEC: 7. The Recorder of each council shall prepare and certify two (2) copies of credentials on the blanks so furnished and shall forward one (1) copy thereof to the State Secretary at least six (6) weeks before the annual meeting of the State Council and retain one (1) copy for the council records.

SEC: 8. The State Deputy shall preside at all meetings performing the usual duties of chairman, and the State Secretary or whom the State Deputy delegates the responsibility to shall record all proceedings of the annual meeting. In the absence or inability of the State Deputy, the State Secretary shall execute the duties of the State Deputy. In the absence or inability of the State Deputy and the State Secretary, the obligation of executing the duties of the State Deputy shall devolve on the other state officers in the order in which they are named in Section 12c of the Constitution of the Supreme Council.

SEC: 9. 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 the annual meetings, when the exigency of circumstances demands it, the State Deputy is empowered to appoint special committees who shall report at the next stated meeting. The State Council shall, after approval thereof by the State Deputy, pay all proper expenses of any such committee.

SEC: 10. All sessions of the State Council shall be conducted in the third section. The State Warden and/or warden aids shall check membership cards at the opening of meetings and shall admit none but duly qualified members, except by permission of the officers of the State Council.

SEC: 11. All resolutions for changes and amendments of the Bylaws shall be submitted in writing by any council within the jurisdiction or by any committee duly appointed by the Arizona State Council or the State Deputy to the State Advocate at least thirty (30) days before the annual meeting. Resolutions submitted after this date may be considered at the annual meeting upon approval of the officers of the State Council.

SEC: 12. When a member is about to speak, he shall rise and address the chair giving his name and the name and number 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 for longer than five (5) minutes without permission of the chair, or more than once upon any question until all others who desire to speak have spoken.

SEC: 13. The roll call shall not be called upon a demand for the yeas and the nays unless requested by a majority of the members present.

ARTICLE III

SPECIAL MEETINGS

SEC: 1. Special meetings of the State Council may be held from time to time; however, for such purposes the State Council shall constitute all the State Officers and the Grand Knight of every subordinate council.

SEC: 2. To the extent that it is consistent with the purposes of the special meeting, the order of business for annual meetings shall control.

SEC: 3. No assessments may be levied at a special meeting.

ARTICLE IV

NOTICE

SEC: 1. Written notice of the time and place of annual meetings shall be mailed through electronic means to the Grand Knight of every subordinate council on record with a valid email address or mailed at least sixty (60) days before the date of each meeting; however, a failure to comply strictly with this requirement shall not invalidate the meeting. To establishing the validity of any annual meeting, these Bylaws and any amendment thereof shall constitute adequate notice to the members of the State Council.

SEC: 2. Written notice of the date, place, and purposes of any special meeting of the State Council shall be sent to the Grand Knight of every subordinate council no less than fifteen (15) days before the date of the special meeting. Such notice will be delivered electronically to the email on file or is deposited in the United States Post Office, postage prepaid, addressed to the Grand Knight at his last known mailing address, proof of receipt of the notice need not be made.

SEC: 3. State officers shall keep all the other state officers currently apprised of the business of the order.

ARTICLE V

BUSINESS BY WRITTEN RESOLUTION

SEC: 1. As to such business which may be conducted by special meeting of the State Council, written resolutions may be distributed to all the State Officers and Grand Knights with instructions to return the same to the State Secretary, indicating a "yes" or "no" vote and signed by the person entitled to vote. Such resolutions shall contain an instruction, notifying the member of the State Council that a failure to return the written resolution, marked and signed as instructed, no later than a date certain shall constitute an abstention. The date certain shall be twenty-five (25) days after the date on which the resolution was mailed. Most of the ballots cast shall govern, and the written resolutions, which are returned to the State Secretary, shall be preserved by him until the succeeding annual meeting when they shall be made available for inspection by the members of the State Council.

SEC: 2. Failure to preserve such written resolutions shall constitute a ground for invalidating the same by majority vote of the State Council at the annual meeting.

ARTICLE VI

STATE OFFICERS' MEETING

SEC: 1. The State Officers shall meet as often as is necessary to perform the business of the Order efficiently, but in no event shall there be less than six (6) such meetings scheduled throughout the fraternal year. Minutes of these meetings shall be recorded and secured in archive by written copy and/or online storage and/or magnetic media for historical purposes.

ARTICLE VII

DUTIES OF OFFICERS

SEC: 1. **State Deputy:** In addition to the duties otherwise prescribed, the

State Deputy shall appoint all committees and chairmen thereof. He may call special meetings of the State Council. He shall call special meetings of the State Council when requested to do so by a majority of the state officers. He shall countersign with the State Secretary all vouchers addressed to the State Treasurer directing the disbursement of State Council funds, and he shall supervise all persons subordinate to him in the exercise of their duties.

SEC: 2. **State Secretary:** The State Secretary shall collect and receive all moneys due the State Council and all funds obtained from any source by or through any person or persons acting for or in the name of the State Council or under its directions or authority. He shall keep an account of the indebtedness of each subordinate council to the State Council. He shall pay over to the State Treasurer all moneys received by him promptly. He shall keep a financial record of all State Council funds, designating the specific class thereof, according to the special purpose to which such funds have been appropriated. He shall prepare all vouchers addressed to the State Treasurer directing disbursement of State Council Funds. He shall sign such vouchers and present them to the State Deputy for his signature. He shall prepare and mail, or have served, all notices, required by these Bylaws. He shall always keep his financial records current and open for inspection. He shall prepare in writing a current report and account and submit the same to the State Council at the annual meeting. He shall prepare financial reports at least quarterly and submit the same to the State Deputy. He shall accurately record the minutes of State Officer and State Council meetings and preserve the same. He shall duplicate and distribute the minutes of the meetings. He shall keep sample copies of all state forms. He shall compile a list of all delegates and alternates to Annual State Council meetings and provide copies to the other State Officers. In collaboration with the State Treasurer, he shall prepare annually the appropriate Internal Revenue Service forms for Tax Exempt Organizations. Working in conjunction with the State Deputy, he shall prepare a proposed annual budget to the State Deputy in order to submit to the State Council for approval. He shall perform such other duties as directed by these Bylaws, as are traditionally within the province of a Secretary and as directed by the State Deputy.

SEC: 3. **State Treasurer:** The State Treasurer shall be the custodian of the funds of the State Council and shall keep an accurate account of the same. He shall pay out all moneys authorized in written vouchers issued by the State Secretary and countersigned by the State Deputy. He shall report quarterly in writing to the State Council the year's total receipts and total disbursements and the interest earned on State funds on deposit. He shall report the current fund balances to the State Council at its annual meeting. He shall cooperate with the State Secretary in the preparation of financial reports and announce any discrepancies between the records of the two officers. He shall keep his records available for inspection. He shall keep his financial records current. He shall give receipts for moneys received and shall perform such other duties as directed by the State Deputy.

SEC: 4. **State Advocate:** The State Advocate shall be the legal advisor of the State Council. Upon request, he shall render opinions, interpreting the Constitution and Laws of the Order and these Bylaws. Upon receipt of resolutions from delegates to the State Council, he shall duplicate the same and send a copy to all State Officers and Grand Knights at least twenty-one (21) days before the State Council convenes its meeting (However, when the resolution has not been delivered to him at least thirty(30) days before the State Council convenes its meeting, he shall be under no duty to make such general distribution). Irrespective of when he receives resolutions, he shall bring them to the attention of all State Officers. He shall deliver copies thereof to the State Deputy and the State Secretary. He shall be chairman of the Committee on Resolutions. He shall report annually in writing to the State Council the conduct of his office for the fraternal year up to the date of the State Convention. At the conclusion of the Annual Supreme Council meeting, he shall submit a written report to the membership pertaining to the status of Arizona State Council resolutions and those resolutions that proposed changes to Supreme Council Bylaws and/or Supreme Council Policy.

SEC: 5. **State Warden:** The State Warden shall examine all membership cards at meetings of the State Council, making certain of the right of all persons in attendance to be present. He shall see that proper decorum is observed at all such meetings, obeying the directions of the State Deputy or duly designated presiding officer. He shall properly arrange the council chamber for such meetings and see that all entrances are properly closed and guarded, allowing only those who are qualified to enter and shall perform such other duties as directed by the State Deputy.

SEC: 6. **State Chaplain:** The State Chaplain shall conduct all religious exercises of the State Council. He shall be the religious advisor to the State Council at the annual meeting of the State Council. He shall submit his written report, disclosing his observations and conclusions regarding the spiritual condition of the Knights of Columbus within the State of Arizona. As a fraternal courtesy, a suitable stipend should be offered for his reverent services.

SEC: 7. **District Deputies:** District Deputies shall submit written reports to the State Council at the annual meeting, using the form prescribed by the State Deputy and shall perform such other duties as the State Deputy directs.

SEC: 8. **Bonds of State Officers:** Before assuming the duties of their offices, the State Secretary and State Treasurer shall be bonded to indemnify the State Council against any loss sustained by reason of neglect or misconduct in the amount of \$20,000.00 or such other sum as the State Council directs. Such shall be procured through the Supreme Council, where possible, and the State Council shall pay the premiums.

SEC: 9. **Supreme Council Delegates:**

Delegates from the State Council to the Supreme Council shall urge the

adoption of all resolutions adopted by the State Council for presentation to the Supreme Council.

SEC: 10. Immediate Past State Deputy:

The Immediate Past State Deputy residing in the Jurisdiction of Arizona shall perform duties required of him by the State Deputy or the State Council.

ARTICLE VIII

PER CAPITA

SEC: 1. To defray the expenses of the Arizona State Council, there shall be a per capita tax and other assessments levied against and collected annually, twice a year, billed by August 15th and February 15th for six (6) months each billing. The total Annual State Per Capita levied against subordinate councils will be \$11.00 a year.

SEC: 2. The amount of the per capita tax as well as other assessments shall be approved annually by two-third (2/3) majority of voting delegates in attendance at the Annual State Convention.

SEC: 3. In calculating the per capita tax and other assessments due from subordinate councils, honorary life members and those who have been granted "disabled status" by the Supreme Council of said subordinate councils shall not be included. And a reduction of \$2.05 in per capita fees charged to subordinate councils for each Inactive Member.

SEC: 4. The Arizona State Council shall make a rebate to college councils in its jurisdiction of fifty percent (50%) of the annual per capita tax assessed against and paid by the membership of said college councils and said councils shall use said rebate for Catholic and fraternal programs.

SEC: 5. All subordinate councils in Arizona shall be entitled to a discount of ten (10) cents per taxable member on the amount of the State Council per capita assessment for the current period if paid within thirty (30) days of billing, and if not paid within thirty (30) days no discount shall be allowed.

ARTICLE IX

COMPENSATION AND FINANCE

SEC: 1. No member of the Order shall be compensated for performing his duties, as prescribed by the Constitution, Laws of the Order, and these Bylaws, except where expressly provided by the State Council.

SEC: 2. No one, representing the State Council, shall obligate the State Council for any amount more than the funds on hand.

SEC: 3. Among other things, annual budgets shall make recommendations for: per capita assessments, voluntary contributions, per diem payments for attending meetings, travel reimbursement on a mileage basis, overnight lodging reimbursement, food allowances, publication costs, publicity, office expense, host council compensation, State Deputy discretionary fund, and charitable contributions. Adequate liability insurance must be provided.

SEC: 4. The fund allocations in the budget may be expressed as dollar amount, as a percentage of funds available or expected to be available, or a mixture of both.

SEC. 5. Delegates, District Deputies, and State Council Directors and Chairman called upon to attend and present an annual report at the state council's annual meeting shall receive at least the same amount of travel reimbursement that the state deputy receives from the Supreme Council. The State Secretary shall include the amount of travel reimbursement for Delegates, District Deputies, and State Council Directors and Chairman in the per capita and budget report that is presented to the delegates at the state council's annual meeting. Those attendees shall be entitled to reimbursement for one-way travel that is 50 miles or more from their homes to the state council's annual meeting location and a per diem rate of reimbursement of \$30 per day.

ARTICLE X

PROFESSIONAL ADVERTISERS

SEC: 1. The employment of professional advertising solicitors by the subordinate councils are prohibited. It being understood, however, that nothing in this Bylaw shall be construed to prohibit any council from the sale of advertising, where solicitation is made by members of the council.

ARTICLE XI

ST. JOSEPH'S YOUTH CAMP FUND

SEC: 1. The function of the St. Joseph's Youth Camp Fund shall be charitable entirely, and the fund shall be used solely to promote, foster, and support the programs and facilities of St. Joseph's Youth Camp and related youth programs.

SEC: 2. Such fund shall be derived from a voluntary assessment levied by the Arizona State Council against subordinate councils, other voluntary donations by members, subordinate councils, other interested individuals, or groups, and from fund raising efforts established by the Arizona State Council specifically for the benefit of the fund.

SEC: 3. Disbursements from the fund, and use of the emblem or name of the

Arizona State Council or the Knights of Columbus in conjunction with St. Joseph's Youth Camp, shall be controlled by the officers of the Arizona State Council.

ARTICLE XII

STATE COUNCIL CHARITY FUND

SEC 1. The State Council Charity Fund will be managed through a separate set of bylaws managed by "Arizona Knights of Columbus Charity, Inc."

SEC: 2. In selecting who shall benefit from the charities of the "Arizona Knights of Columbus Charity, Inc.", the committee shall confer with the current State Deputy.

ARTICLE XIII

INSURANCE

The State Officers may enter into an agreement with any outside agency to provide liability insurance to subordinate councils. The cost for this insurance may be passed on to the councils as an extra assessment as necessitated by the policy billing. The amount of the assessment and the dates due are to be approved each year by resolution at the Annual Meeting of the State Council.

ARTICLE XIV

INTENTIONALLY LEFT BLANK

ARTICLE XV

INTENTIONALLY LEFT BLANK

ARTICLE XVI

RAUL G. NAVARRETE VOCATIONS FUND

SEC: 1. The function of the Raul G. Navarrete Vocations Fund shall be charitable entirely, and the fund shall be used solely to promote and foster vocations, and for the development of programs of education, information, and counseling about vocations.

SEC: 2. Such fund shall be derived from voluntary donations by members, subordinate councils, other interested individuals, or groups, and from fund raising efforts established by the Arizona State Council specifically

for the benefit of the fund. Each local council may, on a voluntary basis, make a donation of one (1) cent per day per member to the Raul G. Navarrete Fund, or make any other donation, or take any other action a council sees fit to support the fund. Such donations are to be delivered and presented at the Annual State Meeting at a time designated by the State Deputy.

SEC: 3. Disbursements from the fund shall be at the discretion of and controlled by the officers of the Arizona State Council.

SEC: 4. A guideline for disbursement from the fund shall be designated as seventy-five percent (75%) for activities for those seeking the priesthood or another religious life, and twenty-five percent (25%) for activities for those participating in the diaconate program.

ARTICLE XVII

BOARD OF TRUSTEES

SEC: 1. The Board of Trustees comprised of not less than less than three (3) and no more than five (5) Arizona Past State Deputies appointed by the State Deputy, shall annually review all financial operations, and make recommendations to the officers of the Arizona State Council for the subsequent year's budget.

SEC: 2. The Board of Trustees shall annually, within thirty (30) days prior to the Annual Meeting, make a thorough examination of the accounts and financial expenditures of every kind and nature, by whomever made, and prepared a report on the financial condition of the State Council for the Officers of the Arizona State Council and for presentation at the State Convention.

SEC: 3. The Board of Trustees shall, within ninety (90) days following the end of the fraternal year, conduct a supplementary examination of the accounts and financial expenditures of every kind and nature, by whomever made, which were not included in the previous examination, and prepare a supplementary report covering the last quarter of the fraternal year to be included as an addendum to the Report of the Annual Meeting. In so far as possible, the supplemental examination of the financial accounts should be conducted by the same Trustees performing the initial examination.

SEC: 4. The Board of Trustees shall make recommendations to the officers of the Arizona State Council for disbursements from the State Charitable Fund. The Board of Trustees shall also ensure that all funds of the Arizona State Council are either federally insured or collateralized by federal, state, or municipal obligations.

SEC: 5. The Board of Trustees shall prepare a report to be presented at the annual meeting of the Arizona State Council detailing the number of

deposits in each financial institution and whether such funds are federally insured or otherwise collateralized as required by Article XVII, Section 3. Funds held by the Arizona State Council in a fund designated for evangelization may be invested in funds that may not have such insurance or collateralization.

ARTICLE XVIII

Deleted and replaced by Appendix VII

ARTICLE XIX

AMENDMENTS

SEC: 1. These Bylaws, or any part thereof, may be amended or repealed by a majority vote of the Arizona State Council present and voting at the meeting when the amendment or repealed measure is presented, and the approval of the same by a two-thirds (2/3) vote of the members of the State Council present and voting at the next succeeding annual meeting of the Arizona State Council.

SEC: 2. Neither amendment of these Bylaws nor any part thereof shall take effect until approved by the Supreme Board of Directors.

Article XX

Respect for Life Fund

SEC: 1. The function of the Respect for Life Fund shall be charitable entirely, and the fund shall be used solely for the protection of human life at all stages from conception to natural death. Funds will support issues not limited to but including: the Ultrasound initiative, pregnancy center support. efforts to end abortion and euthanasia, and support of individuals with intellectual disabilities."

SEC: 2. Such funds shall be derived from the proceeds of annual fund-raising events and from voluntary donations by members, subordinate councils, and other interested individuals or groups specifically for the benefit of the fund.

SEC: 3. Disbursements from the fund shall be at the discretion of and controlled by the officers of the Arizona State Council.

GENERAL OPERATING GUIDELINES OR PROCEDURES FOR ARIZONA KNIGHTS OF COLUMBUS

PROCEDURE I

Resolutions adopted, but not made part of these Bylaws, pertaining to operation of the Arizona State Council.

1966

All subordinate councils urged to incorporate a program of religious instruction in agenda of their meetings.

1967

Arizona State Deputy authorized to disburse \$300.00 from State Council funds for entertainment at Supreme Conventions.

1969

Third Degree Memorial Services authorized for any Knight in good standing at the time of his death. (This service was not approved by Supreme.)

1972

State Deputy authorized to disburse the same amounts of moneys for expenses to the President of the Youth Camp Board of directors, as would be any delegate to the annual meeting.

1985

Local councils shall hold at least one (1) function per year for the benefit of the Raul G. Navarrete Fund.

1990

Assessment of \$2.00 per member per annum to be paid on a voluntary basis to St. Joseph's Youth Camp.

PROCEDURE II

ANNUAL STATE CONVENTION ORGANIZATIONAL GUIDELINES

Purpose: The purpose of this document is to issue specific guidelines pertaining to activities that are permitted at the Annual State Meeting, hereafter identified as Convention, and host council actions required in support thereof.

General Guidelines:

- a. All the activities concerning the organization of the convention are the responsibility of the State Deputy as the chief executive officer of the State Council in coordination with the host council.
- b. The only raffles permitted at the convention are the State Council raffle and door prize(s) raffle sponsored by the host council. The drawings for these two raffles will be held as specified by the State Deputy.
- c. Presentation of awards, gifts, and recognitions at the banquet on Saturday is limited to those prescribed by the State Deputy.
- d. Awards, gifts, and recognition from subordinate councils and/or private individuals or committees may be presented, if time permits, at the conclusion of the meetings on Friday and Saturday. These presentations are prohibited at the banquet on Saturday.
- e. The host council will provide the State Officers with the necessary support for the successful operation of the Convention.
- f. The State Deputy has the right to veto any decision taken by the host council in the preparation for the Convention.
- g. The State Deputy will provide to the host council a cash advance towards State Officer convention expenses.
- h. The State Deputy is responsible for the payment of the following expenses:
 1. Hotel/motel accommodations and convention packages for State Officers, Bishops, Master of Ceremonies, and other special guests.
 2. Saturday banquet tickets for the recipient of the Chaplain of the Year and Family of the Year.
 3. Saturday banquet tickets and hotel accommodations for the recipient of the Knight of the Year and his significant other.
- i. The host council will publish in the convention program without cost to the State Deputy, pictures of the State Officers on a single page, letter from the Supreme Knight, letters and/or pictures of the Supreme Representative, State Deputy, Bishops, Governor, and Mayor of the host council city.
- j. All requirements concerning the Fourth Degree Honor Guard and Color Guard will be submitted by the host council to the District Master.
- k. Seating and other arrangements of the chamber of the convention meetings will be the responsibility of and under the supervision of the State Warden.

Specific Responsibilities and Duties:

a. State Deputy

1. Appoint a committee of not less than three (3) members to seek out and negotiate multi-year room and meal rates with hotels capable of accommodating the annual meeting in the major metropolitan areas.
2. Make the locations of future annual meetings be known so that local councils may bid on hosting the annual meeting.
3. Advise the host council as to the date and time for the Memorial Mass/Sunday obligation and the family rosary on Friday, if scheduled.
4. Selection of the Master of Ceremonies for the banquet on Saturday.
5. Issuance of invitations to dignitaries and special guests to the Convention.
6. Establish head table seating requirements for the Saturday banquet.
7. Advise the host council of seating arrangements for State Officers, dignitaries, and guests at the rosary on Friday, and the Memorial Mass/Sunday obligation.
8. Provide for the offertory procession at the Memorial Mass/Sunday obligation.
9. Prescribe for the disposition of funds collected at the Memorial Mass/Sunday obligation.
10. Advise the host council of the requirements for the State Deputy recognition breakfast on Saturday morning.
11. Reimburse the host council at cost for State Officers and guest's expenses for the Friday evening function and Saturday banquet.
12. Establish hospitality room hours of operation.
13. Establish dress code requirements for banquet and, if scheduled, ball.

a. Host Council

1. Establishment of various committees and sub-committees necessary to adequately prepare for and support the convention.

2. Appointment of committee chairpersons.
3. Development of pre-convention activities.
4. Staffing and operation of the convention registration desk.
5. Procurement of convention souvenirs and mementos for issuance at the registration desk to those attending the convention.
6. If scheduled, contract for musical support following the Saturday night banquet.
7. Room arrangements and seating and Mass requirements for Memorial Mass/Sunday obligation as well as family rosary on Friday, if scheduled.
8. Establish cost for convention program or booklet ads.
9. Publish convention program or booklet.
10. Procurement of writing tablets for State Officers, Delegates, District Deputies, Past State Deputies, District Master, State Directors, and Chairmen.
11. Printing of tickets for the various convention functions.
12. Direct communication with each council concerning pre-registration and registration requirements of delegates and non-delegates.
13. Automatic room reservation for each State Officer as designated by the State Secretary and each delegate.
14. Will prepare invitation to the dignitaries for State Deputy signature.

b. State Deputy and Host Council Coordination

1. Selection of convention hotel/motel(s).
2. All matters concerning the registration of delegates.
3. Development and preparation of convention activities except those specifically identified in paragraph 3 above.
4. Selection of the menu for the banquet on Saturday and the awards luncheon on Sunday.
5. Establishing the cost for the convention package on a pre-registration and registration basis.

6. Hotel/motel accommodations for the State Officers, dignitaries, and special guests will be arranged in the manner requested by the State Officers. Hotel/motel reservations for State officers, dignitaries, and special guests are the responsibility Of the State Secretary.
7. Determination as to whether a "ball" will be scheduled following the banquet on Saturday night.

PROCEDURE III

GUIDELINES FOR FINANCIAL CAMPAIGNS

1. Statement of Policy on the Code of Ethics of the Arizona State Council in Connection with Fund-Raising Programs. It is expected that the officers and members of subordinate councils, Chapters, Fourth Degree Assemblies, and other groups affiliated with the State Council, will fully observe rules similar to those expected of professional and businesspeople of honor and probity without limiting the generality of the foregoing, such rules require that officers and members:
 - a. Will comply with all local, state, and federal laws.
 - b. Will not knowingly promote, conduct, or organize financial campaigns in any manner that might be detrimental to the Order.
 - c. Will not accept gifts, articles of values, or services from persons or companies that provide material or services in connection with financial campaigns.
2. Specific Instructions
 - a. In every promotional activity for which the name and/or emblem of the order are used, prior permission for its use must be obtained from the State Deputy.
 - b. The request for permission must be in writing and should contain the following information and enclosures:
 1. Brief description of the program.
 2. Date of approval for establishment and implementation of the program:
 3. Sponsoring Unit (Council, Assemble, or other entity).
 4. Required Approval (Motion at business meeting or Record in minutes).

5. List of participating units and specific charities.
 6. Copy of photocopy of signed agreement with any vendor or promotional organization that furnishes items or services on which the program is based. (If an agreement is not required, include a copy or photocopy of correspondence from the vendor.) Be specific in regard to terms, price, amounts, etc.
- c. Incomplete requests will not be considered by the Arizona State Council.
- d. Participating units must:
1. Ensure that all local, state, and federal laws regulations and ordinances have been complied with before the program is implemented.
 2. Require that all receipts and disbursements are controlled by the duly elected financial officers of the unit in accordance with their Bylaws.
 3. Be sure that all contributions and proceeds are deposited promptly and recorded in accordance with good business practices.
 4. Make disbursements by check ONLY for all costs and expenses. Transfer of the balance of funds can only be made to the sponsoring unit.
 5. Insure only expenses that are necessary, reasonable, and directly related to the program being conducted.
 6. Report to the sponsoring unit on the form provided IMMEDIATELY upon completion of the program.
 7. Disburse all net proceeds by sponsoring unit by check ONLY payable to the charitable organization designated by the sponsoring AND/OR subordinate unit.

MEMO FOR RECORD: The above guidelines were distributed at the 1983 midyear meeting and were derived from guidelines adopted by the Supreme Board of Directors at a meeting held April 16 - 18, 1977.

PROCEDURE IV

ARIZONA STATE COUNCIL CEREMONIAL GUIDELINES

Purpose: These guidelines and policy have been prepared to foster the efforts of degree work in Arizona and to ensure understanding and

compliance by each subordinate council. The Charity, Unity, and Fraternity Exemplification (CUF) replaces the Admission, Formation and Knighthood Degrees. Once the CUF is completed the attendee is a Third Degree Knight. The following procedures should be followed in conducting this exemplification.

1. Order materials. Order a sufficient supply of Candidate Kits (#531) from Supplies Online, the supply ordering portal available on Officers Online.
2. Meet with your Council Chaplain or Pastor. Working with your Chaplain/Pastor, obtain his recommendations on conducting an Exemplification of Charity, Unity, and Fraternity. Ideally, select a date when he can attend and lead the prayers during the ceremony. (If no priest is available, the Presiding Officer may lead the prayers.)
3. Select a date and secure a location. Preferably, the exemplification will be held in a Catholic church following Mass.
4. Select an Honoree. Inform the Honoree if applicable.
5. Promote. Build public interest in the upcoming exemplification in your parish and larger community. Include mention of the Honoree. Use multiple methods of communication. • Bulletin announcements • Pulpit announcements • Posting on your council and parish website / social media pages / invite your council members.
6. Plan a reception. Strongly consider hosting a social event after the ceremony so that everyone can meet the council's newest members and their families.
7. A complete guide for the CUF Exemplification can be found in the Exemplification of Charity, Unity, and Fraternity Guide (Item 10991)

PROCEDURE V

PRIVILEGE OF THE FLOOR

Purpose: To promulgate policy pertaining to "privilege of the floor" applicable to Past State Deputies, District Deputies and State Council Committee Chairmen.

Background: Chapter II Section 12 (b) of the Charter, Constitution and Laws of the Knights of Columbus specifies that Past State Deputies, other than the Immediate Past State Deputy or last living Past State Deputy, and District Deputies are permitted the privileges of membership in the State Council, but without the right to vote therein. State Council Committee Chairmen, who are not otherwise members of the State Council, can only speak on questions pertaining to functions of their committees, but

without the right to vote therein.

Policy:

Past State Deputies:

1. Have the privilege of the floor to speak on issues being discussed or considered.
2. Nominating speeches or seconding speeches for a candidate for State Office or Supreme Council delegate/alternate may be made by a Past State Deputy without first obtaining the privilege of the floor from a delegate.
3. To present a motion for State Council consideration, a Past State Deputy must first obtain the privilege of the floor for that purpose from a delegate.

District Deputies:

1. Have the privilege of the floor to speak on issues being discussed or considered.
2. District Deputies, who are not elected subordinate council delegates, must first obtain the privilege of the floor from a delegate to permit a nominating or seconding speech for a candidate for State Office or Supreme Council delegate/alternate or for the purpose of presenting a motion for State Council consideration.

State Committee Chairmen.

1. Have the privilege of the floor to submit an oral committee report.
2. Respond to questions from the floor pertaining to the function of their respective committee.
3. Committee Chairmen, who are not elected subordinate council delegates, must first obtain the privilege of the floor from a delegate to permit a nominating or seconding speech for a candidate for State Office or Supreme Council delegate/alternate or for the purpose of presenting a motion for State Council consideration.

PROCEDURE VI

CAMPAIGNING

1. Campaigning, i.e., letters seeking support or endorsements and souvenirs issued for the sole purpose of gaining support for candidates is

prohibited. However, discussions to determine who is willing to serve in office, and what their contributions and qualifications might be is permitted to make an intelligent decision at the time of elections.

2. Advertisements concerning the availability of a competent council member who is considered to be excellent State Officer material is permitted. These ads may identify the state office being sought by the candidate. A council may adopt a resolution within their own council setting forth the qualifications of the brother. This resolution can then be mailed to other councils by a cover letter advising that the resolution was adopted by the membership. The cover letter cannot solicit support or endorsements for him.
3. Posters and pictures of a favorite son may be displayed in hospitality rooms or private rooms.
4. Ads and pictures of favorite sons may be included in the convention program provided they do not solicit support or endorsements.

PROCEDURE VII

ARIZONA STATE RAFFLE/LOTTERY PROCEDURES

1. Authorization: Permission to conduct a raffle/lottery and use the name or emblem of the order for such purpose must be obtained from the State Deputy or District Master before the raffle/lottery is conducted. The request for permission must be in writing signed by the chief administrative officer of the unit and should contain the following information:
 - a. A brief description of the program.
 - b. The date that the subordinate unit approved the establishment and implementation of the program.
 - c. Identification of the participating unit or units and the charitable purpose of the program or the charities designated by the sponsoring unit to share in the proceeds.

NOTE: It is considered proper for sponsoring and participating units to designate their organization as the recipient of raffle/lottery proceeds for their scholarship, vocations, youth, etc. programs provided a separate account is maintained for each program designated as a recipient of the funds derived from the raffle/lottery.

- d. Copy of the proposed raffle/lottery program showing in full detail the proposed distribution of tickets, sale of tickets, collection of monies from sales of tickets, deposit of monies into designated accounts for charitable purposes, any proposed distribution of net

funds where there is more than one (1) participating unit, estimated expenses in the operation of the program, and such other information as the State Deputy or District Master may deem appropriate.

2. Participating Units

- a. The unit initiating the program must ensure that all local and state laws, regulations, and ordinances have been complied with before submitting the request for permission to the State Deputy or District Master.
- b. All receipts and disbursements are to be controlled by the duly elected financial officers of the council, chapter, assembly, or affiliated organization in accordance with the Order's Bylaws.
- c. Ticket sales and proceeds from ticket sales are to be promptly deposited and recorded in accord with good business practices and accounting controls, for example: duplicate deposit slips, separation of responsibilities for receipts, disbursements, and recording. Disbursements are to be made by check only for all costs and expenses. Costs should be necessary and directly related to the program, such as cost of printing, cost of distributing tickets, cost of licenses if applicable, and cost of prizes.
- d. A separate bank account must be established for each promotion to include separate records of receipt and disbursement of all funds. Under no circumstances should any program funds be commingled with other funds of the sponsoring unit.
- e. All the net funds should be payable to the charitable organization(s) designated by the sponsoring unit in accordance with the request for permission for the program. All the net proceeds must be distributed within twelve months of the close of the raffle/lottery or before a request is made of the State Deputy or District Master for the approval of a subsequent program of this nature. The distribution shall be made by check only.

3. Reporting

- a. At the conclusion of the program, after the raffle/lottery is complete and all funds distributed, a report shall be prepared and forwarded to the State Deputy or District Master. The report shall include the following:
 - i. Dates of the beginning and end of the program.
 - ii. Total funds collected, before expenses.
 - iii. Expense incurred in direct operation of the program.
 - iv. Recipients of net proceeds with amounts received.

b. All receipts and disbursements must be recorded in the prescribed audits of the sponsoring and/or participating units and should be the subject of careful review by the trustees of these units. The trustees shall be particularly diligent to ensure that there is no commingling of funds from an approved program with any other funds of their unit.

4. Points to Remember

a. The reason for the very detailed procedures is to protect against the POTENTIAL LOSS OF TAX-EXEMPT STATUS if funds raised through raffles/lotteries are not accounted for and distributed in compliance with Federal and local tax laws.

b. Where the name or emblem of the Order is not used in a program, no permission is required.

c. Permission is not required if the tickets or lottery numbers are not sold to the public, or if the sales are limited to intra-Knights of Columbus members only.

d. An affiliated organization wishing to conduct a raffle/lottery using the name or emblem of the Order and making an offering to the public must prepare and forward the request for permission but must submit it through the office of the Grand Knight who will forward it to the State Deputy.

PROCEDURE VIII

ARIZONA STATE COUNCIL PROTOCOL

1. Purpose: To provide clear cut State Council policy and guidance pertaining to protocol to be exercised by the membership in the State of Arizona.

2. Protocol policy and guidelines are issued by the Supreme Council in various publications as listed above. All Knights in leadership roles should be familiar with the following references:

a. Protocol Booklet - item #1612

b. Guidelines for Council Meetings - item #10318

c. Fourth Degree Color Corps Drill Manual - item #808

d. Leadership Resources - item#5093

It is impossible to state a rule for every situation. Good judgment should be exercised by the Chief Executive Officer present and common courtesy extended.

3. Council Meetings:

a. Strong councils hold good meetings that members enjoy. Council chambers arrangements and elements of a successful council meeting can be found in Guidelines for Council Meetings, item 10318.

b. Section 124 of the *Charter, Constitution and Laws of the Knights of Columbus* states, each subordinate council shall hold at least two meetings each month. One shall be a council meeting, and one shall be an officers' planning meeting. Both meetings shall be open to all council members who wish to attend. The purpose of the council meeting is to build fraternal spirit, to share information, to strengthen formation in the faith, and to present matters that require the vote of council members. The other monthly meeting is an Officers Planning Meeting. The purpose of this meeting is to plan programs, develop budgets, pay approved bills, prepare motions, discuss new ideas, and deal with other necessary matters. Council officers, directors, and chairpersons are required to attend this meeting.

PROCEDURE IX

STATE COUNCIL FUNDS TO RAUL G. NAVARRETE

Be it resolved that at the direction of the State Council that the annual donation of \$1000 previously made to the State Council Charitable Fund now be made to the Raul G. Navarrete Vocations Fund.

PROCEDURE XI

STATE EXECUTIVE TEAM

At the beginning of the fraternal year, the State Deputy shall appoint the following positions to help run the state council and activities throughout the fraternal year.

1. State Executive Secretary:

The State Executive Secretary duties include but are not limited to the following:

- a. He shall accurately record the minutes of State Officer and State Council meetings and preserve the same.
- b. He shall accurately record the minutes of State Officer and State Council meetings and preserve the same.
- c. Gather and store council information to create a State Directory that includes State Officer, District Deputy, Grand Knights, Deputy Grand Knights, Financial Secretary, Chaplain, Faithful Navigators, Faithful Comptrollers, Council, and Assembly information.
- d. Gather and store monthly reports from District Deputies.
- e. Gather information and documents to be printed at State meetings.

f. Along with the primary responsibilities, the State Deputy may call upon the State Executive Secretary for other duties.

2. State Membership Director

The State Membership Director is appointed each year by the State Deputy. His responsibilities will include administering and communicating Supreme initiated membership initiatives along with specific State membership incentives as approved by the State Deputy. He will communicate the state membership goals for membership intake by council and Star Council status.

3. State Program Director

The State Program Director is appointed each year by the State Deputy. His responsibilities will include administering and communicating Supreme initiated programs along with specific State-run programs as approved by the State Deputy.