

**Knights of Columbus  
Newfoundland and Labrador**

# **State Council**



## **By-Laws**

**KNIGHTS!  
MAY 3RD, 2025  
ON MISSION!**

## **NEWFOUNDLAND AND LABRADOR STATE COUNCIL BY-LAWS3.**

### **ARTICLE 1 - Name**

This organization shall be known as the Newfoundland and Labrador State Council of the Knights of Columbus and shall be subject to and governed by the Constitution and Laws enacted by and under the authority of the Supreme Council of the Knights of Columbus.

### **ARTICLE 11 - State Convention**

#### **Section 1- Convention Dates**

The Newfoundland and Labrador state Council shall be convened annually between the first day of April to and including the first day of June in each year by the State Deputy as per Section 13 of the Charter Constitution Laws of our Order. Preference for our State Council Meeting will be the last weekend of April or the first weekend of May depending on hotel accommodations. A weekend, during which Mother's Day or Victoria Day falls, will be avoided if at all possible. The location will be either Gander or St. John's – cost measures and availability of State Council Meeting facilities; and in exceptional circumstances the State Executive could look at other venues. The location will be selected at least two (2) years in advance by the State Council. Upon the failure of the State Council to select the location for the State Council Meeting, then the State Officers or a majority of said Officers shall fix the place and date of such annual meeting on or before December 1<sup>st</sup> of each year and it shall be the duty of the State Secretary to forward to every Council in the Jurisdiction, written notice of the time and place of Meeting at least sixty days after date of selection.

#### **Section 2 - Policies and Programs**

At each State Council meeting the State Council shall discuss policies and programs and endeavors to promote the general welfare of the order, shall transact such business and enact such rules and regulations that are consistent with the Charter, Constitution and Laws of the Knights of Columbus.

#### **Section 3 - Membership**

The makeup of the State Council membership is described in Chapter II, Section 12, subparagraph (a) and (b) of the Charter, Constitution and Laws of the Knights of Columbus.

#### **Section 4 - Credentials Form**

The State Secretary shall prepare and furnish one copy of the credentials form to the Grand Knights of each subordinate council, at least eight weeks prior to the meeting of the State Council.

## **Section 5 - Delegates**

The Recorder of each Council shall prepare and certify six (6) copies of credentials of delegates on the blanks furnished and shall forward one copy thereof to the State Secretary at least two weeks before the State Council meets, shall deliver one copy to each delegate and alternate, who shall present the same to the State Council Meeting, and shall file one copy with the records of his Council.

## **Section 6 - Committee on Credentials**

Temporary call of delegates - The State Secretary shall prepare a roll of names of all delegates and alternates on the credentials presented to him prior to the calling to Order of the meeting of the State Council until the Committee on Credentials has submitted its report and permanent roll determined by action of the meeting on said report. The Committee on Credentials shall be in session on the morning of the first day the State Council convenes.

## **Section 7 - Council in Arrears**

Councils not having paid indebtedness, owing to the Supreme Council or the State Council, within the time required shall not be entitled to representation in the State Council.

## **Section 8 - Admittance to meetings**

All meetings of the State Council shall be conducted in the Third Section. The State Warden and his assistants, as appointed by the State Deputy, shall inspect each delegate's travel card at the opening of the meeting. Only members of the order in good standing shall be admitted to the State Council meeting. Exceptions will be granted only by the members of the State Council.

## **Section 9 - Duties of Chairman and Recorder**

(a) The State Deputy shall preside at all sessions of the State Council Meeting, performing the usual duties of chairman. He shall be ex-officio of all State Council Committees.

(b) The State Secretary, or his assistant, when appointed by the State Deputy, shall record all proceedings of the State Council.

## **Section 10 - Resolutions and Changes to State Council By-Laws**

Any resolutions, petitions, recommendations, amendments, requests for funding from the Treasury of the State Council, or requests to collect money from members or other councils, all proposals, amendments, petitions or requests to amend the State Council By-Laws shall be approved at a regular Council Business Meeting, signed by the Grand Knight and be submitted to the State Secretary and State Advocate by March 1<sup>st</sup>. The State Advocate shall examine the resolutions and present them to the Committee on Resolutions. The Committee will review each resolution and submit them to the State Executive and subordinate Councils for review, prior to the State Council Meeting (Convention) meeting with recommendations for action. The resolutions shall be circulated to all Grand Knights and other delegates at the first session of the State Council Meeting. The State Council shall vote on each resolution separately during the State Council Meeting.

## Section 11 - Roll Call

The roll shall be called before the beginning of each business session of the State Council Meeting.

## Section 12 - Limitation of Speaking

When a member is about to speak he shall rise and address the chair. The presiding officer shall announce the name of the member entitled to the floor, and the member speaking shall confine himself to the subject under consideration. No member shall speak longer than five minutes, unless given the permission by the Chair.

## Section 13 - Reports of Committees

All reports of Committees shall be in writing on the forms provided by the State Council and signed by the members of each committee.

## Section 14 - Roberts Rules of Order to Govern

Except as otherwise provided herein and in the absence of a standing rule of the State Council, "Robert's Rules of Order" shall govern the proceedings of State Council Meetings.

## Section 15 - Order of Business

- 1) Call to order and opening ceremonies.
- 2) Opening Prayer and Ode.
- 3) Motion for open session.
- 4) Open session - Families/Friends.
- 5) State Deputy/State Chaplain's Report.
- 6) Temporary Roll Call
- 7) Adoption of official Agenda.
- 8) Appointment of Committees.
- 9) Presentation of Minutes of last State Convention.
- 10) Communications.
- 11) Report of State Officers.
- 12) Resolution Briefing.
- 13) Discussion and Voting on Resolutions.
- 14) Roll Call and Update.
- 15) Report of Committees.
- 16) Unfinished Business.
- 17) Final Roll Call.
- 18) New Business.
- 19) Election of Officers and Representatives.
  - a. State Officers
  - b. Representatives and Alternates to Supreme Council
- 20) Remarks of Supreme Representative.
- 21) Report from the Master of the Fourth Degree.
- 22) Approval of location for the next State Convention.
- 23) Good of the Order.
- 24) Closing Remarks.
- 25) Closing Prayer and Ode

## **Section 16 - Service Program Reports**

The Service Program Reports of each Council shall be submitted in writing to the State Program Director by March 1st of each year.

## **Section 17 - Membership Program Reports**

The Membership Program Reports of each council shall be submitted in writing to the State Membership Director by March 15<sup>th</sup> of each year.

## **ARTICLE III – MEETINGS**

### **Section 1 – State Officers**

State Officers may meet as often as necessary to conduct business but shall not meet less than six times per year. Minutes of each meeting shall be recorded and secured in the archives for historical purposes.

### **Section 2 - Special Meetings**

Meetings of State Officers, State Chairmen, District Deputies, Grand Knights, Financial Secretaries may take place from time to time at the call and discretion of the State Deputy but shall not constitute nor be considered a meeting of the State Council.

## **ARTICLE IV - FINANCES**

### **Section 1 - Monies owing to the State**

All monies owing to the State Council shall be paid to the State Secretary by cheque, draft, or money order made payable to the Newfoundland and Labrador State Council, Knights of Columbus. The State Council shall keep a record of all funds received and forward the funds to the State Treasurer for deposit into an account of the Newfoundland and Labrador State Council, Knights of Columbus.

### **Section 2 - State Council Levy**

- a. State Council shall levy a per capita assessment on each council to be determined by the State Executive board 1 month prior to the beginning of the Columbian year. This assessment is payable in two installments; the first on the first day of August in each year, (based on Council membership records kept by the Supreme Council on July 1<sup>st</sup> of the Columbian Year) and the second on 15<sup>th</sup> day of February in each year (based on Council membership records kept by the Supreme Council as of January 1<sup>st</sup> of the Columbian Year). All monies due must be paid prior to the start of the State council meeting (Convention).

- b. By Law-Third Degree team, removed .
- c. Priests, members of Religious Communities, Honorary Life Members and Inactive Insurance Members shall not be included in the calculation to determine the amount of the per capita assessment levied. This exemption shall also apply to members who have applied for and have been granted waiver of dues under Section 118(e) of the Order's laws due to a disability. Honorary Members are subject to a per capita assessment to be determined by the State Executive Board, one half of which shall be levied with the first half of the assessment and the remaining one half shall be levied with the second half of the assessment.

### **Section 3 – Expenses of State Officers, Delegates and other Personnel Attending State Council Convention**

Each Grand Knight or his alternate, District Deputy, State Personnel, Past State Deputy and former State Chaplain to the State Council Convention shall be reimbursed a per diem plus a travel mileage rate. Any of the above who reside within a 30 km radius of the State Council Convention venue will be paid a stipend in lieu of hotel accommodations. The amount of the stipend will be determined prior to the State Council Convention. In no case will the per diem or mileage rate exceed the amounts approved, unless circumstances warrant a recommended increase from the Mileage and Per Diem Committee and passed by delegates attending the State Council Meeting. Per Diem is paid on the basis of a twenty-four (24) hour day. No part of any day less than one half (12 hours) will be paid. As soon as reasonably possible, all state officers shall forward to the State Secretary a signed and itemized statement of their expenses with the vouchers covering same. The State Secretary shall submit same to the State Deputy for approval and forward to State Treasurer for payment.

### **Section 4 - Travel for State Convention**

The State Treasurer shall reimburse each State Officer, Grand Knight or his alternate, District Deputy, State Personnel, Past State Deputy and former State Chaplain from the Island portion of the Province to the State Convention at a rate State milage and per deem committees recommendation and approved by the State Executive Board. of \$0.25 per kilometer for travel both to and from the Convention site.

### **Section 5 - Labrador Air Travel**

The State Council shall pay the cost of air travel for the Grand Knight or his alternate from the subordinate councils in Labrador attending the State Convention on the island portion of the province.

### **Section 6 - Council Registration Fee at Convention**

Each subordinate council, upon registering for the Annual State Convention, shall pay a Council Registration fee of no less than two hundred and fifty dollars (\$250.00). The registration amount shall be determined from time to time by the State Executive Board resolution adopted at an Annual State Meeting.

### **Section 7 - State Dinner at Supreme Convention**

The State Deputy shall be allowed to claim the expense incurred to host a dinner for the Newfoundland and Labrador Delegation while attending the Supreme Convention.

### **Section 8 - State Deputy Expenses at Supreme Convention**

The State Deputy at the Supreme Convention shall be allowed an amount up to \$1,000.00 for convention expenses. An account of such expenditure shall be forwarded to the State Secretary covering same.

### **Section 9 - State Deputy Expenses for Supreme Functions**

State Council shall pay all expenses that are not covered by Supreme Council for the State Deputy and his wife or their alternates to attend Supreme Functions.

### **Section 10 - Delegates Expenses for Supreme Convention**

State Council shall pay necessary expenses not paid by Supreme Council for delegates attending Supreme Convention on Convention Business.

State Council shall pay the Travel Costs for delegates' wives attending Supreme Convention.

State Council shall pay two (2) days accommodations and meals for delegates while on Supreme Convention Business. This could be subject to change if under exigent circumstances.

### **Section 11 - Christopher Fund**

The Christopher Fund has been established by Supreme Council to enhance earnings for State Council Charities. The Newfoundland and Labrador State Council will abide by the rules of the Christopher Fund. The fund will be administered by the Newfoundland and Labrador State Council. The State Treasurer will maintain an accounting of this fund. Monies contributed to the Christopher Fund will be matched by a contribution from Supreme Council on a dollar for dollar basis, to a maximum of five dollars (\$5.00) per member in the jurisdiction. Earnings from this fund are paid out by the Supreme Council on an annual basis. The matching funds

are not available for distribution to State Council. The earnings from the Christopher Fund will be deposited into the account of the Newfoundland and Labrador Knights of Columbus Charity Foundation. Distributions from this account will be made to the fund's beneficiaries.

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## **ARTICLE V - STATE COUNCIL CHARITY FOUNDATION**

### **Section 1 - Name**

The Foundation shall be known as Newfoundland and Labrador Knights of Columbus Charity Foundation. **Section 2 - Purpose**

- a. To give funds to qualified donees as defined in sub section 149.1 (1) of the Newfoundland and Labrador "the Income Tax Act".
- b. To promote education by providing scholarships to students.

The work of the Foundation shall be carried out without purpose of gain for its members. Any profits after expenses shall be distributed to qualified donees.

### **Section 3 - Composition of the Board of Trustees**

The Board of Trustees of the State Council Charity Foundation will consist of members of the State Executive Council of the Newfoundland and Labrador Knights of Columbus. The chairperson will be the current State Deputy , and current State Secretary/State Treasurer shall be appointed annually by the State Council's Executive Board.

The Chairperson and the Secretary/Treasurer shall have signing authority for the foundation.

In order to establish a quorum at a Charity Foundation's Business meeting, five trustees must be present. The chairperson or secretary/treasurer must be one of the five present.

### **Section 4 - Records**

The Board of Trustees must keep and maintain a separate permanent record of its activities and financial transactions. The Trustees shall submit an annual report of its activities and financial transactions to the State Council before the State Council Meeting

### **Section 5 - Disposition of Funds**

The Board of Trustees and the State Deputy will review all requests for donations submitted to the foundation and will make a recommendation to the Officers of the State Council. No funds shall be released from the foundation without the approval of a majority of the officers of the State Council.



## **ARTICLE VI - ELECTIONS**

### **Section 1 - Order of Elections**

All elections of State Officers, Supreme Representatives and Alternates to the Supreme Convention shall be on nomination by ballot only. The use of proxy on absentee ballots is prohibited. The election shall take place in the following order: State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Supreme Delegates and Alternates to the Supreme Convention. Only insurance members may be nominated as the insurance representatives. Insurance members and associate members are both qualified to be nominated as associate representatives. If any such insurance or associate representative or his alternate is unable to attend the Supreme Convention, a replacement shall be chosen according to the Laws of the Knights of Columbus.

Election of State Officers and delegates to the Supreme Convention shall be consistent with the Laws and Rules of the Order.

### **Section 2 - Appoint Tellers to Count Votes**

- a. The Past State Deputy presiding over the election of officers shall appoint three tellers to receive, sort, examine and count the votes in full view of the delegates and report the results to the Chairman.
- b. No member of the State Council shall disseminate any information relating to the numerical results of any election.

### **Section 3 - Time Limits for Nomination Speeches**

Nomination speeches for candidates seeking State Office or for members seeking to represent the State Council at the Supreme Convention shall not exceed five minutes in length. To second a nomination one must (1) state his name and the council he represents and (2) state the name of the candidate. No additional statements are necessary.

### **Section 4 - Vote Paper**

When officers or delegates are elected by ballot, the State Secretary shall provide uniform size ballot paper bearing an appropriate State Council identification.

### **Section 5 - Unanimous Ballot**

If only one candidate is nominated for a State Office position, that person can be elected by acclamation.

## **Section 6-Majority of Votes**

In all cases of election to any office in the State Council, a majority of all votes cast shall be necessary to elect; except, that when several of equal degree are to be elected, as representatives or alternates. When more than one candidate is presented for an office, and no candidate for an office receives a majority of all the votes cast, balloting shall continue until one candidate receives a majority. The candidate who receives the lowest number of votes will be dropped from the subsequent ballot. **-8-**

## **Section 7 - Persons Entitled to Vote**

When more than one candidate is presented for a State Office, or if there are more candidates seeking a position as a representative or alternate to the Supreme Council than there are actual positions, the election shall be by individual ballot. The voting procedure shall be as follows: the State Secretary shall call from the permanent roll the names of those entitled to vote. As each name is called the individual shall step forward and deposit his ballot.

## **Section 8 - Officers Right to Vote**

Officers of the State Council who are not delegates shall have the right to vote.

# **ARTICLE VII - DUTIES OF OFFICERS**

## **Section 1 - State Deputy**

The State Deputy shall be the Chief Executive Officer of the order in the Jurisdiction of Newfoundland and Labrador and the representative of the Supreme Knight. The duties of the State Deputy are described in chapter nine of the laws of the order.

He shall preside at all meetings of the State Council. He shall appoint all committees unless otherwise determined by the State Council, and at and between annual meetings, may appoint such committees as in his judgment are necessary for their promotion of the best interests of the Order.

He shall be an ex officio member of all committees of the State Council and shall countersign all proper warrants drawn by the State Secretary and all cheques drawn by the State Treasurer.

Subject to the approval of the Supreme Knight or Board of Directors, he shall divide the State into Districts and appoint District Deputies in each District.

## **Section 2 - State Secretary**

The State Secretary shall keep a true and faithful record of the proceedings of the State Council.

He shall issue and collect all assessments levied by the State Council and issue proper receipts to the subordinate councils. He shall also receive and record all monies from committees of the State Council and shall transmit all monies collected to the State Treasurer. He shall draw orders on the State Treasurer for the payment of all debts due from the State Council and said orders to be approved by the State Deputy. He shall, in the absence of the State Deputy, preside over all State meetings. He shall prepare and have printed forthwith a report of

proceedings of the State Council Meeting. One copy of the report shall be provided **to each of the State Officers, District Deputies, delegates to the State Council Meeting and** the Grand Knight of each council. One copy shall be filed with the records of the State Council.

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### **Section 3 - State Treasurer**

The State Treasurer shall keep a true and accurate account of all monies received and disbursed; deposit all monies received in the account of the State Council. He shall be ex officio member and treasurer of every committee selected or appointed by State Council, State Officers or State Deputy. He shall give a report of the financial condition of the State Council for the year ending the last day of February in such form as the State Council may prescribe.

### **Section 4 - State Advocate**

The State Advocate shall: (1) advise the State Council and State Officers in all matters pertaining to the Order; (2) perform such other duties as shall be assigned to him by the State Council or any member of the Supreme Board of Directors; (3) serve as the Chairman of the Resolutions Committee during the annual meeting of the State Council; and, (4) issue an annual report to the State Council describing the status of matters that were referred to him throughout the fraternal year.

### **Section 5 - State Warden**

The State Warden shall be present at all meetings of the State Council. At the opening of the State Council meeting he shall, with the help of his assistants, verify the membership cards of those present to determine that all attendees are members in good standing of the third degree. He shall also perform such other duties as may be lawfully required of him by the State Deputy and State Council.

### **Section 6 - State Chaplain**

The State Chaplain shall be appointed by the State Officers after consulting the Bishop of the Diocese from where he is to be appointed.

He shall conduct all religious exercises of the State Council and shall advise the State Council and the Officers thereof on matters of religion and Catholic practice, and propose resolutions for laws of the State Council involving such matters that shall be referred to him by the resolutions committee for his advice and counsel before same shall be referred to the State Council. He shall make an annual report in writing to the State Council.

### **Section 7 - End of Term Transfers**

All officers of the State Council shall promptly deliver to their successors in office all money, books, paper, records and property belonging to the State Council in their possession.

## **Section 8 - Written Reports**

The State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, State Chaplain, all Committee Chairmen and each District Deputy shall file written reports regarding all their official acts during the fraternal year to the State Secretary no later than March 15<sup>th</sup> of each year.

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## **Section 9 - Preparation of Books for Year-end**

The State Treasurer shall submit records of income and disbursements to a certified auditor for preparation of a year-end Financial Statement for the period March 1<sup>st</sup> to the last day of February of each year.

## **ARTICLE VIII - LIMITATIONS**

### **Section 1 - Amendments to By-Laws**

These By-Laws or any part thereof may be amended or repealed at any meeting of the State Council by two-thirds vote, and such amendment or report shall be effective at the next meeting of the State Council, if duly approved by the Supreme Board of Directors. Any ByLaws, or part thereof, may be suspended at any State Council Meeting by unanimous consent, selected and prepared as set out in the foregoing draft by a committee commissioned from members of the Newfoundland and Labrador State Council at the 1964 State Council meeting held in Corner Brook, May 22 – 24, 1964, and approved by the Newfoundland and Labrador State Council May 23, 1964 in Annual Convention assembled: revised and brought up to date by inclusion of amendments tabled at the State Conventions assembled 1966 to 1969 ,1975 to 2009, 2010 to 2012 and 2025 – 2026 (inclusive).

**CERTIFICATE OF ADOPTION**

The foregoing By-Laws of the Newfoundland and Labrador State Council, Knights of Columbus are hereby declared to be valid and effective as by law provided.

Gary Gallagher

Gary Gallagher  
State Deputy  
Newfoundland and Labrador

**Note: Re By-Laws**

Approved By-Laws may be renumbered or re-indexed as a matter of convenience by the State Council Officers, but no other change may be made without following the prescribed amendment procedure contained therein.

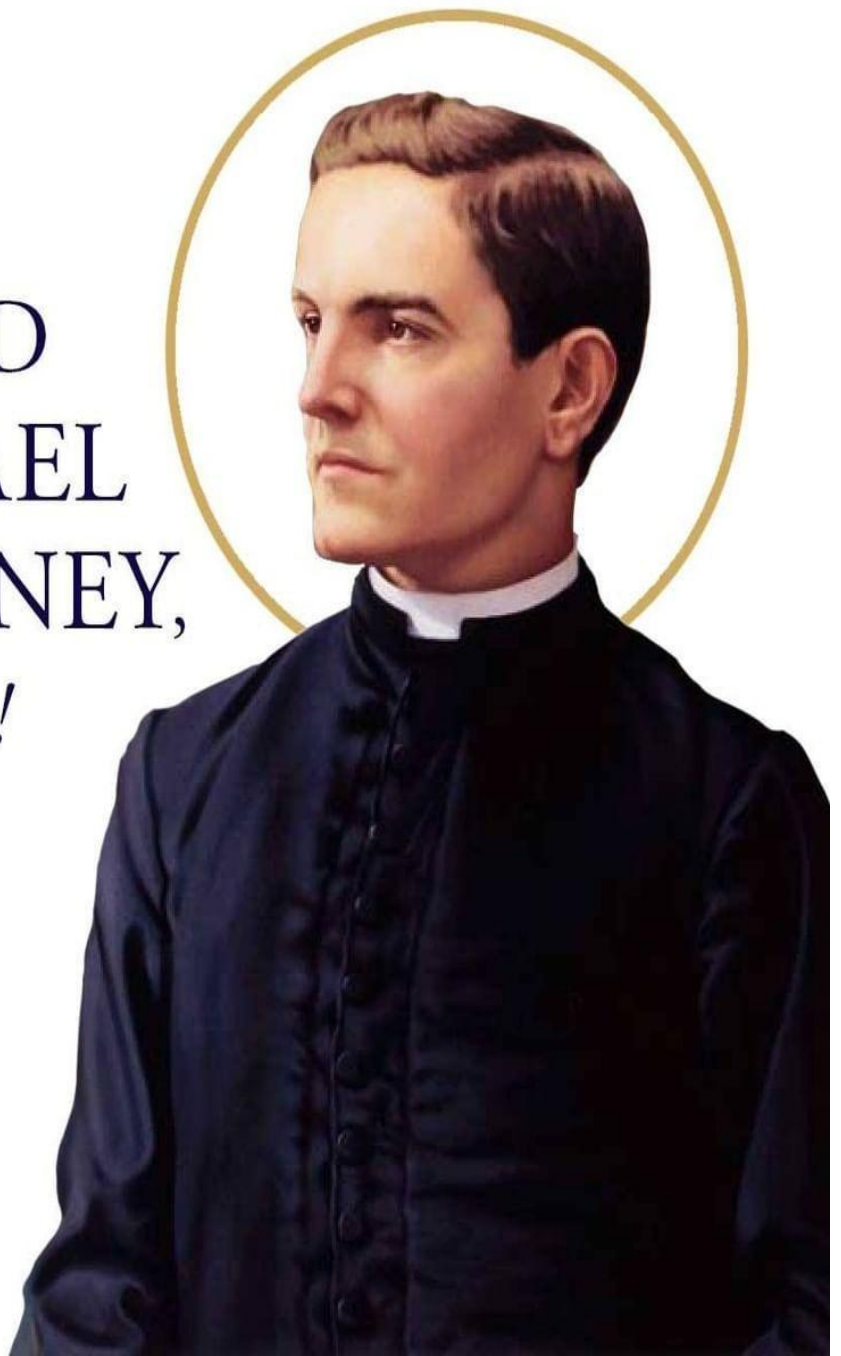
**NOTE: Supreme Board of Directors**

All amendments to the Newfoundland and Labrador Jurisdiction By-Laws, approved at the State Council Meeting in Session in May 2012, were recommended for approval by the State Council By-Law Committee of the Supreme Board of Directors at a recent meeting, and were approved by the Board during this same meeting.

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**FOUNDER OF THE KNIGHTS OF COLUMBUS**

BLESSED  
MICHAEL  
McGIVNEY,  
*pray for us!*



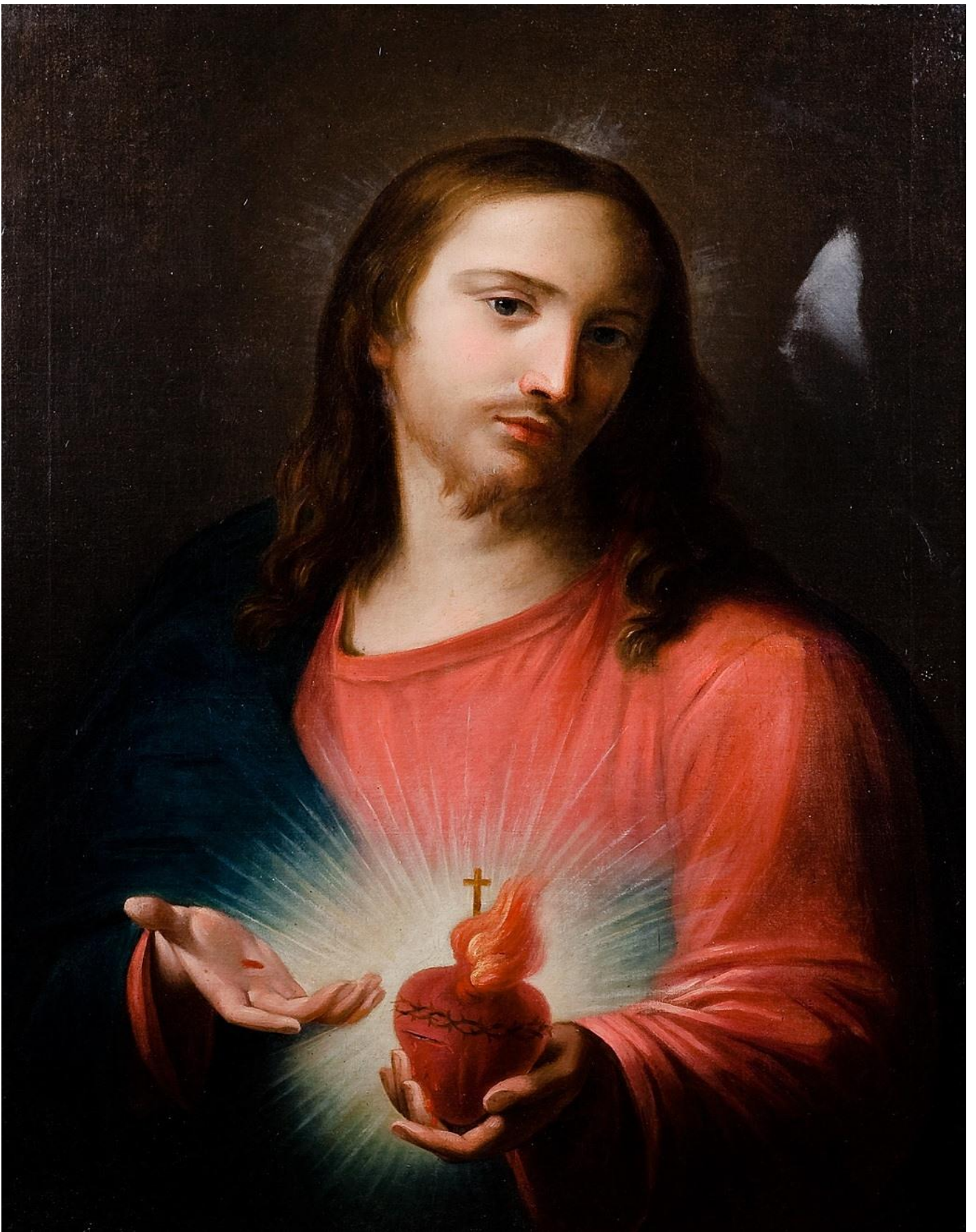
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**SAINT KATERI TEKAKWITHA**



**Canonized**  
**21 October 2012**





**Pilgrim Icon Program 2025 Devotion to the Sacred Heart of Jesus**