



**KNIGHTS OF COLUMBUS**  
**ONTARIO STATE COUNCIL**

**PURPOSE, STRUCTURE AND RULES**  
**FOR**  
**DIOCESAN ASSOCIATIONS**  
**And**  
**SELECTION OF DELEGATES TO THE SUPREME CONVENTION**

**MISSION STATEMENT**

To serve as the official link between the Bishops, Clergy and all the Councils, Assemblies and Circles within the Diocese by enhancing the order through united, fraternal, charitable and patriotic works

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**PURPOSE, STRUCTURE AND RULES**  
**FOR**  
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**SELECTION OF DELEGATES TO THE SUPREME CONVENTION**

**I. OBJECTIVES**

- a. To serve as the official link between the Bishop and his Clergy and all Councils and Assemblies within the boundaries of a Diocese.
- b. To increase among the Councils and Assemblies a greater belonging, solidarity and visibility within the diocese and the parishes.
- c. To work in collaboration with the Priests of the Diocese to promote the message of Vocations.
- d. To work closely with the District Deputies, Grand Knights, Masters, Faithful Navigators, and Squires to increase unity among the Councils, Assemblies and Squires Circles within the diocese.
- e. To elect delegates to the Supreme Convention based upon the regional boundary where applicable.
- f. To coordinate and conduct/organize seminars for officer training, new council development and membership training.
- g. To provide a forum to present important diocesan charitable needs.
- h. To enhance the Order by being charitable, united, **FRATERNAL** and patriotic.
- i. To keep Councils informed of the dates when Degrees are being held within the Diocese/Zone. To encourage and support all degrees within the Diocese and/or Zone preferably through the use of a website.
- j. To appoint regional chairmen for State Programs within the Diocese/Zone
- k. To promote membership and new council development/parish round tables within the Diocese/Zone and to promote State/Supreme programs within the Diocese/Zone.
- l. To open a line of communications with the other Diocesan Associations/Zones throughout the province

**II. BOUNDARIES.**

- a. The boundaries of each Diocesan Association shall be identical to the boundary of the Diocese unless otherwise altered by the State Deputy after consulting with the Bishop of the Diocese.
- b. Zones have been created within those Dioceses wherein a sizable number of Councils exist.
  - i. Dioceses with Zones are as follows:
    1. Toronto (East, West & North)
    2. London (East & West)
    3. Hamilton (North & South)
    4. Sault Ste. Marie (East, West & Central)

### III. MEMBERSHIP.

- a. Membership shall consist of Brother Knights of Councils and Assemblies of the Association or Zone in good standing.
- b. All members may participate in the discussions of issues.
- c. Each Council is entitled to a maximum of three votes at a meeting of the Association. Only members of the Association or Zone present shall vote, such that no individual may be entitled to more than one vote.
- d. District Deputies and Faithful Navigators of the Association, if present at a meeting of the Association, are entitled to one vote at a meeting.
- e. A District Deputy or Faithful Navigator may not vote as part of a Council's allocation of votes.
- f. A Council must be in good standing with the Association in order to have votes at a meeting of the Association.
- g. The Bishop of the Diocese is an ex-officio member of the Association and Zone.

### IV. OFFICERS

- a. **Structure:** Because of the need to have Diocesan Associations with and without Zones the structure of the executive is slightly different depending on the type of Diocese. (see organizational chart on Pg. 6)
  - i. **Additional Diocesan Officers** – If a Diocesan Association or Zone feels that additional officers are needed to conduct the business of the local association/zone, then these additional officers may be elected.

**Vacant Positions** –If a position is not filled, the State Deputy, in consultation with the Ontario State Board, may appoint a member to serve on the Association Executive.

- b. **Term of Office:** Regardless of whether the officer (with the exception of Chaplains) is appointed or elected the term of office is for one year i.e. July 1<sup>st</sup> to June 30<sup>th</sup>. No individual shall serve more than three consecutive years as Chairman/Director.
- c. **Qualifications:** Only third degree members in good standing are eligible to serve as members of the Association Executive.
- d. **When elected:** Officers shall be elected at the last meeting of each fraternal year.
- e. **Diocesan Chaplain:** The Diocesan Chaplain is always appointed by the Archbishop or Bishop of the Diocese.
- f. **Executive Officers and their duties:**
  - i. **Archdiocese or diocese with Zones;**

1. **Diocesan Association Director: Appointed by the State Deputy in consultation with the State Board.**

- a. **Duties;**
  - Call an annual meeting of the zone chairmen and/or executives when applicable.
  - Help co-ordinate zone activities
  - Act as liaison to the State Deputy
  - Act as liaison to the Bishop of the Diocese
  - Co-ordinate a full Diocesan meeting when and if deemed necessary for the good of the Diocese and the Order. A full Diocesan Association meeting may only be called by the State appointed Diocesan Association Director with the approval of the State Deputy.

2. **Zone Chairmen:** Must be a current member of the Association elected by members in the Zone.

a. **Duties;**

- Call two meetings per year of his zone
- Help co-ordinate activities within his zone
- Act as liaison with his Diocesan Director and Bishop

3. **Secretary:** Must be a current member of the Association elected by members in the Zone.

4.

a. **Duties;**

- Prepare agendas and keep accurate records of the proceedings of the meeting.
- Ensure copies of the minutes are sent to all participating members as well as the State Diocesan Association Liaison.

5. **Treasurer:** Must be a current member of the Association elected by members in the Zone.

6. **Duties:**

- Keep accurate records of the financial matters of the Zone.
- Send out annual dues assessments to the sub-ordinate councils and assemblies.
- Assist in the preparation of the annual financial statement, under the direction of the Zone Chairman, and ensure copies are submitted to the State Office to the attention of the State Diocesan Association Liaison by July 30 each year.

ii. **Archdiocese or diocese without Zones;**

1. **Diocesan Association Director:** Must be a current member of the Association elected by members of the Association.

2.

a. **Duties:**

- Call two meetings per year of his diocese association
- Help co-ordinate activities within the diocese
- Act as liaison with the Bishop

3. **Secretary:** Must be a current member of the Association elected by members of the Association.

4. **Duties:**

- Prepare agendas and keep accurate records of the proceedings of the meeting.
- Ensure copies of the minutes are sent to all participating members as well as the State Diocesan Association Liaison

5. **Treasurer:** Must be a current member of the Association elected by members of the Association.

6. **Duties:**

- Keep accurate records of the financial matters of the Zone.
- Send out annual dues assessments to the sub-ordinate councils and assemblies.
- Assist in the preparation of the annual financial statement, under the direction of the Diocesan Association Director, and ensure copies are submitted to the State Office to the attention of the State Diocesan Association Liaison by July 30 each year.

## V. OPERATION

### a. Meetings

- i. A minimum of two diocesan / zone meetings are to be held during the fraternal year - others may be held as deemed necessary.
- ii. The Bishop of the Diocese should be invited to attend Association and/or Zone meetings.
- iii. Zone meetings are to be called by the Zone Chairman in co-operation with the Diocesan Association Director.
- iv. In any Diocesan Association which has been divided into Zones, a full Diocesan Association meeting may only be called by the State appointed Diocesan Association Director with the approval of the State Deputy when and if deemed necessary.
- v. Meetings of the association or zones are to be conducted as a regular business meeting without any inference that it is being conducted as a council meeting. The attached agenda will be used. Guides to running this type of business meeting can be Roberts Rules of Order or "How to Conduct a Meeting:" available for the Knights of Columbus Supreme Supply Department as item # 483.

### b. Reporting:

- i. Agendas and minutes will be prepared and recorded for each meeting and copies shall be sent to the State Diocesan Association Liaison, and Bishop of the Diocese.
- ii. An Annual Financial Statement is to be completed on forms supplied by the State Office, and forwarded to the State Diocesan Association Liaison at the State Office by July 30 each year. (See attached form)

### c. Council Assessment:

- i. At the first meeting of the fraternal year, the voting members will decide on the annual council assessment for that year and the date it must be paid. It is suggested that the assessment be based on the number of members in the diocesan or zone association using the following guidelines;
  1. 0 - 200 members\* \$33 / council
  2. 201- 400 members \$66 / council
  3. 401 & over \$99 / council
  4. Assemblies \$20 / assembly

**\* Membership is based on July 1 Supreme Council roster**

- ii. Diocesan or Zone associations may alter the assessment as appropriate for their local needs.
- iii. It is understood that the assessment is made to cover expenses of the Diocesan or Zone association and to assist the delegates to the Supreme Convention.
- iv. The assessment is to be paid to the Treasurer of the Association or Zone.

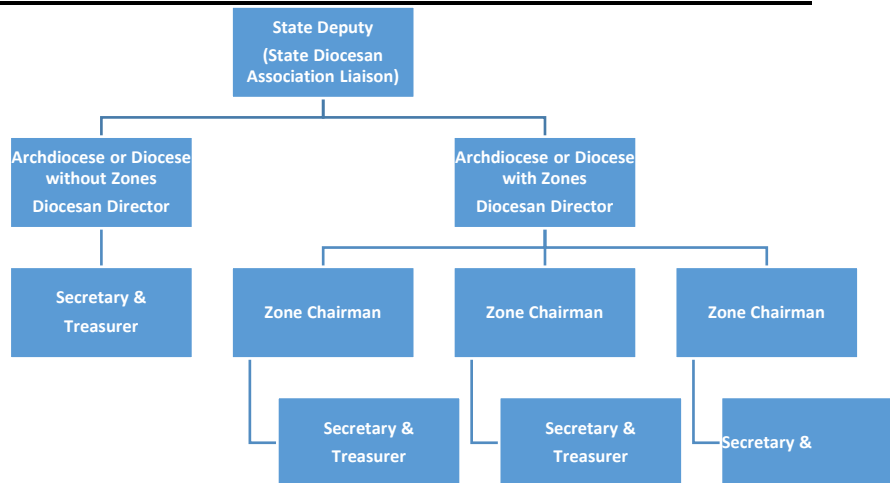
### d. Failure of Council to pay the assessment

- i. Any council which has not paid the annual assessment by the date agreed upon by the association or zone shall:
  1. Have its voting privileges revoked and
  2. Shall be denied the privilege of participating in the selection of the delegate for Supreme Convention.

## **VI. Selection of Delegate for Supreme Convention**

- a. The State delegation for Supreme Convention consists of the State Deputy, the Immediate Past State Deputy (if still resident in the jurisdiction) and 8 sub-ordinate council delegates who are representative of the geographic diversity of the jurisdiction.
- b. In Ontario the selection of sub-ordinate council delegates is based on a rotating basis from the eight regions of Ontario. Since there are, in some regions more than one diocesan / zone association (See Appendix 1), State Council has assigned a rotating schedule to distribute the selection of delegates in an equitable manner. (See Appendix 2)
- c. Rotation of delegates amongst districts within the diocesan / zone association is the responsibility of the diocesan /zone association themselves.
- d. The diocesan/zone associations which are slated to provide a delegate for Supreme Convention will, at the earliest possible time in the new calendar year, select a supreme convention delegate and advise State Office on the appropriate form. (SO -17 attached)
- e. In order to provide potential delegates with information of what is required of a Supreme Delegate from Ontario a list of expectations and generic timetable is attached as Appendix 3.

### **DIOCESAN ASSOCIATION ORGANIZATIONAL CHART**



**Appendix 1**

**PURPOSE, STRUCTURE AND RULES FOR DIOCESAN ASSOCIATIONS AND SELECTION OF DELEGATES TO THE SUPREME CONVENTION**

Regions of Ontario State

<b>Region Number</b>	<b>Dioceses</b>
1	Archdiocese of Ottawa
2	Archdiocese of Toronto – East and West
3	Dioceses of Alexandria – Cornwall, Kingston & Peterborough
4	Dioceses of Hamilton (North & South), St. Catharines
5	Diocese of London – East and West
6	Archdiocese of Toronto – North and Central
7	Dioceses of Pembroke & Sault Ste. Marie (East, West and Central)
8	Dioceses of Hearst, Thunder Bay & Timmins

**Appendix 2**

**PURPOSE, STRUCTURE AND RULES FOR DIOCESAN ASSOCIATIONS AND SELECTION OF DELEGATES TO THE SUPREME CONVENTION**

Rotation of Diocesan Association for Supreme Delegate Selection  
(Supreme convention is traditionally held the first week of August)

<u>2018</u> 1. Ottawa 2. Toronto West 3. Kingston 4. Hamilton North 5. London West 6. Toronto Central 7. Pembroke 8. Hearst	<u>2019</u> 1. Ottawa 2. Toronto East 3. Alexandria/Cornwall 4. Hamilton South 5. London East 6. Toronto North 7. Sault Ste. Marie 8. Thunder Bay	<u>2020</u> 1. Ottawa 2. Toronto West 3. Peterborough 4. St. Catharines 5. London West 6. Toronto Central 7. Sault Ste. Marie 8. Timmins
<u>2021</u> 1. Ottawa 2. Toronto East 3. Kingston 4. Hamilton North 5. London East 6. Toronto North 7. Pembroke 8. Hearst	<u>2022</u> 1. Ottawa 2. Toronto West 3. Alexandria/Cornwall 4. Hamilton South 5. London West 6. Toronto Central 7/ Sault Ste. Marie 8. Thunder Bay	<u>2023</u> 1. Ottawa 2. Toronto East 3. Peterborough 4. St. Catharines 5. London East 6. Toronto North 7. Sault Ste. Marie 8. Timmins

**Appendix 3**  
**PURPOSE, STRUCTURE AND RULES**  
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**1. Expectations of Supreme Delegates from Ontario:**

**a. Delegates and spouses are to:**

- i.** Be at the hotel in sufficient time to attend an Ontario delegates meeting (subject to notification by the State Deputy.
- ii.** Assist and participate in hosting the Ontario reception and the Ontario State dinner (if required.)
- iii. Not book any personal activities between the Sunday arrival and the following Thursday without the State Deputy's approval.**
- iv.** Delegates are required to provide a report on the activities of the Supreme Convention to their Association and Zone.

**b. Delegate's Costs and Compensation for the Supreme Convention**

- i.** Delegates are responsible for all costs associated with the convention including travel, accommodation, meals, special events and the Ontario reception and Ontario State Dinner
- ii.** Compensation for the convention is partially covered by mileage allowances and per diem provided by Supreme (See Charter Constitution and Laws of the Order Sec. 27)
- iii.** In light of this, it is expected that the Diocesan Associations support their delegate through the payment of their yearly dues.

**GENERIC TIMETABLE - ONTARIO DELEGATES FOR SUPREME CONVENTION**

**Each day begins with the celebration of the Eucharist.**

**Sunday:**

- Attend meeting with spouse in Ontario suite
- Pick up credentials at the Ontario State suite
- Pay Ontario fees **\$50.00 U.S.** per person (**\$100 US per couple**) towards **Ontario Dinner**
- Help set up for Open House (if required.)

**Monday:**

- a.m. Attend the Canadian Delegation meeting
- p.m. Complete set up for open house (if required)
- p.m. Assist as hosts at the Ontario open house

**Tuesday:**

- Attend Supreme Council's business sessions a.m. & p.m.
- Attend Supreme States' Banquet (**white dinner jacket required**)
- Attend resolution preparation session after banquet

**Wednesday:**

- Attend business session
- Attend awards' session (open)
- Attend family hour of prayer
- Attend Ontario Dinner for delegates and spouses**



**Thursday:**

- Attend final business session
- Check out and farewell



## *Diocesan Associations Standard Agenda*

(all meetings are open)

2. **Call to Order: Chairman**
3. **Opening Prayer**
4. **National Anthem**
5. **Roll Call (Zone Executive, District Deputies, Councils, Assemblies)**
6. **Introduction of Dignitaries**
7. **Chaplains Message (This can be moved to any part of the meeting that can accommodate the Chaplain)**
8. **Visiting Guest Speakers (This can be moved to a more convenient time in the meeting)**
9. **Reading and Approval of the Previous Meeting Minutes**
10. **Reading of Communications**
11. **Membership Report**
12. **Upcoming Degrees**
13. **Chairman's Report**
14. **Treasurer's Report and Reading of Bills**
15. **Committee Reports**
16. **Unfinished Business**
17. **New Business**
18. **State Officer Reports**
19. **Director Reports**
20. **Report of the 4<sup>th</sup> Degree**
21. **Squires Report**
22. **Fraternal Benefits Advisor Report**
23. **Council, Assembly and District Reports (All reports must be approved by the chair beforehand. Reports should be limited to upcoming activities or activities of a profound nature.)**
24. **Good of the Order**
25. **Closing Prayer**