



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

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

**Published under the Authority**  
**of the State Deputy of Ontario**

**Originally published November 2005**  
**Revision #7 January 2012**

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

**I. PURPOSE**

- 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 solidarity and visibility within the diocese.
- c. To work in solidarity with the Priests of the Diocese in building up Catholic Christian values and to promote the message of Vocations.
- d. To work closely with the District Deputies and Masters to increase unity among the Councils and Assemblies within the diocese.
- e. To increase among the Councils and Assemblies a greater sense of belonging to the Diocesan Church.
- f. To develop and maintain strong ties with the individual parishes within the Diocese.
- g. To elect delegates to the Supreme Convention based upon the regional boundary where applicable.
- h. To conduct / organize seminars for officers.
- i. To provide a forum to put forward important diocesan charitable needs.
- j. To enhance the Order by being charitable, united, fraternal and patriotic.
- k. To keep Councils informed of the dates that Degrees are being held within the Diocese / Zone. To encourage and support all degrees within the Diocese and/or Zone.

**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> and no individual shall serve more than three consecutive years in the same position.
- 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.
7. **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**

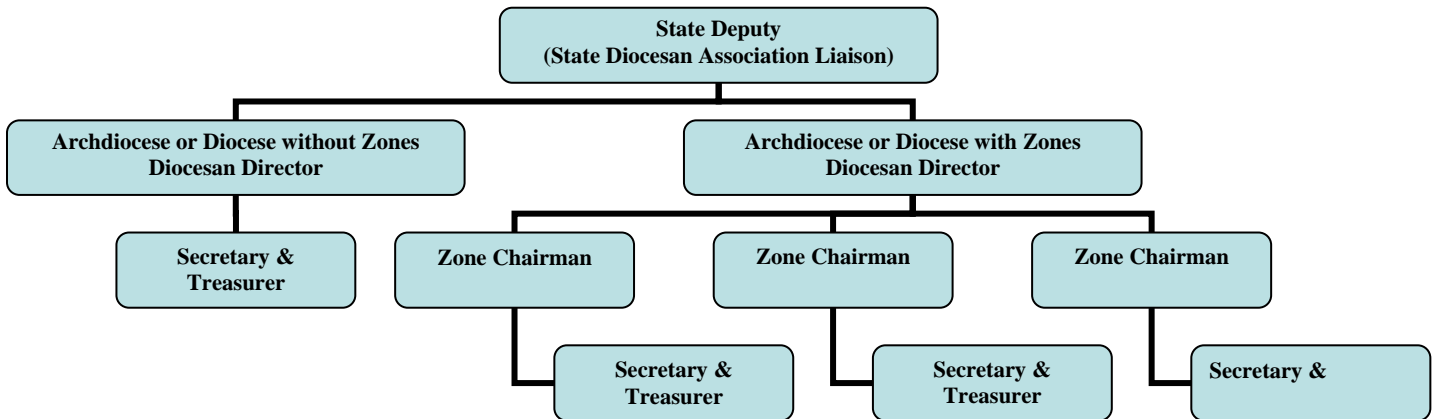
- i. Any council which has not paid the annual assessment by the date agreed upon by the association or zone shall:
  - 1. Have its voting privileges revoked and
  - 2. Shall be denied the privilege of participating in the selection of the delegate for Supreme Convention.

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

**Appendix 2**  
**PURPOSE, STRUCTURE AND RULES**  
**FOR DIOCESAN ASSOCIATIONS AND**  
**SELECTION OF DELEGATES TO THE SUPREME CONVENTION**  
**Rotation of Diocesan Associations for Supreme Delegate Selection**  
(Supreme convention is traditionally held the first week of August)

<p><b><u>2012</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto West</li> <li>3. Kingston</li> <li>4. Hamilton North</li> <li>5. London East</li> <li>6. London West</li> <li>7. Pembroke</li> <li>8. Hearst</li> </ol>	<p><b><u>2013</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto East</li> <li>3. Alexandria/Cornwall</li> <li>4. Hamilton South</li> <li>5. London East</li> <li>6. London West</li> <li>7. Sault Ste. Marie East</li> <li>8. Thunder Bay</li> </ol>	<p><b><u>2014</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto North</li> <li>3. Peterborough</li> <li>4. St. Catharines</li> <li>5. London East</li> <li>6. London West</li> <li>7. Sault Ste. Marie Central</li> <li>8. Timmins</li> </ol>
<p><b><u>2015</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto West</li> <li>3. Kingston</li> <li>4. Hamilton North</li> <li>5. London East</li> <li>6. London West</li> <li>7. Pembroke</li> <li>8. Hearst</li> </ol>	<p><b><u>2016</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto East</li> <li>3. Alexandria/Cornwall</li> <li>4. Hamilton South</li> <li>5. London East</li> <li>6. London West</li> <li>7. Sault Ste. Marie West</li> <li>8. Thunder Bay</li> </ol>	<p><b><u>2018</u></b></p> <ol style="list-style-type: none"> <li>1. Ottawa</li> <li>2. Toronto North</li> <li>3. Peterborough</li> <li>4. St. Catharines</li> <li>5. London East</li> <li>6. London West</li> <li>7. Sault Ste. Marie East</li> <li>8. Timmins</li> </ol>

**Appendix 3**  
**PURPOSE, STRUCTURE AND RULES**  
**FOR DIOCESAN ASSOCIATIONS AND**  
**SELECTION OF DELEGATES TO THE SUPREME CONVENTION**

**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.)
  - Attend Ontario Dinner for delegates and spouses**
- Monday:**
- a.m. Attend the Canadian Delegation meeting
  - p.m. Complete set up for open house
  - 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
- Thursday:**
- Attend final business session
  - Check out and farewell



# SO-17 OFFICIAL NOMINATION FORM SUPREME COUNCIL DELEGATE & ALTERNATE



Ontario State Office, Knights of Columbus  
393 Rymal Road West, Suite 201  
Hamilton, ON L9B 1V2  
Fax (905) 388-8738  
E-mail: stateoffice@osc-koc.com

Region No: \_\_\_\_\_

## Delegate

Name	_____	Wife's Name	_____
Address	_____		
Telephone	_____		
Council Number	_____		
Membership No.	_____		
Membership Category	<input type="checkbox"/> Insurance	<input type="checkbox"/> Associate	

## Alternate

Name	_____	Wife's Name	_____
Address	_____		
Telephone	_____		
Council Number	_____		
Membership No.	_____		
Membership Category	<input type="checkbox"/> Insurance	<input type="checkbox"/> Associate	

**NOTE:** SUPREME DELEGATE MUST BE A MEMBER IN GOOD STANDING AS VERIFIED BY THE RECORDS OF THE FINANCIAL SECRETARY FOR THIS COUNCIL. EVIDENCE OF THIS IS A PAID-UP TRAVELLING CARD AS OF SEPTEMBER 30TH OF THE CURRENT YEAR.

\_\_\_\_\_  
State Deputy

\_\_\_\_\_  
State Advocate



## ***Diocesan Associations Standard Agenda***

(All meeting are open)

- 1. Call to Order: Chairman**
- 2. Opening Prayer**
- 3. National Anthem**
- 4. Roll Call (Zone Executive, District Deputies, Councils, Assemblies)**
- 5. Introduction of Dignitaries**
- 6. Chaplains Message (This can be moved to any part of the meeting that suits the Chaplain best)**
- 7. Visiting Guest Speakers (This can be moved to a more convenient time in the meeting to suit visitors)**
- 8. Reading and Approval of the Previous Meeting Minutes**
- 9. Reading of Communications**
- 10. Membership Report**
- 11. Upcoming Degrees**
- 12. Chairman's Report**
- 13. Treasurer's Report and Reading of Bills**
- 14. Committee Reports**
- 15. Unfinished Business**
- 16. New Business**
- 17. State Officer Reports**
- 18. Director Reports**
- 19. Report of the 4<sup>th</sup> Degree**
- 20. Squires Report**
- 21. 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.)**
- 22. Good of the Order**
- 23. Closing Prayer**



Ontario State Office, Knights of Columbus  
 393 Rymal Road West, Suite 201  
 Hamilton, ON L9B 1V2  
 Fax (905) 388-8738  
 E-mail: stateoffice@ontariokofc.ca

## Form SO-44 Diocesan Association Report of Financial Activities

<b>Diocesan Association:</b>	<input style="width: 95%;" type="text"/>	<b>Zone (if applicable):</b>	<input style="width: 95%;" type="text"/>
<b>Covering Period from:</b>	<input style="width: 30%;" type="text"/>	<b>To:</b>	<input style="width: 30%;" type="text"/>

**A. Opening balance:**

RECEIPTS		DISBURSEMENTS (attach receipts)	
Received from:	Amount	Paid to:	Amount

<b>B. Total Receipts:</b>	\$0.00	<b>C. Total Disbursements:</b>	\$0.00
<b>Closing Balance (A+B-C)</b>	\$0.00		

**Comments:**

**Prepared by:**

**Date:**

<b>RESET</b>	<b>PRINT</b>	<b>SAVE</b>
--------------	--------------	-------------