

WHEN A KNIGHT ACTS *selflessly*,  
he acts on behalf of the world.



## GRAND KNIGHT'S HANDBOOK



**KNIGHTS  
OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

# **GRAND KNIGHT'S HANDBOOK**

KNIGHTS OF COLUMBUS  
SUPRME COUNCIL OFFICE  
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## COUNCIL OFFICERS' CHECKLIST

DUE DATE	FORM/REPORT/ACTION
July 1	Council Per Capita (\$1.75) and Catholic Advertising (\$.50) Assessments Levied by Supreme Council based on total membership minus honorary life members and disability members)
July 1	Report of <b>Council Officers</b> . (#185)
August 1	<b>Service Program Personnel</b> Report. (#365)
August 15	Semiannual <b>Audit Report</b> . (#1295) As of June 30 <sup>th</sup>
September 1	<b>Columbian Squires Officers and Counsellors Report</b> (#468)
September 1	<b>Notice of Appointment of Round Table Coordinator</b> (#2629)
October 10	Suspension of Council if July Per Capita and Catholic Advertising Assessments are not paid.
January 1	Council Per Capita (\$1.75) and Catholic Advertising (\$.50) Assessments Levied by Supreme Council based on total membership minus honorary life members and disability members)
January 31	Annual <b>Survey of Fraternal Activity</b> . (#1728)
February 15	Semiannual <b>Audit Report</b> . (#1295) As of December 31 <sup>st</sup>
April 1	Applications for <b>Refund Support Vocations Program</b> (#2863) due at Supreme Council office between now and June 30.
April 10	Suspension of Council if July Per Capita and Catholic Advertising Assessments are not paid.
June 30	Application for <b>Columbian Award</b> (#SP-7) due at Supreme Council office.
June 30	Applications for <b>Corps d'Elite Award</b> (#278) and <b>Brother Barnabas Award</b> (#279) due at Supreme Council office.
June 30	<b>Annual Report of Knights of Columbus Round Table</b> (#2630).
Immediately	<b>Membership Document</b> . (#100) Submit after initiation.
As Required	" <b>Notice of Intent to Suspend</b> ." (#1845)
As Required	State/Provincial entries for <b>International Service Program Awards Contest</b> — Church, Community, Council, Family, Youth to State Councils.
As Required	State/Provincial entries for <b>International "Family of the Year"</b> Contest to State Councils.
Monthly	" <b>Family of the Month</b> " selection. (#1993)

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## **FOREWORD**

It is intended that this booklet be descriptive of the important elements of the grand knight's duties, thereby enabling him to carry out his responsibilities in a way that will mean growth and progress for his council and that will give him the satisfaction at the end of his term that he has contributed an important page to the history of our Order.

### **Resolution for Membership Growth Adopted by the delegates at the 121st Supreme Convention in Washington, D.C.**

WHEREAS, it is the policy of the Knights of Columbus to fulfill Father Michael J. McGivney's vision to extend to each and every eligible Catholic man an invitation to become a member of this great Order; and

WHEREAS, membership in the Order symbolizes an individual's commitment to his faith as a practicing Catholic, his profound love for his country and his steadfast dedication to serving his community; and

WHEREAS, membership growth is crucial to both the vitality of the Order and the Order's ability to carry out the many magnificent activities, programs and services it provides for its members, its Church, and society; and

WHEREAS, the members of this 121st Supreme Council have become determined to dedicate themselves to strengthening and increasing the Order's membership so that others can experience, first hand, the allegiance of fraternalism and the fulfillment from charitable service;

NOW THEREFORE BE IT RESOLVED, that it is the responsibility of each and every Brother Knight to work toward fulfilling Father McGivney's vision by making council and membership growth a leading priority;

FURTHER RESOLVED, that we urge every member to commit himself to bringing in at least one new member each year; and

FURTHER RESOLVED, that the leadership at every level of the Order; the Supreme Officers and Directors, State Deputies, District Deputies and Grand Knights understand and accept their special responsibility to increase the membership of the Order.

## RESPONSIBILITIES OF THE GRAND KNIGHT AT A GLANCE

- Be familiar with the *Grand Knight's Handbook* (#915) and the information it contains.
- Foster an atmosphere of cooperation and teamwork in the council.
- Establish council goals (both membership and programming) for the fraternal year.
- Be familiar with the “Charter, Constitution and Laws” of the Order, and the council’s by-laws.
- Appoint a membership director and a programming director, then works with them in appointing committees.
- Appoint a lecturer.
- Appoint a chaplain.
- Presides at all council meetings and functions (see Method of Conducting a Council Meeting flyer [#1937]).
- Host monthly council officer meetings.
- Act as an ex officio member of all committees.
- Ensure that all reports and reporting forms require — by the state council and supreme council (see the *Council Report Forms Booklet* [#1436] and the Order’s Web site) are filed on time.
- Interact with the financial secretary and treasurer to ensure that the council is meeting financial obligations to the Supreme (per capital tax and Catholic Advertising Fund) and state councils and others.
- Oversee the council’s membership procedures in conjunction with the financial secretary.

- Monitor the council's progress in obtaining Supreme and state council awards.
- As Chairman of the Board of Trustees, works with trustees to ensure proper procedures are followed as they relate to financial matters. Prepares and conducts the semiannual audit.
- Serve as a member of the advisory board of a circle sponsored by the council.
- Appoint an Admission Committee and monitors its activity.
- Work with the treasurer and financial secretary in preparing a council budget.
- Attend the semi-annual district meetings as well as the annual state meeting.
- Schedules and monitors frequent council First Degree exemplifications, and assists district deputy with higher degree exemplifications as needed.
- Keep current with the Ceremonial rules regarding the First Degree.

## THE GRAND KNIGHT

The grand knight is the highest ranking elected officer of his council and is responsible for observing the laws of the Order and his council. The office of grand knight is one that is rich in opportunities to serve his fellow Knights and to lead his council in service to family, Church and community. Additionally, the grand knight must ensure the membership, insurance and programming growth of his council and the involvement of all its members.

## DUTIES OF THE GRAND KNIGHT

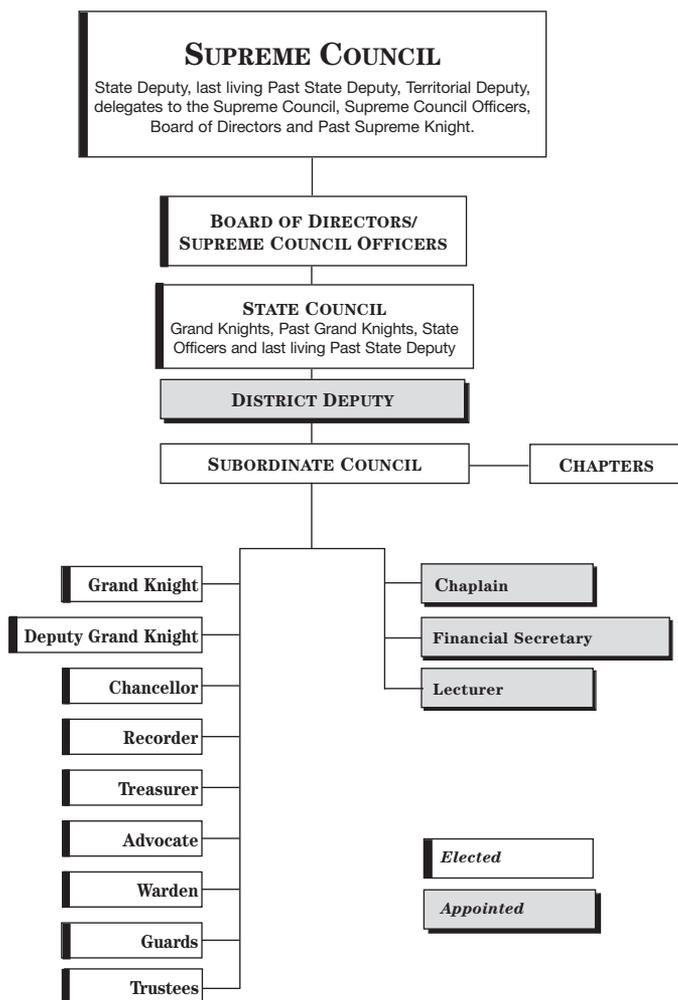
Section 135 of the Laws of the Order governs the duties of the grand knight. References to other business related to the office of grand knight can be found on page 103 of the “Charter, Constitution and Laws.” A copy of the laws should be in the grand knight’s possession. A new, up-to-date issue is published each year following the Supreme Council meeting in August. Copies of the “Charter, Constitution and Laws” (#30, available in English, French and Spanish, 20¢ each) may be obtained from the Supreme Council Supply Department.

Each grand knight should also read the by-laws of his own council and learn what specific duties and functions they prescribe for him. If the council does not have a set of by-laws, he may obtain a copy from the office of the supreme advocate that is recommended for adoption by subordinate councils.



# KNIGHTS OF COLUMBUS

## ORGANIZATIONAL CHART



## RESPONSIBILITIES OF THE GRAND KNIGHT

The grand knight is primarily responsible for the successful conduct of his council. He will not be able to perform all its business details, but he must see that they are done properly and on time. This is done through constant supervision of the work of all officers, directors and committees.

During their term of office, the grand knight and officers should set as their goal — “a better council.” Obviously this task is far too much for one man alone. It must be achieved by teamwork—

- through generous and eager cooperation with the council’s official “family,” and
- by voluntary participation of all members in the affairs of the council.

It is the grand knight’s obligation to inspire mutual cooperation and voluntary service among the officers and members.

In addition, the grand knight is directly responsible for cooperation with other Columbian groups and leaders, which include: Columbian Squires, Fourth Degree assemblies, chapters, district deputy, other councils, state deputy and state council — its officers and representatives.

## COUNCIL MEETINGS

As provided in Section 135 of the “Charter, Constitution and Laws”, the grand knight presides at all meetings of the council. Section 125 of the Laws outlines the order of business to be followed. Ceremonial procedures for the meeting are explained in “Method of Conducting a Council Meeting” (#1937).

To ensure dignity, decorum and efficiency in the conduct of meetings throughout the Order, the grand knight is reminded that there is an approved arrangement of the council chamber. A chart for the arrangement of the council chamber is printed on page 11.

There is also a proper way for a member to gain admission to a meeting and to conduct himself while there. This information is contained in the instructions given by the financial secretary during the First Degree. The observance of these formalities may seem to be a small thing, but lack of their observance can lead to disorderly, unproductive meetings. And our council meetings are where the business of the Order is ultimately conducted.

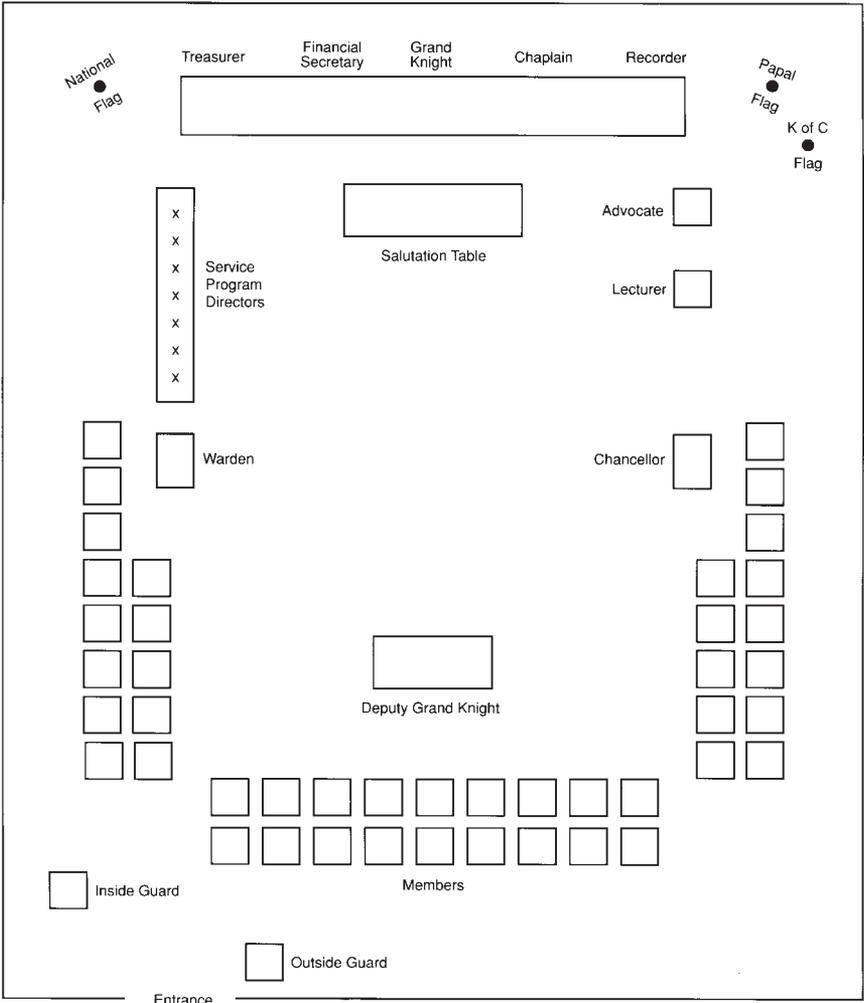
The grand knight should understand and be familiar with the fundamental principles of parliamentary law. "Parliamentary Law," a brief overview of the rules and regulations for guiding a meeting, is contained on page 78 of this manual. For further assistance, the grand knight should obtain a copy of "Robert's Rules of Order" from his local library or bookstore.

Although members should be encouraged to present matters that they think would command the interest and attention of the council and while full opportunity for discussion of these matters must be afforded, any needless consumption of time should be avoided. If at all possible, the business portion of a council meeting should be completed within an hour. In this manner, the lecturer will be given ample time to present his "Good of the Order" section of the meeting. Concise, interesting meetings that are conducted in a business-like manner will encourage and hold council attendance. Much can be accomplished toward this end by holding officers' meetings separate from council meetings.

Experience has shown that when meetings are always started absolutely on time, members will be there for the beginning of the meeting. When the busy member who arrives at the meeting on time finds with dismay that the meeting doesn't get underway for a half-hour or more, he will soon



# SEATING ARRANGEMENTS FOR COUNCIL MEETING



stop coming to meetings. Why? He simply won't waste time waiting for meetings to begin. Meetings started on time can be completed early enough to allow for visiting and still enable the members to arrive home at a reasonable hour.

The district deputy must visit each council regularly, at least once every second month, and he should notify the grand knights of his councils in writing and in advance when he is making an official visit. The district deputy is a personal representative of the supreme knight and the state deputy. Grand knight and council officers should treat him with the respect due his important position. During his visit, the district deputy should be seated in front near the grand knight, and when he is called upon to speak, (as he always should be), all members should rise for his introduction.

## OFFICERS' MEETINGS

A great deal may be gained by holding a meeting of the council officers at least once a month or preferably before every regular council meeting. Such meetings should be held at a time convenient for most all the officers. By discussion among themselves of matters that relate to their respective duties, to the general welfare of the council, and programs that are to be presented to the council, the officers are able to keep intimately acquainted with everything that is of interest and concern. In addition, they can equip themselves with information to more intelligently advise the council on matters that come before it during meetings or discussions. All officers' meetings should be called by the grand knight.

## APPOINTING MEMBERSHIP AND SERVICE PROGRAM DIRECTORS

At the beginning of his term, the grand knight should appoint any standing committees that are called for by the laws of

the Order or by the by-laws of his council, including the program director and the membership director called for under the Order's Service Program. The appointment of the directors for Church, community, council, family and youth activities is the responsibility of the grand knight upon the recommendation of the program director. This same rule should apply to the membership director in his selection of chairmen for his committees.

At the start of each fraternal year, the Supreme Council office forwards to each financial secretary of record a packet of programming materials. Contained in this "Surge . . . with Service" kit are items to be used during the fraternal year by the council officers, programming directors and membership director. When the financial secretary receives the kit he should as soon as possible present it to the grand knight, who should immediately distribute the materials, as indicated, to his fellow officers, programming directors and membership director.

After reading the "*Surge . . . with Service*" program manual (#962), the grand knight will have a better understanding of the aims of the Service Program, its structure and its execution. The grand knight will also be in a better position to appoint and advise others in their selections of the men best qualified and most interested in the various committees and positions.

In selecting the program director and membership director, the grand knight should seek men who command the respect of the membership of the council and have the ability to organize and supervise the work of the various directors. These positions demand time, talent, dedication and enthusiasm; therefore, selections should be made carefully.

The most important step in a successful membership program is the organization of the council's membership committee. The first step in setting up this committee is for the grand knight to appoint a membership director to oversee all membership programs and to direct recruitment activities.

After conferring with the membership director, the grand knight should appoint a membership committee of three or more Knights, an insurance promotion chairman, and a retention chairman and committee. The membership director and recruitment committee members should immediately begin to set goals and plan specific recruitment, retention and insurance promotion activities for the year. They should at this time also begin to set a schedule of recruitment activities that best suit the council's goals and resources.

The names and membership numbers of all membership and service program committee members should be reported to the Supreme Council Department of Fraternal Services, on the "Service Program Personnel Report Form" (#365). Along with space provided on the report form to include the recruitment committee, retention and insurance promotion chairmen, areas to list the chaplain, lecturer and any of the following appointments in the council: Pro-Life chair couple, health services, public relations, Columbian Squires are also included. The completed report must reach the Supreme Council office no later than August 1. A copy of form (#365) is included in the Supreme Council's "Council Report Forms Booklet" (#1436) included in the "Surge . . . with Service" kit and is also available on the Order's Web site. Councils not in receipt of the council report forms booklet should contact the Supreme Council Department of Fraternal Services immediately.

Upon receipt of the reporting form, the directors and chairmen will be recorded on the appropriate mailing list and each will begin receiving *Program Supplement*, which is issued 18 times a year and consists of numerous program suggestions for councils to undertake, and *Knightline*, which contains news of the Order and the Supreme Council office. During the course of the fraternal year, special program information may be mailed to individual directors and chairmen.

Activities and events sponsored by the council in connection with the Service Program should be outlined, planned and recorded at least six months in advance. Monthly meetings

should be held by the program director and membership director for members of their groups. Advance planning will prove an effective method of assuring interesting meetings and successful sponsorship of council projects. Council reports should be made monthly by the various directors.

Success of the grand knight's administration depends greatly on the program executed during his term of office. It is of the utmost importance, therefore, that a program of worthwhile and interesting activities be arranged. The Service Program material, supplied by the Supreme Council office, is designed to assist the council in planning such a program.

## ADMISSION COMMITTEE

It is extremely important that all new council officers understand the purpose of the Admission Committee – a) Inform the new member of the workings of the Order, both at the international and local levels. b) To determine the interests of new candidates for subsequent involvement in council activities. c) To establish the candidate's practical Catholicity.

The specific procedures to be followed in reviewing candidates are:

1. The grand knight shall appoint an Admission Committee. It is recommended that the chancellor be the chairman of this committee and that the committee include the financial secretary, treasurer, membership director, program director, and any other members (such as the chaplain and insurance representative) that the grand knight determines.
2. The committee shall take the following actions and determine:
  - Determine the Catholicity of the candidate. It is suggested that the council chaplain meet the candidates and that their pastors be consulted

- Present the candidate with a brief history of the Order, at the international and local levels, including programs and activities
- Inform the candidate of the benefits of membership
- Use the Admission Committee Questionnaire (#391) to determine the candidate's interests and encourage his involvement in the council's service program
- Advise the candidate of what is expected of him
- Timely payment of dues
- Attendance at meetings
- Participation in programs
- Assume a leadership role
- Advancing through the higher degrees.

3. Applications for membership from priests and religious shall not be referred to the Admission Committee but shall be presented directly to the council.

4. In cases of reapplication by a former member who has been in an exit status for a period of more than seven years. The applicant must appear before and be approved by the Admission Committee. In addition thereto the reapplicant must establish to the satisfaction of the committee that he has received the degrees of the Order. If this cannot be established the reapplicant shall be required to take any or all degrees.

See the "APPLICATIONS FOR MEMBERSHIP AND THE ADMISSION COMMITTEE" section of the "REFERENCE GUIDE" of this manual for more detailed information.

## KNIGHTS OF COLUMBUS PARISH ROUND TABLE PROGRAM

Knights "have nothing less than a moral obligation to offer every eligible Catholic man the opportunity and the privilege of membership in our Order. Also, we must have a Knights of

Columbus presence in every parish.” Those were the words of Supreme Knight Carl A. Anderson as he addressed his first meeting of state deputies.

A Knights of Columbus presence may be established in one of two ways: by the institution of a new council or by the establishment of the Round Table.

Through the Round Table a council works closely with the pastor of each parish or mission that it serves. All Knights in a parish, regardless of their council affiliation, are part of the Round Table. The program, as explained in the brochure *The Knights of Columbus Parish Round Table (#2632)*, makes the tremendous manpower of the Order readily available to the pastor to help him achieve his plans and goals. By means of the Round Table a local council may easily achieve a maximum level of service to all parishes with which it is affiliated.

Simply stated, the Knights of Columbus Parish Round Table initiative provides the opportunity for brother Knights to support their parishes with the programs their pastors deem necessary.

One fact must be made crystal clear. The Round Table initiative – an offer to serve – should not interfere with any existing or contemplated parish program or group. The pastor sets the programs. It is simply a matter of going to him and asking, “Father, what can the Knights of Columbus do to help?”

## COLUMBIAN SQUIRES

The Columbian Squires is the official youth organization of the Knights of Columbus and as such deserves first consideration in your council’s youth program. A council that sponsors a Columbian Squires circle, or plans to institute or reinstate a circle, must first have an Advisory Board to supervise the circle and its operation. This Advisory Board is composed of the grand knight, deputy grand knight and chaplain. It is the responsibility of the grand knight, along with other

Advisory Board members, to assist in providing the Squires circle with a meeting place, a chief counselor, a father prior and counselors. The Advisory Board oversees all Squires ceremonials and is responsible for the circle's faithful observance of all laws and regulations.

The grand knight should encourage council/circle cooperation and occasional activities jointly sponsored by both groups. Squires, when reaching the age of 18, should be recruited for membership in the council. The grand knight will be notified by the Supreme Council office whenever one of his circle's Squires has turned 18.

The *Squires Newsletter* is mailed monthly to each grand knight of record. Also, monthly, each sponsoring council's grand knight will receive from the Supreme Council office a copy of his circle's "Financial Statement" summarizing the circle's condition and activity.

The circle's records for the July to December and January to June periods should be audited by the grand knight, deputy grand knight and the circle's chief counselor and chief squire. The council's squires chairman or chief counselor should report at each council meeting on the status of the circle.

**NEW CIRCLE DEVELOPMENT** Grand knights whose councils wish to institute a new circle or reinstitute an inactive circle should order a Squires Inquiry Kit (#1936) from the Department of Fraternal Services at the Supreme Council office. An informative audiovisual production that explains the Columbian Squires program can be ordered at no charge, except postage and handling, from the Department of Fraternal Services. After filing of the "Notice of Intent to Establish a Columbian Squires Circle" (#457), the Advisory Board should appoint one Knight as chief counselor for the circle and a priest to serve as father prior. Both should be Knights from the sponsoring council. Two or three additional Knights should be recruited to fill out the counselor team. The Department of Fraternal Services will provide your council with counselor and Squire recruiting materials. The state

squires chairman or a member of his committee should be contacted to arrange for a ceremonial team to perform the circle's first investiture. By sponsoring a Squires circle, your council can help bring the Order a little closer to the Orderwide goal of "A Circle in Every Council."

Sponsorship of a Columbian Squires circle in good standing fulfills all of the youth activity requirements for the Columbian Award.

## "YOUTH LEADER" APPLICATIONS, SCREENING AND CONDUCT

Knights of Columbus policy requires all "Youth Leaders," that is, any Knight whose position requires a substantial interaction with young people under his supervision, to submit an application for the position and to pass a screening of his background before being appointed to the position.

Thus, all Squire circle counselors, K of C sponsored Boy Scout unit leaders, and other potential "Youth Leaders," must complete and submit "Youth Leader" applications (Form #4348), including the names of two people as references, and give permission for the Supreme Council office to conduct a background check. Applications and references should be checked to the satisfaction of the grand knight, signed, and forwarded to the state deputy.

The background check, to be initiated by the Office of the Supreme Advocate at the Supreme Council Office, would include a review of the candidate's criminal record, if any, including motor vehicle violations.

Appointment to the "Youth Leader" position will be effective only after a successful background check has been completed by the Supreme Council office.

Priest appointed as "Youth Leaders" will not be screened. However, the Supreme Council notify their respective dioceses of their appointment.

When approved, “Youth Leaders” will be sent either a “Counselor” or a “Youth Leader” certificate from the Supreme Council office. “Youth Leader” approval is for up to three years, and may be renewed after reapplication and approval.

“Youth Leader” training should include guidelines to assure that neither adults nor youths find themselves in situations which could lead to dangerous, illegal or immoral behavior. Even the appearance of impropriety or situations which could lead to false charges that are not easily refuted must be avoided.

Advance planning must always include reasonable safety precautions to prevent foreseeable illness or accident. Also, relationships between “Youth Leaders” and young people, and even between young people themselves, must be conducted with propriety. These precautions apply especially when traveling, in lodging situations and during any counseling of youths.

Refer to the “Youth Protection Program” handbook (#4670) for more information concerning “Youth Leader” appointment, training, “Youth Leader” practices, education of youth participants, and child abuse reporting requirements.

## DEGREE EXEMPLIFICATIONS

**FIRST DEGREE** – The grand knight is in charge of the First Degree which may be conferred prior to, following, during or separately from a regular meeting. The degree officers need not be current chair officers. They serve at the pleasure of the grand knight of the council. They must be able to deliver their respective charges in an inspiring manner, AND FROM MEMORY. It is preferable that the conferring officers leave their stations to deliver their charge in front of the candidates but they should stand still and not walk around when delivering their parts. Degree officers shall robe for this degree. (Until such time that a council can obtain robes, business

suits are permissible provided Ceremonial Baldrics and designated officers' jewels are worn.)

The work of the admission committee will have been completed as stated on pages 15 and 16. Candidates from other councils cannot be initiated without evidence of their acceptance in that council, duly signed by the grand knight and attested to by the financial secretary.

A First Degree team cannot perform until certified by the district deputy.

For complete details, refer to the current First Degree Ceremonial Book.

**SECOND DEGREE** – The district deputy shall be in charge of the Second Degree. He may conduct a Second Degree either separately or in conjunction with the Third Degree. He shall notify the state deputy of his intentions and abide by the decision of the state deputy. The rules provide that the district deputy shall open the Second Degree in accordance with the procedures set forth. The degree officers serve at the pleasure of the district deputy. They conduct of degree officers in the Second Degree is the same as for the First Degree.

A team cannot perform until certified by the state ceremonial chairman or his representative.

Candidates from councils other than the host council shall be advanced only at the request of their grand knight and shall produce a current membership card. Cell phones and pagers must be turned off for all degrees.

**THIRD DEGREE** – The state deputy is in charge of the Third Degree and is himself directly responsible to the board of directors for its proper exemplification.

The host district deputy requests approval of site and date of degree from the state deputy. The host district deputy may also request assignment of a team of his choice from the

state deputy. However, the final decision on all team assignments rests with the state deputy.

It is absolutely forbidden to give the work of any degree to priests except by observation on their part. Priests shall participate in all pledges and should stand to be knighted.

The bar shall be closed prior to and during the exemplification of all degrees. No alcohol may be served or consumed prior to the exemplification of any degree by candidates, members or degree officers.

**GENERAL** – The warden of the council is responsible for the safekeeping of the council's ceremonial equipment. The financial secretary is responsible for the safe keeping of the council's ceremonial books. The grand knight should check with the warden at the beginning of the term to make certain that everything needed for ceremonial work is available and in proper condition. Before every degree exemplification the degree officers need to make certain that all details incident to the exemplification have been looked after.

All degrees must start at the published time.

Candidates may not be in the antechamber longer than 20 minutes.

## **Where to Order Ceremonial Items**

	Candidate Kits
	Ceremonial Baldrics
Supreme Supply	Council Officer Jewels
	Forms & Certificates
	K of C Flag
Official Supplier	Degree Paraphernalia

## FINANCIAL OBLIGATIONS

The following is offered to assist grand knights in becoming acquainted with the financial obligations of his position as rapidly as possible and thus to prevent future misunderstandings.

**Per Capita Tax [PCT]**—Councils are billed in January and July at \$1.75 per member based on the members of record on file at the Supreme Council office on the first of each of those months.

**Catholic Advertising Fund [CAF]**—Councils are billed in January and July at \$.50 per member based on the members of record on file at the Supreme Council office on the first of each of those months.

The financial secretary receives a Council Statement each month from the Supreme Council office indicating all charges and credits as well as any changes in membership. The financial secretary should show each month's statement to the grand knight so that the grand knight will be fully aware of his council's financial standing as it relates to the Supreme Council office. Each month the grand knight receives a membership and financial statement from the Supreme Council office that contains similar information.

*Is there a time limit on council payments to the Supreme office?*

Yes! Section 156 provides that assessments [including Catholic Advertising Fund charges] must be paid within three months and ten days [100 days] of the first of the month in which the billing is received as follows:

Assessment	Due	Suspended
Jan. PCT and CAF	On Receipt	April 10
July PCT and CAF	On Receipt	Oct. 10

It is suggested that payments be forwarded to the Supreme Council office within 65 days after the billing date to allow sufficient processing time prior to the suspension date.

*What happens when a council fails to make payment by the final date?*

Section 156 provides that a council failing to make the payment shall be “ipso facto” suspended. The board of directors requires the supreme secretary to issue suspension notices to the grand knight, district deputy, state deputy and supreme director if there is one in the jurisdiction in which the council is located. Letters are also generated to the council membership notifying them that they are in danger of losing their fraternal benefits because the council is facing suspension.

*How Can A Council Have Its Suspension Lifted?*

By paying the amount in arrears.

*Who Initiates Payment Of Supreme Council Office And State Council Obligations?*

The financial secretary, [section 139 (8)]. The financial secretary should issue an “Order on Treasurer” (#157) authorizing the treasurer to issue the check in payment. The grand knight must countersign the order on treasurer.

*Is Council Action Required To Pay A Supreme Council Office Or State Council Obligation?*

No. Section 145 provides that no approval is required.

*Are The Records Of The Financial Secretary And Treasurer Open For Inspection?*

Yes. The state deputy, district deputy, board of trustees and grand knight, or their representatives [section 243] shall have

access to the council records upon request to the officer or officers involved. Such requests must be within reason and demands shall not be made capriciously.

## AUDITS

It is the duty of the grand knight, as the chief officer of the council, to make certain that the laws of the Order that spell out how its monies should be handled by the financial secretary and treasurer are fully observed. The grand knight is also the chairman of the board of trustees of the council, and as such he should make absolutely certain that the records and accounts of the council are audited semi-annually by the trustees, as required by the laws of the Order. These audits should never be made by the financial secretary or the treasurer, inasmuch as it is their accounts that are being audited. Too much emphasis cannot be placed upon the importance of these audits being made.

One copy of this report must be filed with the supreme secretary, another with the state deputy, another with the district deputy and another with the council.

When the time for the audit arrives — January and July — the grand knight, as chairman of the trustees, shall notify the treasurer and financial secretary to deliver their books and records to him. Then he and the trustees should carefully and methodically audit them as quickly as the circumstances allow, make memos as they think advisable, fill out the report forms and return the books to the respective officers. To audit the books is not a difficult matter. Instructions on how to prepare an audit will be found below and in the *Financial Secretary's Handbook* (#1410). The "Semiannual Council Audit Report" (#1295) can be found in the *Council Report Forms Booklet* (#1436) and on the Order's Web site.

## AUDIT REPORT

Section 145 of the Laws of the Order requires that the grand knight and the trustees audit the accounts of the financial secretary and treasurer at least every six months, and in January and July report thereon to their council, district deputy, state deputy and the supreme secretary on forms approved by the board of directors and furnished by the Supreme Council. Under no circumstances should either the financial secretary or treasurer prepare the audits, but each should be readily available to the trustees to answer questions regarding the records. The trustees are charged with this duty, and in accepting office they are accepting the responsibilities the office entails. (see page 32 of the Reference Section for detailed information on completing the audit.)

Trustees who sign an audit prepared by the financial secretary or treasurer are acting in an irresponsible manner. The report made to the council, district deputy, state deputy and the supreme secretary indicates that the trustees have examined the records of the financial secretary and treasurer. If they have not done so, the trustees cannot know that the figures therein are correct.

If the trustees and grand knight cannot personally make the audit, they should arrange to have one made by a qualified member at the expense of the council. A responsible financial secretary will require that his records and accounts be examined periodically according to the Laws for the protection of all concerned, including his own. Protection of self-interest of the financial secretary will also help to safeguard the financial affairs of the council. The grand knight and trustees must arrange for the audit to be accomplished without depriving the financial secretary of his records for more than one week. The business records of any council can be properly examined within a week to assure accuracy and completeness.

The bonding company, which takes an active concern in audits, can refuse to honor the bond on either the financial secretary or treasurer for the following reasons:

- Failure of the trustees to conduct the audit, or signing an audit prepared by the financial secretary or treasurer
- Failure to have on file at the Supreme Council office two consecutive Audit Reports for the periods immediately past

### **RECORDS AND ITEMS NEEDED TO PREPARE THE AUDIT: FROM THE FINANCIAL SECRETARY . . .**

- Cash receipts records
- Warrant Voucher stubs
- Receipts, Treasurer to Financial Secretary
- Latest Council Roster
- Council Statements for the audit period
- Cash and checks on hand, if any
- Bills or invoices requiring payment
- Copy of last council audit
- Member's Ledgers
- FSPC Files/Reports

### **FROM THE TREASURER . . .**

- Treasurer's Cash Book
- Check book, bank statements, cancelled checks and Warrant Vouchers for the audit period
- All bank books, regardless of purpose of account
- All documents reflecting cash or liquid assets such as stocks, bonds, notes, etc.

### **FROM THE RECORDER . . .**

- Minute Book

## **RECEIPTS AND PAYMENTS**

The grand knight should stay informed at all times as to the condition of the council's finances, its income, and its obliga-

tions. All monies that come to the council from any source are received and collected by the financial secretary. He then turns these monies over to the treasurer at the end of each meeting.

The treasurer must give the financial secretary a receipt for all monies turned over to him and this receipt must be given to the grand knight, who reads it at the next council meeting. In this manner the grand knight is completely informed of monies received by the council.

Following each meeting of the council the treasurer must deposit the monies received from the financial secretary to the credit of the council in a bank approved by the trustees of the council and he must furnish to the grand knight a receipt of such deposit. Of course, the amounts of these two items must be identical, i.e., the amount of the money turned over to the treasurer by the financial secretary and the amount which the bank receipt shows the treasurer deposited to the credit of the council. This receipt must be read by the grand knight at the next council meeting. The grand knight and the council are thus kept informed of the fact that monies received by the council have been properly deposited to its credit.

Under no circumstances is the financial secretary permitted to deposit the money in the bank or perform any other duty of the treasurer. The two offices are intended to be a check against each other and therefore, neither officer is permitted by law to perform any of the duties of the other.

By the reading of bills against the council at every council meeting, the grand knight and membership know what obligations are being incurred. And since he must countersign all orders for payment of council bills that are drawn by the financial secretary on the treasurer and countersign all checks drawn and signed by the treasurer [section 135 (5)], he knows what obligations are being incurred by the council and whether these are being properly handled.

## COLLECTION OF COUNCIL DUES

The grand knight should be certain at all times that the financial secretary is sending dues and assessment notices for monies owed to every member of the council 15 days before the beginning of each billing period. If payment is not received, a second notice is forwarded 30 days later. If payment is still not received at the end of the first month in which the member has failed to pay his dues, a “Knight Alert” letter (#KA1) is sent to the delinquent member, signed by the grand knight and trustees. The financial secretary also provides the names, addresses, telephone numbers and amounts of delinquency for each member in arrears to the retention committee. The committee is comprised of the grand knight, chairman ex officio; the trustees; financial secretary; treasurer; and proposer, if available. The grand knight will assign a member of the retention committee to personally contact the delinquent member to remind him of his obligation. The committee member will provide a written report of his findings to the grand knight. If the member is experiencing financial difficulty, the grand knight will direct two committee members to visit the member and make arrangements to accommodate him with a payment plan. Again, a full report is to be made to the grand knight on the results of the visit.

If at the end of the second month, the member still has not paid his dues, the “Notice of Intent to Suspend” (#1845) is to be prepared and signed by the financial secretary, countersigned by the grand knight and distributed as follows:

- A. The “Original Copy” is sent to the delinquent member.
- B. The “Supreme Council Office Copy” is forwarded to the Department of Membership Records. The supreme knight will mail a personal letter to the delinquent member, conveying the supreme knight’s interest in having the member retain his “good standing” status.

- C. The “State Council Copy” is mailed to the state deputy. He will write to the member, offering assistance and advising him that the district deputy in his area is available to help with any particular problems.
- D. The “District Deputy Copy” is sent to the district deputy. He will telephone the delinquent member to discuss the arrearage situation. In the course of the telephone visit, possible solutions will be suggested, and the district deputy will volunteer to assist the member, if the need exists. The district deputy will also determine whether personal contact has been made by the council. The response and reaction received from the delinquent member is recorded on the reverse side of the “District Deputy Copy” of the Form #1845 and forwarded to the state deputy for his perusal.
- E. The “Council Copy” is retained for council files.

If the delinquent member does not meet his obligation or arrange a satisfactory payment schedule within 60 days following the processing of form (#1845), the council may file a Form #100 Membership Document indicating suspension. However, the suspension will not be processed at the Supreme Council office unless a “Notice of Intent to Suspend,” has been on file for the required 60 days. The “Notice of Intent to Suspend” becomes null and void 90 days following the date it is recorded at the Supreme Council office. After the 90-day period has elapsed, the form will be removed from the file under the assumption that the council has been successful in retaining the member. If subsequently the member on whom the council previously filed a “Notice of Intent to Suspend” should again become delinquent, the entire billing/retention process must be reimplemented as described above.

These billing procedures are designed to help the council retain a member. It is the grand knight’s duty to see that the proper procedures for collection of council dues are followed.

# REFERENCE GUIDE

## **APPLICATIONS FOR MEMBERSHIP AND THE ADMISSION COMMITTEE**

Specific procedures have been adopted in regard to the admission of new members into the Order:

1. There shall be no investigating committee in any council.
2. Within five days after an application for membership is presented to him, the grand knight shall refer the application to the Admission Committee and the chairman of said committee shall immediately notify the applicant to appear before it for examination as to his qualifications for membership.
3. The admission committee has the power of rejection only if five committee members file a written report with the grand knight certifying that the applicant is not a practical Catholic. If this is done, said applicant shall be deemed rejected, the fact shall be noted in the application by the grand knight, and the grand knight shall promptly advise the proposer. Whether or not an applicant is a practical Catholic is for the Church to decide. Therefore, it is expected that before a written report is filed, the committee will have discussed the situation with the chaplain of the council or the applicant's pastor and will be bound by the decision of either.
4. Having determined that the applicant is a practical Catholic, the Admission Committee shall submit to the grand knight its report and recommendations within ten days following the date when the application was delivered by the grand knight to the chairman of the

Admission Committee. At the first meeting of the council following receipt by the grand knight of the report and recommendations of the admission committee, or upon expiration of ten days following delivery of the application to the chairman of the admission committee, if there is no report from the Admission Committee with respect to the application, the grand knight shall proceed with reading the application. Except when notice of application shall be published as provided in Section 110, the council shall proceed forthwith (at the same meeting) to ballot for the admission of such applicant after said reading. Prior to balloting after the first and only reading, the warden shall determine and report to the grand knight and the deputy grand knight the number of members present, and the recorder shall record in the minutes of the meeting the report of the warden.

5. The grand knight cannot delay the processing of the application under any circumstances, unless the application is rejected because the applicant is not a practical Catholic as shall be determined by at least five members of the committee, he shall read the application at the first meeting following the ten days allowed for the report of the Admission Committee. This reading is not restricted to a regular meeting or a business meeting.
6. Balloting shall be by distribution to the members present of a blank slip of paper and each member shall write thereon either the word "yes" or "no" and nothing more.
7. Balloting for candidates shall be the responsibility of the warden. After exhibiting the ballot box to the grand knight and deputy grand knight, the warden shall deposit the same on the salutation table and take his place six feet therefrom. He shall then request that all the officers vote by depositing their ballots in the ballot

box and after they have voted, he shall request the members to vote in the same manner. They shall advance in single file and deposit their ballots. After all who desire to do so have voted, the warden shall exhibit the ballot box to the grand knight and deputy grand knight and they shall examine and count the ballots. If the number of negative ballots cast does not exceed one-half of the members PRESENT, the applicant shall be declared elected. The grand knight shall announce the result but the exact number of negative ballots shall not be stated. The law requires a negative vote of more than one-half present and not a negative vote of one-half of those voting.

8. If more than one candidate is to be balloted for at a meeting, the grand knight may announce that the first ballot shall be a general one upon all the candidates, and that if not more than one-half of those present shall cast negative ballots upon such general ballot, no other ballots shall be taken. If the announcement is made by the grand knight and not more than one-half negative ballots of those present are cast upon said general ballot, all candidates so balloted for shall be declared elected. If more than one-half negative ballots of those present are cast upon said general ballot, an individual ballot shall be taken on each candidate.
9. Applications for membership from priests and religious shall not be referred to the admission committee but shall be presented directly to the council for balloting within ten days after they are received by the grand knight.
10. This law became effective August 20, 1964, and is absolutely binding on all councils and on all applications for membership after that date.
11. The revision of the laws by the Supreme Council at its 1968 meeting imposes another duty to the admission committee in cases of reapplication by a former mem-

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ber who has been in an exit status for a period of more than seven years. The amendment requires the applicant to appear before and be approved by the admission committee. In addition thereto the reapplicant must establish to the satisfaction of the committee that he has received the degrees of the Order. If this cannot be established the reapplicant shall be required to take any or all degrees.

There should be a minimum of delay between the final acceptance of an applicant by the council and his initiation in the First Degree. Also very important is the fact that the insurance of an applicant does not become effective until he is initiated in the First Degree.

### COMPLETING THE AUDIT REPORT

All three sections of the Audit Report (#1295) must be completed, and the audit must be signed by the grand knight and at least two trustees. If an entry is not applicable, the word "none" should be inserted on the line. Failure to complete any section or affix required signatures will necessitate return of the report to the grand knight. Please refer to page 39 for a sample Audit Report.

**SCHEDULE A — MEMBERSHIP —** A major objective of the semiannual council audit is to reconcile local council membership records with those maintained by the Supreme Council Department of Membership Records. The sources for information necessary to complete Schedule A of the Audit Report are: (1) records the financial secretary maintains on ledger cards, ledger sheets or FSPC ledgers, depending on the accounting system used by the council; (2) semiannual Council Rosters provided by the Supreme Council office and (3) monthly Council Statements sent from the Supreme Council office. The latter is especially necessary for associate to insurance, insurance to associate, transfers out of the council and, in some instances, death transactions recorded as a result of insurance claims processing. All discrepancies between local council and

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Supreme Council records are to be reconciled, with any necessary membership transactions being submitted to the Department of Membership Records, or . . . local council records being corrected as necessary to ensure agreement.

Only those members for which the applicable membership transactions have been reported are to be listed on the audit. If an addition or a deduction is being acted upon but as yet has not been submitted with sufficient time for processing, it is not to be indicated on the audit report. Each time a transaction is submitted to the Supreme Council office, it is the financial secretary's responsibility to verify that it has been received and processed. This is accomplished by reviewing the monthly Council Statements for the audit period — August through January statements for the January audit, February through July statements for the July audit. Again, only those members for which transactions have been verified as received and processed at the Supreme Council office are to be listed on the audit as additions or deductions.

For the purpose of preparing the semiannual audit only, inactive insurance members are excluded; they are not to be considered as insurance members of the council. If an insurance member is suspended or takes a withdrawal, he becomes inactive and is considered a deduction. Conversely, an inactive member reactivating his membership is an addition to be recorded on the "Reinstatements & Readmissions" line. Also, the "Transfers — Assoc. to Ins." and "Transfers — Ins. to Assoc." lines in the Additions and Deductions sections must agree. For example, an insurance addition as a result of an associate to insurance transfer is also an associate deduction.

The figures for "Total Deductions" in the Deductions section are to be placed on the line "Minus Total Deductions" in the Additions section and must be subtracted from the

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figures for “Total for Period” to obtain the correct figures for “Number Members at End of Period.”

**SCHEDULE B — CASH TRANSACTIONS — FINANCIAL SECRETARY** — “Cash on Hand Beginning of Period” will be the figure from the previous Audit Report showing “Cash on Hand at End of Period.”

Figures for “Cash Received — Dues, Initiations” and “Cash Received from other Sources” will be the accounting period summary from Records of Cash Receipts or from the Financial Secretary’s Cash Book. “Total Cash Received” will be the total of the three previous items.

Amounts for “Paid to Treasurer” will be the total of the figures shown on receipts from treasurer to financial secretary for monies received during the period by the treasurer from the financial secretary.

“Cash on Hand at End of Period” will be amounts shown “Paid to Treasurer” subtracted from amount shown as “Total Cash Received.” In most instances “Cash on Hand at End of Period” will show a zero balance as most financial secretaries pay all monies to the treasurer before the end of the audit period.

**SCHEDULE B — CASH TRANSACTIONS — TREASURER** — The “Cash on Hand Beginning of Period” will be the figure shown on the previous audit from line “Net Balance on Hand.”

The item “Received From Fin. Sec.” will be the accounting period total of the items in the Treasurer’s Cash Book showing monies received from the financial secretary. This should agree with the amount shown in the financial secretary’s report on line “Paid to Treasurer.”

Under “Disbursements,” the amounts for per capita payments and general expenses will be the accounting period total of payments by the council as shown in the disbursements section of the Treasurer’s Cash Book.

**AUDIT PROCEDURES FOR SCHEDULE B** — The procedure detailed below is recommended for use by auditors in determining that dues payments were receipted, entered on the appropriate Member Ledgers, turned over to the treasurer, receipted by the treasurer, and deposited in the council's bank account. Conversely, it is effective in verifying that credits were not posted to Member Ledgers unless there is a record of payment having been received. In order to make these determinations, a representative number of accounts should be "spot checked." Proceed as follows:

- Verify several receipts on each Record of Cash Receipts sheet to determine if credit was given on the appropriate Member Ledger for the amount shown.
- Verify several Member Ledgers to determine, in reverse order, if credit given there was received and recorded on the Record of Cash Receipts.
- Verify the totals on each Record of Cash Receipts sheet to determine that monies were turned over to the treasurer and his receipt was issued.
- Verify each Treasurer's Receipt to determine that the amounts shown were credited on bank statements as deposits.

To determine if the treasurer's check register is in balance with the balance shown on the end-of-period bank statement, the following procedure is suggested:

- Determine that an authorized voucher exists for each check issued and that the check was issued to the correct payee in the correct amount.
- Review the endorsements on the checks to determine that they are endorsed by the payee.
- Compare the cancelled checks to the Cash Disbursement register and indicate and initial audit results on the check register.

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**SCHEDULE C — ASSETS AND LIABILITIES** — This section will provide insight as to the financial condition of the council. From audit period to audit period it will indicate the council's financial progress — or lack of it — and where necessary will enable the trustees, state and district deputies, and the Supreme Council office to obtain a true picture of the council's financial status. However, in reviewing previous audits it is apparent that some councils include figures in this schedule that are not applicable to the audit period. This is particularly true relative to “Due Supreme Council: Per Capita” in the Liabilities column and “Due From Members” in the Assets column.

It appears that some councils are including as owed the per capita levy for the period following the one for which the audit is being made. For example, if an audit is being made for the period ending December 31, then the per capita levy for January of next year should not be shown on the “Per Capita” line. However, should that January levy not be paid by June 30, it would be included on the next audit.

Regarding the “Due From Members” line . . . if the financial secretary follows the proper billing procedures, he will have sent the First Notices at least 15 days prior to the start of the period. Entries are not to be made for those members being billed for the following period. To avoid confusion, billing notices should be dated as of the first of the month of the start of the period (such as January 1 or July 1) not the date the bills are being prepared. However, should any portion of the bill remain unpaid into the next audit period, that portion is to be included on the ensuing Audit Report.

**ASSETS** — “Undeposited Funds” are monies in the possession of either the financial secretary or treasurer, or both.

Assets labeled “Bank — General Acct.” and “Bank — Special Acct.” will be the reconciliation of the treasurer's checkbook(s) showing the net cash balance(s).

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Outstanding checks should be deducted from the bank statement.

“Due From Members” data is obtained from the financial secretary’s Member Ledger records. Refer to “SCHEDULE C — ASSETS AND LIABILITIES” above for guidelines regarding these figures prior to making the entries.

One indicator of the financial condition of a council is the number of members in arrears and the amounts owed. Be certain to include these figures on the report.

The treasurer will furnish the amounts for “Savings and Investment Accounts” from his cash book which should show transfers of cash to savings accounts or purchase of investments. If the council owns stocks or bonds, the trustees should make a count of the investments and determine that all earnings on investments are properly credited to the council accounts.

“Total Current Assets” is the total of the five previous lines.

**LIABILITIES** — Figures for the Liabilities section relative to the council’s obligations to Supreme, state, as well as miscellaneous will be supplied by the financial secretary from his records and from unpaid bills in his possession.

Advance payment of dues by members should be included in “Advance Payments By Members.” It is a liability because it represents dues payment not yet chargeable to the members.

When a member is suspended, the amounts he owes will appear in the Audit Report for the period in which he was suspended. If using a manual accounting system, his Member Ledger should be removed from the council file on or before the end of the period in which he was suspended. FSPC users must delete any outstanding balance from the ledger screen. This procedure will ensure that a billing notice is not produced during the next billing period and

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eliminates the carry-over from one period to another of uncollectible dues or other charges on members who have been suspended.

The figure for “Total Current Liabilities” is also entered in the Assets column in the space designated “Less: Current Liabilities” and is subtracted from “Total Current Assets” to obtain “Net Current Assets.”

If liabilities exceed assets, the “Total Current Assets” should be subtracted from “Current Liabilities” and the resulting figure shown in (parenthesis).

**INVESTMENTS** — Trustees are to itemize investment assets on the appropriate lines provided for that purpose under “Investments.”

Figures showing the value of “Real Estate” and “Furniture” should be obtained from the secretary of the council home corporation.

**ANNUAL BUDGET** — It is strongly recommended that an annual budget be prepared in November or December of each year following guidelines established by the council. After adoption of the budget, it is good practice to transfer funds from the council’s general account to a savings account, as appropriate.

**BOARD OF TRUSTEES** — Section 145 of the Order’s Charter Constitution and Laws outlines the duties of the board of trustees and its chairman, the grand knight. Every trustee is required to be familiar with this section and its impact on the council’s finances and obligations . . . and his duties. Section 122 details the manner in which the council manages its funds. Other sections dealing with the disposition of council monies and funds are 139-1, 139-3, 140-1, 140-2, 140-3 and 140-4.

Council by-laws may also contain laws and rules governing the expenditure of monies. These by-laws are subject to

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review as to the manner in which various activities are conducted under the auspices of the corporation board.

### COUNCIL STATEMENT

Complete information on the council's account with the Supreme Council is contained in the statement that is sent during the first half of each month to the financial secretary of every council. The grand knight should examine this statement every month and should arrange with the financial secretary to make it available to him for this purpose. The statement will display at a glance whether the council is meeting its obligations to the Supreme Council or exposing itself to the risk of suspension for nonpayment of them.

Each month the grand knight receives his own membership and financial statement (see at right). On it is shown the progress the council is making in its membership/insurance program. The financial statement section indicates the council's financial standing in relation to the Supreme Council. On the bottom are instructions for reading the information provided. This financial statement is merely a condensed version of the monthly statement received by the financial secretary. It is intended to keep the grand knight advised in the event the financial secretary fails to make the regular monthly statement available.



## KNIGHTS OF COLUMBUS

1 Columbus Place New Haven, CT 06510-3200 203 752-4000

### Grand Knight Membership & Financial Statement

Date:

Council Number:

Annual Awards	Membership Quota: ( )			Insurance Quota: ( )		
	Additions	Deductions	Net	Additions	Deductions	Net
Month End						
Year-to-Date						
Percentage of Quota Attained: %			Percentage of Quota Attained: %			

Membership Summary	TOTAL	Insurance	Associate	Inactive	Included in TOTAL are:		
					Temporary	Retiree Life	Disability
Month End							
Year-to-Date Change							

Financial Summary	Per Capita	Catholic Advertising	Supplies
Beginning Balance:			
Payments & Credits:			
Charges & Debits:			
Ending Balance:			
Total Amount Due (All accounts): \$		Date of Last Payment: / /	

The statistics printed above reflect membership and financial activity processed for your council during the month just completed and for the fraternal year that commenced on July 1. This report summarizes the information furnished to your council's financial secretary on the monthly Council Statement.

The figures provided under the Annual Awards section reflect qualifications for both the current month and year-to-date as they relate to the Father, Mother, Founders and Star Council Awards. For specific information regarding calculation of quotas and when transactions are credited or deducted, refer to the Awards section of the "Surge with Service" program manual (MSB2) and the Grand Knight's Handbook (HS1N).

The statistics listed in the Membership Summary section represent actual council membership counts and year-to-date changes. They are provided to provide insight into the overall growth of your council.

The information supplied under the Financial Summary section reflects financial activity in your council's per capita, Catholic advertising and supply accounts at the Supreme Council offices. The total amount due is the outstanding balance for all accounts as of the statement date.

For further information regarding the annual awards program, please contact the Department of Fraternal Services. Inquiries regarding the processing of membership transactions should be made directly to the Department of Membership Records. Financial transaction questions should be directed to the Council Accountant Department.

11/2000/11/03

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## DUTIES OF COUNCIL OFFICERS

Since a more informed member will most likely prove to be a more active and involved member, every new Knight should be introduced to council officers and Service Program directors as soon after his First Degree as possible, and a brief description of the office or position should be made at this time.

The following descriptions may be used to introduce new members to the variety of Knights who serve the local council. The duties of council officers are also found in the "Charter, Constitution and Laws," (#30), available in English, French and Spanish from the Supreme Council Supply Department at a small fee, the "Duties of Council Officers" flyer (#4241), or on "Those Who Serve," an informational VHS videocassette available at no charge, except for shipping and handling, from the Supreme Council Department of Fraternal Services.

## GRAND KNIGHT

The grand knight is responsible for the overall welfare of the council. Elected annually by the council membership, the grand knight must provide thoughtful and inspired leadership to the council officers, the Service Program directors, chairmen and members of the council.

More specifically, his duties include: presiding over council meetings, details of which are outlined in the flyer, "Method of Conducting a Council Meeting" (#1937); acting as an ex officio member of all committees; appointing the membership and program directors and working with them on the selection of Service Program activities chairmen and membership recruitment teams and retention chairmen; convening officers for a monthly meeting; appointing special committees not mandated by the laws of the council; overseeing the proper exemplification of the First Degree; and, finally, making sure that all reports and reporting forms

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required by the state or Supreme Council offices are submitted on time.

Another area of the grand knight's duties is overseeing the important work of the council's admission committee. Immediately after entering upon his term of office, the grand knight must appoint an admission committee composed of seven members. The grand knight monitors their work and makes sure their results are in line with the laws governing the actions of the committee.

The grand knight also interacts with the financial secretary and treasurer to ensure the council is meeting its financial obligations to the Supreme and state councils, and others. The grand knight countersigns all orders drawn and signed by the financial secretary and all checks drawn and signed by the treasurer. He also reads the vouchers from the financial secretary of moneys paid to the treasurer and from the treasurer of moneys deposited in the bank. By these procedures, the grand knight monitors the performance of the financial secretary and treasurer, working with them to help the council meet its financial obligations.

In accordance with section 130 of the "Charter, Constitution and Laws" (#30), each financial secretary, upon appointment by the supreme knight, is bonded automatically in the amount of \$5,000.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary. The same will apply to the council treasurer when the "Report of Officers" (#185) is received at the Supreme Council office.

The grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council.

Finally, the grand knight, together with the deputy grand knight and trustees, is responsible for recommending a chaplain to the ordinary of the diocese for his appointment

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in accordance with section 128 of the “Supreme Charter, Constitution and Laws” (#30). He also appoints a lecturer.

### DEPUTY GRAND KNIGHT

The deputy grand knight is the second in command in the local council. He is also elected annually, assists the grand knight in the operation of council affairs and is responsible for any duties assigned to him by the grand knight. In the absence of the grand knight, the deputy grand knight presides at council meetings and functions as the grand knight would. The deputy grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council. It is suggested that the deputy grand knight and the board of trustees serve on the council’s retention committee.

### CHANCELLOR

The chancellor is elected annually to serve the council in a variety of ways. Primarily, he assists the grand knight and deputy grand knight in the execution of their duties and takes charge of the council during the incapacity or extended absence of both.

With the cooperation and support of the grand knight, the chancellor has the important duty of strengthening the members’ interest in council activities. It is recommended that the chancellor serve as the chairman of the council’s Admission Committee.

The chancellor is also a member of the council’s Columbian Squires circle ceremonial team.

### RECORDER

The recorder is responsible for keeping a true record of all the actions of the council and maintains all correspondence of the council. He should use the “Recorder’s Minute Book” (#1403, available from the Supreme Council

Supply Department) to record the minutes of all council meetings.

### FINANCIAL SECRETARY

The financial secretary's important role is underscored by the fact that he is not elected by the membership but, his appointment – upon the recommendation of the grand knight and trustees – is approved by the supreme knight for a period of three years. His work has a direct effect on council members, his fellow officers, the state council and the Supreme Council.

Basically, the financial secretary's duties revolve around two key areas of council activities: financial records and membership records. The financial secretary collects and receives all moneys that come into the council from any source. He then turns that money over to the treasurer for deposit in the council account.

In accordance with section 130 of the “Charter, Constitution and Laws” (#30), each financial secretary, upon appointment by the supreme knight, is bonded automatically in the amount of \$5,000.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary.

One main function of the financial secretary is to collect money, in the form of dues, from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues.

The compilation of membership records is another of the financial secretary's important roles. He must ensure that new members sign the constitutional roll of membership at the time of their First Degree. The financial secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

# REFERENCE

Besides these two major responsibilities, the financial secretary has several others. They include: handling supply orders for members with the Supreme Council Supply Department; filing the “Report of Officers” (#185) with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.

When a financial secretary wishes to retire from his office, he should send a brief statement of resignation to the supreme knight. The statement should designate a final date by which the resignation is to be effective according to the wishes of the financial secretary. It is to be remembered, however, that every financial secretary has been appointed on the condition that he will remain in the office, if needed, until the supreme knight has been able to appoint the new financial secretary. Upon receipt of the financial secretary’s letter of resignation at the Supreme Council office, the appropriate forms for the nomination and appointment of the new financial secretary will be forwarded to the grand knight.

Because the duties and responsibilities of the financial secretary are so varied and complex, a *Financial Secretary’s Handbook* (#1410) and an audiovisual production, *The Financial Secretary—Our Answer Man*, available at no charge, except postage and handling, from the Supreme Council Department of Fraternal Services, have been created to help him and council members understand his task more completely.

The Supreme Council also makes available personal computer software and associated reports and supplies to assist financial secretaries to automate record keeping/billing tasks. Information on hardware requirements and ordering information for the software and supplies may be obtained by contacting the Supply Department or the Department of Membership Records.

# REFERENCE

(See the “Financial Secretary Personal Computer” section on page 52 for more information.)

### TREASURER

The treasurer is the elected official in charge of handling all council funds. He receives money from the financial secretary and issues a receipt for such. He is also responsible for depositing all money in the proper council accounts and providing a voucher or certificate of deposit to the grand knight for each transaction.

The treasurer is also responsible for issuing payments to the Supreme Council on all assessments made by it to the council and for all orders of the council.

Finally, the treasurer is responsible for keeping accurate accounts of the monies in the general expense fund of the council and the amount of money in any special funds established by the council. He must be able to provide up-to-date records on these accounts to the grand knight, financial secretary or board of trustees.

In accordance with section 130 of the “Charter, Constitution and Laws” (#30), the treasurer is automatically bonded in the amount of \$5,000 upon receipt of the “Report of Officers” (#185) at the Supreme Council office. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary.

### LECTURER

The lecturer is appointed by the grand knight to provide suitable educational and entertaining programs under the “Good of the Order” section of the council meeting. The “Good of the Order” may include such items as speakers, presentations on special topics, etc. The lecturer is responsible for presenting the “Good of the Order” section at council meetings. The lecturer must be knowledgeable of all aspects of council programming in order to provide

# REFERENCE

members with informative and entertaining programs. If the meetings have been conducted in accordance with the ceremonials and the agenda, there will be ample time at each meeting for the lecturer to present a worthwhile program that will help build meeting attendance and provide benefits to the membership that is present.

### ADVOCATE

The advocate is the parliamentarian for the council. He need not be a member of the legal profession; however, he should be thoroughly familiar with all of the laws of the Order as stated in the "Charter, Constitution and Laws" and with the council by-laws. When a by-law is to be revised, the advocate serves as chairman of the revision committee.

The advocate should also have a working knowledge of "Robert's Rules of Order," and the Supreme Council flyer, "Methods of Conducting a Council Meeting" (#1937). An understanding of both of these will help keep meetings on track.

When needed, the advocate shall seek legal assistance from the state advocate. In matters of trial of council members, the advocate shall prosecute the charges on behalf of the council.

### WARDEN

The warden is responsible for supervising and maintaining all council property, except that which belongs to the financial secretary.

He sets up the council chambers for meetings and degrees and appoints and supervises guards for ceremonial exemplifications. The warden should also oversee the inside and outside guards and make sure they are fulfilling the duties assigned to them.

# REFERENCE

## INSIDE/OUTSIDE GUARDS

The guards attend the doors of the council chamber, checking on current membership cards before allowing entrance.

## BOARD OF TRUSTEES

The board of trustees consists of the grand knight and three members elected by the council. Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the financial secretary and treasurer. The grand knight is the chairman of the board. It is suggested that the board of trustees and the deputy grand knight serve on the council's retention committee.

Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, and the current three and two year trustees move on to become two and one year trustees, respectively.

## CHAPLAIN

The priest chosen to serve the council as chaplain will primarily act as spiritual advisor to the brother knights and families of that council. Since he will more than likely have a fulltime ministry demanding the major part of his time and effort, no specific duties with regards to running the council have been assigned to him. He is expected, however, to make a report at council meetings. The chaplain's report, scheduled in the "Method of Conducting a Council Meeting" (#1937), consists of any business matters relative to his office and a brief talk by him on any religious matters. The chaplain should also serve as an advisor to the Church activities director and members of that committee.

Section 128 of the Laws explains that "the grand knight, deputy grand knight and board of trustees may annually select a priest to act as chaplain, but such selection must

# REFERENCE

be made in accordance with any rules established by the bishop of the diocese in which the council is located.” It is the responsibility of the grand knight to follow any established rules of the diocese. If questions arise, the grand knight should contact the state deputy or the chancery’s office of the diocese.

Deacons and religious brothers cannot serve as a council chaplain, but may be designated as the “spiritual director” of the council.

After the selection of the chaplain, the grand knight, the program director and the director of Church activities should conduct a meeting with the council chaplain to outline the work of the council in the field of Church activity for the fraternal year.

In addition, as early as possible after the election of officers, there should be a meeting of all council officers including the council chaplain to discuss particular programs in which the chaplain will participate.

Since the chaplain is a priest, it is expected that the council officers will provide him with as many opportunities as possible to exercise the teaching phase of his ministry for the benefit of the council members themselves, their families and the community. Every opportunity should be provided the chaplain to help train the members of the council in their rightful positions as Catholic leaders. Through such a program the chaplain can make a great contribution to the development of a better informed Catholic leadership by clearing up any questions which the members may have and by interpreting religious information which comes to them through secular newspapers, the radio, television, etc. The chaplain should also cooperate with the council in conducting public affairs of a Catholic nature — such as lectures, special religious services, publication of Catholic advertisements and assistance to the clergy in the community through intelligent and trained Catholic manpower.

# REFERENCE

Occasionally there arise in a community, in a jurisdiction or on a nationwide basis controversial questions in which the position of the Church or of Catholics is involved. Before any public action is taken with regard to such a matter, the council officers and the committee chairmen involved should sit down with the chaplain and discuss the matter thoroughly, so that if the council does take a position, or if it should ask its members to take a position, the question will be thoroughly understood and handled properly.

A copy of the *Surge . . . with Service*' program manual (#962), the *Chaplain's Handbook* (#945), the *Vocations Handbook*' (#1942) and the *Knights of Columbus Memorial Service* (#2942) should be given to the council chaplain in order that he may familiarize himself with the organized programs of the Order and be in a position to assist the council, particularly in the development of Church activity programs.

Following the order of business outlined in the "Method of Conducting a Council Meeting" (#1937) and to give greater importance to the role of the chaplain at council meetings, the chaplain will report to members immediately after the grand knight's report or whenever he so desires. He is also provided an opportunity for a summation just prior to the closing prayer.

Council chaplains can enhance the interest at council meetings by arranging to conduct special informational programs for a specified time period during the chaplain's report section of the council meeting. The advice and counsel of the chaplain are often needed by the officers and members and, therefore, his presence at as many meetings as possible would be most helpful.

The chaplain is also a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council.

# REFERENCE

## HONORARY AND HONORARY LIFE CEREMONIAL

Members who have attained the actual age of 65 years and who have been members of the Order for 25 consecutive years shall be designated as Honorary members; and on due request in writing (submission of a Form #100 by the financial secretary), they shall be exempt from general fund charges except payment of \$10 per annum which shall include state and Supreme Council per capita charges and levies.

Members who have attained the actual age of 70 years and who have been members of the Order for 25 consecutive years and those who have been members of the Order for 50 consecutive years, regardless of age, shall be designated as Honorary Life members; and on due request in writing (submission of a Form #100 by the financial secretary), they shall be exempt from further payment of dues, per capita charges and assessments.

When a member has attained either the actual age of 65 or 70 and has been a member 25 consecutive years or who has been a member for 50 years, regardless of age, he is entitled to have this distinction conferred regardless of whether he continues to pay dues or takes advantage of the reduction or exemption. The written request relates only to the dues reduction or exemption and not to the honor conferred.

If the member has been a member for 25 consecutive years and has reached age 70 or has been a member for 50 years, regardless of age, the only change in the following ceremonial is to substitute the words "Honorary Life Member" for "Honorary Member" wherever the latter appears.

The honor may be conferred upon one individual member or in groups of two or more. If a group, change singular to plural where necessary.

# REFERENCE

The following items should be obtained by the financial secretary prior to the ceremony. A Honorary membership or Honorary Life membership card may be requested by completing and submitting a Form #100 to the Supreme Council Department of Membership Records. Honorary member (#1457) and Honorary Life member (#1458) certificates are available at no charge from the Supreme Council Supply Department. Honorary member (#PG-109) and Honorary Life member (#PG-110) lapel pins are available for purchase through the Supreme Council Supply Department.

Careful preparations for this solemn ceremony should be made and every care taken to make its impressions lasting. Each officer should be prepared to deliver his part without notes or prompting. For an officer to read his part is strictly forbidden.

This ceremony may be conducted with the presence of the family and other guests or in private under “The Good of the Order.”

Council officers should be robed for this ceremony.

### HONORARY (HONORARY LIFE) MEMBERSHIP CEREMONIAL

G.K. — Our laws provide for conferring a degree of honor upon any member of this council who by reason of age and years of service is worthy of that distinction. The Worthy D.G.K. will announce the name(s) of our brother(s) to be so honored today (or tonight).

D.G.K. — Worthy G.K., the Worthy F.S. has certified to me the name(s) of Brother(s) \_\_\_\_\_ as meriting this honor. (Asks brother(s) so to be honored to step forward.)

Chan. — Worthy G.K. and brothers, the Knights of Columbus is a strong lay arm of the Church. In the solemn ceremony of initiation, you promised unswerving loyalty to

# REFERENCE

her. You learned also the powerful lesson of unity; and unity, my brothers, means keeping ourselves together in carrying out the high aims and purposes of our Order. When receiving Knightly honors in this Order, you were pronounced the hope of Church and State. Be you ever, therefore, valiant sons of Holy Church and upright and loyal citizens of the State.

Our Holy Father, the Vicar of Christ on earth, looks with gracious favor upon this our Order and asks our valor and aid in subduing the forces of error and irreligion that attack the Citadel of Christ.

The Order has acquired fame and honor throughout the land for its community service work, its works on behalf of the Church, its pro-life work, its work with Catholic education, its work to support and foster religious vocations, its involvement with the Vatican, its fraternity, charity and benevolences.

How important it is, therefore, that each member of this council should continue steadfast in his fidelity to the Order. The brother who would surrender or abandon his membership is like unto the soldier who fails his country in the time of stress and struggle — our Order becomes like unto the cable whose strands become bruised or broken.

Let us be ever mindful, therefore, brothers, to maintain our membership in the Order to the end that our Knightly forces be not weakened or diminished in the ever impending battle for God and for truth and that we be better enabled to promote and carry on our humanitarian work.

And so I say, Worthy G.K., that the purpose of this ceremony is to seek out and reward the persistent and faithful members of this council; and from this station I pronounce the brother(s) designated by the Worthy D.G.K. truly deserving of the honor you are about to confer.

(One Rap)

# REFERENCE

G.K. — (Addressing the brother[s]) Brother(s), \_\_\_\_\_, the Supreme Council of our Order has empowered \_\_\_\_\_ Council No. \_\_\_\_\_ to confer upon you the title of Honorary Member (Honorary Life Member) and this decoration of honor and loyalty. You have merited this distinction because you have kept yourself in good standing in the Order for (announce the actual number of years applicable) and with self-sacrifice and unselfishness have aided the Order in the accomplishment of its noble aims. Whether as a humble member in the ranks or as one honored by your brothers with place or position in this society, your earnestness and zeal have been noted by your superior officers as well as by your brothers of the council. The Order needs such men, men of character, men of principle — stalwart Catholic men. By virtue, therefore, of the authority conferred upon me by the supreme council of the Order, I pronounce you an Honorary (Honorary Life) Member of the Knights of Columbus — and by like authority I bestow upon you this Honorary Member (Honorary Life Member) travel card and lapel pin, a mark of merit and distinction among your brother knights. It symbolizes your loyalty, devotion and obedience to the principles of our honored Order.

(G.K. hands the travel card to the brother(s) and inserts the emblem in coat lapel. The brother(s) should be called upon to give expression of his (their) thought and feelings, after which proceed as follows.)

The council sings one stanza of an appropriate hymn.

(After which proceed with the remaining business under “Good of the Order,” or the next order of business is conducted at such time if conducted during a council meeting.)

## MEMBERSHIP PROCEDURES

1. NEW MEMBER — The initiation of new members is to be reported to the Supreme Council office within 24

# REFERENCE

hours of the degree ceremony using the Membership Document (#100). Submission of a Form 100 should not be delayed awaiting reception of higher degrees of the Order. It is the First Degree that establishes membership, and the recording of that degree is required to continue new insurance applications in force. However, after receipt of the Second and/or Third Degree, a subsequent Form #100 (or other listing with the required information and the degree[s] date[s]) is to be submitted as necessary.

All candidates must accept or decline the insurance offer in Section 5 on the front of the Form #100. If the candidate is married, he must do the same for his wife. If the insurance offer is declined for both parties, the original copy of the Form #100 is sent directly to the Supreme Council office and the duplicate is sent to the general insurance agent. The council copy is retained for local council records.

If the candidate accepts the insurance offer, he completes the seven sections on the reverse side of the original copy of the Form #100. If the candidate's wife accepts the insurance offer, she completes the eight sections on the reverse of the duplicate copy. Note that the candidate must sign as applicant for insurance on his wife. For legibility, the duplicate copy of the Form #100 should be detached before the wife completes the reverse side. The financial secretary collects from the candidate or the proposer \$50.00 for annual premium or \$25.00 for semi-annual premium for each proposed insured. The financial secretary shall retain all copies of the Form #100 and the premium payments until the candidate receives his First Degree.

Immediately following the First Degree, the financial secretary will send to the general insurance agent both the original and duplicate copies of the Form #100, the premium payments, and the general agent copies of Transmittal Form (#175FS). This is done if either the candidate, his wife, or both accept the insurance offer.

# REFERENCE

(NOTE: The field agent may pick up these documents for delivery to the general agent.) The council copy of the Form #100 and the financial secretary copy of the Transmittal Form (#175FS) are retained for council records.

2. **JUVENILE TO ADULT** — Juvenile to adult constitutes a specific category of new member transaction, and the preceding section applies to this transaction as well. An applicant for membership who holds an in-force insurance policy issued while he was under 18 years of age is to be processed as a juvenile to adult transaction. The juvenile policy number should be included on the Form #100 if available. If the prospect applies for membership prior to his nineteenth birthday, the maximum initiation fee that can be charged is \$5.00.
3. **REINSTATEMENT**—This transaction can be used if membership termination has been for a period of three months or less. To reinstate his membership, the applicant pays to the financial secretary of his former council all arrearages, whereupon the financial secretary shall notify the Supreme Council office on a Form #100. Reinstatements can only take place in the council from which the member was suspended or took a withdrawal. A reinstatement will not reflect a break in membership. No council action is required.
4. **READMISSION** — This transaction is appropriate if membership termination has been for a period of more than three months and up to seven years. The applicant may be readmitted into the council of his choice. Council action on his membership is required, but action by the admission committee is normally not needed.

If the applicant left his former council by withdrawal before October 1, 2003 he attaches his withdrawal card to the Form 100 and pays advance dues (quarter-annual minimum). If the applicant was suspended for non-payment or he left by withdrawal on or after October 1, 2003 he must pay a \$7.50 reentry fee in lieu of all coun-

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cil arrearages. The financial secretary forwards the Form 100 to the Supreme Council office and processes the \$7.50 into a council account. If two councils are involved, the receiving council will be charged \$7.50 and the former council credited a like amount. These charges/credits appear on the council's next monthly statements. No monetary adjustment is made when the member reenters his former council.

Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership.

5. **REACTIVATION** — The proper transaction for re-entry of an inactive insurance member is reactivation. The reactivation fee is set at \$5.00. No fee is required if he left the Order by withdrawal before October 1, 2003. Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership.
6. **REAPPLICATION** — When an applicant has been out of the Order for more than seven years, reapplication is the proper transaction to be used. He may reapply to the council of his choice, paying the \$7.50 re-entry fee, which is retained by the council. The reapplicant need not retake his degrees if he satisfies the admission committee that he's already done so. He pays no initiation fee. If the applicant left by withdrawal before October 1, 2003, he simply attaches the withdrawal card to his Form 100 and pays only. Years of membership prior to suspension or the date of withdrawal, unless it is the twenty-five years of consecutive membership required, do not count toward the requirements for honorary or honorary life membership.
7. **TRANSFER** — A member in possession of a current membership card may transfer to any council of his choice by making application on a Form #100. The receiving council accepts the application for transfer

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under the elective procedures. Please note that a transfer is initiated only by the receiving council. Members cannot be transferred out of a council. It is suggested that the financial secretary of the receiving council estimate any arrearages the applicant may owe his former council and collect this amount (if any) in addition to the required advance dues.

Upon receipt of the transfer application, the Supreme Council office will immediately transfer the applicant to the new council and advise the former council of the effective date on an Account Adjustment for Transfer Form (#142) (dues adjustment) in triplicate.

The financial secretary of the former council will enter degree information, annual dues, date to which the dues were paid, and the credit or past due balance. Following completion, the appropriate copy is retained for council files and the remaining two copies returned to the Supreme Council office.

Upon receipt of the completed Form (#142,) the Supreme Council office will charge or credit the former council and enter an offsetting charge or credit to the receiving council. The new council copy of the Form #142 is then mailed to the financial secretary of the receiving council. He will adjust the account of the transferee and record degree dates and other membership information on the ledger card.

8. **WITHDRAWAL** — The withdrawal transaction cannot be reported by using the Form #100. Rather, a **personal signed** communication from the member requesting withdrawal (resignation) is required to be sent to the council or assembly and forwarded to the Supreme Council office. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the council or assembly. Withdrawal **is not** an option for a felon, nonpractical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those

# REFERENCE

members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in service.

If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the council roster as long as his insurance is in force. The council continues to be responsible for Supreme and state council assessments on inactive members. However, a \$9 credit is applied to the council's account the month following the anniversary date of the member's insurance policy to offset such assessments.

- 9. SUSPENSION — NON-PAYMENT** — A member must be in arrears at least four months before he can be suspended for nonpayment. Any member in that status, however, is to be advised that a current membership card is required for attendance and participation at all Knights of Columbus business meetings and ceremonial exemplifications. A “current” membership card is defined as one bearing a “Dues paid to” date equal to or greater than the current date. Because this category of suspensions represents the largest group of losses to our Order each year, it is of vital importance that proper billing procedures be followed before active membership is terminated by suspension. Please refer to page 27 of this handbook for details on collection of council dues.

As in the case of a withdrawal, a suspended insurance member goes to an inactive status and remains on the council rolls. Because of this fact, the council is responsible for supreme and state-levied assessments and also receives the annual \$9.00 credit, as explained in the preceding section.

- 10. DEATH** — As soon as possible after the death of a council member, a Form #100 is to be completed and submitted to the Supreme Council office for processing. It is imperative that the complete date — month, day and year — of death and survivor information be

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included on the Form #100. Death notices received at the Supreme Council office within six months of the date of death will enable the supreme knight to write to the survivor, expressing condolences on the death of the member. Notices received in excess of six months following the actual date of death are not considered timely; the supreme knight's condolence letter is not sent in these instances.

11. **DISABILITY — RELIEF FROM PAYMENT** — Those brother Knights who are unable to engage in any occupation for a period of at least six months may apply for waiver of dues under Section 118(e) of the Order's laws. Evidence of total disability must be furnished to the Supreme Council office, along with the Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Charges Form (#1831). Form (#1831) must be signed by the disabled member, the grand knight, and the financial secretary. All disability waivers expire on December 31 of each year and must be renewed during the 90 days prior to expiration. A letter is sent from the Supreme Council office requesting confirmation of continued disability during October and must be signed by the grand knight, financial secretary and district deputy. The letter is then to be returned directly to the supreme secretary's office.

Council members who are exempt from dues payment under Section 118(e) are to be issued a Membership Card (#154) on a calendar year basis. In the case of a member qualified for exemption under both Sections 118(e) and 118(d) — honorary life — the honorary life designation takes precedent. Should a member of your council on disability exemption qualify for honorary life, a Form 100 should be submitted requesting the latter classification.

Specific guidelines pertaining to application for and renewal of relief under Section 118(e) appear on page D-9 of the *Financial Secretary Handbook*.

# REFERENCE

ADDITIONAL PROCEDURES — Procedures for additional membership transactions — honorary/honorary life; data changes; suspension for non-practical Catholicity, felony conviction and misconduct — can be found in Section D of the *Financial Secretary Handbook*.

### ORDERING SUPPLIES PROPERLY

It is the responsibility of the grand knight to instruct his officers, directors and chairmen of the proper and efficient procedures to be used when ordering supplies from the Supreme Council office. Your financial secretary can also lend some assistance in this matter as it is he who is ultimately responsible for the ordering of any programming materials.

Service Program directors should order materials for projects or functions through the financial secretary. They should not order materials for other directors. Such unauthorized, although well-intentioned, actions work at cross-purposes and inevitably result in the duplication of letters, orders, efforts and shipments.

For example, if a membership recruitment program is planned, the membership director or some definite appointee of his may order the necessary folders, booklets, forms, etc., through the financial secretary. No one else should interfere unless it is specifically agreed that he is to do so .

The Supreme Council office does distribute to councils annually copies of the "Supply Catalog" (#1264), the "Knights of Columbus Promotional Catalog" (#4230) and the "Knights of Columbus Gift Catalog" (#1427) which contain listings of the items available from the Supply Department. Make these catalogs available to your directors and committee chairmen; they contain a complete listing of the Supreme Council's Service Program materials and promotional items.

All directors should be informed that every order should bear the name, address, council number and location, and

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title of the individual sending it. All orders to be charged to the council's account at the Supreme Council office must bear the signature of the grand knight or the financial secretary, and must be on a #1 Requisition. Any orders not received on a completed requisition will be returned.

The financial secretary should always have available a sufficient supply of the official Supreme Council requisition (#1). Directors should be familiar with this form and the proper procedures to be used when completing it.

Membership cards #154, #2724 and #2725 are not automatically distributed to councils and the cards are available on July 1 of each fraternal year. Membership cards must be ordered by the grand knight or financial secretary using a #1 requisition form.

When the Supreme Council office suggests the use of books, pamphlets, and other items that are published, manufactured, or sold by various companies, the address of the source is invariably furnished. Directors should be careful to follow the instructions given for obtaining such material. Requests sent to the Supreme Council office for these items can only result in a return letter suggesting that the orders be placed with the correct source. Much valuable time is wasted in this manner — particularly if the council needs the material for special occasions or by certain deadline dates.

It should also be stressed that much time is required while ordered material is in transit from the Supreme Council office to the council. A safe margin of time is allowed if an order is in the Supreme Council office at least four weeks before the date the material is actually needed.

If this is not possible and material is urgently needed, a telephone call to the Supreme Council Supply Department (203-752-4214, -4451, -4244 or -4721) permits shipment the same day the order is received. Emergency requests will be limited to five items only.

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Please remember that the Supreme Council office cannot possibly know or guess to exactly what use material will be put, how many copies are needed, or how it will be distributed. A simple statement such as, “Please send me 25 copies of the folder, (title)” will bring you what you want and as many as you need.

Pamphlets, folders, booklets and releases should always be ordered by their full and correct titles and appropriate numbers. It takes little extra time for you to ascertain the correct title and number, and much time can be saved in getting the material to you when this information is supplied in all orders.

Items will be shipped the least expensive way, unless requested otherwise, and charged to council. Shipping costs for all items, except membership recruitment supplies, will be billed to the council. All supply requisitions (#1) should be signed by the grand knight or financial secretary before they are submitted to the Supreme Council Supply Department.

All shipments into Canada are subject to GST. This applies to both cost of goods and shipping cost. This will be charged through normal billing procedures.

### PROPER PROTOCOL

Protocol is basic common courtesy. Special rules have been established pertaining to proper conduct in handling certain situations. Where there is no specific rule governing a situation, you will not go wrong by employing common courtesy.

A guest at your council should be treated with great respect. Anticipate and attend to the needs of your special guest and always show thanks and appreciation for their presence.

INVITATIONS — Guests should be sent proper invitations in writing well in advance but at least six weeks before the

# REFERENCE

event. All invitations should be sent in the name of and signed by the grand knight, although you may request that replies be directed to a chairman or committee member.

The invitation should let the guest know timing, agenda, dress and any special expectations. It is embarrassing for a guest to appear and find he is the only one at the head table not in a tuxedo or the only one wearing one.

Your district deputy, as special representative of the supreme knight and state deputy, should be invited to all council functions. It should be understood that his schedule may not permit him to attend all affairs, in which case he would so notify you in ample time.

Invitations should be extended to the district deputy for each function — not a blanket invitation to attend all events. If tickets are being used for a function, they should be forwarded, suitably marked, along with the invitation. A state officer or a district deputy should not be expected to attend merely because he has been given a blanket invitation and then receives the council publication announcing the event.

**GUEST ACCOMMODATION** — All guests should be greeted by the grand knight. Courtesy would indicate that the grand knight be assisted by someone who would take care of the guests' hats and coats, someone to introduce them to others in attendance and someone to stay with them.

Guests, including the district deputy, should not be left talking to themselves. They usually do not know many at your council, therefore they should not be alone for any period of time. Various persons should be alerted to converse with and keep company with the guests during their visit. (Not necessarily the same person or persons for the entire visit. The time can be split up among the members, each visiting with the guests for a short while.)

**SPEAKERS** — Whoever sets up the program should decide in advance those he wants to speak and let them

# REFERENCE

know they are expected to speak. Never ask an invited guest to speak unless he has been forewarned. So many times a grand knight or a committee chairman or a master of ceremonies will approach a guest just before or even during a program and ask if he wants to talk. This gives the impression that they would prefer he did not but if he wanted to speak they would permit it.

A state officer or district deputy should always be given an opportunity to speak whenever they appear at a function or meeting. When several officials are present, it might be necessary to call on the senior ranking officer only to speak. In any case, all should be recognized and accorded the proper respect.

**HEAD TABLE** — Seating is usually arranged by the highest rank from the middle out to either end. Guests are introduced from the right toward the middle then from the left toward the middle, excluding speaking members at the head table. The wives of all those seated at the head table should also be included in the dais.

At a speaking program, guests are introduced from the lowest rank up to the speaker of the occasion. Persons introduced from the audience for recognition (a practice that should be discouraged) should be ranked from top down as opposed to speakers who appear from the lowest up.

The following priority list should apply for speaking programs and seating arrangements: clergy, Knights of Columbus (in ranking order), civic dignitaries and other fraternities (Lions, Elks, etc.).

When more than one priest is present and a speaker does not wish to mention each by name, he should say “Rev. Monsignori” and/or “Rev. Fathers.” Never use “Reverend Clergy” unless clergymen of different faiths are represented.

# REFERENCE

**MEETINGS** — A state officer, district deputy, priest or special guest should be accorded due recognition of the office or position he holds. He should always be seated in a place of honor commensurate with his position.

If a state officer, district deputy, priest or special guest should arrive while the meeting is in progress, the grand knight shall rap the gavel three times, for all to stand. The grand knight will then instruct the warden to escort the special guest to the head table.

A district deputy should always advise the grand knight when he will be attending a meeting or function. He should never appear unexpected even at a regular meeting.

At a meeting, a program or a banquet, the invocation — by a priest if one is present — is always the first order of business followed by the Pledge of Allegiance in the United States or by playing of the national anthem. During the Pledge of Allegiance or national anthem, all in attendance, including the head table or guests, stand facing the flag, with their hand over their heart, those in civil or military uniform salute.

**PROTOCOL BOOKLET** — The Supreme Council's "Protocol" booklet (#1612) includes additional rules of etiquette for the councils. The booklet is available at no charge from the Supply Department.

### **QUALIFICATIONS FOR MEMBERSHIP**

The qualifications for membership in the Knights of Columbus are set down in Section 101 of the Laws of the Order. They are as follows: "Only practical Catholics in union with the Holy See shall be eligible to and entitled to continue membership in the Order. An applicant for membership shall not be less than 18 years of age on his last birthday."

There are no other requirements. Nothing is said about the candidate's profession, education, national background,

# **REFERENCE**

the color of his skin, his nationality, his cultural level or his financial status

**PRACTICAL CATHOLIC** — Guidelines have been established to assist in judging the practical Catholicity of an applicant or member. These guidelines will help the grand knight perform his duties as an informed and responsible Catholic gentleman when conducting sessions of his council's admission committee. The main components of this requirement may be described as follows:

- A practical Catholic in union with the Holy See is one who, in general, regulates his life according to the teachings of Christ and the Church, and endeavors to observe the commandments of God and of the Church.
- A practical Catholic strives to have a greater knowledge of the teachings of Christ and his Church, and to accept, respect and defend the Church's authority (vested in the Supreme Pontiff, the hierarchy and clergy united with him) to teach, govern and sanctify the faithful.
- A practical Catholic gives material and moral support to the Church and her works on all levels, promoting the programs of the parish and diocese and comes to the aid of the missions, the needy, the underprivileged; espousing and advancing the just causes of minority groups; endeavoring to eliminate unjust discrimination, prejudice, etc.; supporting the Church in her defense of marriage and family life and in her crusades against divorce, abortion, pornography and all the evils of today.
- If a Catholic marries outside the Church, that is, contrary to the laws of the Church, he ceases to be a practical Catholic and hence may not be a member of the Knights of Columbus. A man who, living in a valid marriage, obtains a civil divorce and remarries outside the Church ceases to be a practical Catholic and hence loses his right to join or continue in the Order of the Knights of Columbus. If his former marriage is declared null by the

# REFERENCE

Church and he remarries validly according to the Church's laws, he may be reinstated into the Order.

- A Catholic who is a member of a forbidden, secret society is not a practical Catholic and hence may not become a member of the Knights of Columbus.

**OTHER CONSIDERATIONS** — If a member of the Order is married, he should be a faithful and devoted husband and father. Married or unmarried, the knight should always be an exemplary Catholic gentleman and a dutiful patriotic citizen.

**DETERMINING QUALIFICATION** — Before a candidate is presented for membership, his sponsor should be sure that the candidate possesses and manifests the necessary qualifications for membership. These are then appraised by the admission committee and a subsequent ballot by the membership determines acceptance or rejection. This is in keeping with the lodge system under which the Order of the Knights of Columbus operates. If questions arise at any time during the admission process as to the candidate's practical Catholicity, the proposer or the admissions committee should consult the candidate's pastor.

### SUPREME COUNCIL AWARDS

Every fraternal year, thousands of councils throughout the Order qualify for one or more of the awards given out by the Supreme Council for outstanding achievements in programming, membership recruitment and retention and promotion of the Order's insurance program. The various council awards (Columbian, Fr. McGivney, Founders' and Star Council) and the special Contest of Champions, Century Club and Insurance Promotion awards should be eagerly sought by each and every council. Winners of Supreme Council awards are named on or about August 1 of each fraternal year.

# REFERENCE

## STAR COUNCIL AWARD

### REQUIREMENTS:

1. Achieve Columbian Award
2. Achieve Father McGivney Award
3. Achieve Founders' Award.

(In order to qualify for any awards, councils must not be suspended by the Supreme Council office for nonpayment of per capita, Catholic Advertising or supply charges. For councils in the Philippines, annual council awards can only be won if the council is current in the payment of per capita charges and supply charges to the Philippines National Office.)

## COLUMBIAN AWARD

### REQUIREMENTS:

1. Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by August 1. Report #365 is in the *Council Report Forms Booklet* (#1436) and on the Order's Web site.
2. Council must annually conduct and report at least four (4) major involvement programs in each of the following sections of the Service Program: Church activities, community activities, council activities, family activities and youth activities. (Sponsorship of a parish Round Table fulfills all four Church activity requirements. Sponsorship of a Columbian Squires circle in good standing fulfills all four youth activity requirements.)

The application form to be used in reporting these programs is included in the is in the *Council Report Forms Booklet* (#1436) included in the "Surge . . . with Service" kit mailed at the start of the fraternal year to every financial secretary of record and on the Order's Web site. Councils not in receipt of this or any form should contact the Supreme Council Department of Fraternal

# REFERENCE

Services. The completed application must reach the Supreme Council office by June 30.

3. The Annual Survey of Fraternal Activity Report Form (#1728) must be completed and returned to the Supreme Council Department of Fraternal Services by January 31. Survey form (#1728) is in the *Council Report Forms Booklet* (#1436) and on the Order's Web site.

### FATHER MCGIVNEY AWARD

#### REQUIREMENTS:

1. Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by August 1. Report (#365) is in the *Council Report Forms Booklet* (#1436) and on the Order's Web site.
2. Achieve membership quota:
  - a. Quota for councils with 30-100 members will be an increase of 5 membership additions over deductions based on total active membership of the council as of July 1 . Quota for councils with 101 or more members will be a 5% increase of membership additions over deductions based on the total active membership of the council as of July 1. Minimum of 30 members required. (Inactive insurance members are not included when computing the July 1 quota at the Supreme Council office.)
  - b. Additions will be credited for new members, juvenile to adult membership, reinstatements, reactivations, readmissions and reapplications processed and recorded at the Supreme Council office between July 1 and June 30.
  - c. Deductions to be charged against the quota include all suspensions and withdrawals processed and recorded at the Supreme Council office between July 1 and June 30.

# REFERENCE

- d.** Net gain or loss to be affected only by items (b) and (c) in this section. Transfers in or out of the council and deaths will not be counted toward or against the quota. (Monthly computer reports reflecting membership gains and losses will be supplied to each grand knight, financial secretary and the council membership director.)

(Note: New councils must meet the required membership quota. New council quota is based upon the number of members recorded on the Notice of Institution, minimum 30 members required.)

Achievement of the membership quota will be automatically determined at the Supreme Council office through receipt and recording of membership documents (Form #100) as of June 30.

There is no application form to be completed for the Father McGivney Award.

## FOUNDERS' AWARD

### REQUIREMENTS:

- 1.** Service Program Personnel Report Form (#365) must be completed and returned to the Supreme Council Department of Fraternal Services by August 1. Report #365 is in the Council Report Forms Booklet (#1436) and on the Order's Web site.
- 2.** Achieve insurance quota:
  - a.** Quota for councils with 30-100 members will be an increase of 3 insurance additions over deductions based on total active membership of the council as of July 1. Quota for councils with 101 or more members will be a 2.5% increase of insurance additions over deductions based on the total active membership of the council as of July 1. Minimum of 30 members required. (Inactive insurance members are not included

# REFERENCE

when computing the July 1 quota at the Supreme Council office.)

- b.** Additions will be credited for new insurance members, insurance reinstatements, reactivations, readmissions and reapplications, juvenile to adult insurance memberships, and associate to insurance transfers processed and recorded at the Supreme Council office between July 1 and June 30.
- c.** Deductions to be charged against the quota include all insurance suspensions and withdrawals and transfers from insurance to associate membership processed and recorded at the Supreme Council office between July 1 and June 30.
- d.** Net gain or loss to be affected only by items (b) and (c) in this section. Transfers in or out of the council and deaths will not count toward or against the quota. (Monthly computer reports reflecting insurance gains and losses will be supplied to each grand knight, financial secretary and council membership director.)

(Note: New councils must meet the required insurance member quota. New council quota is based upon the number of members recorded on the Notice of Institution, minimum 30 members required.)

- 3.** Achievement of the insurance quota will be automatically determined at the Supreme Council office through the receipt and recording of associate to insurance member transactions as of June 30.
- 4.** There is no application form to be completed for the Founders' Award.

### CONTEST OF CHAMPIONS

Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

# REFERENCE

1. One award to the council in each jurisdiction that shows the highest percentage of membership quota attained based on additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible for this award, a council must attain its assigned membership quota.
2. One award to the council in each jurisdiction that shows the highest number of membership additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must attain its assigned membership quota.

(Note: There is no application form to be completed for the Contest of Champions Award. New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award during that fraternal year.)

### CENTURY CLUB AWARD

#### REQUIREMENTS:

1. Attain will be a membership increase of at least 100 additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30.
2. Additions will be credited for new members, juvenile to adult memberships, reinstatements, reactivations, readmissions and reapplications,
3. Deductions to be charged against the quota include all suspensions and withdrawals.
4. Net gain or loss—to be affected only by items (2) and (3) above. Transfers in or out of the council and deaths will not count toward or against the quota.

(Note: There is no application form to be completed for the Century Club Award. To qualify, new councils must record an increase of at least 100 members over the number of members recorded on the Notice of Institution, minimum 30 members required.)

# REFERENCE

## INSURANCE PROMOTION AWARD

Special awards will be presented to two councils in each jurisdiction each fraternal year on the following basis:

1. One award to the council that shows the highest percentage of insurance membership quota attained based on additions over deductions and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must attain its quota of 2.5% increase of insurance member additions over deductions based on the council's total membership, less inactive insurance members, and have a minimum net gain of five insurance members as of July 1.
2. One award to the council in each jurisdiction that shows the highest number of insurance member additions over deductions processed and recorded at the Supreme Council office between July 1 and June 30. To be eligible, a council must have a minimum net gain of five insurance members.

(Note: There is no application form to be completed for the Insurance Promotion Award. Achievement of the award will be automatically determined at the Supreme Council office through the receipt and recording of insurance member transactions as of June 30. New councils instituted after July 1 of a given fraternal year are not eligible to qualify for this award during that fraternal year.)

# PARLIAMENTARY LAW

(A compact guide for proper conduct of a meeting)

MOTION	* RANK	MAY INTERRUPT SPEAKER	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE REQUIRED	MAY BE RECON- SIDERED
Adjourn .....	1	No	Yes	No	No	Majority	No
Adopt report (treated as main motion) .....	12	No	Yes	Yes	Yes	Majority	Yes
Amend motion .....	10	No	Yes	Yes	Yes	Majority	Yes
Close Nominations .....	12	No	Yes	No	Yes	Two-thirds	Yes
Information, request for .....	No	Yes	No	No	No	None	No
Limit or extend debate .....	7	No	Yes	Yes	Yes	Two-thirds	Yes
Main motion .....	12	No	Yes	Yes	Yes	Majority	Yes
Order of business, call for .....	4	Yes	No	No	No	None	No
Parliamentary inquiry .....	No	Yes	No	No	No	None	No
Point of order .....	No	Yes	No	No	No	None	No
Postpone definitely .....	8	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely .....	11	No	Yes	Yes	Yes	Majority	Yes
Privilege, question of .....	3	Yes	No	No	No	None	No
Question, previous .....	6	No	Yes	No	No	Two-thirds	Yes
Ratify action taken (treated as main motion) ..	12	No	Yes	Yes	Yes	Majority	Yes
Recess .....	2	No	Yes	Yes	Yes	Majority	No
Reconsider (treated as main motion) .....	12	Yes	Yes	Yes	No	Majority	No
Refer or commit motion (to committee) .....	9	No	Yes	Yes	Yes	Majority	Yes
Rescind (treated as main motion) .....	12	No	Yes	Yes	Yes	Two-thirds	Yes
Substitute motion (see amend) .....	...	...	...	...	...	...	...
Suspend rules .....	No	No	Yes	No	No	Two-thirds	No
Table motion .....	5	No	Yes	No	No	Majority	No
Withdraw motion .....	No	No	No	No	No	Majority	Yes

\*Note: Numbers indicate precedence of motions. "No" indicates no rank. These motions, which can be quickly disposed of, are usually incidental to a pending motion and generally involve matters of convenience or requests for information.

# REFERENCE

## END

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