

Knights of Columbus

Fair Oaks Council 6066

Policies and Procedures



July 24, 2002

Table of Contents

Table of Contents	i
Introduction	1
A New Beginning	1
Officers	1
Grand Knight	1
Deputy Grand Knight.....	1
Chancellor	1
Recorder	1
Financial Secretary.....	2
Treasurer	2
Lecturer	2
Advocate	2
Warden	2
Guards	2
Directorships	2
Event Procedures	2
Advertising.....	2
Event Proceeds.....	3
Advance of Funds	3
Bar	3
Appoint Committee Chairman and Recruit Workers.....	3
Pre Event Meeting.....	3
Event	3
Collection, Recording and Deposit of All Funds.....	3
Dispersal of All Funds	3
Event Final Report	3
Newsletter	4
Web Site.....	4
E-Mail	4
Awards	4
Scholarships and Grants.....	5
Appendix A.....	6
Resolution No. 1	6
Resolution No. 2	7
I. The Phil F. Duffy Scholarship Program	7
II. Ernest B. Line Catholic Family Tuition Relief Fund.....	8
III. Funding of the Scholarship Program and the Grant Program.....	8
Resolution No. 3	9
Appendix B	10
GRAND KNIGHT	10
DEPUTY GRAND KNIGHT	10
CHANCELLOR.....	11
RECORDER	11
FINANCIAL SECRETARY.....	11
TREASURER	12
LECTURER-DUTIES	13

ADVOCATE-DUTIES 13
WARDEN-DUTIES 13
GUARDS-DUTIES..... 13
Appendix C 14
 Chancellor’s Drawing 14
Appendix D..... 15
 Council Forms..... 15

Introduction

These policies and procedures of Fair Oaks Council 6066 are intended to serve as guidelines to the operations of the Council and the responsibilities of the various officers and other positions. As such, the policies and procedures are both prescriptive and descriptive.

Policies tend to prescribe what the Council perceives as fundamental aspects of its programs and activities. Policies are based on the *Charter Constitution and Laws of the Knights of Columbus*, the *By-Laws of Council 6066*, and resolutions and motions passed by a vote of the membership of Council 6066 at business meetings; as such, policies are changed only in accordance with amendments to these documents.

A New Beginning

In September of 1989 the Council passed a resolution whose text is contained in Appendix A, which essentially nullified all previous resolutions made by the Council that were not presented at the specified business meeting. No resolutions were presented thus, creating a clean slate.

Officers

Appendix B is an excerpt from the *Charter Constitution and Laws of the Knights of Columbus* defining the duties of the various officers of the Council. The following are additional duties the Council has adopted for each of the officers:

Grand Knight

The Grand Knight with the Deputy Grand Knight will create the calendar and program for the new Columbian Year. The Grand Knight with the Deputy Grand Knight and Treasurer will create a budget for the new Columbian Year. The calendar **must** be coordinated with the church calendar to verify availability and to reserve any church facilities that may be required. The proposed calendar and budget must be published so the general membership receives it prior to the July Council meeting.

Deputy Grand Knight

The Deputy Grand Knight is the Program Director (General Program Chairman) of the Council. The Program Director is responsible for supervision of Council programs. The Program Director and the Grand Knight are responsible for filling the directorships of the Council. The Council's programs fall under the following directorships:

- Church Director
- Community Director
- Council Director
- Family Director
- Youth Activities Director

The Deputy Grand Knight with the Grand Knight will create the calendar and program for the new Columbian Year. The Deputy Grand Knight with the Grand Knight and Treasurer will create a budget for the Columbian Year.

Chancellor

The Chancellor is responsible for conducting the Chancellor's drawing (raffle) and the capsule drawing in accordance with the rules defined in Appendix C.

Recorder

“ . . . the Recorder of this council shall assume the responsibility of maintaining the record copy of all resolutions affecting the rules and regulations of this council and that those resolutions shall be sequentially numbered and made available by the recorder at all future Council Meetings for review by the Officers and Members of this Council.”
Adopted September 1989 by Resolution No. 1 (Appendix A.)

The Recorder or appointed alternate will take minutes of the officer's meetings. Those minutes shall be kept with the minutes of the regular Council meetings.

Financial Secretary

The Financial Secretary is responsible for keeping the capsules current for the capsule drawing.

Treasurer

The Treasurer with the Grand Knight and Deputy Grand Knight will create a budget for the new Columbian year.

Lecturer

The Grand Knight appoints the Lecturer. The Lecturer is responsible for obtaining refreshments for Council meetings. A Council Reimbursement/Budget Expenditure Request form (Appendix D) for all expenses incurred for refreshments shall be submitted to the Financial Secretary. The Lecturer shall make sure the cuspidor is available for donations to offset the refreshment expense.

Advocate

The Advocate is the parliamentarian of the Council and is responsible for ensuring the meetings follow Robert's Rules of Order. The Advocate will also be the lead person responsible for any proposed rewrite or change in the Council By-laws.

Warden

The Warden is responsible for setup and cleanup of the council chamber for all meetings and degree ceremonies. The Warden will check membership cards at the beginning of the Council meeting. He will also escort Chaplain, Insurance Rep., and other distinguished guests (e.g., the District Deputy, State Officers, and Grand Knights of other councils) to a seat in the front of the council chamber.

Guards

The Guards shall assist the Warden with the setup and cleanup of the council chamber for all meetings and degrees.

Directorships

The Grand Knight appoints directors of the various council programs. With the exception of the Membership Director all directors report to the Deputy Grand Knight. The following is a list of the directors and their suggested area of responsibility (the Grand Knight and Deputy Grand Knight may organize them differently):

- Church Director—Vocations, religious devotions, and adoration chapel schedule.
- Community Director—Pro-life, volunteerism, human needs and civic involvement.
- Council Director—Public Relations, fraternalism, blood donations, members recreation, and newsletter publication (*The Navigator*).
- Family Director—Survivor's assistance, memorials, family of the month/year, family projects, and recreation.
- Youth Activities Director—Youth groups and youth athletics, including Essay Contest (if the Council decides to participate), Free Throw Contest, Boy and Cub Scout sponsorship, Scholarship Program and fund raising for scholarships.
- Membership Director—Membership recruitment, retention and insurance promotion. The Membership Director reports to the Grand Knight.

Event Procedures

Advertising

Three to four weeks before the event, start advertising the activities. In order for an article to be put in the church bulletin, it must be submitted to the church office the Monday before the Sunday you want it to start running. Provide an announcement to be read at each Mass. If the event involves the sales of tickets, the announcement should be submitted to the church office the Friday before ticket sales start. An article for *The Navigator* must be

submitted to the editor prior to the officer's meeting in the month prior to the planned appearance of the article in *The Navigator*. (i.e. for the March edition of *The Navigator*, the deadline is the Wednesday before the third Thursday in February.)

Event Proceeds

An undesignated fundraiser is an event where the proceeds go into the Council's general fund. By resolution, 25% of all undesignated fundraisers go to the Religious Education Fund (see Appendix A, Resolution No. 2.)

A designated fundraiser is an event where the proceeds are to be spent for a specific purpose. The Religious Appreciation Dinner is an example of a designated fundraiser. The present approved distribution of the proceeds of the Religious Appreciation Dinner is: equal distribution to the priest(s) and sister(s) in residence and deacon(s) serving St. Mel parish at the time of the event. If this prorating were to be changed it would require approval of the Council before the event.

Advance of Funds

Determine the need for advance funds for pre-purchase of food or material. Use Council Reimbursement/Budget Expenditure Request form (see Appendix D.)

Bar

Arrange to purchase the Liquor License from the Sacramento County Sheriffs Dept. (874-5371) three weeks in advance of the event.

Appoint Committee Chairman and Recruit Workers

Ticket Sales
Kitchen
Set-Up
Entertainment
Bar Crew
Raffle
Clean Up

Pre Event Meeting

Review duties, work force, and timing sequence of each sub-chair.

Event

Master of ceremonies to present program
Special recognition
Announcements

Collection, Recording and Deposit of All Funds

Proceeds from ticket sales are to be turned over to the Financial Secretary in a timely manner as monies come in. Do not hold monies until the event is finished before submittal to the Financial Secretary. (Article VII, Section 1. Council By-laws)

Dispersal of All Funds

Council Reimbursement/Budget Expenditure Request forms (see Appendix D) shall be presented to the Council for any disbursements, including reimbursement of approved expenses, gifts checks and special event checks. Council Reimbursement/Budget Expenditure Request forms should be completed and submitted (include all supporting documentation for expenditure) at the Council meeting following the event. Non-budgeted items need prior Council approval before making the expenditure.

Event Final Report

The final event report shall include the following items and shall be submitted to the Grand Knight no latter than the second Council meeting following the event:

- Event roster of all workers and their activities

- Number of guests
- Copy of menu and quantities of items
- Copy of any announcements
- Copy of any bar pricing
- Complete financial statement showing profit and loss of the event. The financial statement shall include copies of all receipts because the originals are to be submitted to the Council with the Council Reimbursement/Budget Expenditure Request forms.

Newsletter

The Council newsletter is named *The Navigator*. The Grand Knight appoints the editor. *The Navigator* is classified as a periodical (the most lenient category) and is mailed at the non-profit rate. The mailing permit has a fixed annual fee payable in December. Postage is then subtracted with each mailing from funds that have previously been placed on deposit. To qualify at this rate there are certain regulations that must be followed. They are described in the U.S. Postal Regulations. U.S. Postal Service Publication 417 summarizes the postal regulations. The important ones are as follows:

To qualify as a periodical there must be a title on the front page, must be formed of printed sheets (not mimeograph, stencil and hectograph), must consist of at least 25% non-advertising (advertising for our own events is included in that amount), and must have a complete Identification Statement located within the 1st 5 pages. The Identification Statement must include the title, issue date (may be on first page), statement of frequency, name and physical address of organization, issue number, consecutively assigned. (may be on the title page), International Standard Serial No. (ISSN)(if organization has one), and subscription price (if organization has one.)

The following is prohibited advertising:

1. Any credit, debit or charge card or similar financial instrument or account.
2. Any insurance policy, **including Knights of Columbus Insurance**. It is permissible to say that insurance is available as a membership benefit and indicate whom to contact.
3. Any travel arrangement

Web Site

The Council has a web site that is hosted by Angelfire. The full URLs (Universal Resource Locator) for the website are <http://www.angelfire.com/ca/kc6066>. Rich Davis is the Webmaster. There is no cost associated with the web site at this time.

E-Mail

The Council has an e-mail account with Bigfoot.com. The e-mail address for the Council is **kc6066@bigfoot.com**. E-mail sent to bigfoot.com is forwarded to any e-mail address you choose. The Grand Knight currently receives all e-mail. There is no cost associated with the e-mail account at this time.

E-mail is becoming a very popular means of communications. The Council is rapidly increasing the amount of electronic communications it uses. Past methods of communications, for short notice items, such as the telephone tree are very labor intensive and hard to manage. We were also having a hard time recruiting members to serve as part of the telephone tree. Fifty-five percent (55%) of the Council is taking advantage of our e-mail notification program. It is important that we have your e-mail address so that you won't be left out. Just e-mail the Council (kc6066@bigfoot.com) from the e-mail address you wish to add to the notification list. Put your name in the body of the message and the word "subscribe" in the subject line. You will get a confirmation that you have been added and you will be given access to the Council's e-mail roster. Those that take advantage of this method of notification will receive a current copy of the Council Policies and Procedures, Council roster, and Council By-laws e-mailed to you.

Awards

Upon reaching 25 years of membership in the Knights of Columbus each Brother will receive a 25-year certificate and pin. Upon reaching 50 years of membership in the Knights of Columbus each Brother will receive a 50-year certificate, pin and a check or gift certificate in the amount of \$50 (passed by motion of the Council June 7, 2001.)

Scholarships and Grants

Each year the Council gives two scholarships and one grant. The source of the funding for these scholarships is clearly defined in the following Resolution No. 2 adopted December 6, 1989 (Appendix A).

The Council has established the Religious Education Fund (REF) as a 170 (c) (4) charitable fund. Contributions to this fund by individuals are tax deductible to the individual. These funds must be used for “religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals” in accordance with IRS regulations. Funds transferred from the Council to the REF **cannot** be transferred back to the Council at a later date for any reason. If for any reason the Council decides to terminate the operation of the REF, the entire balance of the REF must be used for the above-mentioned purposes. **No funds should ever be transferred from the REF to the Council.**

Appendix A

Resolution No. 1

In that no previously adopted resolutions affecting the rules and regulations of this council were in the possession of the officers of this Council on 1 July 1989, the following shall be adopted upon acceptance by a two-thirds majority of the members present at the regular business meeting of this council in September, 1989, provided that the number of members present at the meeting constitute a quorum as provided in the by-laws of this Council. These resolutions shall be published in the August 1989 Edition of The Navigator, said being the official publication of this council.

RESOLVED: That the Recorder of this council shall assume the responsibility of maintaining the record copy of all resolutions affecting the rules and regulations of this council and that those resolutions shall be sequentially numbered and made available by the recorder at all future Council Meetings for review by the Officers and Members of this Council.

RESOLVED: That any resolutions affecting the rules and regulations of this council which may have been previously adopted by this Council which may have been previously adopted by this Council, but that are not in the possession of the Officers of this Council on or before the regular business meeting of the council in September, 1989 are hereby rescinded and are to be considered null and void.

RESOLVED: That any resolutions affecting the rules and regulations of this Council which have been previously adopted and made available to the Officers of this Council at the regular business meeting in August, 1989, shall continue in effect until they shall be published in the September issue of the Navigator and shall be voted upon for retention or rescission by the members present at the regular business meeting in October, 1989, provided that a quorum is present. A two-thirds majority vote shall be required to rescind any existing resolution. Any existing resolution presented and not rescinded shall be sequentially numbered and provided to the Recorder for retention.

RESOLVED: That any resolutions affecting the rules and regulations of this Council which have been previously adopted are made available to the Officers of this Council prior to or during the regular business meeting in September, 1989, shall continue in effect until they shall be published in the October issue of The Navigator and shall be voted upon for retention or rescission by the members present at the regular business meeting in November, 1989, provided that a quorum is present. A two-thirds majority vote shall be required to rescind any existing resolution or amendment. Any existing resolution or amendment presented and not rescinded shall be sequentially numbered, provided to the Recorder for retention.

RESOLVED: That no resolution herein adopted shall have the effect of placing this Council in conflict with any of the Constitution, by-laws, Resolutions, or directives of the Supreme Council, the State Council, or the District Council, Knights of Columbus to which this Council is subordinate.

ADOPTED AS A RESOLUTION, FAIR OAKS COUNCIL #6066, KNIGHTS OF COLUMBUS THIS SEVENTH DAY OF SEPTEMBER IN THE YEAR OF OUR LORD 1989 AND SUBSCRIBED TO BY THE FOLLOWING.

Stephen S. Roberts
Grand Knight

Joseph G. DiSessa
Recorder

Resolution No. 2

I. The Phil F. Duffy Scholarship Program

Whereas, the primary concern of our founder, Fr. Michael J. McGivney, when he worked to create the Knights of Columbus, was the welfare of the members and their families; and

Whereas, the Fair Oaks Council No. 6066 has implemented an annual Scholarship Program to assist members of St. Mel's Parish and their families pursuing a high school education at a Catholic high school; and

Whereas, the cost of all education has increased significantly over the past years and the Council's contribution to the Scholarship Program has not increased and

Whereas, Volunteerism is one of the hallmarks of the Knights of Columbus and we want to encourage youth to provide service to their church and community and

Whereas, in addition to recognizing students who are involved in community service activities and students who excel in academics, the Council recognizes the need to provide support to students of families with real financial need.

Now, therefore, be it resolved that the Scholarship Program Fund be increased from the present two (2) scholarships of \$500 each, to two (2) scholarships of \$750 each, so the program becomes more beneficial to participants and more adequately fulfills the financial need of today's higher education costs. Be it resolved that any student who will be entering the ninth grade in the school year immediately following the award and who is a member of St. Mel's parish or whose father is a member of Council 6066 is eligible to apply for the scholarships.

Also, therefore, be it resolved, that of annually the Council will award two Scholarships to students entering the ninth grade at a Catholic High School in the school year immediately following receipt of the award. Following the final date for submitting a scholarship application, a Council Scholarship Committee, appointed by the Grand Knight, will review and score each eligible application in accordance with the criteria listed below. Based on a ranking from highest to lowest score as determined by the cumulative score of all Committee members, scholarships will be awarded to the students whose applications receive the highest rankings. If the application of the student who received the first scholarship does not also meet the criterion for financial need, as identified below, the second scholarship will be awarded to the student whose application received the highest ranking score and whose application has been determined to meet the financial need criterion. In the event the first scholarship is awarded to a student who meets the financial need criterion, the second scholarship will be awarded to the second highest ranking applicant without regard to financial need.

The following criteria will apply to this scholarship program:

1. To be eligible for a scholarship under this program, the applicant must be a family member of a St. Mel's parishioner or the applicant's father must be a member of Council 6066 and in good standing with the Knights of Columbus.
2. All eligible applications will be reviewed and scored using the following scoring system:
 - a) A maximum of ten points for academic achievement.
 - b) A maximum of ten points for parish involvement.
 - c) A maximum of ten points for religious service.
 - d) A maximum of ten points for community service.
 - e) A maximum of ten points each for the three key lessons learned as described in the essay portion of the application.

The maximum total points awarded by each committee member, to any application is 70.

Be it resolved that the award funds will be paid to the recipients' choice of Catholic Schools in the name of the

recipient to offset the recipients' educational costs. In the event a recipient of a scholarship does not attend the ninth grade at a Catholic high school, the funds revert to the Religious Education Fund. In the event there are no qualified applicants, the funds revert to the Religious Education Fund and may be used to fund future year's scholarship fundraising shortfalls of the Phil F. Duffy Scholarship Program only.

II. Ernest B. Line Catholic Family Tuition Relief Fund

Whereas, the primary concern of our founder, Fr. Michael J. McGivney, when he worked to create the Knights of Columbus, was the welfare of the members and their families: and

Whereas, Council No. 6066 also recognizes the benefits of a Catholic grammar school education as a way to develop young men and women dedicated to God and the Catholic Church; and

Whereas, Council No. 6066 recognizes that the cost of an education at a private school such as St. Mel's is a financial burden for many families of the parish, and that financial assistance is needed to ease the burden on these families.

Now, therefore, be it resolved that Council No. 6066 shall establish a Catholic Family Tuition Relief Fund (the Grant Program) which shall consist of a \$750 grant to be paid to St. Mel's School Financial Aid Fund for tuition assistance to a family whose child or children attend St. Mel's School and are members of St. Mel's parish or whose father is a member of Council No. 6066. Award of said Grant shall be based exclusively on financial need. Be it resolved that the pastor of St. Mel's parish and the superintendent of St. Mel's School will select the recipient family and the identity of the recipient may be made known only to the Grand Knight of Council No. 6066 unless the recipient provides other notification to the council.

III. Funding of the Scholarship Program and the Grant Program

Also, in order to assure the success and perpetuity of the Scholarship Program and the Grant Program, twenty five (25) percent of the net profit from any Council Fund Raising event (except those events designated as charity events) shall be deposited into a separate Scholarship Fund, until such time that the fund has a balance of \$2,250.00 (the amount needed to fund both the Scholarship Program and the Grant Program). At that time, no further funds shall be deposited for that Columbian year.

Also, in the event that a shortfall of funds exists in the Scholarship Fund at the time the Scholarships and Grant are to be awarded, the two Scholarships and the one Grant award shall be reduced by equal amounts.

ADOPTED AS A RESOLUTION, FAIR OAKS COUNCIL #6066, KNIGHTS OF COLUMBUS THIS ELEVENTH DAY OF JULY IN THE YEAR OF OUR LORD 2002 AND SUBSCRIBED TO BY THE FOLLOWING.

Patrick C. Castonguay
Grand Knight

Christopher R. Juten
Recorder

Resolution No. 3

RESOLUTION OF CONGRATULATIONS AND BEST WISHES TO LEO ESPARZA FOR 50 YEARS OF FAITHFUL AND DEDICATED SERVICE TO THE KNIGHTS OF COLUMBUS

WHEREAS, Brother Leo Esparza has been a member of the Knights of Columbus for fifty years; and

WHEREAS, Brother Leo Esparza served with distinction as Grand Knight of Council 6066, and

WHEREAS, Brother Leo Esparza served for many years in the position of Chancellor on the council's first degree team, and

WHEREAS, Brother Leo Esparza continues to exemplify the spirit of knighthood and devotion to the Catholic faith envisioned by Father Michael J. McGivney, founder of the Knights of Columbus;

NOW, THEREFORE, BE IT RESOLVED, that the members of Fair Oaks Council 6066, do hereby express our congratulations, appreciation, and respect for his continued friendship and devoted service.

ADOPTED AS A RESOLUTION, FAIR OAKS COUNCIL #6066, KNIGHTS OF COLUMBUS THIS SEVENTH DAY OF JUNE IN THE YEAR OF OUR LORD 2001 AND SUBSCRIBED TO BY THE FOLLOWING.

Patrick Miles
Grand Knight

Christopher Juten
Recorder

Appendix B

The contents of this appendix have be extracted from the *Charter Constitution and laws of the Knights of Columbus 1999*

CHAPTER XV DUTIES OF COUNCIL OFFICERS

GRAND KNIGHT

SEC. 135. The Grand Knight shall—

Preside Over Meetings

1. Preside at all meetings of his council and shall enforce the rules and regulations of the council and the laws of the Order, and shall be Chairman of the Board of Trustees.

Appoint Committees

2. Appoint committees in and for his council whose appointment is not regularly provided for by the laws of his council, and shall be a member ex officio of all committees.

When Act as Chaplain

3. Act as Chaplain in absence of the regular Chaplain.

Countersign Orders

4. Countersign orders drawn and signed by the Financial Secretary for the payment of money when the same have been ordered by his council, or approved by the Board of Trustees, provided, however, that benefit orders may be drawn upon the Treasurer of the council upon an order drawn and signed by the Financial Secretary and counter-signed by the Grand Knight and with the Grand Knight's approval alone, and also all demands of the Supreme Council or Board of Directors or State Council, and the regular and usual payments of the council may be paid upon an order drawn and signed by the Financial Secretary and countersigned by the Grand Knight without the approval of the Board of Trustees.

Countersign Checks

5. Countersign checks drawn and signed by the Treasurer.

Read Vouchers, Etc.

6. Receive the vouchers from the Financial Secretary of the moneys paid by such Secretary to the Treasurer, and also the vouchers showing that such moneys were by such Treasurer deposited in an approved bank or other secure institution of deposit, and shall read the same publicly at the next subsequent meeting after receiving the same, and shall then deposit such vouchers for safekeeping with the trustees of his council, and it shall be his duty to read all receipts and vouchers sent through him to the Treasurer by the Supreme Council to the council at the next meeting subsequent to receiving the same and before delivering said receipts and vouchers to said Treasurer.

Read Notices Relative to the Fourth Degree

7. Read or cause to be read at council meetings all notices relative to the Fourth Degree sent them by the Supreme Officers or by the Supreme Master, Vice-Supreme Master or Masters of the Fourth Degree.

Other Duties

8. Perform such other duties as the Order may impose.

DEPUTY GRAND KNIGHT

SEC. 136. The Deputy Grand Knight shall preside in the absence or inability of the Grand Knight and execute all the duties of said Grand Knight. He shall perform such other duties as the Order may impose. In the absence of the Grand Knight and Deputy Grand Knight, then the duty of presiding at a meeting of the council shall devolve on the other officers of the council in the order in which they are named in Section 126 after the Deputy Grand Knight.

CHANCELLOR

SEC. 137. The Chancellor shall assist the Grand Knight and the Deputy Grand Knight in the performance of their duties and shall take charge of the council during the incapacity or extended absence of both. He shall be charged with the total participation of the membership in the activities of the council. Subject to the approval of the Grand Knight he shall institute a program to develop the availability and interest of the members in the specific activities of the council and refer his findings to the Grand Knight. He shall exercise a special interest in new members and those members who are sick or in distress. He shall perform such other duties as the Grand Knight directs.

RECORDER

SEC. 138. The Recorder shall keep a true record of the doings of his council upon books approved by the Board of Directors and furnished by the Supreme Secretary at the expense of the council: conduct all correspondence of the council and shall perform such duties as the council or the Order may direct.

FINANCIAL SECRETARY

SEC. 139. The Financial Secretary shall—

Collect and Receive All Moneys

1. Collect and receive all moneys due the council, and all funds obtained from any source, by or through any person or persons, acting for or in the name of the council or under its direction or authority, including all moneys resulting from any form of athletic activity carried on by the council or with its authority, or in which its name or any part thereof is used, or in which any representation is made in any way that such activity is a council activity. Provided, however, that where two or more councils engage jointly in any form of athletic activity the moneys resulting therefrom shall be handled as directed by the State or Territorial Deputy or Deputies in whose jurisdictions such councils are located.

Keep Accounts

2. Keep an account of the indebtedness of each member and each certificate holder and the amount received from each, giving credit for the whole amount paid, and the purpose for which the same is paid, upon the precise day of payment, be the same made for arrears or advance or both, and make proper record of same in the books provided for that purpose.

Pay Money to Treasurer

3. Pay over to the Treasurer of his council all moneys received at meetings, or between meetings, for fines dues, contributions, death benefit assessments, initiation fees or from other sources, at and to the close of each meeting, for which said Treasurer shall forthwith give a written receipt to such Secretary, specifying the funds to which the same be credited, which receipt shall be given to the acting Grand Knight by the Financial Secretary before next succeeding meeting.

Keep Roll

4. Keep a roll of the members and certificate holders, their ages residences and occupations, with the dates of initiation. Keep a record of Fourth Degree members as and when furnished by the Master of the Fourth Degree and Comptroller.

Cause Members to Subscribe to By-laws, Etc.

5. Cause every member before initiation to subscribe his name, subjecting himself to the constitution and by-laws of the Order and of the council.

Notify Supreme Secretary

6. Notify the Supreme Secretary of the names and addresses of all council officers.

Keep Certain Records

7. Keep a record of the financial and business transactions of his council upon books approved by the Board of Directors and furnished by the Supreme Council at the expense of the council, to wit: The number of propositions received and the names of the candidates, the number elected and their names, the number initiated and their names; the amount of money received and from what sources; the amount paid to the Treasurer and for what purpose, the amounts of all orders drawn against the Treasurer, stating to whom paid and for what purpose.

Draw Orders

8. Draw all orders on the Treasurer of his council when ordered by the Supreme Council, State Council, his local council, Board of Trustees or Grand Knight for the payment of all claims or demands against his council, which orders shall be signed by him and countersigned by the Grand Knight.

Notify Supreme Secretary of Suspensions, Etc.

9. With the Grand Knight, notify promptly the Supreme Secretary of names of members initiated, suspended, expelled, withdrawn, deceased, reinstated, readmitted, transferring to or from the council, and changes of address, for necessary entry on the Supreme Council records.

Keep Accounts

11. Be the accountant of his council, keeping said accounts, so that same will show complete and accurate financial standing of the council and its members at all times, and such books and records as are required by the laws and rules, and furnished by the Supreme Council at the expense of the subordinate council.

Notify Candidate's Grand Knight

12. When a candidate receives degrees in a council of which he is not a member, the Financial Secretary thereof shall notify the Grand Knight of said candidate's council.

Seal

13. Keep the seal of the council and affix the same to all proper papers, etc.

Notify Comptroller

14. Notify the Comptroller of the Fourth Degree Assembly of any Fourth Degree member who may transfer to the council, or who may transfer from the council, or who may be suspended by the council.

Other Duties

15. Perform all other acts required by the laws of his council Order and the rules of the Board of Directors.

TREASURER

SEC. 140. The Treasurer shall—

Custodian of Funds

1. Be the custodian of all funds of the council obtained from any source, by or through any person or persons, acting for or in the name of the council or under its direction or authority.

Receive Moneys, Etc.

2. At each meeting of the council receives from the Financial Secretary all moneys whatever received by said Secretary at such meeting, or between meetings, and shall give a written receipt to such Secretary therefore, specifying the funds to which the same shall be credited. The moneys so received by such Treasurer shall be forthwith deposited by said Treasurer to the credit of the council in an approved bank or other secure institution of deposit, subject to approval of the Board of Trustees or majority vote of the council. He shall obtain vouchers or certificates of deposit therefore, a copy of each of which shall be delivered by such Treasurer to the acting Grand Knight before the next succeeding meeting. His deposit books may be accepted as such vouchers.

Pay to Supreme Secretary

3. He shall pay to the Supreme Council all moneys assessed by it or by the Board of Directors against his council upon order drawn and signed by the Financial Secretary and countersigned by the Grand Knight. Payment to the Supreme Council shall be by check, money order or draft, payable to "Knights of Columbus, Supreme Council" and no other form of payment shall be received by the Supreme Secretary nor shall any other form of payment discharge the subordinate council of its obligation.

Pay Orders Drawn

4. He shall pay all orders drawn on him, which are signed by the Financial Secretary and countersigned by the Grand Knight. AD such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, Board of Directors or State Councils, and the regular and usual stated payments of the council and

payments authorized by the council after notice and vote in accordance with Section 122. Payment of all orders shall be by check, money order or draft signed by the Treasurer and countersigned by the Grand Knight.

Keep Accounts

5. He shall keep separate accounts of the moneys placed in his hands by his council or the officers thereof that shall plainly show at all times the amount of moneys in the general expense fund of the council, and the amount of moneys in each and every special fund of such council and the dates of receiving and disbursing the same; such accounts to be kept in books furnished by the Supreme Secretary to such Treasurers at the expense of their respective councils.

Retain Orders

6. He shall retain all orders of the Grand Knight as his vouchers.

LECTURER-DUTIES

SEC. 141. The Lecturer shall endeavor to devise means to entertain his council at meetings and perform such duties as his council may direct.

ADVOCATE-DUTIES

SEC. 142. The Advocate shall be the attorney of the council in case of trial and investigation of any matter whatsoever of interest to the council.

WARDEN-DUTIES

SEC. 143. The Warden shall be present at all meetings of his council and at the opening of the same. He shall have charge of all the council property, except moneys and account and record books of officers, and keep the same in proper condition for the meeting of his council. He shall instruct his guards in their duties and appoint the same at pleasure, and perform such other duties as may be imposed by his council.

GUARDS-DUTIES

SEC. 144. The Inside Guard shall attend the entrance to the council chamber, through its inner door; the Outside Guard, the entrance through the outer door, and each shall perform such other duties as may be imposed by the council.

BOARD OF TRUSTEES-DUTIES

SEC. 145. The Board of Trustees shall consist of the Grand Knight and three members to be elected by the council. The Grand Knight shall be its chairman. At the first election of a new council, three trustees shall be elected, one to hold office for one year or until the next regular election, one for two years or until the second next regular election, and the other for three years or until the third next regular election, as determined by lot among themselves. Thereafter, at each succeeding election, one Trustee shall be chosen for a term of three years. The Trustees shall have supervision of all the financial business of the council and their approval shall be necessary for the payment of all moneys except Benefit Fund moneys and demands of the Supreme Council or Board of Directors or State Council, and the regular and usual stated payments of the council, and payments authorized by the council after notice and vote in accordance with Section 122. They shall audit the accounts of the Financial Secretary and Treasurer at least every six months, and in January and July report thereon to their council, State Deputy, District Deputy and Supreme Secretary, upon blanks approved by the Board of Directors and furnished by the Supreme Council. They shall see that the Financial Secretary and Treasurer give proper bonds running to the Knights of Columbus in trust for their particular council and in amounts fixed by said trustees, and they shall be the custodians of such bonds. But in case the Board of Directors shall bond such officers, the trustees shall be charged only with fixing the amount of such bonds in excess of the amount provided for by said Board of Directors, and in such case they shall have evidence that said officers shall have been bonded in such excess amount. They shall perform such other duties as their council or the District Deputy or Territorial Deputy or the officers of the Order may direct.

Appendix C

Chancellor's Drawing

The drawing consists of two parts, a raffle and a capsule drawing. The drawings will take place during the Good of the Order portion of the meeting. This revised procedure was passed by a vote of the council on July 5, 2001

Raffle

1. Ticket prices will be one dollar (\$1) each or 6 tickets for five dollars (\$5).
2. One-third (1/3) of the proceeds of the ticket sale will be used for the prize of the raffle. The second one-third (1/3) of the proceeds will be added to the fund for the capsule drawing. The final one-third (1/3) of the proceeds will be contributed to the Religious Education Fund.
3. Immediately following completion of ticket sales the Chancellor will hold the drawing and announce the winning number. If no one claims the prize after three readings of the number then a new number will be drawn. This process will continue until the prize is claimed.
4. **You must be present to win!**
5. The Chancellor will pay the winner in cash, one-third (1/3) of the proceeds of the ticket sales.
6. The Chancellor will give the remaining funds to the Financial Secretary.

Capsule Drawing


1. Each member in good standing (dues are current) as verified by the Financial Secretary will have a capsule with his name in it and will be eligible for the drawing. The Financial Secretary will be the custodian of the capsules and will be responsible to assure that only members in good standing are included in the drawing.
2. If a member is in arrears in his dues the Financial Secretary will remove his capsule from the drawing until dues are brought current.
3. The capsule drawing will be funded by (1/3) one-third of the proceeds from the sale of the raffle tickets mentioned above. The capsule fund will be cumulative. If the member whose name is drawn is not present at the meeting, the prize will be added to the fund for the drawing at the next meeting.
4. When the capsule fund reaches fifty dollars (\$50.00) we will continue to draw until we draw the name of someone present at the meeting. The capsule fund prize will be capped at \$50.00. Any excess proceeds from ticket sales that occur at the meeting in which the capsule fund reaches \$50.00 will be contributed to the Religious Education Fund.
5. The capsule drawing will be held immediately following the raffle above.
6. The Treasurer will be responsible maintaining the balance in the capsule fund and all proceeds due to the Religious Education Fund. He will also have the balance of the capsule fund at each meeting.
7. If there is a winner the Chancellor will provide a voucher to the Financial Secretary with the winner's name and amount of winnings as determined by the Treasurer so a check may be prepared.
8. A draft for the proceeds of the drawings for the current year will be issued to the Religious Education Fund at the regular council business meeting in June.

Appendix D

Council Forms

1. **Council Reimbursement/Budget Expenditure Request** – is used to obtain monies from the Council as reimbursement of out of pocket expenses incurred in the service of the Council, to obtain an advance of funds to purchase supplies for a budgeted event, or to request the Council to make payment to a party as part of normal business of the Council.

Knights of Columbus
Fair Oaks Council #066
P. O. Box 1190
Fair Oaks, CA 95628-1190



Council Reimbursement/Budget Expenditure Request

Signature of Requester _____ Date _____

Pay To: _____

Description of Reimbursement/Budget Item, reason, location etc. Amount

Is This Budgeted? Yes No Total Request _____

Amount Requested Here: _____

Signatures are required of

Financial Secretary _____	Grand Knight _____
Treasurer _____	1 Year Trustee _____
2 Year Trustee _____	3 Year Trustee _____
4 Year Trustee _____	

KOC Form # 1000 - Rev. 1/2000

Copies of all Council forms are available on the Council's website at <http://www.geocities.com/kc6066> or from the Financial Secretary.