

Grand Knight's Guide

Knights of Columbus



Kentucky State Council

by

Billy R. Hancock, IPSD

and

Dr. Frank Shay, State Treasurer

2011

Forward

This guide is not meant as a complete compendium of all the information available for success as a Grand Knight. Rather it contains month by month practical leadership information and resources gathered in one place to make them more useable for the Grand Knight. The guide may not contain specific answers to every question or situation. A number of additional useable resources are listed in the Resource Appendix. Where you are in doubt about how to handle a particular situation consult with your District Deputy. Your District Deputy was chosen because of his knowledge and successful experience.

We are grateful to many people for their efforts and assistance. Specifically, we are indebted to Supreme for their work on the Grand Knights Handbook issued by Supreme. We are also indebted to the Michigan Knights of Columbus for their Membership Programs Manual which we used as a pattern for our membership resource guide. The book “Toward a Better Council” by Greg Taillon, PSD provided a great deal of practical leadership information and is a book well worth reading by anyone taking on a leadership role. Past and present State Officers also provided input and suggestions for this work. As we started to put this handbook together we contacted several GK’s, PGK’s, DD’s and FDD’s to gain their input and insight on items they felt should be available to a Grand Knight. For their responses and contributions we are indebted to Cameron Peck, Joseph Bianca, John McGill, Wayne Brown, Al Fiorucci, Chris Meyer, Frank Bosh, Doug Bradley and Joseph Schmitt.

We hope that this guide provides you with a useful tool as you work to build your council and improve the programs you provide to your parish, community and membership. The usefulness of this guide is entirely due to the contributions of many dedicated Knights while the shortcomings and errors are entirely ours.

Billy Hancock

Frank Shay

July 2011

Contents

GRAND KNIGHT MEETINGS FOR THE FRATERNAL YEAR	4
WHAT TO DO WHEN	5
STAR COUNCIL CHECKLIST.....	18
COUNCIL ELECTIONS	19
STATE CONVENTION DELEGATES	20
INTERNAL REVENUE SERVICE	20
COUNCIL OFFICERS' CHECKLIST	21
COUNCIL FORMS	22
HONORARY AND HONORARY LIFE REQUIREMENTS	24
APPENDIX A COUNCIL OFFICERS DUTIES	25
APPENDIX B Council Directors Organization Chart	29
APPENDIX C: CEREMONIES	30
INSTALLATION OF COUNCIL OFFICERS	30
HONORARY /HONORARY LIFE MEMBERSHIP CEREMONIAL.....	42
MEETING TIPS	44
Grand Knight's Guidelines for Conducting Council Officer's Meetings	45
Method of Conducting Council Meeting	45
PARLIAMENTARY LAW MEETING GUIDE SORTED BY MOTION ALPHABETICALLY	48
PARLIAMENTARY LAW MEETING GUIDE SORTED BY MOTION RANKING.....	49
AWARDS	51
REQUIREMENTS TO QUALIFY FOR STATE AWARDS	51
REQUIREMENTS TO QUALIFY FOR SUPREME AWARDS	52
WEBSITES	54
DIRECTORY OF ADDRESSES FOR SUPREME OFFICES.....	55
OTHER RESOURCES	57

GRAND KNIGHT MEETINGS FOR THE FRATERNAL YEAR

Meetings - Fraternal Year

Name	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Council Officers	X	X	X	X	X	X	X	X	X	X	X	X
Council Business	X	X	X	X	X	X	X	X	X	X	X	X
Council Social	X	X	X	X	X	X	X	X	X	X	X	X
Summer Seminar	4											
Regional Meetings			5									
Mid-Year Seminar						6						
State Convention											7	
District Meetings		8					8					

NOTES:

1. Council Officers - Conduct prior the Council business meeting.
2. Council Business - Conduct monthly
3. Council Social - Conduct monthly
4. Summer Seminar - Meeting for the Grand Knight, Program and Membership Chairmen and others if they choose to attend. Usually scheduled by State Deputy for the third weekend in July.
5. Regional Seminar – A Training meeting for Grand Knight and Financial Secretary and others if they choose to attend. The State Deputy schedules one for each of the four dioceses over two weekends. Attend the one scheduled within your Diocese.
6. Mid-Year Seminar - Meeting primarily for District Deputies and State Program Directors/Chairmen. Council members are welcome to attend. Usually scheduled by the State Deputy for the first weekend in December.
7. State Convention - Each Council should be represented by two delegates. All members are encouraged to attend. The Convention will convene no earlier than the third weekend in April and no later than the third weekend in May. It is usually scheduled by the State Deputy for the third weekend in May.
8. District Meeting - Your District Deputy may schedule meetings sometime after the Summer Seminar and the Mid-Year Seminar.

WHAT TO DO WHEN

The following monthly bullet entries are provided to you as a Grand Knight to help you conduct your Council business. If you review the entries of the month prior to and the month of the business meeting you will be able to plan a meeting agenda that will make you proactive instead of reactive.

MAY

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- File tax document with IRS by **May 15** (Councils filing by calendar year)(see IRS p. 20)
- Conduct Business Meeting (See Meeting Tips p. 43)
- Elect Officers for next fraternal year (See Elections, p. 19)
- Provide Credential to each State Convention Delegate (See Delegates, p. 20)
- Attend the State Convention
- Discuss Resolutions to be voted on at State Convention
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Review progress toward State and Supreme Awards
- No later than **June 30** submit the following as applicable (See Forms, p. 22):
- Application for Refund Support Vocations Program (#2863)
- Columbian Squires Corps d'Elite Award Application (#278)
- Columbian Squires Brother Barnabus Award Application (#279)
- Columbian Award Application (#SP-7) (see Awards p. 52)
- Submit Council Directory information to Executive Secretary

Notes:

JUNE

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Plan any 4th of July events
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Finalize all requirements for State and Supreme Awards
- No later than **June 30** submit the following as applicable (See Forms, p. 22):
- Application for Refund Support Vocations Program (#2863)
- Columbian Award Application (#SP-7)
- Columbian Squires Corps d'Elite Award Application (#278)
- Columbian Squires Brother Barnabus Award Application (#279)
- No Later than **July 1** submit the Report of Council Officers (#185).
- Coordinate with District Deputy to conduct Installation of Council Officers Ceremony

Notes:

JULY

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Set your Council goals for the new fraternal year
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed) (4 required for Star Council Award)
- District Deputy installs Council Officers
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Attend State Seminar
- **July 1** Council Per Capita Tax (\$1.75 per member), Crusade for Life assessment (\$1.00 per member) and the Catholic Advertising Fund charges (50¢ per member) levied by Supreme Council and due before **October 10th**.
- No later than **August 1** submit the Service Program Personnel Report (#365). (required for McGivney, Founders, Columbian and Star Council Awards)

Notes:

AUGUST

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Support the Tom Wiseman Memorial State Golf Scramble (send players, be a hole sponsor)
- No later than **August** 15 submit the Semiannual Audit Report (#1295).
- Columbian Squires Officers and Counselors Report (#468). Due no later than **September 1st**.
- The Notice of Appointment of Round Table Coordinator (#2629) is due by **September 1st.**
- Plan Council Soccer Challenge Championship
- Promote Substance Abuse Awareness Poster Contest when school starts

Notes:

SEPTEMBER

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Plan October Membership Drive
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Attend Regional Meeting in your Diocesan area
- Conduct Council Soccer Challenge Championship

Notes:

OCTOBER

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Hold Second Membership Drive of the year.
- Have a Columbus Day social
- Recognize Family of the Year
- Recognize Knight of the Year
- Plan any Thanksgiving Events
- **October 10** - Suspension of council if July Supreme assessments are not paid.
- Council Soccer Champions to District Championship
- District Soccer Champions to Regional Championship

Notes:

NOVEMBER

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Review progress toward State and Supreme Awards
- File tax document with IRS by **November 15** (Councils filing by fiscal year)(see IRS p. 20)
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Regional Soccer Champions to State Championship
- Plan any Christmas events.

Notes:

DECEMBER

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Plan any New Year's events.
- Plan Third Membership Drive
- Plan Council Free Throw Championship

Notes:

JANUARY

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Conduct Membership Drive
- Conduct Monthly First Degree (if needed)
- **January 1** Council Per Capita Tax (\$1.75 per member), Crusade for Life assessment (\$1.00 per member) and the Catholic Advertising Fund charges (50¢ per member) levied by Supreme Council. Councils failing to pay by **April 10th** will be suspended.
- No later than **January 31** submit the Annual Survey of Fraternal Activity Report (#1728).
- No later than **January 31** submit the Partnership Profile Report With Special Olympics (#4584).
- Conduct Council Free Throw Championship
- Judge Substance Abuse Awareness Poster Contest entries

Notes:

FEBRUARY

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Plan Easter Event
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Conduct Monthly First Degree (if needed)
- **February 10th** the State Council Per-Capita assessment is levied. on all councils. The assessment is based on your Council membership as of January 1st each year as listed in the Supreme Council Monthly Summary of Membership Status Report. The Council is assessed as follows:
 - Inactive Member(s) @ \$4.50
 - Honorary Member(s) @ \$2.50
 - Honorary Life Member(s) @ No Charge
 - Disabled Member(s) @ No Charge
 - Associate & Insurance Member(s) @ \$7.50The assessment must be paid by **April 10** to avoid being denied representation at State Council meeting or suspension.
- No Later than **February 15th** submit the Semiannual Audit Report (#1295).
- Council Free Throw Champions to District Championship
- District Free Throw Champions to Regional Championship
- Send Council Substance Abuse Awareness Poster Contest winners entry to District/Regional/State Chairman

Notes:

MARCH

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Review progress toward State and Supreme Awards
- Activities conducted toward Participation, Program Directors, and State Deputy Awards must be reported to State Program Director by **March 31**
- Conduct a Founder's Day social
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Submit Council resolutions to State Advocate by **March 15**
- Plan fourth membership Drive
- Submit entries for the six service program areas by **April 1** (see Awards p. 50)
- Submit nominations for State Family of the Year, Knight of the Year, and Chaplain of the Year by **April 1** (see Awards p. 50)
- Regional Free Throw Champions to State Championship

Notes:

APRIL

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- Conduct Business Meeting (See Meeting Tips p. 43)
- Conduct Monthly First Degree (if needed)
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- Conduct Membership Drive
- Conduct Monthly First Degree (if needed)
- **April 10th** all councils that have not paid their January Supreme assessments are automatically suspended
- Applications for \$100 refunds for councils giving at least \$500 in support of a seminarian or novice are due at Supreme between **April 1st** and **June 30th**. The application will require a copy of both sides of the cancelled check which was sent to the seminarian or novice.
- Appoint nomination committee for annual council elections.
- Elect State Convention delegates

Notes:

MAY

- Plan Business Meeting Agenda (See Council Officers' Checklist for topics, p. 21)
- Conduct Officer Meeting
- File tax document with IRS by **May 15** (Councils filing by calendar year)(see IRS p. 20)
- Conduct Business Meeting (See Meeting Tips p. 43)
- Submit Council Directory information to State Secretary
- Elect Officers for next fraternal year (See Elections, p. 19)
- Provide Credential to each State Convention Delegate (See Delegates, p. 20)
- Attend the State Convention
- Discuss Resolutions to be voted on at State Convention
- Present certificate to Family of the Month
- Present certificate to Knight of the Month
- No later than **June 30** submit the following as applicable (See Forms, p. 22)
- Application for Refund Support Vocations Program (#2863)
- Columbian Award Application (#SP-7 See Awards p. 52)
- Columbian Squires Corps d'Elite Award Application (#278)
- Columbian Squires Brother Barnabus Award Application (#279)

Notes:

STAR COUNCIL CHECKLIST

Checklist for FY 201X-201X

Council _____

- Supreme Per Capita/Assessments for July 2010. Must be paid by **October 10**.
Date paid _____
- Service Program Personnel Report (Form 365) Due to Supreme by **August 1**
Individual Responsible _____ Date sent _____
- Membership Quota: Number needed _____ Date achieved _____
- Insurance Quota: Number needed _____ Date achieved _____
- Activity (Form # 1728) Due Annual Survey of Fraternal to Supreme by **January 31st** Individual Responsible _____
Date sent _____
- Supreme Per Capita/Assessments for January 2011. Must be paid by **April 10th**
Date paid _____
- Columbian Award application (Form #SP-7) * Due to Supreme by **June 30 (no exceptions)** Individual Responsible _____
Date sent _____
- Conduct a minimum of four (4) First Degrees. Dates _____

All requirements were completed on _____.

Grand Knight

Reviewed by District Deputy

District Deputy

*Form #SP-7. A minimum of 24 activities must be listed; 4 in each of the following service areas: Church, Community, Council, Family, Pro-Life and Youth. Sponsorship of a Columbian Squires Circle will qualify for all the youth activities. **OR**, any council that participates in the following programs will receive full credit for Columbian Award Requirements in that Service Program Category: **Church** – RSVP Program; **Community** – Habitat for Humanity; **Council** – Special Olympics; **Family** – Food for families; **Pro-Life** – March for Life; **Youth** – Coats for Kids.

COUNCIL ELECTIONS

Chapter XIV Section 128 of the Supreme By-Laws governs the election of council officers. This section stipulates that council elections must be held annually by ballot at a regular business meeting between the fifteenth day of May to and including the fifteenth day of June each year.

Elected Officers are:

Grand Knight

Deputy Grand Knight

Chancellor

Recorder

Treasurer

Advocate

Warden

Inside Guard

Outside Guard

The Chaplain is appointed by the Grand Knight, Deputy Grand Knight and Board of Trustees may annually select a priest to serve as Chaplain but the selection must be made in accordance with any rules established by the bishop of the diocese in which the council is located.

The Grand Knight appoints the Lecturer annually. The Financial Secretary is appointed by the Supreme Knight.

SEE APPENDIX A FOR INFORMATION ON COUNCIL OFFICERS DUTIES

STATE CONVENTION DELEGATES

In April the District Deputy provides the council with Delegate forms for the State Convention. If your District Deputy has not given you the forms by late April call him and ask for the forms. On the forms you will have to provide the name of your voting delegates. It is preferred that GK's and PGK's serve as delegates however, if for some reason they are unable to serve, any third degree member in good standing may serve as a delegate. For circumstances not covered by the above statement contact your District Deputy or in his absence contact the State Advocate, currently:

Gabe Cabral
261 Evergreen Court
Bowling Green, KY 42104
gabecabral@insightbb.com

These forms must be returned to the State Secretary. The current State Secretary is:

Bill Schmidt
300 Spring Street
Leitchfield, KY 42754
billschmidt@windstream.net

INTERNAL REVENUE SERVICE

Annually all Councils must file a tax return with the IRS. File the following form if gross receipts are = < \$25,000.00 then 990-N; = \$25,001 to \$499,999.00 then 990-EZ; or = > \$500,000.00 then 990. For Councils using calendar year accounting filing must be completed by May 15 or fiscal year accounts by November 15. Councils that fail to file over a three year period will lose their tax exempt status. Generally, a Council will file the 990-N (e-Postcard) which can only be filed online at www.irs.gov. In the search block on the opening page of the website enter 990-N and it will lead you to the information to enable filing. My Council's Employee Identification Number (EIN) or Tax Identification Number (TIN) is _____.






























COUNCIL OFFICERS' CHECKLIST














DUE DATE FORM/REPORT/ACTION

July 1	Council Per Capita Tax (\$1.75 per member), Culture of Life (\$1.00 and the Catholic- Advertising Fund charges (50 per member) levied by Supreme Council.
July 1	Report of Council Officers (#185).
August 1	Service Program Personnel Report (#365).
August 15	Semiannual Audit Report (#1295).
September 1	Columbian Squires Officers and Counsellors Report (#468).
October 10	Suspension of council if July Per Capita Tax is not paid.
January 1	Council Per Capita Tax (\$1.75 per member), Culture of Life (\$1.00 and the Catholic- Advertising Fund charges (50 per member) levied by Supreme Council.
January 31	Annual Survey of Fraternal Activity Report (#1728).
January 31	Partnership Profile Report With Special Olympics (#4584).
February 1	Check with your state deputy or state program director on due dates for entries in the State/International Service Program Awards Contest — Church, Community, Council, Family, Pro-Life, Youth.
February 1	Check with your state deputy or state program director on due dates for entries in the State/International "Family of the Year" Contest.
February 15	Semiannual Audit Report (#1295).
April 1()	Suspension of council if January Per Capita Tax is not paid.
June 30	Application for Refund Support Vocations Program (#2863).
June 30	Columbian Award application (#SP-7).
June 30	Columbian Squires Corps d'Elite Award application (#278).
June 30	Columbian Squires Brother Barnabas Award application (#279).
Immediately	Membership Document (#100). Submit after initiation.
As Required	"Notice of Intent to Suspend" (#1845).
Monthly	"Family of the Month" selection (#1993).

COUNCIL FORMS

<https://www.kofc.org/un/en/officers/forms/council.html>

Due Date	Form Name	Form #	Online	Print
31-Jan	Annual Survey of Fraternal Activity	1728		
31-Jan	Partnership Profile Report with Special Olympics	4584		
31-Jan	Free Throw Championship Participation	FT-1		
31-Jan	Substance Abuse Awareness Poster Contest Participation Form	4001		
15-Feb	Semiannual Council Audit	1295-2		
31-Mar	Food For Families Report Form			
30-Jun	Annual Report KofC Round Table	2630		
30-Jun	RSVP and Plaque Application	2863		
30-Jun	Columbian Award Appl.	SP-7		
1-Jul	Report of Officers Chosen for Term	185		
1-Aug	Service Program Personnel Report	365		
15-Aug	Semiannual Council Audit	1295-1		
15-Aug	Soccer Challenge Kit Order Form	SC-KIT		
1-Sep	Substance Abuse Awareness	SA-KIT		
1-Nov	Free Throw Competition Kit	FT-KIT		
1-Dec	Soccer Challenge Participation Report Form	4567		
As needed	Free Throw Championship Score Sheet	1598		
As needed	Survey of Fraternal Activity Individual Member Worksheet	1728A		
As needed	Relief from Council Dues and Per Capita Taxes	1831		

As needed	Family of the Month	1993A		
As needed	Report of Round Table Coordinator (Notice of App't of)	2629		
As needed	Columbian Squires Inquiry	2935		
As needed	Youth Leader	4348		
As needed	Father Prior	4371		
As needed	Requisition for First Degree Ceremonials	532		
As needed	Essay Contest Kit Order Form	EA-KIT		
As needed	Family of the Year Awards Entry Form			
As needed	State Council Service Program Awards Entry Form	STSP		

See Note:

Both online and print forms are listed above in order of due date. For help, please view the Help Section online.

To access these forms, you need Adobe Acrobat Reader (version 7.0 or higher). This is a free download and can be opened by clicking the Adobe box in the lower right corner of the forms page.

Tips when using online forms:
Please print out a copy of the form before submission.
To email a copy to yourself, include your email address at the bottom of the form. Be sure to save the email copy in the event of a report date dispute.

HONORARY AND HONORARY LIFE REQUIREMENTS

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.

The Supreme Council office has automated the processing of Honorary/Honorary Life awards and the issuing of the appropriate cards for council members. The cards will be sent to Financial Secretaries weekly for presentation at a suitable occasion. 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.

APPENDIX A COUNCIL OFFICERS DUTIES

Grand Knight

- Appoints special committees as needed
- Convenes monthly officer planning meetings
- Presides Over Board of Trustees
- Oversees exemplification of first degree
- Insures that all reports are submitted on time
- Appoints and oversees admission committee
- Interacts with Financial Secretary and Treasurer to insure all financial obligations are met
- Appoints special committees as needed
- Convenes monthly officer planning meetings
- Presides Over Board of Trustees
- Oversees exemplification of first degree
- Insures that all reports are submitted on time
- Appoints and oversees admission committee
- Interacts with Financial Secretary and Treasurer to insure all financial obligations are met
- Countersigns all orders and checks
- Reads all vouchers from the Treasurer
- Member of the advisory board of Squires Circle
- Recommends a Chaplain and appoints Lecturer
- Perform all duties the Order imposes upon him
- Membership growth and activities are a priority

Deputy Grand Knight

- Elected annually by the members
- Assist the Grand Knight in his duties
- Presides over council meetings in the absence of the Grand Knight
- Member of advisory board of Council Squires
- Presides over Member Retention Committee
- Training position for Council Grand Knight
- May serve as Council Program Director

Chancellor

- Elected annually by council members
- Assist the Grand Knight and the Deputy Grand Knight in their duties. Third in line of progression
- Encourages members to take an active role in the activities of the council
- Chairman of the welcoming committee
- Presides over the Admissions committee
- Works with the council vocations director
- Reminds members of fraternal responsibilities, such as visit the sick and members in distress
- Member of the Squires Circle Ceremonials Team

Recorder

- Keeps accurate minutes of all meetings and reads minutes from previous meetings.
- Responsible for an accurate account of the council's activities; reports, discussions, motions as well as any decrees.

Financial Secretary

- Appointed by Supreme Knight for 3 year term
- Reports to the Grand Knight
- Reports all membership transactions to Supreme
- Keep record of all members in the council
- Collects fees, dues and all other funds of the council. Transfers all money to Treasurer.
- Prepares vouchers for all council obligations
- Maintains certain records of council finances
- Submits supply and material orders
- Monitors timely filing of all council reports and forms.
- Keeps all member and financial records secure
- Assists the audit committee with the council audit

Treasurer

- Pays all council approved bills and expenses
- Reports financial status of council at each meeting
- Deposits all money from the financial secretary in a council approved bank and returns receipts of deposit to the Grand Knight
- Maintains record of council bank account
- Assist financial secretary and trustees in conducting the semiannual council audit
- Causes all monies in his possession to be secure

Advocate

- Legal representative of the council
- Interprets Knights of Columbus regulations
- Be familiar with the Order, State, and Council Charter Constitution and By-Laws.
- Keeps current and administers council by-laws
- Well versed on conducting a meeting and the use of Robert's Rules of Order

Warden

- Prepares room for all meetings.
- Prepares and sets up indispensable objects
- Instructs and oversees the Inside/Outside Guards
- Insure the security of all degree paraphernalia
- Responsible for and maintains all council property
- Insures that at business meetings all members are in possession of a current membership card

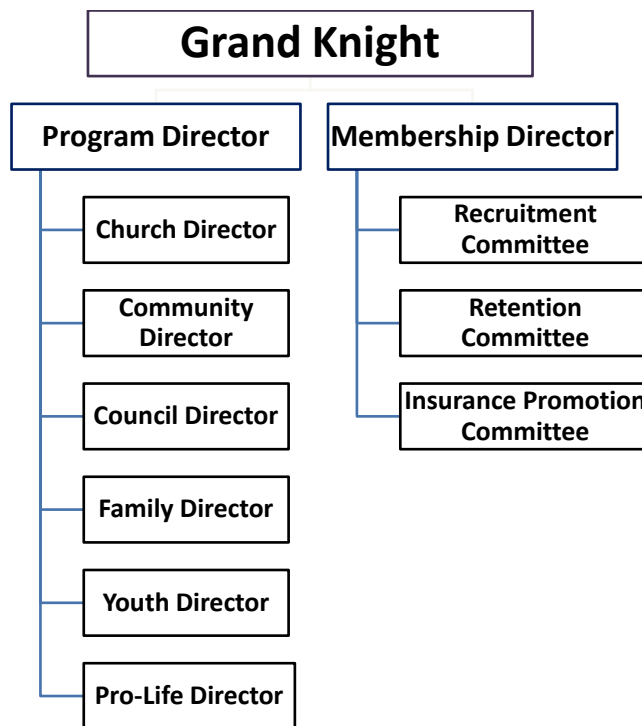
Board of Trustees

- Consists of Grand Knight and three members elected annually by council members.
- Audit records maintained by financial secretary and treasurer to insure accountability and safety of all council funds. Report findings semiannually
- Monitor the work of the Treasurer and Financial Secretary.
- Monitor the work of the Treasurer and Financial Secretary

Lecturer

- Appointed by the Grand Knight.
- Provides inspirational programs and entertainment for the pleasure of the members at council meetings

APPENDIX B Council Directors Organization Chart



APPENDIX C: CEREMONIES

INSTALLATION OF COUNCIL OFFICERS

PRE-CEREMONIAL INSTRUCTIONS

The Council chamber or hall to be used is arranged as illustrated on Chart attached. The chairs are occupied as follows: Center chair—occupied by Retiring Grand Knight at beginning of ceremonials. Later, after entry of District Deputy, Ret. G. K. joins other retiring Officers. The Ret. Warden, if elected to a new office, does not join retiring Officers after he presents the D. D. and D. D.'s Warden to Retiring Grand Knight, but quietly leaves chamber to join newly-elected Officers outside.

Prior to the announcement time of ceremonial the newly elected Officers should be robed and ready for entry to the council chamber. Retiring Officers, Council members and guests, would take their seats as indicated on the Chart. Choir, if used, also takes place as indicated.

To facilitate the marching of officers into the hall and forming the Cross, the following suggestions will assist in the mechanical arrangements.

Lay out the Cross on the floor with small pieces of numbered masking tape with approximately 2-feet between each piece of tape.

In lining up the officers for marching into the Council Chamber, line them as follows from the numbers on the Cross formation-

1—Grand Knight	4—Financial Secretary
2—Deputy Grand Knight	9—Trustee
3—Chancellor	10—Trustee
6--Warden	11—Trustee
5—Recorder	12—Advocate
8—Lecturer	13—Inside Guard
7—Treasurer	14—Outside Guard

The officers would then march in a single file behind the Warden who would lead the officers down the tape marks that are the tree of the Cross. 1 - 2 - 3 stop on the tapes bearing their respective numbers. When 6 reaches the tape numbered 4, he makes a left turn and proceeds to the tape numbered 6 on the arm of the Cross. He is followed by 5 who stops on his respective numbered tape. When 8 reaches the 4 tape, he makes a right turn proceeding to the 8 tape—followed by 7 who stops on his respective tape. No. 4 moves on to his tape and the remaining officers (9-14) stop on the tapes bearing their numbers.

Thus, the Cross will come out in a perfect formation and the members watching the arrangement will be impressed by the precision of arranging the officers in the Cross formation.

When the ceremonial is complete, the bits of masking tape can be removed.

*(In this and in subsequent parts marked **Grand Knight**, the Grand Knight going out of office would take those parts; otherwise, if re-elected, the re-elected Grand Knight will do those parts.)*

Precisely at the appointed time the Inside Guard at the back of the chamber announces:

Inside Guard; "Please rise."

The Grand Knight and Council Chaplain, side by side, and preceded by the retiring or re-elected Warden, walk slowly and with dignity, in absolute silence, up center aisle to waiting chairs. All three stand in front of assigned chairs facing audience.

MUSIC: NATIONAL ANTHEM (by Choir or recorded, as available, Pledge of Allegiance or particular National salute to flag.)

Warden; *(at end of music)*

"Please be seated".

(All sit, with exception of Grand Knight who remains standing.)

Grand Knight;

Reverend Father, my Brothers of Council, _____, ladies and gentlemen the installation of Officers who, during the year to come, will guide the destiny of their Council of the Knights of Columbus is always a most solemn occasion. By this formal acknowledgment, we place in the hands of these gentlemen, duly elected by their Brother Knights, the unquestioned right to govern and administer all phases of action in the respected name of our Order. Their election to the important posts of leadership, which they will assume, was the outward manifestation of the respect and confidence accorded to them by their Brothers after lengthy consideration.

Only circumstances of such gravity that they cannot, in all conscience, be ignored, can cause any of these honored men to be deposed from their offices. We ask therefore, that as our ceremonial of dedication proceeds, you will silently offer your prayers to God that as each man assumes his mantle of authority, he will be granted the inspiration and capacity to perform his duties in a manner that our Council will continue to prosper and flourish as it has done under the guidance of his predecessors.

On behalf of the Officers who are retiring from their posts, we extend to our worthy successors our warmest congratulations, assurance of continued cooperation, and prayerful wishes for a most successful and progressive administration.

Grand Knight;

I offer my sincerest thanks to my Brothers who, during the past year, and particularly in periods of stress and uncertainty, have given me the benefit of their advice the strength of their arms, the invaluable support of their confidence. Without this support I would have been lost With them I have achieved whatever success has been mine in the ultimate performance of my duties. Before we proceed to the important and pleasant task ahead I will ask our Worthy Chaplain to invoke the blessings of God upon our efforts. Worthy Chaplain, will you offer prayer for us?

(Three raps of gavel, the Grand Knight, Chaplain and Warden rise.)

Warden;

Please rise. (All rise.)

Chaplain;

In the name of the Father, and of the Son, and of the Holy Spirit, Amen. O Heavenly Father, we, Your children, are assembled here in your sight and the sight of all men to invest the chosen Officers of this Council with the jewels symbolic of the authority to lead their Brothers in the ways of Your wisdom; and to administer the affairs of the Council in the days to come. Bestow upon them, and us, the grace to remember that as all duly appointed authority stems from you, so, too, is the wisdom to exercise that authority with justice and charity. Inspire them and us, therefore, to consult with You always when important decisions must be made. Imbue them and us with the strength to act always in a spirit of brotherly love. Grant them and us the precious humility to acknowledge the ever-present possibility of error in human deliberation and to accept correction before such error can lead to harmful legislative decisions.

Help them and us to conduct ourselves in such manner that our endeavors, spiritual and earthly, will reflect and accord with your will at all times. Aid them and us to provide to those who observe with critical eye the finest example of complete dedication to the practice of Christian principles.

(District Warden advances to chair formerly occupied by Ret. Warden and sits. The District Deputy remains standing, waits for the two Retiring Officers to be seated then speaks.)

District Deputy;

Reverend Father, my Brother Knights, ladies and gentlemen: I bring you greetings from our Supreme Knight, Carl Anderson, the Board of Directors of the Knights of Columbus and our Worthy State Deputy, _____ . As the official representative of our Worthy State Deputy, it is one of my happy duties and a highly-prized privilege to induct, each year, the new Officers of those Councils in which I function as District Deputy, guide, monitor, advisor and friend. My duty is agreeable as it provides me the opportunity to direct the footsteps of a newly elected group of men on a road to gratifying achievement. It is a privilege because in so doing it is my prerogative to witness what may well be the beginning of a new era of progress, which will enhance the already noteworthy status of this Council. In the life of every man there arise many opportunities to take stock of his advancement, both in the spiritual and material sense, to repair omissions, to correct errors and to plan for a more worthy future. So in the life of a Council, the commencement of each fraternal year provides a similar opportunity. It is a time when inventory must be taken, past achievements weighed and evaluated future plans conceived and appraised.

These plans must always be considered in terms of the likelihood that they will enable the Council's membership to serve their Church and their fellowmen in an increasing accord with the will of God. Each man who is privileged to call himself a Knight of Columbus has a personal talent, one capacity in which he excels to a greater extent than his fellowmen. This is true of each member of this Council Therefore; it is with great satisfaction that we anticipate that each newly-elected Officer will augment his Councils fine record of accomplishment through his unselfish contribution of that talent to his Councils welfare by the manner in which he conducts his official duties.

To the retiring Officers of this Council I offer my congratulations upon work well done. My gratitude to each for the devotion with which he has exemplified our fraternal principles of Charity, Unity, Fraternity and Patriotism and for the generosity with which he has endowed his Council with the fruit of those abilities which are uniquely his. To the new officers whom I am about to install I will express my confidence that, through the unreserved contributions of their special abilities they in turn will add luster to their Council's work. Make it more meaningful to the Church and thus enhance our Order's proud name.

May I please have the list of the Officers to be installed?

(The District Warden advances to the Recorder and is handed the list.) (The Recorder in turn gives it to the District Deputy.)

District Deputy;

"Worthy District Warden, Please conduct these gentlemen to our presence."

(The District Warden turns, leaves through center aisle to antechamber.)

District Deputy;

To those of you who are relatives and friends of the retiring Officers and the newly elected Officers, I offer our thanks on behalf of the Council and our Order. It is well known that the extent of a man's love of family and the loyalty of his family in his endeavors are strongly reflected in the influence he exerts upon his Council as he discharges his responsibilities. We are certain you will continue to aid them in their efforts on behalf of our Order by according them the benefits of your charity and support.

District Deputy; (To his District Warden who is waiting at the door with the new Officers.)

Worthy District Warden present the Officers for installation.

Headed by the District Warden, the new Officers proceed with dignity in single file down the center aisle. The officers will line up in the form of a cross facing the table at which the District Deputy will preside. (See chart at back of this book). As the MUSIC finishes, the District Warden steps forward and salutes the District Deputy. The District Deputy takes the list from the Warden who then stands to the District Deputy's right, facing the audience. As each officer is called, he will step forward and stop directly in front of the District Deputy, but slightly to one side facing him. At the conclusion of each charge of that particular officer he will move to the rear of the cross alignment and move up as each subsequent officer is installed until the original cross formation is restored.

Worthy Grand Knight:

District Deputy;

(Grand Knight's Name _____), you have been chosen by your Brothers to guide the destiny of your Council during this year as its chief administrative Officer Your duties will be many, perhaps tiring and difficult, You are directly responsible for every aspect and segment of your Council's operation and for the ultimate success which a Council can and should enjoy. Your Brothers have demonstrated their confidence that you are capable of outstanding leadership. Accord it to them. Remember that it is through their cooperation that your past achievements have been made possible. Continue to merit that cooperation by measuring all of your decisions in the light of what will be fair, just and beneficial to them. Solicit their advice, consider it carefully. Bear in mind that a Council is composed of many individuals. That which will insure each man's welfare must be the criterion by which your decisions to act must be judged.

The peak of a pyramid is a solitary place. There will be times when you will believe yourself at that peak alone. You are not! The base of that pyramid supports the top and the members who comprise the pyramid will support you if you demonstrate that you need and want their support and their company. As your District Deputy I offer you this advice. In times of uncertainty, your District Deputy, State Deputy and the Supreme Officers are available to you and are eager for your success and the prosperity of your council. Never hesitate, through pride or pique, to ask for help. You have only to ask and it will be forthcoming.

Study the official instructions you have received, Obey the Laws and Rules of our Order and your Council Insure that each member does so. You will then deserve the title by which you will be addressed throughout your term of office, Worthy Grand knight.

Worthy Deputy Grand Knight

District Deputy;

(Deputy Grand Knight's Name _____) You have been selected as the Deputy Grand Knight of your Council In effect, you are the Grand knight's right-hand man who must be available and ready at all times to take his place, make decisions for him when, for any reason, he is unable to exercise his responsibilities. All the remarks I have addressed to him apply, in substance and equally well to you. Experience has taught us that members in your position may become impatient to assume the ultimate leadership of your Council. Do not commit this error. Instead, make yourself valuable to your Grand knight as a close advisor and strong supporter Acquaint yourself with his plans and learn to think and act as one with him. If you merit the title by which you will be known, Worthy Deputy Grand knight, your Brothers will accord you due recognition. You will be rewarded not only by the personal satisfaction of knowing that you have done well, but eventually by the opportunity to contribute further to the welfare of your Council.

Worthy Chancellor

District Deputy;

(Chancellor's Name _____), Upon you falls the duty of wisely imparting to all members of our Order lessons which may well decide the comparative success with which they will exercise the responsibilities of their membership. It will be your privilege to act in an advisory role to the Grand Knight, to be a part of the team of Officers. The title of "Chancellor" is symbolic of the cooperation that you will provide to the chosen leader of the Council The office to which you have been chosen is of vital importance and demands your zealous consideration. Match well the words you address to them with exemplary conduct in your personal and fraternal life and yours will be the supreme satisfaction of knowing that you are truly, a Worthy Chancellor

Worthy Financial Secretary

District Deputy;

(Financial Secretary's Name _____), the title Financial Secretary, which has been bestowed upon your office, is self-explanatory. The responsibilities of administering important financial affairs of your Council are yours. You are the direct link between your Council and the Supreme Office. I am confident you will insure that your accounts are in order, that all funds are properly recorded, that you work closely and cooperatively with the Grand knight, Trustees and the Treasurer of your Council, thus you will earn and maintain with pride the title which is yours, Worthy Financial Secretary.

Worthy Recorder

District Deputy;

To you, (Recorder's Name _____) as Recorder, is assigned the important task of maintaining a full and accurate account of all Council meetings and actions. Such records are immensely valuable for both practical and historical reasons. Discharge your duties well and you will be justly identified as, a Worthy Recorder.

Worthy Warden:

District Deputy;

To you, (Warden's Name _____), as Worthy Warden, whether the impressive and informative ceremonies of our Order are as beautifully and significantly exemplified as they should be, will be decided by the manner in which you discharge your duties. Maintain well the prescribed paraphernalia. Prepare for your role as the guide to the candidates for membership in our Order You will earn their gratitude as well as that of the Brothers who have elected you as, Worthy Warden.

Worthy Treasurer

District Deputy;

(Treasurer's Name _____), You have been elected Treasurer, responsible for the funds of your Council This fact bears silent witness to the excellent reputation for honesty, integrity and accuracy which is yours among your Brothers. Exercise to the full

these virtues and you will warrant your Brothers' confidence that you will indeed be a Worthy Treasurer

Worthy Lecturer:

District Deputy;

(Lecturer's Name _____), Yours is the rewarding but exacting duty of providing for your Brothers enjoyable, informative and educational programs. Do not take this responsibility lightly. Forethought and planning will enable you to live up to the expectations of your Brother knights. You will improve their lives and daily burdens by giving them the opportunity to express Charity, Unity, Fraternity and Patriotism through programs in which they will learn, enjoy and relax. All of these important gifts are yours to dispense. Do so consistently and you will merit your title, Worthy Lecturer

Worthy Trustees:

District Deputy;

(Trustees Names _____, _____, _____) Your title, Worthy Trustees, supplies the key of your election to your post. You have the confidence of your Brothers. The importance of your function cannot be overestimated. As guardians of your Council's funds you must insure that your Council's financial status remains in a sound and healthy condition, that the vitally important semi-annual audits of the Council's finances are made promptly after each January 1 and June 30. There is no greater safeguard of the financial security of the Council than the Trustees. Careful preparation of these audits and that your Brothers will be proud to address you as Worthy Trustees.

Worthy Advocate:

District Deputy;

(Advocates Name _____) Your election to the office of Advocate implies your ability to represent your Brothers in all fraternal legal affairs in which your Council may be involved. Bear in mind always that while your inclinations will always tend to favor your Council, your first allegiance is to our Order and its Laws.

Worthy Inside and Outside Guards:

District Deputy;

(Inside & Outside Guards Names _____, _____) As Guards, upon you rests the not inconsiderable responsibility of maintaining order and security Punctuality, faithful attendance and strict care in the admission of qualified individuals to confidential Council affairs will assure you of your Brothers' respect for your title as Worthy Inside and Outside Guard.

(By this time all new Officers should be in line and the District Deputy faces them for the following charge.)

District Deputy;

I would be most remiss in my duty, if I were not to exact from you a promise. Which, given in good faith in the presence of your Brothers, friends and relatives and witnessed by those dear to you, will be binding as long as you remain in the Offices to which you have been elected.

Do you, Worthy Sirs: promise to support and obey the Constitution and Laws of our Order and to insure that, insofar as you are able, that the Members of your Council will also do so?

(Worthy Officers answer :)

"I do."

District Deputy;

Do you promise to devote the necessary time to the discharge of your responsibilities as designated by the Laws of our Order?

(Worthy Officers answer:)

"I do."

District Deputy;

Do you promise to keep the welfare of your Council and Order uppermost in your mind and to promote it to the best of your ability?

(Worthy Officers answer:)

"I do."

(Warden hands Officers jewels to the District Deputy.)

District Deputy;

Accepting your promises as given in good faith, I now declare that you are truly installed in your offices and authorized to conduct the business of the Council and our Order until such time as you have been legally succeeded at the end of your term.

Reverend Father, Worthy Officers, my Brother Knights, ladies and gentlemen. Man's inspiration, his strength in times of stress, his encouragement to the perfect performance of his duties, is his family. We acknowledge and are grateful for their sacrifices. We appreciate your cooperation, understanding, support and inspiration, which will be of real assistance to these men whose responsibility it will be to conduct programs for the welfare of their Brothers which will claim hours that might otherwise be devoted to their family. In so doing, being an Officer or member of the Knights of Columbus is not lessening his love of family but is including the family in his devotion to his fraternity and to the welfare of his fellowmen and to society as a whole.

Will the Worthy Grand knight, Deputy Grand knight, Chancellor and Warden join us here please.

(The District Deputy will at this point invest the chair Officers with their jewels of Office. Following investiture with jewels, the Warden will reassemble officers in form of cross in front of the District Deputy.)

District Deputy;

Worthy Chaplain, will you, as we close our official business of the day, invoke the blessings of the Lord upon these men who will serve as Officers of this Council and upon all here present who will be their close companions in the great work of the Knights of Columbus?

District Warden;

"Please rise".

Chaplain:

In the name of the Father, and of the Son, and of the Holy Spirit. Worthy Officers, as you are standing, you form a living Cross. May it ever be a reminder to you that you must be renewed in Christ and that your administration must show the leadership among the people of God that flows from this renewal Invoking God's help to fulfill this mission, I will now impart to each His Blessing." Holy Father, we thank You for the graces which you have bestowed upon us all. We thank you for the spirit of cooperation which has reigned here, for the inspiration which you have placed in the hearts of these men today. We humbly beg that You will find merit in the endeavors of our newly-elected Officers and in the efforts of those Brother knights who will labor long and unselfishly under the banner of the knights of Columbus and under the leadership of the men who have accepted the responsibilities of that leadership. We ask this in Your Son's name, which lives and reigns with you and the Holy Spirit, forever and ever Amen.

Music: "America the Beautiful" or song appropriate to the country.

The officers then join their wives and lead them to the front of the assembly room and then form with their wives a reception line in the following order:

District Deputy, District Warden, Grand Knight, Deputy Grand Knight, Chancellor, Financial Secretary, Recorder, Warden, Treasurer, Lecturer, Trustees, Advocate, Inside Guard and Outside Guard.

(Members and guests then proceed to the front of the chamber to offer congratulations to the new officers.)

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 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)

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.)

MEETING TIPS

Start a meeting on time

Have a written agenda and follow it

Provide a copy of the agenda to the Recorder. This will make his note taking task easier.

Use The Method of Conducting a Council Meeting (#1937) card to conduct your business meeting. Members will get use to the format and learn at what part of the meeting a topic should be brought up. This helps to insure an orderly meeting. A replica of the “card” is enclosed.

Discuss the coming meeting agenda with those attending the officers meeting. Seek their support during the conduct of the business meeting. In particular, reach an agreement with them on items of business deemed controversial.

As the Grand Knight, and CEO, you are responsible for the conduct and outcome of the meeting. Judicious use of the gavel will help you maintain control of your meeting.

Never lose control of a meeting or relinquish control to another member or nothing will be accomplished. If you do – adjourn the meeting.

Enclosed are two compact Parliamentary Law charts both containing the same topics. One is sorted by motion alphabetically and the other sorted by motion ranking. Familiarize yourself with their contents and you will conduct a more orderly meeting. Provide the Council Advocate with a copy of the charts. As parliamentarian he should be able to rule on whether a motion was handled correctly or incorrectly.

Grand Knight's Guidelines for Conducting Council Officer's Meetings

Method of Conducting Council Meeting

1. Call to order by grand knight.
2. Prayer by grand knight. (Council chaplain, if present.)
3. Review correspondence and discuss disposition to be recommended to council.
4. Review schedule with officers, directors and chairmen.
5. Call for report of officers.
6. Call for report of membership and program directors. Assess membership recruitment, retention and insurance promotion performance toward goals and awards. Evaluate council sponsored activities and member involvement. Discuss future actions.
7. Call for report of financial obligations of council and remarks of council treasurer.
8. Review financial secretary billing to membership.

1st billing — 15 days prior to billing period. 2nd notice — 30 days later.

(At the end of the first month in which the member has failed to pay his dues, a "Knight Alert" letter [Form #KA-1] is sent to the delinquent member, signed by the grand knight and trustees. The financial secretary must also provide the grand knight with the names, addresses and telephone numbers of the delinquent members. The grand knight shall assign a member of the retention committee to telephone each member to remind that his dues have yet to be paid.

The committee member will provide a written report to the grand knight of his findings.)

Notice of Intent to Suspend (Form #1845) — End of the second month, if not paid.

Personal contact by retention committee at beginning of third month, if not paid.

(Note: Grand knight responsible for financial secretary to carry out billing duties.)

9. Grand knight refers delinquent members to retention committee following financial secretary's personal contact if financial secretary is unsuccessful in collecting dues.
10. Call for retention committee report of previous assignments.
11. Review reports from admission committee and applications to be processed.
12. Review supplies on hand and coordinate ordering from Supreme Council Supply Department. (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.)
13. Good of the Order.
14. Closing prayer. (Chaplain or grand knight.)

1. CALL TO ORDER.

(Grand knight stands at all times while presiding.)



Grand Knight — (One rap of gavel) —
Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. **(In their absence, the grand knight shall appoint guards pro-tem.)**

2. Warden's Report on Membership Card.

Grand Knight — Worthy Warden, do you vouch that all present are in possession of the current membership card? **(Warden salutes and proceeds to inspect membership cards.)**

Warden — Worthy Grand Knight **(salutes)**

I vouch that all present are in possession of the current membership card. **(Salutes grand knight and deputy grand knight.)**

3. Prayer

Grand Knight — Brothers, let us invoke the Divine blessing by repeating aloud the Lord's Prayer.



(Four raps. Chaplain or grand knight so prays.)

Pledge of Allegiance to the Flag or some other suitable patriotic display of loyalty



(Three raps. One rap at conclusion.)

5. Roll Call of Officers.

Grand Knight — The Recorder will call the roll of officers.



(Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall forthwith appoint officers pro-tem.)

*6. Opening Ode

Grand Knight — Brothers, we shall



now
sing

the opening ode.

(Three raps. At conclusion, one rap.)

7. Reading of Minutes of Previous Meeting.

Are there any corrections to the minutes? . . . They are approved as read.

8. Report of Admission Committee and Reading of Applications.

9. Balloting for Membership. (New members, readmissions, reapplications, transfers.)

*10. Initiations.

11. Grand Knight's Report. **12. Chaplain's Report.

*13. Treasurer's Report.

*14. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer's Voucher of Deposit.

*15. Reading of Bills and Communications.

16. Financial Secretary's Report of Receipts of Meeting.

*17. Report of Auditor's and Trustees.

***18. Chancellor's Report on Vocations.**

***19. Report of Service Program Committees.**

(Grand knight calls on membership and program directors who introduce their committee directors for their reports.)

Membership Director
(Recruitment)

Program Director _

Church Director ____

Community Director

Council Director ____

Family Director ____

Youth Director

20. Report of Round Table Chairman.

21. Report of Standing Committees.

22. Unfinished Business.

***23. New Business.**

(When elections are in order, this is the first item under "New Business.")

24. Report of the Fourth Degree.

25. Field Agent's Report.

26. District Deputy's

Report. *27. Good of the Order.

Grand Knight — Before proceeding to the "Good of the Order," let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress?



(Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)

Grand Knight — The "Good of the Order" will now be conducted by the Worthy Lecturer, I trust to the enjoyment, instruction and edification of all present. **(The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)**

28. Chaplain's Summation.

29. Closing Prayer.

Grand Knight — Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers.



(Four raps. Chaplain or grand knight so prays. One rap at conclusion.)

***30. Closing Ode.**

Grand Knight — We shall now sing the closing ode.



(Three raps. At conclusion, one rap. At the end thereof) I now declare this meeting adjourned.

*Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers' jewels should be worn at all meetings.

**"Or at any time he so desires" section 125 (

PARLIAMENTARY LAW MEETING GUIDE

SORTED BY MOTION ALPHABETICALLY

MOTION	RANK	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	MAY BE RECONSIDERED
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.

PARLIAMENTARY LAW MEETING GUIDE

SORTED BY MOTION RANKING

MOTION	RANK	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	MAY BE RECONSIDERED
Information, request for	No	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
Substitute motion (see amend)
Suspend rules	No	No	Yes	No	No	Two-thirds	No
Withdraw motion	No	No	No	No	No	Majority	Yes
Adjourn	1	No	Yes	No	No	Majority	No
Recess	2	No	Yes	Yes	Yes	Majority	No
Privilege, question of	3	Yes	No	No	No	None	No
Order of business, call for	4	Yes	No	No	No	None	No
Table motion	5	No	Yes	No	No	Majority	No
Question, previous	6	No	Yes	No	No	Two-thirds	Yes
Limit or extend debate	7	No	Yes	Yes	Yes	Two-thirds	Yes
Postpone definitely	8	No	Yes	Yes	Yes	Majority	Yes
Refer or commit motion (to committee)	9	No	Yes	Yes	Yes	Majority	Yes
Amend motion	10	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	11	No	Yes	Yes	Yes	Majority	Yes
Adopt report (treated as main motion)	12	No	Yes	Yes	Yes	Majority	Yes
Close Nominations	12	No	Yes	No	Yes	Two-thirds	Yes

Main motion	12	No	Yes	Yes	Yes	Majority	Yes
Ratify action taken (treated as main motion)	12	No	Yes	Yes	Yes	Majority	Yes
Reconsider (treated as main motion)	12	Yes	Yes	Yes	No	Majority	No
Rescind (treated as main motion)	12	No	Yes	Yes	Yes	Two-thirds	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.

AWARDS

REQUIREMENTS TO QUALIFY FOR STATE AWARDS

Participation Award

This award requires a minimal amount of activity by a council. One (1) activity in each of the six (6) service areas: Church, Community, Council, Family, Pro-Life and Youth.

State Program Director's Award

This award is presented to a Council that reports at least two (2) activities during the fraternal year in each of the six (6) service program categories. These categories are as follows; Church, Community, Council, Family, Pro-Life and Youth. The following must be sent to Supreme: Officers Chosen Form #185, June Audit, Supreme Assessments, Service Program Personnel Form #365, Fraternal Survey Form #1728 and the December Audit. You can qualify for this award even if the Supreme reports are not sent in by the due date.

State Deputy's Award

This is the most prestigious award a Council can receive from the State Council. To receive this award, a Council must qualify for the State Program Director's Award (requirements are listed above). Also, all Supreme Reports must be sent to Supreme by the specified due dates. In addition, the council has to accumulate at least 600 points for other activities to qualify for this award. If a council accumulates the 600 points but has not sent in the Supreme reports by the due dates they will not qualify for the State Deputy's Award. They will only be eligible to receive the Program Directors Award.

For more information on the above awards, refer to the State Program Guide. Note: two copies of this guide are provided to each Council at the July Seminar. The Grand Knight should retain a copy and the other copy distributed to the Council Program Director.

Service Program Awards

Annually at the State Convention the State Council recognizes the best program or activity in each of the six service areas – **CHURCH, COMMUNITY, COUNCIL, FAMILY, PRO-LIFE** and **YOUTH**. Winners are selected from the entries submitted by Councils vying for each award. Entries to be submitted to the State Deputy by **April 1** on *State Council Service Program Awards Entry Form - STSP* (see Forms, Page X). State winners will be submitted to Supreme to compete for International Service Program Awards. These awards are presented By the Supreme Knight at the Supreme Convention which convenes annually on the first Tuesday in August.

Family of the Year

Annually at the State Convention the State Council recognizes a family that epitomizes family life, values and their Catholic faith. The State Officers will make the selection based upon the content of

Council nominations. Nominations for this award should be submitted to the State Deputy in letter format by **April 1**. State winner will be submitted to Supreme to compete for International Family of the Year.

Knight of the Year

Annually at the State Convention the State Council recognizes a Knight that epitomizes the virtues of Charity, Unity, Fraternity and their Catholic faith. Nominations for this award should be submitted to the State Deputy in letter format by **April 1**.

Chaplain of the Year

Annually at the State Convention an award will be presented to four Council Chaplains, one selected from each of the four Kentucky Dioceses. The State Chaplain and the State Deputy will make the selections based upon the content of Council nominations. Nominations can be sent to the State Deputy anytime during the fraternal year but must be received by **April 1**.

REQUIREMENTS TO QUALIFY FOR SUPREME AWARDS

McGivney Award (Membership)

Complete Service Program Personnel Report (Form 365) and send to Supreme Council Department of Fraternal Services by **August 1** (see Forms, Page _). Achieve membership quota. My Council net membership quota is _____.

Founders Award (Insurance)

Complete Service Program Personnel Report (Form 365) and send to Supreme Council Department of Fraternal Services by **August 1** (see Forms, Page _). Achieve insurance quota. My Council net insurance quota is _____.

Columbian Award (Program)

Complete Service Program Personnel Report (Form 365) and send to Supreme Council Department of Fraternal Services by **August 1** (see Forms, Page _). Complete Annual Survey of Fraternal Activity Report (Form 1728) and send to Supreme Council Department of Fraternal Services by **January 31** (see Forms, Page _). Complete Columbian Award Application* (Form SP-7) by **June 30** (see Forms, Page __). Supreme will not give credit for this report if received after June 30.

*Form #SP-7. A minimum of 24 activities must be listed; 4 in each of the following service areas: Church, Community, Council, Family, Pro-Life and Youth. Sponsorship of a Columbian Squires Circle will qualify for all the youth activities. **OR**, any council that participates in the following programs will receive full credit for Columbian Award requirements in that Service Program Category: **Church** – RSVP Program; **Community** – Habitat for Humanity; **Council** – Special Olympics; **Family** – Food for families; **Pro-Life** – March for Life; **Youth** – Coats for Kids.

Star/Double Star Council Award

These are the premier Supreme awards and achieving them should be the goal of every Council. See Star Council Checklist, page __, for requirements. Double Star is achieved by qualifying for the Star Council Award and attaining a net gain of 200% or more of the Council membership quota. All requirements must be completed and reported by **June 30**.

Contest of Champions

Special awards presented to two Councils in each Jurisdiction each fraternal year on the following basis:

One award to the Council that achieves the highest percentage of membership quota attained. One award to the Council that achieves the highest number of membership additions over deductions. It is possible for a Council to win both awards. There is no application form to be completed for these awards.

Century Club Award

Awarded to a Council that achieves a membership increase of at least 100 additions over deductions during the fraternal year. There is no application form to be completed for this award.

For more information on the Supreme awards, refer to the Supreme publication Surge ...With Service. Note: copies of this publication are sent to the Financial Secretary of record each year prior to the start of the new fraternal year.

Shining Armor Award

Awarded to an individual member that during his 1st year of membership fulfills the following five requirements (1) Attend at least 3 Business Meetings, (2) Participate in 3 Service Programs, (3) Meet with Insurance Agent, (4) Recruit a New Member, (5) Receive 2nd & 3rd Degrees. The qualification card (4292), member certificate (4293), and lapel pin (1700) can be ordered from Supreme Supply using Form No. 1.

WEBSITES

A Grand Knight will keep himself current and informed on matters important to the operation and wellbeing of his Council. To this end he needs ready sources of information. Three of these are listed below. You are urged to browse the sites and become familiar with what they have to offer. Samuel Johnson (1709-1784) a noted lexicographer noted “There are two types of knowledge – that which you know and - that which you know where to find”. Take time to visit the sites and learn what is available to you to find.

Supreme Website <http://www.kofc.org/en//index.html>

State Council Website <http://www.kykofc.com/>

Kentucky RSVP Website <http://ky-rsvp.org/>

DIRECTORY OF ADDRESSES FOR SUPREME OFFICES

General Phone Number – (203) 752-4000
Archives (203) 752-4578
Cash Loans and Surrenders (203) 752-4233
Catholic Information Service (203) 752 – 4267
Cause for Fr. McGivney (203) 752-4087
Ceremonials (203) 752-4347
Certificate Service (203) 753-4062
Columbia (203) 752-4303
Columbian Squires (203) 752-4403
Council Accounts (203) 752-4392
Council Growth and Development
 New Council Development (203) 752-4473
 Council Reactivation (203) 752-4250
 College Councils (203)752-4671
 Spanish Speaking Councils (203) 752-4426
Customer Service (Insurance Matters) (800) 380-9995
Fax Number (203) 752-4109
Financial Secretary Appointments (203) 752-4717
Fourth Degree (203) 752-4437
Fraternal Services (203) 752-4270
General Office
 Expenses State/District Deputies (203) 752-4034
 District Deputy Appointments (203) 752-4379
 Supreme Convention Information (203) 752-4334
Insurance Field Management (203) 752-4175
 Marketing (203) 752-4710
 Manpower Development (203) 752-4136
 Agencies (203) 752-4077
 Special Products and Projects (203) 752-4090
 Training and Compliance (203) 752-4747
Insurance Member – Claims (203) 752-4394
Insurance Member – Settlement Options (203) 752-4370
Investments (203) 752-4385

Knightline (203) 752-4398

Medical (203) 752-4639

Membership Records (203) 752-4210

Museum (203) 865-0326

New Insurance Business (203) 752-4408

Payment Receipts (203) 752-4238

Program Supplement (203) 752-4577

Scholarships (203) 752-4332

Supplies and Printing Plant:

Agency Supply and Agency Print Orders (203) 752-4320

Council, Assembly and Squires Print Orders (203) 752-4244

Council, Assembly and Squires Supply Orders (203) 752-4214 o
(203) 752-4451

General Supply Inquiries (203) 752-4721 or (203) 752-4214

Promotional and Gift Orders (203) 752-4216

Web Site

Login Access Help (800) 380-9995

Reporting Errors (203) 752-4242

OTHER RESOURCES

Grand Knight's Handbook (#915)

Charter Constitution and Laws of the Knights of Columbus

Kentucky State Council By-Laws

Officers on Line (Supreme Website) <http://www.kofc.org/un/en/officers/index.html>

Parish Roundtable Guidelines (# 2632)

Protocol Handbook (#1612)

How to Conduct a Meeting (#483)

Method of Conducting a Council Meeting (#1937)

How to Design Your Council's Brochure (#4125)

A Guide to Membership Recruitment (#2769)

Where Can I Find That? (#4168)

Surge . . . Service (#962)

Free Throw Championship (#1928)

Soccer Challenge (#4576)

Substance Abuse Awareness Poster Contest (#4112)

Supply Catalog (#1427)

Most of the publications marked (# XXX) are contained in the Surge kit sent to the Council Financial Secretary of record at the beginning of a new fraternal year. Those that are not can be ordered from Supreme Supply using Form 1.

