

Knights of Columbus®

Leadership Resources

Practical Information for Grand Knights, District Deputies and Financial Secretaries

Effective July 1, 2023

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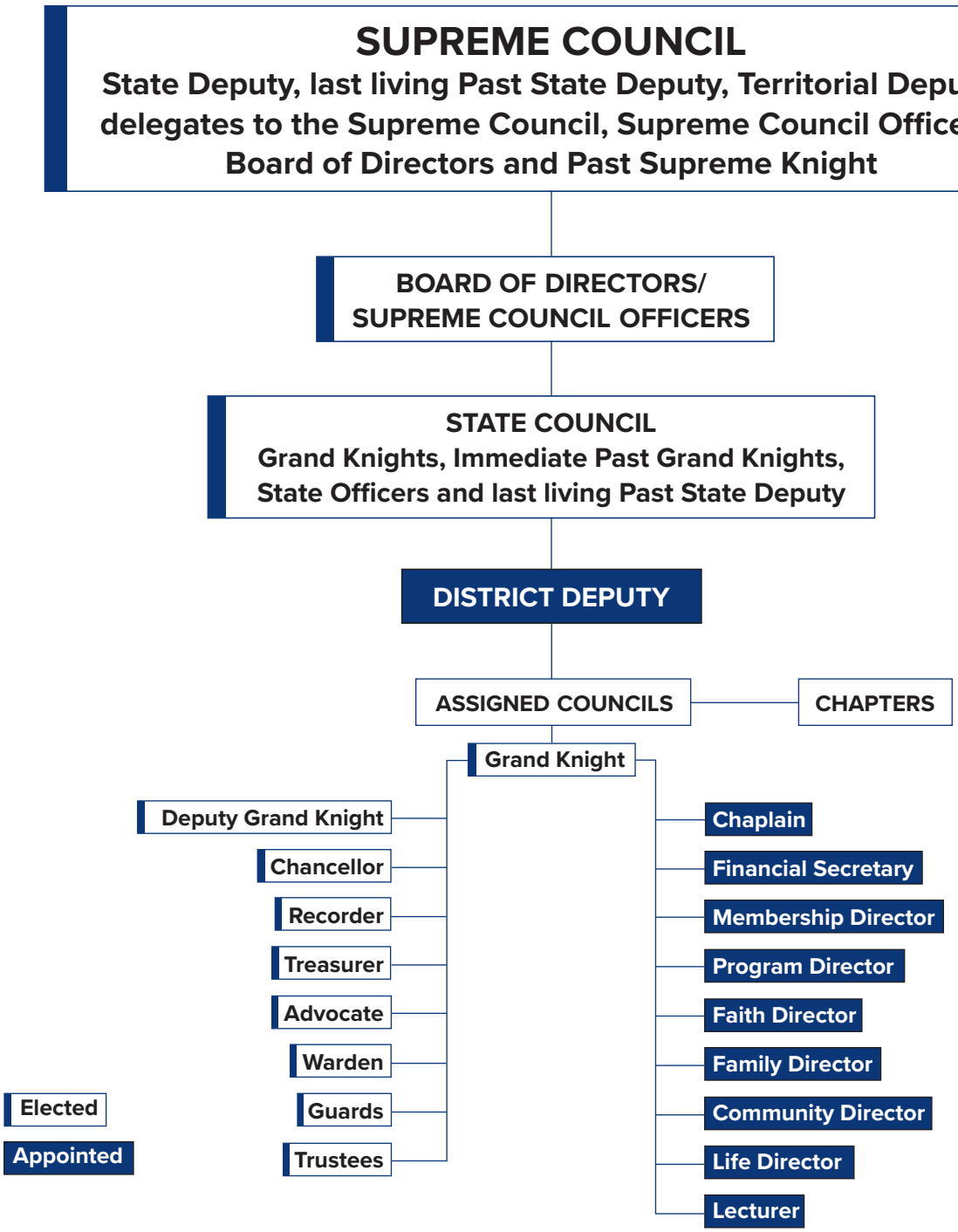
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Knights of Columbus

ORGANIZATIONAL CHART



GENERAL SECTION

SUPREME COUNCIL OFFICE CONTACT DIRECTORY

Customer Service	203-752-4000	
Customer Service	1-800-380-9995	
KnightsGear	1-855-432-7562	knightsgear@kofc.org
Supplies Online	1-833-591-7770	customersupport@slwmco.com

Fraternal Mission	fraternalmission@kofc.org
Affiliate Membership	affiliate@kofc.org
Catholic Information Service	cis@kofc.org
Ceremonials	ceremonials@kofc.org
Chaplains Programs and Development	chaplains@kofc.org
Columbia Magazine	columbia@kofc.org
Council Accounts	council.accounts@kofc.org
Financial Secretary Appointments	financial.secretary@kofc.org
Membership Growth	councilgrowth@kofc.org
Membership Records	membership@kofc.org
Member Management/Member Billing	expertfs@kofc.org
Scholarships	scholarships@kofc.org
For general inquiries, email	info@kofc.org

FORMS AND REPORTS

Due Date	Form/Report
June 30	*Report of Chosen Officers for the Term* (#185) OR the Officers Screen on Member Management
	Service Program Personnel Report (#365)* OR the Service Personnel Screen on Member Management
August 15	*Semiannual Council Audit* (#1295)
September 15	*District Deputy Report* (#944)
January 31	*Annual Survey of Fraternal Activity* (#1728)*
February 15	*Semiannual Council Audit* (#1295)
June 30	*Columbian Award Application* (#SP-7)*
Immediately	*Membership Document* (#100)
If Required	*Notice of Intent to Retain* (#1845)
As Required	Entries for the *State Council Service Program Awards Contest* (#STSP) and Family of the Year Contest to your state council
Monthly	*Family of the Month* (#1993)

* Indicates Star Council Award Requirement

QUALIFICATIONS FOR MEMBERSHIP

The qualifications for Knights of Columbus membership, as contained in Section 101 of the Laws of the Order, are:

- Only practical Catholics in union with the Holy See shall be eligible and entitled to continue membership in the Order.
- An applicant for membership shall not be less than 18 years of age on his last birthday.

PRACTICAL CATHOLIC GUIDELINES

Guidelines have been established to assist in determining the practical Catholicity of an applicant or member. These guidelines will assist the grand knight in performing his duties when serving on the council's admission committee. These guidelines include:

- A practical Catholic accepts the teaching authority of the Catholic Church on matters of faith and morals, aspires to live in accordance with the precepts of the Catholic Church, and is in good standing with the Catholic Church.
- A practical Catholic strives to have a greater knowledge of the teaching of Christ and his Church, and to accept, respect and defend the Church's authority (vested in the Supreme Pontiff, the hierarchy and clergy united with him) to teach, govern and sanctify the faithful.
- A practical Catholic gives material and moral support to the Church and her works on all levels, promoting the programs of the parish and diocese and coming to the aid of the missions, the needy and the under-privileged; supports and advances the just causes of minority groups; endeavors to eliminate unjust discrimination, prejudice, etc.; and supports the Church in her defense of marriage and family life.

If questions regarding the practical Catholicity of an applicant or member arise, the pastor of the applicant or member should be consulted before any action is taken.

INITIATION FEES AND COUNCIL DUES

The Laws of the Order prescribe that the initiation fee, if any, shall be fixed by the council, provided, however, no initiation fee shall be required of any priest or member of a religious community who applies for membership.

The Laws of the Order set forth specific provisions regarding dues payable by each member. Dues shall be levied in advance in an amount as fixed by the council. The dues for all associated and insurance members shall be the same, except that councils at their discretion may fix a different rate of dues for certain members.

STAR COUNCIL AWARD

In order for your council to earn the Star Council Award, it must:

- Earn the **Father McGivney Award** for membership growth;
- Earn the **Founders' Award** for excellence in promoting our insurance and fraternal benefits;
- Earn the **Columbian Award** for well-rounded council programs by submitting the *Columbian Award Application* (#SP-7);
- Submit the *Service Program Personnel Report* (#365);
- Submit the *Annual Survey of Fraternal Activity* (#1728); and
- Remain in good standing with the Supreme Council (including youth protection compliance)
  (In the U.S. and Canada, this includes being fully compliant with applicable Safe Environment requirements.)

The **Father McGivney Award** recognizes excellence in council membership growth. Each year, your council is assigned a membership quota from the Supreme Council. For the award, growth is measured by intake only. Withdrawals, suspensions, and deaths do not count against your quota, and transfers in or out of your council do not count for or against your quota. Your council quota can be found under the Membership tab in Officers Online, which is updated daily. Eligibility for the Father McGivney Award is automatically determined by the Supreme Council and there is no application.

The **Founders' Award** recognizes excellence in the promotion of our insurance and fraternal benefits. All councils must host / promote at least two Fraternal Benefit Events during the fraternal year. The required sum total attendance of members, or member eligible men, at these events must equal or exceed:

- 10 for councils with 99 or fewer members
- 14 for councils with 100 or more members.

These events are coordinated in conjunction with your local field agent. In order for the council to receive credit, the grand knight must submit form #11077 to the general agent within seven days of the seminar.

The **Columbian Award** recognizes your council's charitable service activities and fraternal programs. In order to earn the Columbian Award, your council must earn four program credits in each of the four categories of the Faith in Action program model, for a total of 16 program credits. Programs conducted by your council, whether they be Supreme Council-sponsored programs or unique activities coordinated locally, count for one program credit. Additionally, half of the Faith in Action programs are Featured Programs. Featured Programs count as two program credits towards the Columbian Award.The following is a list of Faith in Action Featured Programs:

Faith	Community
RSVP	Coats for Kids
Into the Breach	Global Wheelchair Mission
Spiritual Reflection	Habitat for Humanity
Holy Hour	
Family	**Life**
Food for Families	March for Life
Family of the Month/Year	Special Olympics
Family Fully Alive	Ultrasound Program
Family Prayer Night	Pregnancy Center Support

When your council conducts one of the above featured programs and fulfills its requirements, it will receive two credits for that particular program category.

For more information about Faith in Action and Columbian Award requirements, visit kofc.org/faithinaction.

OTHER AWARDS

The **International Service Award** is presented to councils for the best programs conducted in the areas of Faith, Community, Family, and Life activities. The international winners are selected from the winning entries submitted by each jurisdiction. The first place winners are recognized at the annual Supreme Council Convention. To be considered for the award, complete and submit the *State Council Service Program Awards Entry Form* (#STSP). The form, along with supporting

materials (newspaper articles, photographs, etc.), should be submitted to your state council.

State Blessed Michael McGivney Award and Blessed Michael McGivney Medal

At annual State Conventions, jurisdictions will honor a Knights of Columbus chaplain with the State Blessed Michael McGivney Award. The award should go to a "chaplain whose priestly zeal and exemplary service are in the finest traditions of our Founder".

Winner of the State Blessed Michael McGivney Award will be submitted to the Supreme Council to be considered for the Blessed Michael McGivney Medal, which will be awarded at the Supreme Convention.

DISTRICT AWARDS

The **New Council Award** is presented to those district deputies responsible for the development of a new council.

The **Star District Award** is presented to those district deputies whose district excels in the areas of membership growth, insurance growth, programming, and overall excellence.

To earn the Star District Award, the following requirements must be completed:

- Founders Award earned by 50% of councils in the District
- Reach 70% of combined council growth quotas
- At least one council in the district earns the Star Council Award
- For each council in your district, submit a *District Deputy Report* (#944) – Due 09/15

The **All Star District Award** is presented to those district deputies who attain the Star District Award and have all of their active councils earn the Star Council Award. Must have a minimum of three active councils to be All Star and only available in insurance territories.

INVESTMENTS

In order to accomplish the charitable mission of the Knights of Columbus, councils routinely raise money, which can then be donated to worthy causes. This mission also calls our members to become personally involved in fundraising and charitable activities.

Although some councils maintain a large bank account or investment portfolio, we recommend that councils conduct their financial affairs and charitable giving so that accumulated general funds do not exceed $10,000. Larger and more active councils may maintain a larger balance in order to cover the expenses for their activities. Also, some councils may exceed the recommended $10,000 cap because of special circumstances, such as the receipt of a restricted legacy gift or proceeds from the sale of home corporation property.

The recommended $10,000 cap on a council's general fund is intended to avoid common problems associated with the accumulation and investment of money. For example:

- Investing and managing funds frequently causes discord and dissension among members who may disagree about investment decisions.
- Conflicts of interest frequently arise when members (or friends/relatives of members) in the investment business seek to manage the funds.
- The accumulation of large sums of money may lead members to handle those funds unwisely, despite their good intentions.
- Having access to a large amount of funds may be a temptation to self-dealing on the part of some members.
- Having large sums of money can sometime cause councils to become less active

Councils are authorized to receive funds into their general account in the course of ordinary fraternal and charitable activities. To the extent that these funds are not immediately disbursed for necessary expenses and charitable donations, they may be held in other bank and investment accounts. However, councils should never invest or hold funds in brokerage accounts, stocks, annuities, mutual funds (other than the Knights of Columbus Mutual Funds or government money market mutual funds), bonds, or other investments, such as gold, silver or platinum.

The Knights of Columbus Mutual Funds are registered open-end investment companies that are managed by Knights of Columbus Asset Advisors LLC, a wholly owned subsidiary of Knight of Columbus that is registered as an investment adviser with the Securities and Exchange Commission. The Knights of Columbus Mutual Funds make investment decisions consistent with the United States Conference of Catholic Bishops' Socially Responsible Investing Guidelines (the "USCCB Guidelines") and, therefore, are designed to avoid investments in companies that are believed to be involved with abortion, contraception, pornography, stem cell research/human cloning, weapons of mass destruction, or other enterprises that conflict with the USCCB Guidelines.

Except under the special circumstances described above, the Supreme Council does not advise, encourage, recommend, or permit councils to invest or hold funds in any type of account other than the following:

- Ordinary short term certificates of deposit
- Simple savings accounts
- Simple checking accounts
- Simple money market accounts
- Government money market mutual funds
- Knights of Columbus Mutual Funds

For example, councils may choose to place funds in excess of $10,000 in a short-term certificate of deposit while waiting to disburse the excess funds for an intended purpose. It is also acceptable for a council to hold excess funds in a certificate of deposit as a reserve to cover a known expense or liability that is coming due in the future. The funds should be held under the name and Tax Identification Number of the council, and only the officers identified in the bylaws may have access to the account. The financial officers and trustees are responsible for keeping the members informed of where the funds are deposited. A program or committee chairman may never mix Knights of Columbus funds with personal funds.

In the event that a council receives proceeds from the sale of home corporation property, the council is encouraged to honor the legacy of the brother Knights who acquired and maintained the property over the long term. This can be done by investing in a diversified portfolio of investments consistent with Catholic Values (e.g., Knights of Columbus Mutual Funds) or investments consistent with the USCCB Guidelines, or other similar Catholic screens, to pursue ongoing charitable support in the name of the council.

Councils and council members should not create or maintain separate charitable trusts or corporations to hold funds that should be paid to the council. Creating and maintaining trusts or corporations poses several challenges and risks, including:

- Reputational risk to the Order if the investments profit from activities inconsistent with Catholic teaching.
- Long-term commitment by members to select an appropriate investment advisor and manage the principal.
- Risk that successor trustees may not honor the original intention of the trust or have sufficient experience and expertise to continue the investment program.
- Separate tax-filing obligations, if the trust is formed as a separate entity, which is usually the case.
- Substantial legal and regulatory obligations and risks for failure to comply.

Rather than forming charitable trusts or corporations, councils may consider other ways to distribute funds, including:

- A Council Account established with Knights of Columbus Charitable Fund
- State council charitable foundations
- Local Catholic schools
- Other local faith-based organizations

Any individual member who expresses an interest in making a donation to an organization that promotes faith-based initiatives should be encouraged to give to a Council Account with Knights of Columbus Charitable Fund, his state council's foundation, or to the Supreme Council's United in Charity program. These donations are eligible for a tax deduction. Direct donations to a council are not tax deductible.



CHARITY



THE CHURCH
& FAITH MINISTRIES



COMMUNITY SERVICE

DONOR-ADVISED FUND

Knights of Columbus Charitable Fund (KCCF) is a 501(c)3 public charity which sponsors a donor-advised fund program and other charitable planning vehicles for dioceses, councils, individuals, and other institutions. A donor-advised fund (DAF) is a charitable vehicle which allows donors to make irrevocable charitable contributions, potentially receive an immediate tax deduction, and recommend grants to other 501(c)3 public charities over time. A KCCF Council Account is a donor-advised fund for the local Knights of Columbus Council or State Council. With an annual administrative fee of 0.20%, the Council Account is easy to open and there are no minimum initial contribution or minimum balances on the fund.

The Council Account is the non-profit, tax-deductible arm of the Knights of Columbus council without all the added administration of administering a 501(c)3 public charity. KCCF also provides a giving link for each council account, this allows individuals to contribute to the Council Account online through credit card and e-check. Once a donor submits his donation to the council account, KCCF handles the processing of the donation, the acknowledgement for the donor, and the account for the gift. At that point the council simply can review who has donated, how much they have donated, and make grant recommendations to the charities they are looking to support.

A Council Account also provides a valuable service to councils that have a significant amount of money in a bank account, or hold other liquid assets (e.g., a council that has received money from the proceeds of the sale of a home corporation facility, or a large bequest from a generous donor). Also, a council may wish to establish a dedicated account to receive donations for a specific Faith in Action program (e.g., American Wheelchair Mission, Ultrasound Program, etc.).

To create a council account please visit knightscharitable.org or if you are looking for more information please contact KCCF at charitablefund@kofc.org.

Alternatively, if a council has accumulated assets to be invested in support of a particular program (e.g., scholarships) or another appropriate long term need, the decision as to how to invest should be guided by Catholic moral principles. As an organization of Catholic men, it is imperative that Knights of Columbus councils comply with the United States Conference of Catholic Bishops (USCCB) guidelines in their investment activities. There is no return on investment great enough to justify risking the good name and integrity of the Order by investing in ways that might violate Catholic teaching.

To the extent that a council wishes to invest accumulated funds, the council should retain a qualified and registered investment advisor who is knowledgeable about making investment decisions on behalf of charitable organizations and in accordance with Catholic moral principles. Knights of Columbus Asset Advisors (www.kofcassetadvisors.org) meets these qualifications.

Knights of Columbus Asset Advisors offers a suite of Catholic investment options, consistent with Catholic moral principles, that provides investors with access to the same institutional investment management expertise that guides the Supreme Council's more than $26 billion portfolio for its own insurance program. For assistance in designing an asset allocation program that meets the specific needs of a council, designated council representatives are invited to consult with Knights of Columbus Asset Advisors. Please contact Thom Duffy, Vice President, Investment Strategy, at (203) 752-4417 or thomas.duffy@kofc.org.

Invested funds should be held under the name and Tax Identification Number (also known as an Employer Identification Number or EIN) of the council, and only the officers identified in the bylaws may have signature authority over the account. The financial officers and trustees are responsible for keeping the members informed about how the funds are invested.

Regardless of how a council decides to invest or donate its funds, all disbursements and distributions must be made in accordance with the procedures set forth in Section 122(b) of the Laws of the Knights of Columbus.

DUTIES OF COUNCIL OFFICERS



Chaplain

- A priest chosen annually by the grand knight, deputy grand knight and trustees
- Serves as spiritual advisor to the brother Knights and families of that council
- Provides his message to members at the beginning of the meeting
- The chaplain should attend meetings of the council whenever his schedule allows, as his guidance is a great benefit

Grand Knight

- Presides over all meetings
- Appoints program and membership directors
- Appoints committees as needed
- Countersigns checks and orders for payment
- Responsible for the council's Ceremonial Team
- Maintains working relationships with the council's chaplain, district deputy, insurance agent, as well as with other local service organizations (ie. food pantries, soup kitchens)

Deputy Grand Knight

- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight
- In the absence of the grand knight, presides at council meetings
- Recommended to serve on the council's Retention Committee

Chancellor

- Has the duty of strengthening the members' interest in council activities
- Assists the grand knight and deputy grand knight with their duties as assigned
- Recommended to serve on the council's Admission Committee

Financial Secretary

- Upon recommendation of the grand knight and the trustees, the financial secretary is appointed for a three-year term that is approved by the supreme knight
- The prospective financial secretary must also complete and submit the *Application for Appointment as Financial Secretary* (#FS-101)
- Under Section 130 of the Laws of the Order, the financial secretary is automatically bonded in the amount of $5,000. Additional bonding may be provided at a cost of $7 per thousand by contacting the supreme secretary's office
- Collects money, in the form of dues, from members. Responsible for sending billing notices and initiating retention measures by providing a list of delinquent members to the grand knight to prevent members from being suspended for nonpayment of dues
- Ensures that the council membership records are updated and that new members sign the constitutional roll
- Receives honorary and honorary life membership cards for distribution to qualified members

- Files various reports and membership/insurance transactions with the Supreme Council Office
- Responsible for completing and submitting the IRS form 990 for the council (U.S. only)
- Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary

Recorder

- Responsible for keeping and maintaining a true and permanent record of all actions of the council and maintains all correspondence of the council

Treasurer

- Handles council funds
- Receives money from financial secretary and deposits it in the proper council accounts
- Responsible for paying all council expenses, including assessments from the Supreme Council
- Under Section 130 of the Laws of the Order, the treasurer is automatically bonded in the amount of $5,000 when reported on the *Election of Officers form* (#185). Additional bonding may be provided at a cost of $7 per thousand by contacting the supreme secretary's office

Lecturer

- Appointed by the grand knight
- Responsible for providing suitable educational and entertaining programs under the "Good of the Order" section of council meetings

Advocate

- Acts as parliamentarian for the council
- Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, council by-laws, and parliamentary procedure
- When needed, will seek legal assistance from the state advocate

Warden

- Responsible for supervising and maintaining all council property
- Sets up council chambers for meetings and exemplifications
- Oversees inside and outside guards

Inside/Outside Guards

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance

Board of Trustees

- Consists of grand knight and three other elected members
- Supervises all financial business of the council and conducts the semiannual audits
- Trustees are elected for terms of three years. 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

Membership Director

- Appointed by the grand knight
- Collaborates with the grand knight and council leaders on council membership goals for the year
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council's membership activities
- Plans and coordinates the council's schedule of recruitment programs
- Ensures that *Membership Applications* (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent

Program Director

- Appointed by the grand knight
- Collaborates with the grand knight in setting the calendar of council programs for the year

When addressing correspondence to a person that you have a close working relationship with, you should acknowledge the office he holds. The salutation would be "Worthy Grand Knight and dear Brother Bill".

- Manages program directors as they implement the council's programs and activities
- Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* and the *Columbian Award Application*
- Keeps council's public relations chairman informed of all programs and activities for promotion to local media

Faith Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Faith based council programs
- Keeps accurate records of the council's Faith programs including Refund Support Vocations Program (RSVP), if applicable

Family Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Family based council programs
- Keeps accurate records of the council's Family programs including Food for Families and Family of the Month/Year, if applicable
- Must complete all required Knights of Columbus Safe Environment training (kofc.org/safe) and must also pass a background check

Community Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Community based council programs
- Keeps accurate records of the council's Community programs including Coats for Kids and Global Wheelchair Mission, if applicable
- Must complete all required Knights of Columbus Safe Environment training (kofc.org/safe) and must also pass a background check

Life Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Life based council programs
- Keeps accurate records of the council's Life programs including Special Olympics and Ultrasound, if applicable

PROTOCOL

Proper protocol should be followed by all fraternal leaders. Protocol, by definition, is basic common courtesy. The *Knights of Columbus Protocol Handbook* (#1612) contains specific information governing many types of situations where protocol is involved. Keep in mind, however, that where there is no specific rule governing a situation, you will not go wrong by employing common courtesy.

Invitations — Guests should be sent proper invitations in writing well in advance (at least six weeks before the event). All invitations should be sent in the name of and signed by the grand knight, district deputy or state deputy, respectively. Replies may be directed to a chairman or committee member.
The invitation should let the guest know timing, agenda, dress and any special expectations.

Your district deputy, as a special representative of the supreme knight and state deputy, should be invited to all council functions. However, it is not proper protocol to send a "blanket" invitation to your district deputy with the expectation that he will attend each event. It should be understood that his schedule may not permit him to attend

all affairs, in which case he would notify you in ample time.

Speakers — Speakers for an event should be notified well in advance that they are expected to speak. A courteous fraternal leader does not approach a guest just before or during a program and ask if he wants to talk. This may give the impression that you would prefer he did not speak, but if he wanted to talk, you would permit it.

Head Table — Seating is usually arranged by the highest rank from the middle out to either end. Guests are introduced from the right toward the middle then from the left toward the middle, excluding speaking members at the head table. The wives of all those seated at the head table should also be included in the dais. The following priority list should apply for speaking programs and seating arrangements: clergy, Knights of Columbus (in ranking order), civic dignitaries and other fraternities.

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

GRAND KNIGHT

As grand knight, by virtue of your office, you and a duly elected delegate from your council, along with the grand knights and delegates from each council in your jurisdiction, compose the state council. The grand knight and delegate, or their alternates, elect state officers, elect delegates to the annual Supreme Convention and vote on resolutions presented to the annual state convention. It is extremely important for you and the delegate from your council to attend and participate in the proceedings of the convention. By taking an active role, you will ensure a stronger future for your council and jurisdiction and the overall good of the Order.

Council Audit

The Semiannual Council Audit Report (#1295) for the period ending June 30 is due at the Supreme Council by Aug. 15; the period ending Dec. 31 is due by Feb. 15. The council trustees and the grand knight should complete the audit and send it to: Knights of Columbus, Council Accounts, 1 Columbus Plaza, New Haven, CT 06510-3326. The reports can be found at kofc.org in the For Members section.

All three sections of the *Semiannual Council Audit Report* (#1295) must be completed, and the audit must be signed by the grand knight and ***at least two*** trustees. If an entry is not applicable, the word “none” should be inserted on the line. Failure to complete any section or affix required signatures will necessitate return of the report to the grand knight.

Schedule A — Membership — A major objective of the semiannual council audit is to reconcile local council membership records with those maintained by the Supreme Council Department of Membership Records. If your council uses Member Management/Member Billing, the requirement to complete Schedule A is satisfied. Otherwise, the sources for information necessary to complete Schedule A are: (1) records the financial secretary maintains on ledger cards or ledger sheets,

depending on the accounting system used by the council; (2) semiannual Council Rosters provided by the Supreme Council Office; and (3) monthly Council Statements sent from the Supreme Council Office. The latter are especially necessary for associate to insurance, insurance to associate, transfers out of the council and, in some instances, death transactions recorded as a result of insurance claims processing. All discrepancies between local council and Supreme Council records are to be reconciled, with any necessary membership transactions being submitted to the Department of Membership Records or local council records being corrected as necessary to ensure agreement. Only those members for whom the applicable membership transactions have been reported are to be listed on the audit. If an addition or a deduction is being acted upon but has not been submitted with sufficient time for processing, it is not to be indicated on the audit report. A review of the monthly Council Statements for the audit period — August through January statements for the January audit, and February through July statements for the July audit — should be completed to ensure that membership transactions have been received and processed by the Supreme Council Office. For the purpose of preparing the semiannual audit only, inactive insurance members are excluded; they are not to be considered as insurance members of the council. If an insurance member is suspended or takes a withdrawal, he becomes inactive and is considered a deduction. Conversely, an inactive member reactivating his membership is an addition to be recorded on the *"Re-entries"* line. Also, the *"Transfers — Assoc. to Ins."* and *"Transfers — Ins. to Assoc."* lines in the Additions and Deductions sections must agree. For example, an insurance addition as a result of an associate to insurance transfer is also an associate deduction. The figures for *"Total Deductions"* in the Deductions section are to be placed on the line *"Minus Total Deductions"* in the Additions section and must be subtracted from the figures for *"Total for Period"* to obtain the correct figures for *"Number Members at End of Period."*

Schedule B — Cash Transactions — Financial Secretary — "Cash on Hand Beginning of Period" will be the figure from the previous Audit Report showing "Cash on Hand at End of Period."

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

Amount for *"Paid to Treasurer"* will be the total of the figures shown on receipts from treasurer to financial secretary for moneys received during the period by the treasurer from the financial secretary.

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

Schedule B — Cash Transactions — Treasurer — The "Cash on Hand Beginning of Period" will be the figure shown on the previous audit from line *"Net Balance on Hand."* The item *"Received from Fin. Sec."* will be the accounting period total of the items in the Treasurer's Cash Book showing moneys received from the financial secretary. This should agree with the amount shown in the financial secretary's report on line "Paid to Treasurer."

Under "Disbursements," the amounts for per capita payment and general expenses will be the accounting period total of payment by the council as shown in the Disbursements section of the Treasurer's Cash Book.

Audit Procedures for Schedule B — The procedure detailed below is recommended for use by auditors in determining that dues payments were receipted, entered on the appropriate Member Ledgers, turned over to the treasurer, receipted by the treasurer and deposited in the council's bank account. Conversely, it is effective in

verifying that credits were not posted to Member Ledgers unless there is a record of payment having been received. In order to make these determinations, a representative number of accounts should be "spot checked." Proceed as follows:

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

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

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

Schedule C — Assets and Liabilities — This section will provide insight as to the financial condition of the council. From the audit period it will indicate the council's financial progress — or lack thereof — and where necessary, it will enable the trustees, state and district deputies, and the Supreme Council Office to obtain a true picture of the council's financial status.

Schedule C: Some councils may include figures in this schedule that are not applicable to the audit report. This is particularly true relative to "Due Supreme Council: Per Capita" in the Liabilities column and "Due from Members" in the Assets column.

A common error is that some councils include as owed the per capita levy for the period following the one for which the audit is being made. For example, if an audit is being conducted for the period ending Dec. 31, then the per capita levy for January of the following year should not be shown on the "Per Capita" line. However, should that January levy not be paid by June 30, it would be included on the next audit.

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

Assets — *"Undeposited Funds"* are moneys in the possession of either the financial secretary or treasurer or both. Assets labeled "Bank — Checking Acct." and "Bank — Savings Acct." will be the reconciliation of the treasurer's checkbook(s) showing the net cash balance(s). Outstanding checks should be deducted from the bank statement. "Due From Members" data is obtained from the financial secretary's *Member Ledger* records. Refer to *"Schedule C — Assets and Liabilities"* for guidelines regarding these figures prior to making the entries.

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

The treasurer will furnish the amounts for *"Money Market accts."* from his cash book, which should show transfers of cash to savings accounts.

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

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

When a member is suspended, the amounts he owes will appear in the Audit Report for the period in which he was suspended. If using a manual accounting system, his Member Ledger should be removed from the council file on or before the end of the period in which he was suspended. This procedure will ensure that a billing notice is not produced during the next billing period and eliminates the carryover from one period to another of uncollectible dues or other charges on members who have been suspended. The figure for *"Total Current Liabilities"* is also entered in the Assets column in the space designated *"Less: Current Liabilities"* and is subtracted from *"Total Current Assets"* to obtain *"Net Current Assets."*

If liabilities exceed assets, the *"Total Current Assets"* should be subtracted from *"Current Liabilities"* and the resulting figure shown in parenthesis.

Other Assets — Trustees are to itemize other assets on the lines provided in this section.

Council Budget

Budgets are useful tools, as they allow your various program chairmen to conduct programs autonomously while working within the confines of the budget that was approved by the membership.

As grand knight, you should work with the treasurer, financial secretary and trustees of your council to compare the past year's actual figures with the budgeted figures that were approved by the council. The information obtained will be used to develop the budget for the current fraternal year. Your council's budget should correspond to the fraternal year, which covers the period from July 1 to June 30. Setting your council's budget should be started immediately after your election as grand knight.

When beginning the budget process, review the actual revenues and expenses for each program and activity and compare those with the budgeted figures from the past year. Questions to consider when setting a budget include:

- Were the revenues skewed by one large donation?
- Were items that were donated in the past now being charged for, thus increasing expenses?
- Was participation in a particular activity up or down? Did it depend on the weather or a scheduling conflict? This could impact both revenues and expenses.
- Did the council charge too little or too much for the event?

Keep the budgeted figures realistic and attainable. The figures should reflect an approximation of the actual results from the prior year, adjusted as needed for either an extraordinary event or something that will be considered normal going forward. They should also be based on the answers to the sample questions above. However, a good rule of thumb would be to increase revenue and expenses for the cost of inflation. This is also the time to evaluate each activity to determine which ones the council will continue. The budget for a new activity will either take the revenue and expenses from a discontinued activity or new dollars will need to be allocated for the new activity.

Once the budget is prepared and finalized, it should be disseminated to the membership and adopted at a regular council meeting by a vote of the membership. It is recommended that this take place during one of the first meetings early in the fraternal year. This process ensures that future meetings are utilized to the fullest and are not taken up with voting on each project's expense. It is also a good practice to ensure that excess funds are transferred from the council's general account to a savings account, as appropriate.

After the council passes the budget, it does not mean that it is set in stone. The budget should be an adaptable document, changing as circumstances dictate.

Completed *Membership Documents* (#100) can be scanned and emailed to membership@kofc.org and to the general agent of your council. This saves time and money and ensures that transactions are posted to your council's account quickly. Preferably, any updates to a member's status should be made through the Member Management application located in Officers Online.

Membership Procedures

The financial secretary should use the Member Management application (the preferred method, when applicable) or process a *Membership Document* (#100) for each of the following transactions:

1. *New Member* — The Exemplification of Charity, Unity, and Fraternity establishes membership, and the recording of that exemplification is required to activate fraternal benefits. Immediately (within 24 hours) following the Exemplification of Charity, Unity, and Fraternity, the financial secretary will process the *Membership Document* (#100) by mail or email. Whether you mail or send an email of the *Membership Document* (#100) to the Supreme Council Office, always copy the general agent. This will ensure that the new member is recorded on the council roster and that the general agent receives a copy of the *Membership Document* (#100). (Note: If the field agent is present at the ceremony, he may pick up this document for delivery to the general agent.) The council should always retain a copy of the *Membership Document* (#100) for its records. When sending the Membership Document (#100) via email, there is no need to send a hard copy.

2. *Juvenile to Adult* — Juvenile to Adult constitutes a specific category for an applicant for membership who holds an in-force insurance policy that was issued while he was under 18 years of age. His application is to be processed as a Juvenile to Adult transaction. The juvenile policy number should be included on the *Membership Document* (#100), if available. If the prospect applies for membership prior to his 19th birthday, the maximum initiation fee that can be charged is $5.

3. *Reinstatement* — This transaction can be used if membership termination has been for a period of three months or less. Reinstatements can only take place in the council from which the member was suspended or took a withdrawal. A reinstatement will not reflect a break in membership. No council vote is required.

4. *Readmission* — This transaction is appropriate if membership termination has been for a period of more than three months and up to seven years. The applicant may be readmitted into the council of his choice. Council vote on his membership is required, but action by the admission committee is normally not needed.

5. *Reactivation* — The proper transaction for reentry of an inactive insurance member is reactivation. An inactive insurance member has been suspended for nonpayment of dues but maintains an in-force Knights of Columbus insurance certificate.

6. *Reapplication* — When an applicant has been out of the Order for more than seven years, reapplication is the proper transaction to be used. He may reapply to the council of his choice, and the re-applicant need not be exemplified again if

he satisfies the admission committee that he's already done so. He pays no initiation fee.

7. *Transfer* — A member in possession of a current membership card may transfer to any council of his choice by applying through a *Membership Document* (#100). The receiving council accepts the application for transfer under the elective procedures. Please note that a transfer is initiated only by the receiving council. Members cannot be transferred out of a council.

8. *Withdrawal* — The withdrawal transaction cannot be reported by using the *Membership Document* (#100). Rather, a personal, signed communication from the member requesting withdrawal (resignation) is required to be sent to the council and forwarded to the Supreme Council Office. A member can resign whether he is current in dues or in arrears. The only stipulation is that he must be eligible for re-entry as of the date he files his letter of withdrawal with the council or assembly. Withdrawal is not an option for a felon, non-practical Catholic, or someone who has been suspended or expelled under Section 162 of the Order's Laws. Those members who apply for and are granted a withdrawal do not maintain continuous membership. The membership record will reflect a break in service. If the applicant for withdrawal is an insurance member, he will be recorded as an inactive member and will remain in that status on the council roster as long as his insurance is in force.

The council continues to be responsible for Supreme and state council assessments on inactive members. However, a $9 credit is applied to the council's account the month following the anniversary date of the member's insurance policy to offset such assessments.

Upon receipt of a valid withdrawal request, the Membership Records Department will process the request and a letter from the Supreme Knight will be sent out to the former member acknowledging that their withdrawal was processed and providing information on how they can once again become a Knight in the future should they wish to join a council or join online as an Online Member. The State Retention Chairman is copied on each of these letters so that the state council can follow up and attempt to retain each of these withdrawals.

9. *Suspension — NonPayment* — A member must be in arrears for at least three months before he can be suspended for nonpayment. Any member in that status, however, is to be advised that a current membership card is required for attendance and participation at all Knights of Columbus business meetings and ceremonial exemplifications.
A "current" membership card is defined as one bearing a *"DUES PAID TO"* date equal to or greater than the current date. Because this category of suspension represents the largest group of losses to our Order each year, it is of vital importance that proper billing procedures be followed before active membership is terminated by suspension.

As in the case of a withdrawal, a suspended insurance member goes to an inactive status and remains on the council rolls. Because of this fact, the council is responsible for Supreme and state levied assessments and also receives the annual $9 credit, as explained in the preceding section.

10. *Death* — As soon as possible after the death of a council member, a *Membership Document* (#100) should be submitted to the Supreme Council Office for processing with the complete date of death and survivor information included. If Member Management is used to report this transaction, there is no need to submit additional documentation. Deceased members are remembered in daily Mass at St. Mary's Church, New Haven, CT — the birthplace of our Order.

11. *Disability — Relief from Payment* — Those brother Knights who are unable to engage in any occupation for a period of at least six months are eligible for a waiver of dues under Section 118(e) of the Order's laws. The Application for Per Capita Disability Exemption (#1831) must be submitted to the Supreme Council with the signatures of the grand knight and financial secretary. If the application is approved, dues and per capita shall be waived until the financial secretary notifies the Supreme Council that the exemption should be rescinded. Council members who are exempt from dues payment under Section 118(e) are to be issued a Membership Card on a calendar year basis. In the

case of a member qualified for exemption under both Sections 118(e) and 118(d) — honorary life — the honorary life designation takes precedent.

12. *Suspension — Lack of Practical Catholicity —* One of the requirements for membership in the Knights of Columbus is "…practical Catholic in union with the Holy See." In order to remain on the active rolls of your council, a current member must maintain his practical Catholicity. On occasion, however, members leave the faith, marry outside of the Church or otherwise lose that status. In such cases, they forfeit their membership "ipso facto" — by virtue of the fact. Before a suspension for this infraction can be processed, tangible evidence to support a suspension under Section 168.1 of the Laws of the Order is required. A statement must be on file in the Supreme Council office from the council chaplain or the member's parish priest to the effect that the man in question is no longer a practical or practicing Catholic. A statement signed by the member admitting to the infraction giving rise to the attempted suspension is also acceptable. One of these statements, along with a completed Membership Document (#100), must submitted in order for suspension processing can be initiated.

This transaction is NOT counted against Supreme Council award quotas.

13. *Suspension — Felony Conviction —* Section 168.6 of the Laws of the Order stipulates forfeiture of membership for a felony conviction. A felony is generally one where the potential penalty is greater than one year incarceration. To substantiate conviction, the financial secretary must submit: a newspaper account of the conviction, written confirmation from the prosecutor or a certified copy of the court documentation. Proof of conviction should include a description of the crime as a felony. Any ONE of the aforementioned proofs of conviction, certification that the individual convicted is known by the financial secretary to be the member to have his membership forfeited and a completed Membership Document (#100) are sufficient for suspension under Section 168.6.

This transaction is NOT counted against Supreme Council award quotas.

14. *Suspension — Misconduct —* Detailed instructions on filing complaints against a member, his rights to plead and trial are found in the Laws of the Order, Chapter XIX, Sections 170-181. A completed Membership Document (#100) and all paperwork resulting from compliance with Chapter XIX of the Laws of the Order must be submitted to the Department of Membership Records before the suspension processing can be initiated.

This transaction is NOT counted against Supreme Council award quotas.

Membership Procedures — Transferring Online Members

Transferring Online Members — Online Members "assigned" as prospects to councils will appear in the council's Prospect tab in Officers Online. This tab will only be seen by grand knights and financial secretaries. Councils will not have an "Unassigned" tab.

Candidate Tab — Entering Member Information Online

The Candidate Tab, which is accessible through Officers Online, allows grand knights and financial secretaries in the United States and Canada to provide the membership information for new, reactivated and transferring members directly to the Supreme Council online. While this tool helps streamline the processing of member information, it does not fully replace the Form #100 and each prospective member should still complete a Form #100 for state and council records. Information submitted using this tool can be expected to be processed within 2-3 days.

Once the council has gone through the admissions process, and the member has taken his Exemplification of Charity, Unity, and Fraternity, they can transfer him by simply adding the date read in the "Grand Knight Approval (Date Read)" section, and the exemplification date in the "Financial Secretary (Ceremonial Date)" section, and clicking the update button. These two dates

can be added separately, but once the ceremonial date is added, the transfer will be processed.

Once the update is submitted, the member will be automatically transferred into his new council. The council will not need to submit a Form 100.

Rejecting Transfers — If, for some reason, the Online Member is not going to transfer into the assigned council, the council may "reject" the member by clicking "reject" and selecting a reason from the drop-down menu. Rejecting an Online Member for transfer will result in the member reappearing in the "Unassigned" section of the state's "Prospect" tab. A rejection will not trigger an email to state officers.

Officers Online — Grand Knight Section

The site, accessed from the main Knights of Columbus webpage, provides you with access to your council's membership roster and council billing statement. Your access to this website is granted once the Supreme Council Office receives your contact information on the completed *Report of Officers Chosen for Term* (#185) or on the Council Officer screen in Member Management. This report should be submitted to the Supreme Council immediately after council elections. Only upon recording of this information will the Supreme Council Office grant access to this secure section of the Knights of Columbus website.

This site lets you track your council's progress for membership growth, which is useful information toward the earning of the Star Council Award.

After signing into *Officers Online*, as grand knight, you have the ability to order council supplies. Click on Supplies Online to view the materials available and place your order. Gift items are also available by clicking on the *Knights Gear* logo, which brings you to knightsgear.com. Through this website, your council can also order customized apparel (e.g. your council's name and number).

Another resource available through *Officers Online* is the *Officers' Desk Reference*. It provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, council and assembly issues, and social communications. There's a very good chance that many of the questions you might have about some of the more challenging aspects of being a grand knight have been dealt with here. Entries are regularly updated and expanded as new questions arise or additional information becomes available. As grand knight, you also have access to the Member Management application and By-Laws Online. Please be sure to familiarize yourself with these applications.

HONORARY AND HONORARY LIFE MEMBERSHIP REQUIREMENTS AND CEREMONIAL

Honorary Membership

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. If the 25 years of continuous service is calculated from the last date of entry, the award is automatic. If 25 years of unbroken service was achieved prior to a suspension or withdrawal transaction, the distinction must be requested by contacting the Department of Membership Records.

The honorary membership distinction includes a plastic membership card that is sent to the financial secretary for presentation to the member at a suitable occasion.

The honorary member is exempt from general fund charges, except payment of an amount equal to the sum of Supreme Council assessments and the annual levies of your state council. Because of this

As long as the honorary or honorary life member is in good standing, the financial secretary continues to issue an embossed paper "travel card" to the member.

annual payment requirement, a paper membership card must be issued by the financial secretary on a yearly basis. The honorary member must present that paper card to gain access to Knights of Columbus functions.

Honorary Life Membership

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. If the required years of continuous service are calculated from the last date of entry, the award is automatic. If the required years were achieved prior to a suspension or withdrawal transaction, the distinction must be requested by contacting the Department of Membership Records.

Honorary Life members are exempt from further payment of dues, per capita charges and assessments. No Supreme or state council assessments are levied against them. All priests and religious brothers who have taken their final or perpetual vows are automatically designated as honorary life members upon participating in their first ceremonial. However, this status is not awarded to permanent deacons or seminarians unless they meet the requirements based on age and years of service. The Honorary Life membership distinction includes a plastic membership card that is sent to the financial secretary. The grand knight presents the card to the member at a suitable occasion.

An honorary life member cannot be suspended for nonpayment. He can, however, request a withdrawal or be suspended for cause. In such case, you must request that he relinquish his plastic honorary life card.

Please see Appendix 1 for the ceremonial to confer the Honorary Membership/Honorary Life Membership.

STANDING COUNCIL COMMITTEES

Admission Committee — Ensures that the applicant understands the Order and that the council understands what the candidate expects from his membership. A properly functioning Admission Committee:

1. Is comprised of the chancellor and six members who are appointed by the grand knight
2. Requests the candidates to complete the *Member Interest Survey* (#1842) to identify what types of activities are of interest to the candidates
3. Forwards the Admission Committee Report, which is read at a meeting of the council followed by candidate balloting, to the grand knight
4. Informs the candidates of the date for the next Exemplification of Charity, Unity, and Fraternity
5. After the candidates have taken their exemplification, asks the new members to consider joining in the committees and activities that match their interests

Recruitment Committee — Continually keeps a fresh list of potential candidates for membership in your council. A properly functioning Recruitment Committee:

1. Is composed of three or more members appointed by the grand knight in collaboration with the membership director
2. Identifies and schedules recruitment drives, which should include Church drives, open houses and team recruiting initiatives
3. Works with the Program Director in inviting potential members to participate in council activities

Retention Committee — Keeps the members of your council interested and participating in your council activities. A Retention Chairman must be reported to the Supreme Council in order to suspend members for non-payment of dues. A properly functioning Retention Committee:

1. Is comprised of the Retention Chairman (usually the deputy grand knight), council trustees and any other members appointed by the grand knight
2. Recognizes each member's accomplishments
3. Ensures new members are introduced to the council membership and made to feel welcome
4. Communicates with members to remind them of meetings and activities
5. Works with the Program Director to encourage the members to participate in council activities

Council By-Laws

An application called *By-Laws Online* is available on the Knights of Columbus website. It allows councils to establish by-laws electronically, receive automatic approval, submit a request for printing (if the council wishes to have the by-laws printed by the Supreme Council), and maintain a historical file of by-laws that had previously been submitted and approved through the *By-Laws Online* application. The program is available to grand knights, financial secretaries and advocates of councils. The Supreme Council established the *By-Laws Online* program to ensure that all councils and assemblies are using a uniform set of procedures. Since it established the *By-Laws Online* program, the Supreme Council is no longer accepting or reviewing council by-laws that have not been prepared using the online template. If a council wishes to amend its existing by-laws, it must use the online template to do so.

In order to access *By-Laws Online,* you will need a registered account on Officers Online, which is an online resource that offers a menu of helpful applications. Go to kofc.org, click on "Sign In" on the right side of the home page, and follow the instructions on the site. If you do not have a registered account with Officers Online or need assistance obtaining a user name or password, first use the Account Assistant or Password Reset links, then please contact the Supreme Council Customer Service Department at 1-800-380-9995. Once you have obtained access to Officers Online, click on the *By-Laws Online* button.

Ceremonial Guidelines

- The financial secretary or grand knight orders *Candidates' Kits* (#531) by logging into the Officers Online section of the Knights of Columbus website and clicking the link to Supplies Online. Each candidate kit consists of a rosary, a prayer card, a Membership Application, a Knights of Columbus lapel pin and a copy of the booklet *These Men They Call Knights* (#937), along with information on the Shining Armor Award.

- The grand knight is in charge of the ceremonial team. The ceremonial team officers need not be current chair officers. Ceremonial team officers may wear the Supreme Council Ceremonial Baldric over a dark-colored business suit with the council medal of office.

- Reading exemplification parts is allowed, as is use of the Exemplification of Charity, Unity, and Fraternity video (which can also be viewed on demand through the Supreme Council).

- The financial secretary, along with the warden should be the custodians of the ceremonial books. The warden will have the council chamber arranged as shown in the Diagram on page 5 of the *Exemplification of Charity, Unity, and Fraternity Book* (#10991).

- The council should consider hosting an Exemplification of Charity, Unity, and Fraternity monthly. A candidate need not travel far or wait extended periods of time to join his council. The grand knight shall notify the district deputy of exemplification dates.

Financial Secretary Evaluation

Ninety days prior to the conclusion of your council's financial secretary's three-year term, you will be advised that an evaluation of the financial secretary's performance in the office must be made and returned to the Supreme Knight before consideration will be given to reappoint him for an additional three-year term. The financial secretary will receive a copy of the letter informing the grand knight of the need for an evaluation.

The Evaluation of Financial Secretary (#1938) instructs the grand knight, and council trustees to evaluate the financial secretary by checking one of four designations on the form, rating him on eight areas of his performance. Space is also provided to indicate recommendation or non-recommendation for reappointment, and the current occupation of the financial secretary. The signatures of the district deputy and state deputy are only required if the council has decided not to recommend the financial secretary for reappointment. An evaluation requiring the State Deputy's signature must be sent to him for his signature and will be forwarded to the Supreme Knight..

If the financial secretary must resign from office before the end of his term or if he does not wish or is unable to continue beyond his three year term, he should submit a letter of resignation to the supreme knight indicating the effective date of his resignation and the reason for doing so. When the letter of resignation is acknowledged by the supreme knight, you will be sent complete instructions and forms for the appointment of a successor to the office.

Eligible candidates for appointment as financial secretary are:

1. Third Degree member of the Order.
2. at least 21 years of age.
3. not engaged in the sale of life or health insurance for another organization.
4. not a convicted felon.
5. not elected to another office within your council.

You must complete the *Nomination for Appointment* (#FS-103) and obtain the signature of your council's trustees. The nominee must complete the *Application for Appointment as Financial Secretary* (#FS-101) and both forms must be submitted to the Supreme Council office. The supreme knight will make the appointment, which will be mailed directly to the newly appointed financial secretary with copies to you, the state deputy, executive secretary, district deputy, and general agent. The appointment takes effect on the date it is issued and will run for a period of three years from that date.

KNIGHTS OF COLUMBUS OFFICE OF YOUTH PROTECTION (OYP)

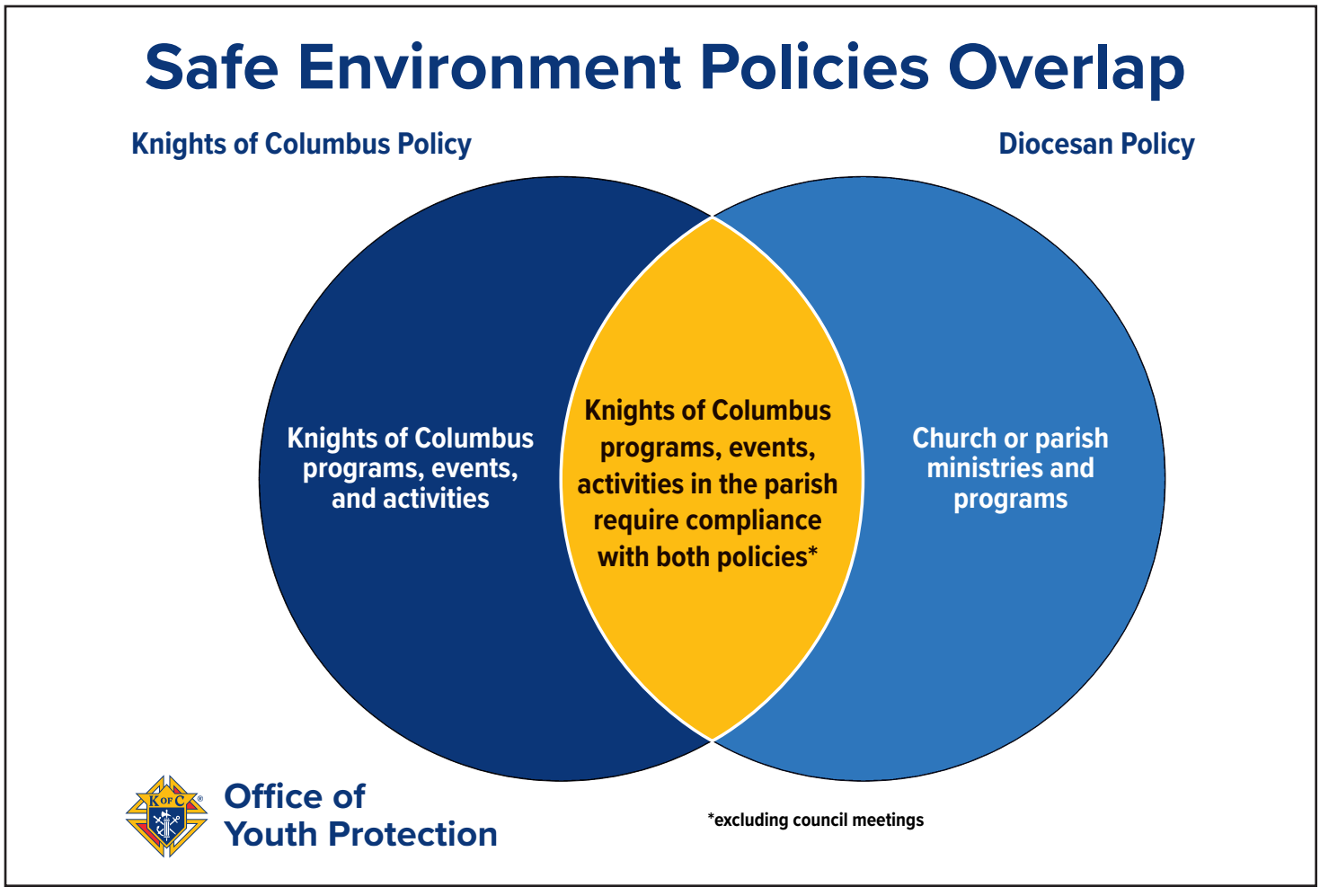
The Knights of Columbus takes very seriously its commitment to protect children and other vulnerable persons. When Brother Knights protect children and other vulnerable persons they serve, they live out their VOCATION of FATHERHOOD. In the words of Supreme Knight Patrick Kelly: "Protecting our children is the sacred duty of every Knight." This is why the Knights of Columbus has a policy of ZERO TOLERANCE with respect to abuse. This crime directly contradicts the identity and mission of the Knights of Columbus and has no place in the Order.

A critical part of our commitment to protect children and other vulnerable persons is to work together with local dioceses to ensure that we all meet our respective duties to protect. Our members are "Parishioners First, Knights Second." That is why the first requirement of our safe environment program is for our members to follow diocesan safe environment requirements applicable to members' volunteer activities in their parish. Our policy on diocesan requirements is straightforward - if members of the Knights of Columbus volunteer in their parish, whether in activities sponsored by the Knights of Columbus or in Church or parish ministry, they are not only volunteering with the Knights of Columbus, but they are also serving as parish volunteers. Our members must complete diocesan safe environment requirements applicable to parish volunteers in their respective parishes and dioceses. Go to kofc.org/safe. Please direct all inquiries to oyp@kofc.org.

Compliance with Diocesan Safe Environment Requirements

When complying with diocesan safe environment policies, grand knights and financial secretaries of parish-based councils should:

1. Make a list of all members who serve as volunteers in their parish* for one or more Knights of Columbus programs, events, and activities. ("Eligible Member Volunteer List").



2. Ask each member on the list whether he has completed the diocesan safe environment training and background screening.
3. If the member volunteer has already completed the diocesan requirements, then the date of completion of the diocesan requirements should be recorded next to the member volunteer's name on the council's Eligible Member Volunteer List.
4. If the member volunteer has not completed the diocesan requirements, he must do so as soon as possible to maintain his eligibility to continue to volunteer for the Knights of Columbus in their parish.*
5. The council should provide its Eligible Member Volunteer List to the parish priest, the parish safe environment liaison, and to the diocesan safe environment coordinator upon request.
6. The council should update its the Eligible Member Volunteer List with new member volunteers who become eligible to volunteer in their parish.*
7. The council should confirm the names on its Eligible Member Volunteer List regularly throughout the fraternal year.

Membership alone does not constitute volunteer activity. Membership does not require volunteer activity in a parish.* Members are not exempt from diocesan safe environment requirements applicable to parish volunteers by virtue of their being members. Council business meetings are limited to members over 18 years old, and are not a parish or church ministry.

Reporting Allegations of Sexual Misconduct – ZERO TOLERANCE

When we receive allegations of sexual misconduct against one of our members, his membership is suspended, and he is removed from our organization. Nearly all allegations of sexual misconduct we receive are totally unrelated to membership in the Knights of Columbus and arise out of other circumstances in the member's life, such as employment situations, family situations, or within some youth serving program or church ministry. These allegations can vary, from a report of a boundary violation to an arrest, charge, or conviction of a sex or child related crime, or being listed on a sex offender registry.

A state or local council officer or a district deputy should notify the Office of Youth Protection at oyp@kofc.org as soon as possible when he becomes aware that a member has ever been:

- CHARGED WITH OR FOUND GUILTY BY A COURT OF ANY OFFENSE INVOLVING CHILDREN;
- CHARGED WITH OR FOUND GUILTY BY A COURT OF ANY SEX-RELATED OFFENSE; OR
- SUED IN COURT FOR ANY WRONGFUL CONDUCT AGAINST CHILDREN OR FOR A SEX-RELATED OFFENSE.

To the extent there is a need for suspension or other action, it will be handled by the Board of Directors, through the Office of Youth Protection and the Office of the Supreme Secretary.

In the rare circumstance of an allegation of sexual misconduct against a member directly arising out of his membership in the Knights of Columbus and in connection with a program or activity sponsored by the Knights of Columbus, the Knights of Columbus follows a clear protocol:

- REPORT TO LOCAL LAW ENFORCEMENT,
- NOTIFY THE DIOCESE,
- NOTIFY THE KNIGHTS OF COLUMBUS VIA THE YOUTH PROTECTION HELPLINE **(844)-563-2723.**

Office of Youth Protection: oyp@kofc.org
203-752-4558 • 855-845-3502 (fax)
www.kofc.org/safe

KNIGHTS OF COLUMBUS SAFE ENVIRONMENT PROGRAM (SEP)

Our Safe Environment Program assures members and their families that we maintain a safe environment for all those whom we serve, protects members from awkward situations, misunderstandings, and appearances of impropriety, builds trust with arch/dioceses and parishes, and protects the good name of the Knights of Columbus.

Our program is operated in conjunction with our strategic partner in youth protection and safe environments – PRAESIDIUM, Inc. Praesidium specializes in providing safe environment training to help prevent sexual abuse in organizations that serve youth and vulnerable adults. For more information, go to www.praesidiuminc.com

Under Faith in Action, certain state and council officers/directors are required to complete the Order's safe environment training and may also be required to provide authorization for a background check. If members in certain roles are not compliant within 30 days of notification, they are subject to removal from those roles.

Email addresses are required when completing the Service Program Personnel Report (#365) for the program, community, and family director roles. Praesidium, the Order's safe environment partner, will email grand knights, program, family, and community directors assigned usernames and passwords to complete the training. They will also email family and community directors a personalized link to provide background check authorization. The Knights of Columbus covers all costs associated with these requirements. Although the grand knight may also hold one of the following roles, there must be three (3) different members assigned to the program, family, and community director roles.

Email notifications are time-sensitive and require the recipient to complete training and background check authorization within 30 days of receipt. For a council to be compliant with the safe environment program, all SEP roles must be filled and compliant. If the council sponsors a Columbian Squire Circle, the circle must also be fully compliant. The following criteria must be met for a council to be compliant with the Requirements of the Knights of Columbus Safe Environment Program:

1) Email addresses are mandatory to appoint members into ALL roles that have safe environment requirements. Emails must be unique to the member, NOT gkcouncil123@XYZ.com to ensure that members retain credit for completing their training and background checks.
2) There must be a Grand Knight assigned via Form 185 through Member Management.
3) The council must have submitted Form 365 Report of Program Personnel or named program personnel via online Member Management. Watch this video to learn how to submit online: https://players.brightcove.net/802593642001/y6FLila0f_default/index.html?videoId=6191938577001

ROLES	TRAINING	BACKGROUND CHECK	OFFICERS ONLINE – REPORTS
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

Safe Environment Program Training and Background Check Requirements — Table 1

4) On the 365 Report, there must be three different members assigned to:
    a. Program Director
    b. Community Director
    c. Family Director

*Grand Knights may only hold one of the additional director roles listed above.

5) All roles above must complete the Safe Environment training. The Community Director and the Family Director must also provide consent for a background screening (criminal and motor vehicle records).
6) If the council sponsors a Squires Circle, that circle must be compliant for the council to be compliant. The following criteria need to be met for the circle to be compliant:
    a. Form 468 must be submitted appointing counselors every year
    b. One (1) Chief Counselor must be appointed
    c. A minimum of one (1) Adult Counselor must be appointed
    d. The circle must have a minimum of ten (10) Squires
    e. For every additional ten (10) squires, there must be one (1) additional Adult Counselor
        i. Example 1: 10-20 Squires must have 1 Chief Counselor + 1 Adult Counselor
        ii. Example 2: 21-30 Squires must have 1 Chief Counselor + 2 Adult Counselors
        iii. Example 3: 31-40 Squires must have 1 Chief Counselor + 3 Adult Counselors et cetera
    f. Chief Counselor and Adult Counselor(s) must complete training and provide consent to a background screening.

All members who have access to Officers Online may view the safe environment status of their council or jurisdiction each week on the Reports tab.

Knights of Columbus Office of Youth Protection Member Helpline:

youthleader@kofc.org
203-800-4940 • 855-845-3502 (fax)
www.kofc.org/safe

DISTRICT DEPUTY

It is extremely important that you ensure that the grand knight and the delegate from each council in your district attend and participate in the proceedings of the annual state convention. As district deputy, you are also considered an important part of the state council. As such, you are expected to attend the organizational meeting, the mid-year membership meeting and the annual state convention. By taking an active role, you will ensure a stronger future for each council in your district, your jurisdiction and the overall good of the Order.

Ceremonial Work Within Your District

Each council in your district should strive to conduct their own Exemplifications of Charity, Unity, and Fraternity. While the Exemplification of Charity, Unity and Fraternity has seven roles that can be filled, you can point out to your councils' leadership teams that the ceremony can be appropriately conducted with as few as three team members, plus the financial secretary. This should be well within the capability of any council, regardless of its size. In addition, council's ceremonial team has the ability to conduct exemplifications more frequently, allowing them to welcome more new members than a council without a ceremonial team. The Exemplification of Charity, Unity, and Fraternity is under the direct supervision of the council's grand knight, who is responsible for appointing members to the team. Remind the grand knights in your district that the current chair officers may assume roles on the ceremonial team, but the opportunity to assume a role on the team should be open to all members of the council, even if those members fill back-up roles.

District Deputy Expense Form

The Supreme Council Office covers certain district deputy travel expenses. Your expenses should be submitted on the *District Deputy Expense Form* (#267).

Your travel expenses for transportation, meals, telephone, tolls and parking, in connection with official business in your assigned district, are chargeable to the Supreme Council. These expenses may be submitted as a result of traveling for installations of officers, exemplifications and council visitations. Hotel charges for one night's lodging, in connection with your attendance at your jurisdiction's organizational and mid-year membership meetings, are also chargeable to the Supreme Council.

Expenses that are not reimbursed by the Supreme Council include postage, guest meals, clerical assistance, printing, stationery, duplicating services and expenses incurred in connection with your attendance at your jurisdiction's annual state council convention.

Your *District Deputy Expense Form* (#267), accompanied by itemized receipts, should be forwarded to the Supreme Council Office quarterly through your state deputy, whose approval is required before it will be given attention by the supreme secretary.

Official Council Visits

As district deputy, you are the official representative of the supreme knight and your state deputy when you visit a local council. These official visits should be made a minimum of two times per year. For each council in your district, you are required to submit a District Deputy Annual Report on Council Status (#944) to the Supreme Council by September 15. This report helps you, the state deputy, and the Supreme Council determine if the council warrants additional assistance to maintain its viability.

New Council Development

One of the greatest accomplishments for you as district deputy would be the formation of a new council during your tenure.

For in-depth details and instructions on forming a new council, including the presentation of charter ceremony, refer to the *Council Growth & Retention Guidelines* (#10506).

Council Reactivation

The health and welfare of each council that you have been assigned is an important function for you as district deputy. Councils that are experiencing problems or have been suspended warrant attention. As district deputy, an important duty is to reactivate any suspended council in your district.

For full details on council reactivation, please refer to *Council Growth & Retention Guidelines* (#10506) or contact the Fraternal Mission Department at councilreactivation@kofc.org.

Council Retention

As a district deputy, you have the very important responsibility of ensuring that the councils in your district remain viable. This is accomplished through your official and unofficial council visits. During those visits, your observation and leadership skills will prove to be invaluable, especially if you observe the following warning signs that a council is struggling to remain active:

- No one is willing to take office — the same members continuing year after year as officers of the council indicates a lack of leadership.
- Low attendance at meetings — council members appear to have no interest in continuing the council if there is no quorum for meetings on a continual basis.
- Very few or no service programs being conducted — councils have an obligation to assist the parish and community. Councils that have no service programs in place are likely to fail.
- The council has no recruitment program and is not welcoming to new members — in order to have a strong council, adding new members to the council is important.

However, if there are no recruitment programs in place to accomplish this, the council will fail

- No support for the parish or the pastor — if the council is not interested in assisting the parish or the pastor with furthering the mission of the Church, this indicates that the council is failing
- The council is using dues payments for other expenses prior to paying its obligations to the supreme and the state councils — this situation indicates that while the council is attempting to continue to conduct programs, it is not taking in enough funds to pay for those programs. It will only be a brief time before the council is suspended for nonpayment of supreme and state council obligations

The action steps you should take if you observe one or more of these warning signs include:

- Reassure the members — this is not the time for you to chastise the remaining members in the council. Rather, let the members know that you are there to assist them in getting the council turned around
- Talk to the pastor — engage the pastor in trying to find out why the council is failing. Keep the meeting positive and listen to what he is saying about why he thinks the council is failing
- Utilize the state officers — ask for assistance from the state officers, especially the state membership and program directors. These resources are there to assist you and will provide you with many strategies to get the council functioning properly

Remember that you are there to facilitate the turnaround of a struggling council and not to issue unilateral edicts and instructions. By collaborating with the pastor and the members of the council on ways to revive the council, you will be leading by example. Keeping a positive attitude when working through this process will yield a successful outcome.

District Meetings

Communication and organization are vital to the success of your district. To achieve success you are required to conduct, at a minimum, a district organizational meeting and a mid-year membership meeting. Invite grand knights, financial secretaries, treasurers, membership and program directors, and field agents from the councils within the district to participate in the meetings.

Your district organizational meeting should be held within two weeks of the jurisdiction's organizational meeting and cover the following areas:

- Membership
  - ❍ Goals and quotas for the district and each council
  - ❍ Schedule of ceremonials within the district for the proceeding six months
  - ❍ Recruitment Plans
    - Supreme Council plans
    - State Council plans
    - District plans
    - Council plans
  - ❍ Membership Retention
  - ❍ Insurance Promotion
  - ❍ Membership Incentive Programs
    - Supreme Council
    - State Council
- Charitable Programs
  - ❍ Supreme Council programs
  - ❍ State Council programs

The mid-year membership meeting should be scheduled immediately following the jurisdiction's mid-year meeting and focus on motivating each council to:

- Achieve membership and insurance goals
- Continue providing charitable service programs to their parish and community

The meeting is also used to relay information from the supreme and state councils on any new membership or charitable program initiatives.

Strategy Sessions

Quarterly (or as needed) strategy sessions are useful tools for you to meet with each council in your district on a one-on-one basis to review the council's plans for membership recruitment, insurance promotion and charitable outreach.

The sessions should be scheduled in August or September and then again in January or February. Each strategy session should include the council's grand knight and membership and program directors.

Use the first session to assess the council's plan on:

- Providing charitable outreach to the parish and community
- Earning the Star Council Award
- Membership recruitment

After this session, each participant should be committed to the plan of action for the council.

The second session should to be used to evaluate how the council is progressing on the goals established in the first strategy session. Questions to ask include:

- Is the council better now than it was previously?
- What can we do to help more people?
- How can we do this better?

Officers Online — District Deputy Section

Your access to this website is granted at the start of your term, once the Supreme Council Office receives from your state deputy your contact information on the completed *District Deputy Appointment* (#189). Officers Online lets you keep track your district's progress for membership growth, which is useful information toward the earning of the Star District Award, and is useful to track the health of each council in your district.

Another resource available through Officers Online is the **Officers' Desk Reference**. It provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, council and assembly issues and social communications. Entries are regularly updated and expanded as new questions arise or additional information becomes available.

MISCELLANEOUS — DISTRICT DEPUTY SECTION

Medals of Office — The supreme secretary forwards the medal of office for each new district deputy to the state deputy for presentation at the installation ceremony. The retiring district deputy is allowed to retain his medal of office as a memento of his term.

Officers' Failure to Perform Duties — When an officer of a council in your district fails or refuses to perform the responsibilities of his office, you may declare that office vacant in accordance with Sec. 92(b) of the Laws of the Order. You must report at once to the state deputy and supreme secretary any deposition or suspension made. If the vacancy will not be filled according to the Laws of the Order, you must appoint a member of the council to the office for the unexpired term.

Installation of Officers — It is your duty to install the officers of each council in your district. According to Sec. 129 of the Laws of the Order, each council officer, unless excused by a vote of his council, must present himself for installation at the first monthly council meeting following his election. The time must be specified in a notice issued by or through the district deputy or state deputy. The district deputy or state deputy also have the right to excuse a council officer from the installation. The installation ceremony is detailed in the *Installation of Council Officers* (#770). You should prepare to conduct the installation as prescribed in the ceremonial book.

Dissolution of Councils — Whenever the board of directors orders a council dissolved, you must follow any directions you receive from the supreme secretary regarding the transfer of memberships and the disposition of books, papers, records, accounts and moneys of the council.

Dissolved Councils — A new council may not be established in a location that was the site of a dissolved council without first obtaining approval from the board of directors. The procedure calls for the state deputy to direct a letter of permission to the supreme secretary before any steps to organize are taken.

Awards Presentations — Each year, the Star Council, Father McGivney, Founders' and Columbian awards are forwarded to the district deputy of record (except where otherwise requested by the state deputy) for presentation. You are asked to present these awards to the council at an appropriate ceremony or occasion. You should invite the field agent to assist in all council award presentations, especially for the Founders' Award. (Note: If the council earns only the Founders' Award, it will be forwarded to the general agent of record for presentation.)

Member Retention — State Retention Chairman, on behalf of the State Deputy will have the responsibility of monitoring the Conservation List that is posted each Saturday morning on the Supreme Council web site in the Officers Online area. The State Retention Chairman has the responsibility to ensure that the State Retention Committee has access to this report, and that each District Deputy monitors their District Conservation Report. The District Deputy should also communicate with the member, offering his assistance and advising the member that the District Deputy in his area is available to help with any particular problems. The District Deputy must determine whether personal contact has been made by the council and report his findings to the State Deputy as soon as possible. As a reminder, each council should report a Retention Chairman to the Supreme Council in order to be able to suspend members for non-payment of dues.

FINANCIAL SECRETARY

You have been selected by your council and appointed by the supreme knight. Through your professionalism, accuracy, strong organizational skills and timeliness, your council will be financially strong and able to conduct charitable projects in your parish and community.

If you must resign from office before the end of your term or if you do not wish to continue beyond the end of your three year term, you should send a letter of resignation to the supreme knight noting the effective date of your resignation and the reason for doing so. This should be done as far in advance as possible, as sufficient time is needed to secure other applicants for the position and to process the paperwork necessary for the appointment.

Financial Secretary Compensation

The board of directors has set the compensation to be paid to the financial secretary, and every council should have by-laws that conform exactly to this policy:

- From the council — an amount no less than 8 percent and no more than 10 percent (to be determined by the council) of the moneys collected for dues from both insurance and associate members. The financial secretary is free to waive this compensation at his discretion.
- Lump sum payments are not allowed as compensation to the financial secretary. The purpose of compensation on the percentage basis is to pay the financial secretary according to the effectiveness of his collecting from members all moneys due to the council. Such collection is the first duty of his office listed in Section 139 of the Laws of the Order. The financial secretary receives compensation from his council for dues collected only. He does not receive compensation for initiation fees or any other receipts.
- From the Supreme Council Office — the financial secretary annually receives at the end of each calendar year $.40 for each life insurance certificate registered to the council and in force at the end of the calendar year.
- The payment from the Supreme Council is made annually in January to the financial secretary of record on Dec. 31. If more than one person served in the office during the year, it is expected that the financial secretary receiving the compensation will share it on a pro-rata basis with his predecessor.
- The approved compensation is for performance of the regular duties of the office of the financial secretary according to the Laws of the Order. The council may award additional compensation to a financial secretary for extra duties which he performs at the council's direction beyond those required by the Laws.

Income Tax Requirements

The annual grant from the Supreme Council and any payments from your local council are subject to income tax. Accordingly, you are required to report the total amount received on your personal tax returns. In the United States, the Supreme Council will issue you a Form 1099-MISC should your grant exceed $599.99. For Canadian councils, a T4A slip will be issued if the grant exceeds $499.99. You must report the grant as income on your personal tax returns, even if it falls below the threshold for issuance of a Form 1099 or a T4A tax slip. You are not treated as an employee of either the local council or the Supreme Council.

Bonding

The financial secretary, upon appointment by the supreme knight, is automatically bonded at no charge to the council in the amount of $5,000. The same is true for the council treasurer. Councils may request additional coverage — at a cost of $7 per thousand dollars of coverage — by writing to the supreme secretary.

Additional information on bonding:

- Bonding is on the office of the financial secretary, not the person holding the position
- Additional coverage is requested by writing to the supreme secretary
- Bonding on the covered officers is limited to $125,000 of total coverage per council, including the provided $5,000 of coverage on each officer
- Bonding runs from March 1 to the end of February, and any charge for additional coverage is posted on the council account annually in March or April. The charge is prorated if purchased at another time during the year
- Bonding coverage is applicable only to councils who have properly completed the two most recent council audits, which must be on file at the Supreme Council Office.

Annual Federal Information Return — Form 990 (U.S. Councils)

The Knights of Columbus, including all subordinate councils, assemblies, and chapters (collectively referred to as councils), is a tax-exempt organization, recognized by the Internal Revenue Service as a fraternal benefit society under Section 501(c)(8) of the Internal Revenue Code. *A group ruling recognizing the exemption was obtained by the Supreme Council for itself and for its subordinate units. The group ruling does not extend to home corporations.* This tax-exempt status requires each council in the United States to file an annual Form 990 with the IRS.

- **The IRS now requires electronic filing for all tax-exempt organizations, regardless of which form they use. In order to utilize the online filing system, all new users must complete a registration; instructions are available on the IRS website, links to which are in the Where to File section, below.**
- 990-N e-postcard – Councils reporting gross receipts of $50,000 or less with less than $200,000 in assets may comply with their obligation by filing the Form 990-N electronic postcard (also known as the e-Postcard).
- 990EZ – Councils reporting gross receipts of more than $50,000 and less than $200,000 with total assets of less than $500,000 must file the Form 990-EZ.
- 990 – Councils with gross receipts of $200,000 or more and total assets of $500,00 or more must file the Form 990.

Any council reporting gross receipts of more than $50,000 is strongly urged to consider using a qualified tax professional to prepare and file its tax return. PRACTICE TIP: at the top of the Form 990-EZ and Form 990, enter the Knights of Columbus group number (0188), tax exempt status (Section 501(c)(8)), and form of organization (Association).

- Each council must file its own tax return; there is no group or consolidated Form 990 filing. The returns must be filed by the fifteenth day of the fifth month following the end of the council's annual accounting period. *Failure to file for three consecutive years or filing late will result in the IRS automatically revoking the council's Employer Identification Number (EIN), which means a loss of tax exemption status.*

The supreme advocate will send a memorandum, containing information on current IRS laws, to all U.S. councils during the month of February each year. For additional information refer to the Officers' Desk Reference – Tax Issues section. Please email questions to tax.ein@kfoc.org.

Officers Online — Financial Secretary Section

The Officers Online website, accessed from the main Knights of Columbus webpage, provides you with access to your council's membership roster and Council Billing Statement. Your access to this website is granted once your appointment is approved by the supreme knight. This site lets you keep track of your council's progress for membership, which is useful information toward the earning of the Star Council Award.

In Officers Online, you will see a "Prospect" tab in which you can view Online Members who are "assigned" as prospects to your council. Once the council has gone through the admissions process, and the member has taken his exemplification, they can transfer him by simply adding the ceremonial date in the Ceremonial date section, and clicking the update button. Once the update is submitted, the member will be automatically transferred into his new council. The council will not need to submit a Form 100. If, for some reason, the Online Member is not going to transfer into the assigned council, the council may "reject" the member by clicking "reject" and selecting a reason from the drop-down menu. Rejecting an Online Member for transfer will result in the member reappearing in the "Unassigned" section of the state's "Prospect" tab. A rejection will not trigger an email to state officers.

After signing into Officers Online, as financial secretary, you have the ability to order council supplies. Click on Supplies Online to view the materials available and place your order. Gift items are also available by clicking on the Knights Gear logo, which brings you to knightsgear.com. Through this website, your council can also order customized apparel (e.g. t-shirts with your council's name and number).

Another resource available through Officers Online is the Officers' Desk Reference. It provides answers to frequently asked questions about our name and emblem, home corporations, membership issues, tax issues, fraternal issues, council and assembly issues and social communications. There's a very good chance that many of the questions you might have about some of the more challenging aspects of being a financial secretary have been dealt with here. Entries are regularly updated and expanded as new questions arise or additional information becomes available.

The Order's accounting system and member database, Member Management/Member Billing, is also located in the Officers Online section of the Order's website. This system allows you to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; maintain a list of accounts and sub-accounts, payee/payor lists and council defined sub-classes for billing (military, students, etc;), produce billing notices; and manage payments received from members.

The Member Billing Application

The Member Billing application works in conjunction with the Member Management application.

Initial Setup for First-Time Users

If your council has just started to use Member Billing, there are a few steps that are required prior to generating an assessment.

Setting up your council's billing information:

- Billing Information — Member Billing allows you to assess dues to members annually or semi-annually only. The billing schedule must be selected as calendar or fraternal year. Also, once the billing frequency has been established, the billing remittance address needs to be selected — either your council's mailing address or the financial secretary's mailing address.
- Class List — This screen is where the amount of the council's dues is entered. (The amount of annual dues for honorary members in the council is based on the sum of state and Supreme Council per capita taxes and other levies. The annual dues for honorary life members is specified in the Laws of the Order and cannot be updated in Member Billing.)
- Subclass — Council subclasses can be created for members for whom the council wishes to reduce the dues amount. For example, a council may wish to waive or reduce dues for students. A subclass of students can be added, along with the rate of the reduced dues. Once established, members associated with a subclass will

need to be assigned to the subclass on the member's Billing Information screen, located in the Member Information section.

- Reason for Assessments — This is required if your council plans to assess members for any special or miscellaneous assessments. Reason for assessments can be added on the Event/Assessments screen in the council's Billing Information screen.

Setting up the member's billing information:

- Member Class — Displays the member as a regular, honorary, or honorary life member
- Sub Class — Members may be assigned as part of a sub class and eligible for reduced dues (military, student, etc.).
- Disability — Members that are on disability and noted as "Yes" on the member's Billing Information screen, will not be assessed dues. Nothing else is required to ensure that they are not assessed.
- Do Not Assess — This provides the ability to not assess dues for members who may have a special circumstance, such as financial hardship, where the council decides not to assess dues for a certain period. (Honorary life or disabled members are not included in the dues assessment process, so this option does not need to be selected for these members.)
- Do Not Send Bill — This provides the option of not sending a billing notice to specified members for any reason. (The member will still be assessed, but a notice will not be generated.)
- Delivery Preference — This identifies the preferred method by which the member wishes to receive his billing notice — mail, email or both.
- Language Preference — This allows a billing notice to be generated in a different language.
- Billing Address Information — This section allows the financial secretary to update a member's contact information, including his address, telephone number, fax number and email address. These changes will also be reflected in Member Management to alert the Membership Records Department at the Supreme Council Office.

Prior to generating the initial dues assessment, if there are members with an outstanding balance for previous billing periods, these records should be updated in the Member Ledger:

- Billing Status — When a dues assessment is processed from the Pending Assessment screen, the billing status for all members will be changed to "First Notice." Former members that are listed in Member Management/Member Billing can be manually changed to "Prior" or "Deceased" status.
- Adjustments — The Adjustment section on the bottom of the Member Ledger screen can be used to generate a charge adjustment for members with an outstanding balance. Separate adjustments should be added if a member owes money for other assessments (initiation fee, miscellaneous fees, etc.). Payment of dues should NOT be recorded here, but through the "Dues Collection Tool" found under the "Receipts" section of the Council Ledger. (This is the same process as assessing new members for dues or initiation fees after they have been recorded at the Supreme Council Office and added to Member Management/Member Billing.)

Billing Members

A dues assessment can be generated for all billable members on the "Enter Dues Assessment" screen by clicking on "Assessments" under the Council Ledger section:

- Billing Cycle — Dues can be billed for the calendar year or the fraternal year. (The default for the billing period is predetermined by the billing frequency, which is selected in the "Billing Setup" section.)

- As of Date — All bills have a date that indicates how much is owed at the time the dues were assessed. Dues can be assessed in Member Billing as early as 60 days prior to the billing period. However, the "As of Date" cannot be set more than 15 days prior to the billing period. The date used for the "As of Date" when generating a dues assessment also should be used for any special or miscellaneous assessments.
- Assess Dues — This will place the dues assessment in a "pending" status, which can be processed on the "Pending Assessments" screen. All special or miscellaneous assessments should be assessed on the "Assess Other" screen before processing the dues assessment.

A special or miscellaneous assessment can be generated for selected members using the "Assess Other" screen under "Assessments" in the Council Ledger section.

- Charge To — This specifies who will be assessed the additional charge and is selected by member type. ("All Billable" will assess all regular and honorary members; "All Members" will assess all regular, honorary and honorary life members; "Honorary" will assess only honorary members; and "Honorary Life" will assess only honorary life members).
- Voluntary or Mandatory — If an assessment is a voluntary assessment, a notation will display on the member's bill showing that this assessment is voluntary and payment is optional. Voluntary assessments require a valid "Through Date." A valid "Through Date" should be selected well in advance of the last day of the billing cycle (i.e. if using a calendar year billing cycle, select a date of June 1 — well in advance of Dec. 31). After this date, you have the ability to initiate a process that will generate a credit transaction for all members that did not pay the voluntary assessment. Mandatory assessments will remain on the Member Ledger until the member pays the assessment or the transaction is voided on the Member Ledger.
- Reason for Assessment — This is a required field, and if the "Reason for Assessment" does not appear in the drop down list, it can be added on the Event/Reason screen under the Billing Information section.
- Assess Other — This will place any special and miscellaneous assessments in a pending status, which can be processed on the Pending Assessments screen. All special or miscellaneous assessments should be assessed on the "Assess Other" screen before processing the dues assessment.

The council officers should continue to follow the *Proper Billing Procedures Including Use of the 'Notice of Intent to Retain'* (#1845A) instructions. This section instructs the financial secretary on the steps necessary to generate notices in the Member Billing Application and assumes that all protocols under #1845A have been followed.

All pending assessments can be posted to the Member Ledger from the "Pending Assessment" screen. When the "Process Assessment" is clicked, the billing status for all members will change to "First Notice."

Generating Notices

Once the pending assessments are processed, the First Notice can be generated from the "Notices" section of the Print Center in Member Billing. (If the respective officers' names or telephone numbers do not display on the Notice, the data can be added on the "Council/Assembly Officers — Current Year" screen in Member Management.)

Notices can be sent via email, or printed and mailed, based on delivery preferences on the member's Billing Information screen. There is also an option to generate a file copy of all Notices to members.

Member Billing also provides the ability to email individual Notices to members who have been added to Member Management/Member Billing. Once the member delivery preference is set to email or both, an "Email Notice" icon will appear on the Member Ledger or member's Billing Information screens.

Thirty days after the "As of" date, the financial secretary can update all members currently in the "First Notice" status to "Second Notice" status by using the "Update Status" screen under the Assessment section of the Council Ledger. Second Notices can then be generated and sent via email, or printed and mailed, based on the delivery preferences on the Member Billing Information screen. Second Notices can also be saved electronically.

At this point, the Financial Secretary will provide the contact information and amount due from each member in arrears to the Retention Committee for personal follow up.

Thirty days after the "As of" date of the Second Notice status, the Financial Secretary can update all delinquent members to "Knight Alert" status by using the "Update Status" screen under the Assessment section of the Council Ledger.

The Knight Alert letter sent to the member explains how his membership is in danger of being forfeited because of unpaid dues. The Knight Alert letter cannot be sent electronically because it requires the signature of the Grand Knight. Fifteen days after the "As of" date of the "Knight Alert" status, all members currently in "Knight Alert" status can be updated to "Intent to Retain" status by using the "Update Status" screen under the Assessment section of the Council Ledger. A Notice of Intent to Retain can be generated in the Billing section of the Print Center, informing the member that his delinquency has put his membership in jeopardy. Copies of the Notice of Intent to Retain (#1845A) must be mailed or emailed to the Supreme Council. Sixty days after the Notice of Intent to Retain has been filed, a Form 100 marked for suspension will be required to be filed at the Supreme Council to remove a member from the council's roster.

Ordinary, embossed "travel" Membership Cards shall be issued for all current members on an annual basis. In order to gain admission to a Knights of Columbus meeting, a member should present a current travel card.

Individuals who have been assessed for the current billing period, but have become former members, will have their balances removed on the Member Ledger screens.

Temporary Billing Procedures

These revised billing procedures apply only to councils that previously participated in the Affiliate Member Initiative (AMI). They are needed because the AMI significantly changes the handling of members who are delinquent in their payment of dues. Financial Secretaries should use the Member Management and Member Billing applications, located in the secure Officers Online area of www.kofc.org, to perform the tasks listed in this section.

1. The Financial Secretary forwards the membership bill "First Notice" 15 days before the billing period to each member.
2. If payment is not received in 30 days, the Financial Secretary will forward the membership bill "Second Notice".
3. If payment is not received within 30 days from the date the "Second Notice" was sent, do not update billing status to Knight Alert.

   The Financial Secretary will instead provide the names, addresses, telephone numbers, email address, amounts due, and proposer information for each member in arrears to an Engagement Committee that should

include a Chairman and two additional members.

4. The Engagement Committee Chairman shall assign committee members to contact the members in arrears. Committee members should use various methods, including internet search engines, to locate members whose contact information is out of date.

   If a member is found to be experiencing financial difficulty, the Engagement Committee Chairman should recommend to the Grand Knight and Trustees that forgiveness of dues or other suitable financial arrangements be made to assist this member.

   If a member has disengaged himself from council activities or become dissatisfied with his Knights of Columbus membership, the committee member should remind the Brother of the many valuable benefits available to all members and the particular fraternal benefits of working with local council Brothers. A supply of membership benefit reference materials should be readily available for committee members to share as needed.

5. Within 30 days of receiving the list of members in arrears, the Engagement Committee Chairman shall submit to the Grand Knight and Trustees a report including the reasons for nonpayment and their recommended actions for each listed member.

6. Within 15 days of receiving the Engagement Committee report, the Grand Knight shall meet with the Financial Secretary and Trustees to decide on a course of action for each member. These actions may include, but are not limited to:

   - Issuing a "Final Notice" to members who wish to remain in the council and gave no reason for nonpayment. The Financial Secretary can regenerate another "Second Notice" from Member Billing to serve as this "Final Notice."
   - Waiving the dues for members in financial distress.
   - Reducing the dues or allowing alternate payment plans for members in financial distress.
   - Processing the withdrawal of members who request to leave the Order.
   - Processing members who meet the requirements for designation as Affiliate Members in the state division. Lists of these members should be submitted through a council's district deputy and received by the Supreme Council no later than the last day of the billing cycle.

7. No further billing actions are required.

NOTE: Suspension transactions are reserved for Summary Suspension for Cause and Board actions.

Examples of Billing Dates

Calendar Year Billing Example

- 1st Notice sent to member on December 15th
- 2nd Notice sent to member on January 15th
- Retention Committee contacts those members in arrears after January 15th
- Knight Alert Letter sent February 15th
- Notice of Intent to Retain sent March 1st
- File a Form #100 with the Supreme Council on May 1st but no later than June 1st

Fraternal Year Billing Example

- 1st Notice sent to member on June 15th
- 2nd Notice sent to member on July 15th
- Retention Committee contacts those members in arrears after July 15th
- Knight Alert Letter sent August 15th
- Notice of Intent to Retain sent September 1st
- File a Form #100 with the Supreme Council on November 1st but no later than December 1st

Processing Payments from Members

Under the "Receipt" section of the Council Ledger, there is a "Dues Collection Tool" to record members' payments. The "Dues Collection Tool" is used if the member pays his outstanding balance in full.

If a member does not pay the full amount or includes a donation to the council or special fund, the

payment should be recorded on the "Enter Receipt" screen to ensure that the proper accounts/subaccounts are recorded properly. If his payment includes money for a special or miscellaneous assessment, a "Reason for Assessment" must be entered in the "Event" field.

Once the "Save" button is clicked on the "Dues Collection Tool" screen or the "Enter Receipt" screen, this will place the transaction in "pending" status. Pending transactions can be processed on the "Pending Receipt" screen.

A "Report of Receipts" is available under the Treasurer Reports in the Print Center of Member Billing. There are four reports available: two for pending receipts and two for posted receipts. (Posted receipt reports will display signature lines for the financial secretary and treasurer, which serve as a record that the treasurer received these moneys. If the treasurer's name does not display on this report, add his data on the "Council Officers — Current Year" screen in Member Management.)

Processing Receipts From Other Sources

These moneys can be recorded in Member Billing using the "Enter Receipt" screen under the Council Ledger.

- Member or Payor — Prior to entering the receipt information, you must search for a member or a payor. (A payor is an individual or entity that is not a member of the council. A payor can be added to Member Billing on the "Add a Payee/Payor" screen under Billing Information).

Once a search has been conducted, the results will appear in the "Search Results" box to the right. Click on the desired member or payor so that it is highlighted in a blue banner. Click the "Select" button to populate the date and member/payor in the "Enter Receipt" section on the bottom of the screen. Continue to enter the remaining information.

Once the "Save" button is clicked, the transaction is placed in "Pending" status. Pending transactions can be processed on the "Pending Receipts" screen. The posted date will be the date the Process buttton is 'clicked'.

Generating Membership Cards

Membership cards can be generated for members using the "Membership Card" section of the Print Center in Member Billing. Print membership cards using the "By Member Type" feature, thereby having these cards ready for presentation when the member remits his payment for dues.

Membership Card (#4817) stock paper can be ordered through Supplies Online. (Cards come eight to a sheet with 25 sheets to a package, for a total of 200 cards.) There are four options in Member Billing for printing membership cards:

- By Member Type — which can be classified as: All Billable, All Members, Regular, Honorary, Honorary Life, or Exempted and Disabled Members
- By all members whose dues became current between specified dates
- By Ceremonial Dates
- Use the Membership Card Template for a small group of members or for new members who have not been added to Member Billing

Institution of Payment

A Supreme Council or state council obligation DOES NOT require council approval. Receipt of the monthly Council Statement from the Supreme Council office serves as the official notice that the amount owed is due and payable. The same is true of a billing statement received from the state council.

When the council approves any bill other than a Supreme Council or state council assessment, the bill must be turned over to the financial secretary. He then issues the Voucher (Order on Treasurer).

Vouchers (Order on Treasurer)

After a bill has been properly approved for payment, the financial secretary initiates issuance of a check by generating a voucher in Member Billing under the "Voucher" section of the Council Ledger. He then prints a "Report of Vouchers" for the grand knight's signature, which authorizes the treasurer to issue the check. Councils may also maintain a credit/debit card for payment of expenses.

Trustees, when conducting the semiannual audit, should compare the Report of Vouchers to the checks issued that are recorded in the bank statement and check book, and against the credit/debit card statements.

Council Credit/Debit Cards

A council may, by motion of a majority of its members and with the approval of the board of trustees, hold a credit and/or debit card in its own name and authorize the grand knight, financial secretary, and treasurer ("the cardholders") to use the card to pay council related expenses, provided that the council follows the rules stated below to ensure accountability and transparency. The guidance contained in this entry applies also to assemblies and the corresponding officers (faithful navigator, faithful purser, faithful comptroller, and trustees).

Rules for Councils Holding Credit/Debit Cards Obtaining and Issuing Cards

The council is responsible for obtaining any credit/debit cards for its cardholders and establishing the credit or withdrawal limits for each card. The treasurer shall issue the credit/debit cards to each cardholder. The credit/debit card is the property of the council. Prior to receiving a card, each cardholder is required to sign the "Cardholder Agreement" ("Agreement") found below and send the executed Agreement to the Financial Secretary. Any cardholders who violate the Agreement, these rules, or the Order's rules for handling funds shall have their card privileges revoked and may be subject to disciplinary action.

Upon receiving a card, the cardholder shall activate the card immediately and sign the back of the card. Once the card is activated, the cardholder should notify the other cardholders in writing that he has activated his card.

Types of Expenses

Council credit/debit cards shall only be used to pay for council-related expenses. Personal purchases of any type are strictly prohibited. The cardholder is responsible for all charges made on that card that is issued to him. The cardholder will be held liable for any unauthorized charges appearing on the card statement.
All council expenditures must be authorized and approved for payment in accordance with the Laws of the Order. Any expenditures that exceed $500 must be approved in accordance with the requirements set forth within Sec. 122(b) of the Laws of the Order.

Requirement to Obtain Alert Notifications

If the company that issued the card offers cardholders the option to receive alert notifications, the council is required to instruct the card company to issue alert notifications to each cardholder.

Procedures for Using a Credit/Debit Card

Before any purchase or payment is made, the cardholder must confirm that the expenditure has been authorized and approved by the council and a voucher (also known as an Order on Treasurer or a Warrant Voucher) has been issued by the financial secretary and countersigned by the grand knight in compliance with the Laws of the Order.

The cardholder must obtain a receipt for each payment or purchase. The receipt should include a brief description of the item that has been purchased or the service that has been performed.

The cardholder shall send the receipt to the financial secretary.

Councils must keep records of all credit/debit transactions on books approved by the Knights of Columbus.

Card Statements

All credit/debit card statements must be delivered to the financial secretary. Upon receiving the statement, the financial secretary shall attach the receipts he has received from each cardholder to the statement showing the purchase or payment, and then he shall send a brief summary of the transactions to the board of trustees for its review.

Cardholders who fail to submit a receipt for any payments or purchases made on their card will be responsible for the particular payment or purchase.

Lost or Stolen Cards

In the event a card is lost or stolen, the cardholder must immediately notify the card company and the council's treasurer. Upon receiving notice of a lost or stolen card, the treasurer shall immediately notify the other cardholders and the council officers.

Log-in Credentials

Online credit/debit card account access shall be given to the Grand Knight, Financial Secretary, Treasurer, and Board of Trustees. At the start of the fraternal year, the log-in password shall be changed and the Grand Knight, Financial Secretary, Treasurer, and Board of Trustees shall agree on a secure password and keep it confidential.

When a Cardholder Leaves Office

Upon leaving office, a cardholder must surrender his card to the council's Treasurer who will then instruct the card company to cancel the cardholder's account.

Suspension of Council

The financial secretary should be aware of the need to make payments to the Supreme Council within the time limits allowed under Section 156 of the Laws of the Order.

Failure to make payment within the time limit will result in suspension of the council. When a council is suspended, the board of directors requires the supreme secretary to send a Notice of Suspension to the grand knight, with copies to the district deputy and state deputy.

Section 156 provides for a grace period of 100 days for each levy from the first of the month in which the levy is made. The assessment dates and the dates on which they become in arrears are as follows:

Levy Date	Type of Levy	Pay by
January 1	Per Capita Catholic Adv/COL	April 10
July 1	Per Capita Catholic Adv./COL	October 10

A council is automatically suspended whenever there is an arrearage of $50 or more in any of the above accounts.

Even though the council has a 100-day grace period to remit payments, automatic notices to the grand knight, financial secretary and district deputy will be generated between 58 and 60 days of the date of the assessment. This notice is a reminder to remit the council's payment in order to avoid automatic suspension.

A council may have its suspension lifted by making payment in the amount of the arrears. When a council is to be reinstated, a Notice of Reinstatement is sent to the aforementioned officers.

Record Retention

It is recommended that the following council records be retained as follows:

- Current member *Membership Document* (#100) (new members, re-entry transactions for members who did not join through your council originally): 7 years retention
- Current member *Membership Document* (#100) (all except above and data changes): 3 years retention
- Current member *Membership Document* (#100) (data changes): verify processing of information at the Supreme Council Office, then destroy
- Former member *Membership Document* (#100) (all transactions): verify processing of information at the Supreme Council Office, then destroy
- Financial and business records (e.g. bank statements, contracts, purchase orders, invoices, etc.): 10 years retention
- Tax forms: 7 years minimum, 10 years recommended retention

In all cases, tax ID numbers — including the last four digits — must be removed.

Report of Officer Elections

As financial secretary, you are responsible for completing and submitting the *Report of Officers Chosen for the Term* (#185). Under the Laws of the Order, elections for council officers shall be held between May 1 and June 15 of each year (college councils — March 1 to June 1). Those duly elected officers are to be reported to the Supreme Council Office by June 30.

The preferred method of reporting the newly elected council officers is through the Member Management application located on the Knights of Columbus website in the Officers Online section. If reporting through Member Management prior to July 1, make sure you are on the "Next Fraternal Year" screen and simply follow the instructions included on the site for completing the form. There is no need to file a paper report with the Supreme Council Office after using this method of reporting the newly elected officers.

Monthly Statement

As financial secretary, you should have an understanding of the effect of reported membership transactions on per capita, Catholic advertising and the Culture of Life levies and with the charges accrued by your council for supply orders. The council statement, available monthly in Officers Online, provides this information. It reflects changes in membership and reports information on your council's financial obligations to the Supreme Council.

- The council billing statement should be retained by you as part of your permanent files. It also should be reviewed by the grand knight and read at the next council meeting.
- The account balances – per capita, Catholic advertising, Culture of Life and supplies – should be treated as individual amounts owed by your council. Credit balances often appear in the per capita and Catholic advertising columns because of inactive insurance member credits, back-dated transactions and miscellaneous adjustments. These credits may cause an overall credit balance in the account. Credit balances in the per capita and Catholic advertising/Culture of Life columns will automatically transfer between accounts to offset charges.
- Councils are assessed $1.75 for per capita, $.50 for Catholic advertising each Jan. 1 and July 1 on the total membership in the council, including inactive and honorary members. Honorary life and members on disability are excluded from the assessment.
- Councils are assessed $1.00 for the Culture of Life fund each Jan. 1 and July 1. Honorary, honorary life, inactive members and members on disability are excluded from this assessment.

Member Data Change

Changes in personal, contact (including email address), or membership information should be made electronically by using the Member Management application. Once updated in Member Management, there is no need to send information to the Supreme Council in paper format. By maintaining correct contact information — especially email addresses — allows for the uninterrupted flow of information from the Supreme and state councils to each member. Financial secretaries are highly encouraged to ensure that member contact information is updated on a yearly basis.

Death of a Member

A member's death can be reported in Member Management on the member's Personal Information screen. Note that the next of kin information can only be reported if the date of death is on file in Member Management.

Appendix 1

Honorary (Honorary Life) Membership Ceremonial

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 following items should be obtained by the financial secretary prior to the ceremony. Honorary Member (#1457) and Honorary Life Member (#1458) certificates are available for a nominal charge as well as Honorary Member (#PG-109) and Honorary Life Member (#PG-110) lapel pins.

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 in an inspiring manner, attired in a suit, medal of office and ceremonial baldric if available.

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

***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 Order has acquired fame and honor throughout the land for the united efforts of its councils in community charitable service work, building the domestic Church and supporting the culture of life, supporting Catholic education and fostering religious vocations.

How important it is, therefore, that each member of this council should continue steadfast in his fidelity to our council and in unity with our Order. Let us be ever mindful, therefore, brothers, to maintain our membership in our council so that our unity of purpose and unity in action will not be weakened or diminished in our charitable endeavors and for our efforts to build a stronger and more vibrant faith. Only with steadfast determination for God and for truth will we be able 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.

Your earnestness and zeal have been noted by your superior officers as well as by your brothers of this 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 present to you a commemorative Honorary/Honorary Life Member Card, your paid up traveling card, Certificate of Accomplishment 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. presents to each their Certificate, Commemorative Card and 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. Proceed with the remaining business under "Good of the Order" or, if the ceremonial is conducted during a council meeting, proceed with the next order of business.

Thank you for taking on the responsibility of being a leader in the Knights of Columbus. Through your example of faith, charity and sound judgment, you provide the model to follow. Your leadership can set a tone that is open and engaging, which will ensure growth in charitable outreach and membership.

This resource book will provide you with practical information and instructions for success in conducting and growing charitable activities and increasing membership. Additional information is also available through the Officers' Desk Reference and on the Knights of Columbus Website kofc.org.

This Resource Book is effective on July 1, 2023. It supersedes all previously published material relating to the topics herein. It remains in effect until formally revised.