Grand Knight’s Guidelines for Council Officer’s Meetings

1. Call to order by grand knight.
2. Prayer by grand knight. (Council chaplain, if present.)
3. Review correspondence and discuss disposition to be recommended to council.
4. Review schedule with officers, directors and chairmen.
5. Call for report of officers.
6. Call for report of membership and program directors. Assess membership recruitment, retention and insurance promotion performance toward goals and awards. Evaluate council sponsored activities and member involvement. Discuss future actions.
7. Call for report of financial obligations of council and remarks of council treasurer.
8. Review financial secretary billing to membership.
   1st billing — 15 days prior to billing period.
   2nd notice — 30 days later.
   (At the end of the first month in which the member has failed to pay his dues, a “Knight Alert” letter [Form KKA-1] is sent to the delinquent member, signed by the grand knight and trustees. The financial secretary must also provide the grand knight with the names, addresses and telephone numbers of the delinquent members. The grand knight shall assign a member of the retention committee to telephone each member to remind him that his dues have yet to be paid.
9. Grand knight refers delinquent members to retention committee following financial secretary's personal contact if financial secretary is unsuccessful in collecting dues.
10. Call for retention committee report of previous assignments.
11. Review reports from admission committee and applications to be processed.
12. Review supplies on hand and coordinate ordering from Supreme Council Supply Department. (All orders to be charged to the council’s account at the Supreme Council office must bear the signature of the grand knight or the financial secretary.)
13. Good of the Order.
14. Closing prayer. (Chaplain or grand knight.)

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

1. Coordinates installation of council officers with district deputy.
2. Schedules and publicizes frequent First Degrees.
3. Confers with district deputy for Second and Third Degrees.
5. Awards certificates, cards and pins during “Honorary Membership” and “Honorary Life Membership” ceremonies.
6. Maintains proper conduct of ceremonials at regular meetings.

NOTE: All ceremonials are to be followed strictly as prescribed. Each subordinate council shall hold at least two regular monthly meetings, not less than one of which shall be designated as a regular business meeting. For additional information, refer to “Knights of Columbus Leadership Resources” (#5963); the “Charter, Constitution and Laws” (#40); or write to the Ceremonials Department at the Knights of Columbus, 1 Columbus Plaza, New Haven, CT 06510-3326.

Ceremonials

1. Appoints a council chaplain. The grand knight confers with the deputy grand knight and trustees and submits a recommendation to the Ordinary of the Diocese for appointment of a priest or bishop as a council chaplain. Appointment shall be made in accordance with any rules established by the Bishop of the Diocese in which the Council is located.
2. Appoints a membership director to organize and implement the council’s recruitment, retention and insurance promotion action plans. (Membership director confers with the grand knight for selection of committee chairman.)
3. Appoints Program Director to organize and implement the council’s service programs. (Program director confers with grand knight for selection of Church, community, council, culture of life, family and youth activity directors.)
4. Appoints standing committees. (i.e., building, house, by-laws etc.)
5. Schedules and presides at council officers’ meetings. (Officers’ meetings should be held at least once a month.)
6. Regularly monitors the council’s performance toward achieving its membership, insurance and Service Program goals and awards.
7. Appoints admission committee and makes sure it functions properly.
8. Recognizes honorary and honorary life members. (Awards appropriate certificates, special cards and lapel pins. Refer to “Supply Catalog” #1264 for complete listing.)
9. Recognizes past grand knights, “Knight of the Year,” community leaders, etc. (Awards appropriate certificates. Refer to “Certificates” flyer #2640 or “Supply Catalog” #1264.)
10. Conducts semi-annual council audit with trustees in January and July.
11. Ensures forms, i.e., election of officers, appointments, awards, Fraternal Survey, etc., are completed by appropriate council officials and forwarded to the Supreme Council.
12. Organizes and/or supervises First Degree team. Schedules and announces degree dates.
13. Arranges for council representation at wakes and memorial services for deceased brothers.
14. Arranges for “Resolution of Condolence” (#450) for family of deceased. (Certificate available from Supply Department.)
15. Oversees preparation of annual reports from all officers and standing committees for council files and incoming officers.
17. Starts all council meetings on time.

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1. CALL TO ORDER.  
(Grand knight stands at all times while presiding.)

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

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

Warden — Worthy Grand Knight (salutes) I vouch that all present are in possession of the current membership card. (Salutes grand knight and deputy grand knight.)

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

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

5. Roll Call of Officers.  
Grand Knight — The Recorder will call the roll of officers.

6. Opening Ode.  
Grand Knight — Brothers, we shall now sing the opening ode.

7. Chaplain’s Message  
(Three raps. At conclusion, one rap.)

8. Approval of Minutes of Previous Meeting.  
Are there any corrections to the minutes? ...They are approved as read.

(New members, readmissions, reapplications, transfers.)

11. Initiations.  
14. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer’s Voucher of Deposit.  
15. Reading of Bills and Communications.  

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

20. Report of Round Table Chairman.  
22. Unfinished Business.  
23. New Business.  
(When elections are in order, this is the first item under “New Business.”)

25. Field Agent’s Report.  
27. Good of the Order.  
Grand Knight — Before proceeding to the “Good of the Order,” let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress?

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

29. Closing Ode.  
Grand Knight — We shall now sing the closing ode.

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

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