**POLICIES and PROCEDURES of BISHOP RUOCCO COUNCIL 9275**

DUES

1. Regular Members $60.00

State per Capita Charge 10.00

Supreme per Capita 3.50

Cath Advertising 1.00

Culture of life 2.00

Liability 3.50

Council per Capita 40.00

1. Honorary Members $20.00

Honorary members do not pay the 40 for Council per Capital.

1. Life Members $0.00

Priests and religious (Deacon’s and Seminarians) and Active Military Pay $0.00.

1. Initiation Fee $10.00

18-year-old members can only be charged a $5.00 initiation fee. All others except Priests and religious pay $10.00.

1. Financial Secretary Fee

The Financial Secretary receives compensation on a quarterly basis of 10% of the monies collected for dues.

Committees

1. The Program Director, with the Grand Knights approval, chooses all Directors related to programs.
2. Directors

*(a) Program Director whose goal will be the direct involvement and personal commitment of the council and membership in a program that will establish the Knights of Columbus as truly a Catholic, family, fraternal, service organization. Shall ensure that the Council follows the Faith in Action program from Supreme.*

*(b) Membership Director to have supervision of a comprehensive program of recruitment and retention for his council.*

*(c) Director of Faith Activities to promote a program that will enable the membership to respond to the constant call for the active participation of the laity in the work of the Church. To oversee the Faith programs listed in the Faith in Action Program.*

*(d) Director of Community Activities whose responsibility it will be to make the council aware of its life within the community and to develop programs that will be of service to the community. To oversee the Community programs listed in the Faith in Action Program.*

*(e) Director of Council Activities who will be concerned with the promotion of brotherhood through athletic, cultural, and social programs. Additionally, he will be responsible for the development of public relations in the council.*

*(f) Director of Life Activities to provide a Culture of Life within our Council. To oversee the Life programs listed in the Faith in Action Program.*

*(g) Director of Family Activities to promote activities and programs within the Council that would strengthen and support the family life of its members. To oversee the Community activities listed in the Faith in Action Program.*

*(h) Such other Committees as may be required by these By-Laws or may be established by the Council or its Grand Knight.*

1. All other Committees have a Chair appointed by the Grand Knight and members of such committee are then chosen by the Chair. The committee Chair reports to the Grand Knight who then relays the info to the Council.

Funds

1. The Council has two accounts – a Business Account and Charity Account. The following rules apply to the specific account to which an activity pertains. In addition, the document entitled Amendment to the Bi-Laws in regard to the Charity Account provides additional regulations concerning the Charity Account and its programs.
2. Moneys received by the Financial Secretary will be deposited by the Financial Secretary. A report of the deposit will be provided by the Financial Secretary to the Treasurer in a timely manner and reported by the Treasurer at the next meeting.
3. A debit card is in the possession of the Financial Secretary to purchase online, and some store purchases approved by the Council. Examples are Plaques, Badges, Food for events, Knight caps and special purchases. This is to help with members not having to use their own money and then waiting to get reimbursed. A notice of all debit card use will be provided to the Treasurer in a timely manner and the reported by the Treasurer at the next Business Meeting.
4. PayPal is a new way for members to pay dues, make donations and for the public to make donations. A PayPal account is linked to the Business account and one to The Charity account. The Financial secretary has access to these 2 accounts and their related password. The PayPal reports go to the Financial Secretary. Notice of all PayPal transactions will be provided to the Treasurer in a timely manner and reported by the Treasurer at the next meeting.
5. *In emergency situations when time does not allow for waiting until the next business meeting, up to $300.00 may be spent upon the agreement of three of these four officers, Grand Knight, Deputy Grand Knight, Treasurer and Financial Secretary. This matter will be discussed and recorded at the next business meeting.*
6. *Receiving Funds: All Money collected at an event will be collected by the Chairperson of the event or the person designated (for example store leader for Tootsie Roll drive at each location). Money will be placed in a plastic money bag and sealed. The money must be counted by the 3 Trustees or 2 Trustees and one designate. The Trustees will then give the money to the FS with a receipt filled out by the FS and signed by the Counters. The monies will then be deposited by the FS. The Treasurer will be given a receipt of deposit and the original signed receipt. The Treasurer will then provide this in his next report to the Council.*
7. *Monies received at Council meetings will be given to the FS for deposit.*
8. *Dues received by the FS.*

*a. Cash taken in person – A receipt will be signed by both parties.*

*b. Cash and Checks received by mail will be handled by the FS.*

1. *All dues money collected will be recorded in the FS dues ledger A notice of all PayPal transactions will be provided to the Treasurer in a timely manner and reported by the treasurer at the next meeting.*
2. *Request for monies to be spent must be requested using the Council Voucher form. Indicate which account the Money is to be used for payment. Use the Council Disbursement form for guidance. This Voucher must be signed by the Grand Knight and at least 1 Trustee. The Treasurer completes the check number, amount and signs the form. He then gives the form to the FS for his signature and recording. The FS retains the Voucher for the next Audit. The Voucher form can be found on our webpage-www.knight9275.com.*

Funerals, Sick and Vigil Etc.

1. The Chancellor upon hearing of a members Death or illness may send a Sympathy card or get-well card to the member or family. If a death, we will honor their wishes in the Obituary and send flowers ($50.00 value) or donate in their name. ($50.00)
2. Wives and other Family would receive a Sympathy Card.

Meetings

1. Meetings shall be orderly, and members will be respectful of other members.
2. All discussions shall be kept short and to the point.
3. The Grand Knight has the right to end discussions and table the items for another meeting.
4. Any item you wish to discuss at a meeting should be provided to the Grand Knight or Program Director so that the meeting can be run on time. Many times, topics brought up for discussion could have been handled by the Grand Knight and/or Program Director.
5. Remember that the Business meeting is for business and not for planning. Planning issues should be brought to the Officers at the Planning meeting.

Budgeted requests are handled primarily at the Planning meeting or taken issue with by the FS or Treasurer without need for a meeting discussion because these have already been voted upon and approved. The Treasurer will report on money spent at the next Business meeting. See Below under Budget.

Unbudgeted requests are taken up under New Business at a Business Meeting. A Council member asking for funds shall notify the Grand Knight prior to the next Business Meeting. The Grand Knight will approve and send out to all members the request Prior to the Next Business meeting. This is so that all members will be informed and can choose to have a say and/or vote.

Collation

1. If a meal is provided there will be a charge of $5.00 to the members having the meal. Occasionally the Council may fund the meal and not ask a fee. All members planning on eating at the next Business Meeting will need to inform the Warden to establish a proper head Count. Too many times too much food is prepared all at a cost to the Council.
2. If Collation is a simple beverage and dessert, donations will be requested.
3. The Warden shall submit his bill for reimbursement. All money collected is to be presented to the FS and reported during the meeting. *The FS will deposit the money and notify the Treasurer in a timely manner so* *that this can be reported by the treasurer at the next meeting.*

Bonding

1. The Treasurer and Financial Secretary are Bonded in the amount of $5,000.00 each by Supreme.
2. As the Council has a total balance or funds that can on occasion approach $20,000, the Council should provide additional bonding.

RSVP Funding

1. All money collected from a drive at Churches or by members must be given to the Seminarians chosen by the Council for support. All refund amounts related to this money collected must be given to a Seminarian. The Council is to make no money off these donations.
2. If the council makes any donation from Council funds not related to the RSVP drive, then the refund money received can go back into the Council Funds.
3. Seminarians supported are chosen from our own churches first and then from recommendations from members or our priests.

Investments

1. From Supreme: Councils have, in the past, been known to establish a large investment portfolio generating passive income. This tends to undermine the charitable fundraising aspect of our mission. It is important to remember that the Knights of Columbus has a well-earned reputation for giving volunteer hours and money to worthy causes, and not holding funds in investment accounts.
2. The Supreme Council strongly advises councils not to maintain total accumulated funds more than $10,000. Our council maintains about $13,000 in the Business account and $5,000 in the Charity Account.
3. CDs are allowed but only as a short term.

Budget

1. Prepared as soon as Possible after the Grand Knights Election into office. Budget for Committee review is to be prepared by the Financial Secretary since he has all the info needed.
2. Budgeted items do not need to be voted on unless the amount exceeds the budgeted amount. The Financial Secretary would indicate if funds requested exceed the budget. Any request for Budgeted funds is to be brought up at the Planning meeting or under new Business at a regular Business Meeting.
3. The council may vote to increase the budget as the budget is a guide only.
4. The Trustees always have a right to deny any expenses. If at least 2 Trustees believe that we do not have the funds or that further discussion is needed, they will give this topic back to the Grand Knight for further action.
5. Just because an item is in the budget doesn’t mean that we must spend the funds.

Disclaimer: This document sets forth policies and procedures for the function of the Council. The Council may choose from time to time to amend or alter it as may be deemed appropriate. However, it is intended that the Council shall at all times be in compliance with KNIGHTS LAWS; if there is a conflict, KNIGHTS LAWS shall prevail.

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