



OPERATING POLICIES AND PROCEDURES
OF KNIGHTS OF COLUMBUS
PRINCE OF PEACE COUNCIL NO. 8791

Knights of Columbus, Prince of Peace Council No. 8791, has established the following Operating Policies and Procedures to implement the requirements of its By-Laws and related Council operations.

ARTICLE I – Dues

1. Dues. Members shall pay \$35.00 annually. Deacons, Honorary Life members, members on Active Military Duty, members on Disability Waiver, and students under the age of 26 years shall be exempt from paying dues. Members who have been identified by the Financial Secretary or other Officers as having a current hardship (e.g., illness, financial) may be exempted from dues for the current year or longer or permanently upon recommendation of the Financial Secretary and approval by the Trustees or Council. A service fee may be charged for dues paid online.

ARTICLE II – Elections

1. Nominations for Officers. The Nominating Committee shall be made up of three members appointed by the Grand Knight. The Nominating Committee is to prepare a slate of nominees for the elected Council offices prior to the annual Council elections. All nominees shall be members in good standing of Council 8791.

ARTICLE III - Officers

1. Bond. The Bond for the Financial Secretary and the Treasurer shall be \$5,000.00 each. These Bonds are provided by the Supreme Council Board of Trustees at no cost to the Council.
2. Installation. The Installation Ceremony for Officers shall take place each June or July for a term beginning July 1.
3. Audit. By updated direction of the Supreme Council, there is one Audit of the books of the Council performed by the Trustees each July.

ARTICLE IV - Meetings

1. Monthly Officers Meeting. The monthly Officers Meeting shall be held regularly on the second Tuesday of the month at a time and location specified in the announcement of the meeting by the Grand Knight or the Recorder. A quorum for the monthly Officers Meeting shall be seven Officers.
2. Monthly Council Meeting. The monthly Council Meeting shall be held regularly on the fourth Tuesday of the month at a time and location specified in the announcement of the meeting by the Grand Knight or the Recorder. A quorum for the monthly Council Meeting shall be twelve members.
3. Meeting Dates and Announcements. The announcements of the Officers Meeting and the Council Meeting shall be made by the monthly Newsletter, Email, and Website. All Council 8791 members in good standing are invited to attend and participate in the monthly Council Meeting and to attend the monthly Officers Meeting. Changes in the date and time of the meetings may be required due to church functions, Holy Days,

Holidays or other significant events. These changes shall be announced ahead of time by the Grand Knight or the Recorder.

4. Excusal from Officers Meeting. Upon receiving a request from an Officer to be excused from a meeting for a valid reason, as determined by the Grand Knight, the Grand Knight may declare the officer "Excused" for the requested meeting. The Grand Knight may appoint a Knight in good standing to temporarily replace the "Excused" Officer for that meeting.

ARTICLE V – Elections

(There are no additions to this section of the By-Laws.)

ARTICLE VI - Committees

1. Program Director. The Program Director shall be the Deputy Grand Knight, or another Knight appointed by the Grand Knight.
2. Committees. The Grand Knight may establish Committees and appoint Committee Chairmen with approval of the Officers. Committee Chairmen shall be members in good standing of Council 8791.

ARTICLE VII - Funds

1. Budget. The Council shall develop a budget for the expenditure of funds throughout the Fraternal Year (FY). That budget shall be developed for the new FY during May and June of FY preceding the next FY and the budget shall be presented at the July Council meeting for approval. All line items of the budget may be approved in a single vote and line items exceeding the requirements of the Council By-Laws Article VII, Section 3 are considered approved for expenditure when they are called for expenditure during the FY.
2. Donations. Donations received by the Council that are specified by the donor to be expended for a specific purpose (e.g., Coats For Kids, Food for Families) and are additional to similar budgeted income line items, shall be disbursed by the Council for that specified purpose.
3. Additional Expenditures. If additional expenditures of Council funds are requested by a member and those funds are not or cannot be identified with an existing, currently funded budget line item, the member shall complete a "Donation Request Form" and submit it to the Grand Knight for consideration by the Trustees and Officers of the Council for approval or modification action. If the donation request is approved by the Trustees and Grand Knight, the expenditure may only be made with the approval of the Council at a Council Meeting subsequent to the approval of the Donation Request and in accordance with Article VII, Section 3 of the Council By-Laws.

ARTICLE VIII - Funerals, Etc.

1. Mass of Remembrance. Council 8791 shall participate in the regional or area Mass of Remembrance for deceased Brother Knights which is held in the month of November and arranged for through the area District Deputies.

ARTICLE IX – Miscellaneous

1. By-Laws. The Council By-Laws shall be reviewed annually for updates and potential changes (e.g., Grand Knight and Recorder names) at the first Officers Meeting of each Fraternal Year. Any revisions, when drafting is completed and approved by the Officers, shall be presented for approval by members at the next Council Meeting. The Council By-Laws shall be submitted to the Supreme Council for final approval.

2. Policies and Procedures. These Operating Policies and Procedures are to be reviewed annually at the first Officers Meeting of each Fraternal Year. Any revisions, when drafting is completed and approved by the Officers, shall be presented for approval by members at the next Council Meeting.

Adopted by vote of the Council on August 25, 2026 and effective as of that date.

MICHAEL ERNST
Grand Knight

DANIEL MEDVED
Recorder