



**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. Permanent Deacons, Honorary Life members, members on Active Military Duty, and members on Disability Waiver shall be excused from paying dues. Members who are students under the age of 26 years shall be exempt from paying dues. Members who have been identified by the Financial Secretary or other member as having a current hardship (e.g., illness, financial) and verbally approved by the Grand Knight may be exempted from dues for the current year or longer or permanently (through the year they reach age 70 and have 25 years of continuous service). A service fee of \$1.50 may be charged for dues paid online.

**ARTICLE II – Elections**

1. Nominations for Officers. The Nominating Committee shall be made up of members who are not actively seeking positions as officers for the next Fraternal Year, and no member of the Nominating Committee may be placed on the Nominating Committee's list of officer nominees for the next Fraternal Year. All nominees shall be members in good standing of Council 8791. No member of Council 8791, who is in good standing, may be prohibited from being nominated for an office during the open nomination period prior to execution of the actual Council ballot for succession officers.

**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.

**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.
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.
3. Meeting Dates and Announcements. The announcements of the Officers Meeting and the Council Meeting shall be made by the monthly Newsletter, Email and Text. 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 or Holidays or other significant events. These changes shall be announced well 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 VI - Committees**

1. Program Director. The Program Director shall be the Deputy Grand Knight, or another Knight appointed by the Grand Knight.

#### **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. They do not require an additional vote for approval.
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 without further consent by the Council.
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. In any case, 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 regular 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 for updates prior to the election of Officers, and potential changes (e.g., Grand Knight and Recorder names) shall be announced so that they can be approved during the first Council Meeting of the new Fraternal Year.
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 shall be presented for approval at the first Council Meeting of each Fraternal Year.

Adopted by vote of the Council on August 26, 2025 and effective as of that date.

DANIEL KIMBLE  
Grand Knight

DANIEL MEDVED  
Recorder