

KNIGHTS OF COLUMBUS
FATHER FRANCIS J. DIAMOND COUNCIL #6292
STANDARD OPERATING PROCEDURES

[as of 7 July 2001]

1. Purpose: The purpose of this Standard Operating Procedure (SOP) is to regularize council procedures and provide continuity amongst officers and Program Activity Directors. This does not supersede the Supreme Charter, Constitution, or Laws.
2. Officer duties: During Business Meetings Officers shall wear coat and tie.
 - a. Grand Knight (GK). Responsible for all council activities. Manages all operations of the Council. Presides at all Council Meetings. Appoints Activity Chairmen upon recommendation by the DGK. Selects Family of the Month/Knight of the Month based on recommendations by the DGK.
 - b. Chaplain. Guides spiritual aspects of the council. Presents spiritual message to the council at meetings and through monthly newsletter column. Celebrates Mass before one business meeting per month. Celebrates quarterly Communion Mass.
 - c. Deputy Grand Knight (DGK). Assists the Grand Knight. Serves as the Program Director, overseeing the five Program Activity Directors. Recommends Family of the Month/Knight of the Month and numerous reports as outlined in para 4.
 - d. Chancellor. Serves as the Chairman of the Membership Committee. Oversees Recruiting and Retention. Coordinates the Vocations Program.
 - e. Financial Secretary (FS). Manages and accounts for all council funds. Generates all financial statements for State/ Supreme. Orders supplies from Supreme. Appointed by GK. Responsible for billing and collection of dues. Has significant duties in honoring deceased brother Knights as outlined in para 10.
 - f. Treasurer (TR). Receives and disperses council funds. Manages council checking accounts and savings portfolio. Prepares yearly and monthly budgets.
 - g. Advocate. Oversees parliamentary conduct of the meetings. Provides advice to the GK regarding motions etc. during meetings.
 - h. Warden. Manages Council property and Warden's Fund. Ensures Providence Hall is set up for both business meetings and First Degree ceremonies. Provides refreshments and conducts raffles at business meetings. Serves as "Back Up" to the hall manager for the management of Providence Hall.
 - i. Lecturer. Arranges for guest speakers and other informational presentations for the members at business meetings. Appointed by the GK.

j. Recorder. Documents and reports Council activities and correspondence. Maintains Council files.

k. Guards (Inside/Outside) Assists the Warden in the set up of the Hall prior to and after meetings and at other council functions.

l. Trustees. Advise the GK in council management. Conduct semi-annual audit of council and warden's financial records.

m. Hall Manager. Coordinates the use of Providence Hall. Responsible for ordering staple supplies (plates etc.)

3. Program Activity Directors: There are five Program Activity Directors (ADs): Community, Church, Council, Family, and Youth. All program activities within the Council are assigned to one of the ADs. The AD is responsible to accomplish the activity or find a Project Officer. Because of the changing nature of Programs, they are not listed within the SOP.

4. Committees.

a. Committees within the Council are as follows:

1) Admissions Committee. Composed of the Trustees and Activity Directors. It reviews all applications for membership and interviews the candidates.

2) Awards Committee. Appointed by the Grand Knight on an ad hoc basis. It reviews and recommends selections for Knight of the Year, Family of the year and Outstanding Young Man and Women of the year.

3) Budget and Finance Committee. Composed of the TR, FS, and one other Knight appointed by the GK. Their duties are as outlined in the By-Laws.

4) Charity Committee. Composed of Knights as selected by the GK. It reviews all charitable requests and reports on same to the Council.

5) Membership committee. Chaired by the Chancellor, it is composed on an ad hoc basis by the GK. It is responsible for the recruiting and retention of members.

6) Memorial Committee. Selected by the GK on an ad hoc basis. It's duties are as outlined in the By-Laws.

7) Nominations Committee. Selected by the Grand Knight on an ad hoc basis. They interview all candidates for Office for the upcoming Fraternal Year. Their report will be delivered at the second business meeting in April.

8) The Scholarship Committee consists of the Youth Activity Director (chair), a representative from the Columbiettes, two Knights from council 6292 and one other. Duty of the committee is to select each year's winner for the Fr Diamond Memorial Scholarship.

b. The GK sits as a member of all committees.

5. Reports: Reports are listed with due date and responsible officers. The State Council may require some reports be submitted prior to these dates.

a. Semi-Annual Council Audit. Due 15 Aug/15 Feb. Responsible Officers: Trustees, GK, DGK, with assistance from FS and TR.

NOTE: An audit by the Trustees is conducted of the Warden's Fund at the same time as the Semi-Annual Council Audit. Its results are reported to the Council at the next Business Meeting.

b. Semi-annual Report of Activities. Due 1 Nov/1 April. Responsible Officer: DGK.

c. Survey of Fraternal Activity. Due 1 Jan. Responsible Officers: GK/FS.

d. State Council Service Program Awards. Due 1 Apr. Responsible officer: DGK.

e. Young Man/Women of the Year: Due 1 Mar. Responsible Officer: DGK

f. Family/Knight of the Year: Due 1 Mar. Responsible Officer: GK, after consultation with a selection committee.

g. RSVP Refund/Plaque Application: Due 30 Jun. Responsible Officer: CH

i. Report of Officers Chosen: Due 1 Jul. Officer Responsible: FS.

j. Service Program Personnel Report: Due 1 Aug. Responsible; Officer: FS and DGK.

k. Knight/Family of the Month. Due 15th of each Month. GK, upon recommendation from DGK. DGK responsible for submission of the form to Supreme for Family.

1. Columbian Award Application. Due: 30 Jun. Responsible: Officer: GK.

6. Recruiting and Admissions.

a. Upon receiving a Form 100, the Chancellor will contact the candidates and inform him of the next meeting of the Admissions Committee. He will provide the Form 100 to the FS, and a list of candidates with phone numbers to the Chairman of the Admissions Committee.

b. The Chairman of the Admissions Committee will contact those candidates requiring an alternate time for their interview.

c. Upon completion of the admissions process, it is the responsibility of the Chancellor or Sponsor to ensure the candidate arrives at the First Degree Ceremony.

7. Degrees Hosted by This Council.

a. First Degrees. These will be conducted in Providence Hall. Responsibilities are as follows:

1) GK. Select Honorary.

2) DGK. Remain in ante chamber during degree to maintain order.

3) Council Chancellor. Monitor arrival of candidates. Provide each a "sticky" name badge. Ensure each signs the degree honoree certificate. Take picture of candidates from this council and posts appropriately.

4) FS. Complete degree cards. Purchase degree kits when needed as advised by the Degree Team Captain.

5) Warden and Guards. Set up and take down of the Hall.

6) Degree Team Captain. Control storage and issuing of Candidate kits. (rosary, lapel pins, etc.) Notify FS when supplies are needed.

7) Admissions Committee: Interview candidates prior to meeting. Encourage candidates to attend 7:30 PM Mass prior to taking degree. Provide names to FS prior to degree.

b. Second Degrees. These will be conducted in the Parish Activity Center when possible. Responsibilities are as follows:

1) GK. Nominate Honoree to District Deputy (DD)

2) Council Chancellor. Monitor arrivals and provide names to the Degree Team.

3) Degree Team Warden. Set up the hall.

4) Council Activity Director. Provide refreshments.

c. Third Degrees. These will be conducted in the Parish Activity Center (PAC) with the meeting room as the ante-chamber. Responsibilities are as follows:

1) GK. Nominate honoree to DD.

2) Council Chancellor: Set up the chamber, to include 5 door guards in cassocks. Monitor arrival of personnel and provide names and council number of candidate and guests to degree team and Council FS. Provide sign up sheets for state officers, DD's, degree team members, GKs, observers, and candidates.

3) Council Activity Director. Provide breakfast for the team; coffee and "Danish" for guests and lunch for everyone.

8. Expense Report. After every activity involving an expense, the Program Activity Director or Project Officer will complete an Expense Report (see enclosure 1) It is due to the Treasurer within 15 days of the event.

9. Use of Parish Facilities/Bulletin items. The DGK will coordinate all requests for parish facilities. A once yearly, request will be submitted after the annual planning meeting in July. A separate request must be made for the use of the Kitchen facilities in the Parish Activity Center. For each event for which Parish facilities are to be used, a Parish Activity form must be completed by the responsible individual, providing POC name and phone number.

10. Awards.

a. Monthly: Knight of the Month and Family of the Month. Selection is made by the GK upon recommendation of the DGK. Names of Families of the Month are submitted to Supreme for inclusion in a lottery for a religious statue.

b. Yearly:

1) Knight of the Year/Family of the Year. The GK appoints an Awards Committee. Based on their recommendations, the GK selects. Both are then submitted to State for further consideration

2) Grand Knights Award - Knight. The GK, may at his discretion select a Knight for this award.

c. Council Plaques for awards (KOVAR, KCIC etc) will be displayed for one year after receipt. These will then be given to the Project Officer/Activity Director responsible for the event. Plaques for Star Council and State Deputies Award will be retained by the council.

d. At the Officer Installation Dinner, unless otherwise requested by the outgoing Grand Knight, the incoming Grand Knight will present to his predecessor the following:

- 1) Past Grand Knight (PGK) Lapel Pin
- 2) PGK Certificate
- 3) PGK plaque or bust

11. Scrap Book. The annual scrap book will be retained for one year and used for recruiting new members. After that it will be given to the GK of that Fraternal Year, normally at the installation dinner.

12. Honoring the Dead and Assisting the Sick. It is council policy to honor our dead members and their families in a variety of ways and to provide relief to our sick.

a. Members. Upon notification of a death of a member, the council Financial Secretary (FS) will:

- 1) Send five Mass Cards with a suitable donation made in the recipient's name.
- 2) Inform members of the Council via email or phone.

b. Family members. Upon the death of a family member, the FS will:

- 1) Send three Mass Cards with a suitable donation made ~ in the recipient's name.
- 2) Activate the Phone Tree to notify members of funeral services at the Grand Knight's discretion. NOTE: Family members are defined as spouse, parents, parents-in-law and dependent children.

c. Upon notification that a member is hospitalized, the FS will provide flowers and a healing card.

NOTE: The hospitalization must be major, i.e. post surgery or extended stay.

d. Upon notification that a family member has been hospitalized, the FS will provide a healing card and a \$10 donation to the appropriate parish or order. Family members are defined as 1 spouse and dependent children.

e. Names of deceased members of the council will be read during the annual Memorial Mass.