

Knights of Columbus Arkansas State Council Secretary

Charter Constitution Laws Knights of Columbus

Chapter 11 Organization SEC. 11 (C)

State Councils shall elect by ballot from the membership at large a State Deputy, *State Secretary*, State Treasurer, State Advocate, State Warden..

SEC. 60 (2): In the absence or inability of the State Deputy, the State Secretary shall execute all of duties of the State Deputy.

***By-Laws* Arkansas State Council Article V Officers State Secretary Section 4**

He shall act as Recorder at all meetings of the State Council: he shall receive all monies paid for State Per Capita Tax and also all monies obtained from any source, by or through any person or persons, acting for or in the name of the State Council or under its direction or authority, and make record thereof and submit the same forthwith to the State Treasurer. He shall give a surety company bond the amount of same to be fixed by the State Council and the expense thereof to be charged to the State Council.

He shall draw orders on the State Treasurer for payment of all debts due by the State Council.

All monies due to the State Council shall be paid to the State Secretary by check only payable to the order of Arkansas State Council Knights of Columbus.

He shall conduct the general correspondence of the State Council, and perform such duties as are usually incumbent upon secretary of an association.

He shall prepare a directory with the addresses and the phone numbers of the following: Supreme Officers, State Officers, Past State Deputies, District Deputies, Council Chaplains, Grand Knights, Financial Secretaries, Supreme Master, Vice Supreme Master, Former Masters, Faithful Friars, Faithful Navigators, Faithful Comptrollers, State Program Directors, and insurance Representatives. It shall be the obligation of the Financial Secretaries and Faithful Comptrollers to submit the needed information to the State Secretary. Copies of the directory will be available at the State Organizational Meeting.

He shall prepare and furnish credentials blanks to the recorder of each subordinate council on or before April 1st in each year.

Duties of State Secretary

The State Secretary is the second highest elected officer of the State Council. His first responsibility is to represent the State Deputy whenever he asks. Either at Degree, functions or meetings, you must be prepared to be his designated representative. He must also be prepared to stand in for the State Deputy at any State Council Meeting that he is unable to attend.

The State Secretary has the responsibility is the documentation and publishing the Minutes of the Annual State Convention (this can be a computer file available to Supreme, State Officers, and local Councils). This is required by Supreme and they desire a computer file not a hard copy. In addition, your responsibilities include compiling the State Necrology of deceased Brother Knights during the current Fraternal Year. Upon completion of the Necrology list the State Secretary will read those names at the Memorial Mass at the State Convention.

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At the State Convention the Secretary is the State Council Officer responsible for delegate certification. At the Convention you must be able to certify all seated delegates from all Councils, or not votes can be taken, or elections held.

Working in conjunction of the State Treasurer you have the responsibility in the preparation of the annual budget that will be presented by the State Secretary on behalf of the State Deputy at the State Convention. A review of the fiscal records will help understand where monies are needed and where they were spent during the previous year so that an appropriate plan for the coming year's expenditures can be prepared. This includes estimating the per capita income to determine that the budget can be funded through the receipt of council per capita assessments. This will serve as a basis to aid the State Deputy decide what per capita rate will be presented for approval by the delegates at the State Convention.

Daily task are varied which includes direct responsibility again to the State Deputy. Duties include handling any correspondence that is required, Examples include letters to

Clergy and Bishops, letters welcoming new members, correspondence to Supreme and local councils.

Council Leadership Training: The State Deputy will organize Leadership Training across the state. This training maybe conducted in a central location, district location or local council location.

This training is critical to the State Council and you must be knowledgeable on all aspects of the Council Leadership Training to teach these sessions. They normally take 2-4 hours and you should be organized, prepared, and knowledgeable in every aspect. This training should be complete by the end of August. After the Training sessions prepare an attendance report to the State Deputy and plans to teach any council not represented at the training session.

Your responsibilities also include following up with the District Deputies assigned to you for leadership training to assure all council reports are submitted in time and verify each council has a membership plan and they commitment to a number of new members for the fraternal year. These numbers will include any suspensions that may occur during the fraternal year.

An equally important function involves the routine support of the State Council Team at various State and Council functions throughout the State. As a minimum the Secretary is expected to attend the annual State Convention, Organizational Meeting and mid-year meetings. The Secretary should be available to visit the councils he is assigned to train as a representative of the State Council and attend District Deputy Meetings. He promotes “*Unity*” by attending degree exemplifications, new council developments and assembly function.

The State Secretary job is challenging requiring a great deal of dedication and patience; these experiences and virtues will provide excellent training for future State Deputies.

Always remember that the Secretary is part of a six-man team, not an individual Officer with one job. You are elected to do the best you can, but not on your own.

Basically, the State Secretary’s duties revolve around two key areas of State Council activities: Financial records and membership records. The Secretary collects and receives all moneys that come into the State Council from any source. He then turns that money over to the State Council Treasurer for deposit in the State Council account.

One main function of the Secretary is to collect money, in the forms of per capita, from local councils. He sends out billing notices before the start of the billing period and initiates retention measures to prevent councils from being suspended for nonpayment of per capita.

Following are the duties of State Secretary month by month.

June

Update the past years Directory with Supreme changes, newly elected State Officers, District Deputies, and Program Directors. Confirm Dates for the next Fraternal Year, i.e. Convention, Retreat, Organizational, Mid-Year, ect. Do all the legwork you can before you have to add the newly elected Grand Knights and Council information. Make the Master and the General Agent give you clean information-that's their job! Set in motion a new State pin.

Do the same for the Minutes Book. Don't let those responsible for Reports leave Convention before their letters are written and signed. The State Advocate or Warden should make his laptop & printer available for correspondence. Much of the report is already done before convention so establish a notebook to add new information. Eat the Elephant one piece at a time.

July

Set-up the location, times, and coordinate with the State Deputy on the program for the Organizational meeting. Fill any holes-District Deputies Program Directors, new agents; who ever needs to attend. Don't forget the Past State Deputies. Let the State Deputy worry about membership-You worry about Minutes- Leadership training dates, times, and locations. Dates for Persons with Disabilities, Budget changes, Retreat, and anything else that may be necessary. ASAP get the info out to the players and on the website. Have the Directory & Minutes book; CD's & State pin ready to pass out at the Organizational Meeting. Other officers with computer skills can sure help you. Get Persons with Disabilities-News letter. Set tentative 2nd & 3rd dates. Sign Resolution checks set a date to present to the Bishop.

August

Go to Supreme Convention and have FUN! Stay on top of and do your leadership training. Hit the Fund Raising HARD-District Deputies Website and personal contact

September

Designate who needs to be bonded. Authorize the payment of liability insurance for Persons with Disabilities. Work with the Disabilities Director & State Treasure-Cash flow Spreadsheets, etc. Update the Directory! The District Deputies are responsible for their Councils (Hold them accountable). Membership, membership, membership. Persons with Disabilities-newsletter.

October

Dedicate your efforts to Persons with Disabilities. Coordinate for a State Officers meeting. Get the paperwork started for Taxation time. Council membership minus Honorary Life Membership & Disabled-maybe Membership Director can work that for you. Push the Advocate for Resolutions. You and the State Treasurer have your hands full with Persons Disability Drive. The Resolutions letter needs to go out. Promote the State Council Fund Raising Drive in the newsletter. Get a site for the Mid-Year Meeting. Touch base with the Convention Team-"How Goes It" they need to give a report at the

Mid-Year. Membership, membership, membership, March for Life in Jan & Retreat in Feb.

November

Follow-up-clean-up the Persons with Disability Drive. Set a date to present the check to the ARC (Jan-Mar). Work with the State Deputy on the Mid-Year meeting. Update the Directory again and have the new info ready for the meeting. Besides the Membership Director have the Person with Disability Director, Fund Raising Chairman, Convention District Deputy, Program Director (Council of the Year stuff), Retreat, March for Life, Special Olympics etc time to present their work. Update the Degree schedule, set in motion the Per Capita Notices and mailings and see how the budget is doing. Put Fund raising in the Newsletter.

December

Hold the Mid-Year meeting. Make it positive! The keys are Membership, Insurance, Per Capita, Pennies from Heaven, Special Olympics, March for Life, The Wheel Chair Foundation, and Squires. Take some time to push Council of the year stuff, The Convention, and gearing up for the second half of the year. Pin down any Council that has not paid Per Capita. Push the March for Life in Little Rock or locally. Choose the best-designed pin, and then order it for the State & Supreme Conventions. Make Membership, March For Life, and the Retreat the Hot topic in the newsletter. Get letter out to Supreme and the Bishop for Convention.

January

Send out the State taxation, Convention Credential, and necrology letters to the Grand Knights for a listing of Brother Knights who passed away since that the State Council Memorial Mass for deceased Knights. Let the State Deputy & State Treasurer know what the Per Capita is by Council. Coordinate with the Advocate on Resolutions to date. Council of the Year forms on the website and in the Newsletter. Get an update on Convention. Start working on the May Special Olympics theme. Work with State Treasure as the \$\$\$ flows in. Update the Directory.

February

Update the Degree Schedule-keep us informed. Tighten the screws for Convention. Get a location for a Budget Meeting in March. Communicate with the State Officers for their responsibilities during Convention. Work with the State Deputy on his Convention letter. Keep the \$\$\$ flowing. Membership, fund raising, info about where the Special Fund \$\$\$ goes, how many have gotten Pennies From Heaven checks, and one last push for Council of the Year into the news letter. Get all letters from dignitaries to the Convention Chair for publication into the Convention Booklet.

March

Schedule a date and place for one last meeting with the State Officers. See who's on target for Star Council and set-up a plan for one last push. Update the Directory. Finish up the collections of Per Capita. Tie up the Convention loose ends. Have a plan for the

Resolutions-guide the committee at Convention. Push fund raising, Special Olympics, and Membership in the newsletter.

April

Host the State Convention. Make the new State Pin one of the gift items at registration. Pin down Committee Letters for the Minutes Book. Lock down the Budgets for the Minutes book. Get the Supreme Delegates pinned down with the proper paperwork. Kick Membership in the ASS at Convention. Have FUN!

May

Special Olympics is the BIG player this month. Get the word out that you want clean copy for newly elected Council and State Officers for the Directory. Follow-up on the Minutes book. Push Membership and Insurance in the newsletter (June 15 is the latest). Get the District Deputies, Master, and General Agent to help you. Get ready for a new year. Order jewels of office for newly elected State Officers, complete from 111 (newly elected state officers) and State Council Report of Program Chairmen Appointed for new fraternal year.

Job Duties of the State Secretary Prior to and during the Organizational Meeting

1. Order Name Badges for new District Deputies, Program Directors and State Officers. See Excel Spreadsheet named 2005-2006 K OF C NAME BADGES
2. Get names of those attending from the State Deputy and working with the State Treasurer compute mileage. Use spreadsheet from State Deputy for home addressees and Map quest compute mileage from their hometown to the town hosting the meeting. Round the figures and use Spreadsheet. See Excel Spreadsheets: Arkansas State Council mileage Organizational meeting mileage July 8 & 9, 2006.
3. Write State Secretary's Report see Word Document files: State Secretary's Report Organizational Meeting 2005 and: State Secretary's Report Organizational Meeting July 8& 9, 2006 Remember you will be reading the report at the meeting.
4. The State Secretary calls the roll of everyone in attendance so the Treasurer to prepare mileage checks. The State Deputy usually makes everyone stand up at introduce their selves. Make sure the State Treasurer gets a copy to follow along. You will be using the same Spreadsheets in # 2 above.
5. Either by using a cassette recorder or other instrument or writing pad takes the minutes from the meeting. You can double space last years meeting and writing in between the lines. The State Deputy will have told those making reports to give you a copy of their reports. See Word Documents: Minutes for Organizational Meeting July 9 and 10, 2005 and Minutes for Organizational Meeting July 8 and 9, 2006. Make sure to write the minutes the next week so you do not forget any of your notes.

6. Write the State Treasurer any vouchers against the General, Special or Pennies from Heaven Fund. See Appendix A, B and C. Remember once a new State Secretary takes over the vouchers start at number 1 for all three accounts.

All Year Long:

1. Post all vouchers and receipts to spreadsheet in Excel See K of C 2006 Budget.
2. For expenses coming in fill out Vouchers and Mail to State Treasurer make sure to staple bills, invoices or emails to the vouchers. The vouchers have an account code to be inserted. This is according to the budget items. Example for State Deputy expenses it would be code number 1.01 or for the Budget Meeting it would be code number 3.02 see the Excel document 2006-2007 State Budget
3. For checks mailed to you fill out a receipt for the money received and staple the check and to a bill that paid or email or plain paper and Mail to State Treasurer Adams Money/Rent Receipt Books model# TC 1182 three part carbonless is an excellent document to use and can be purchased at Wal Mart
4. Monthly the State Treasurer the amount of interest earned from the General Fund, Special Fund and Pennies From Heaven Fund. If a report is not completed contact the State Treasurer requesting a current report.
5. Beginning on October 15 of each year the checks from the Disability Drive will be mailed to your office with applicable paperwork. Fill out a receipt putting the date, what council it is from number and name, how much is the check a for Persons w/ Intellectual Disabilities then in parenthesis (Special Fund) to be deposited. Remember to staple the receipt and the check to the paperwork and mail to the State Treasurer. Retain a copy of the paperwork for ease of posting to the Special Fund.
6. The outgoing State Secretary will provide receipt Books and all examples of vouchers. The current State Deputy or State Deputy elect will meet with the elected State Officers to make them feel comfortable with the job duties of the State Secretary.

January 15, Sending Out Per Capita Statements.

1. In Accordance with the Arkansas State By-laws computation for our local councils state per-capita will be based on the January Membership numbers shown in Supremes Statement.
2. You need to use the January Supreme Statement, then post to Excel spreadsheet per council see: Arkansas State Council Per Capita Data and Arkansas State Council Per Capita Data. Use Total Membership per Council less honorary life and disabled members.
3. Then you post to the Word Document: Arkansas State Council Per Capita Statements. The current State Warden and State Secretary are working on an Excel Spreadsheet for the Per Capita Statements.
4. The State Secretary needs to include in the mailing credentials and Letters in this order:
 - A. 2 Delegate Credentials and 2 Alternate Delegate Credentials

- B. Letter Word: Convention Package Letter January 15, 2007 makes sure to contact some with regard to the State Convention in the next rotation. Jonesboro 2008 and Little Rock or Hot Springs in 2009.
- C. Letter Word: Credential Letter January 15, 2007
- D. Word Document: Delegate Credential Summary January 15, 2007 **Make sure to change the dates on this and all documents when copying to new file.**
- E. Letter Word: Deceased Knights Letter January 15, 2007. Reminder please change dates on letters and Per Capita Statements
- F. Get packages together and send to Financial Secretaries using mailing labels on Word: Financial Secretaries 2007 and mail the 3 letter to the Grand Knights using Word labels Grand Knights 2007. Both of these labels will require updating according to the current State Directory.

Getting In Per Capita, March For Life, Pennies From Heaven and Special Olympic Payments also Receiving Deceased Knights and Credentials. Also, Reports for State Convention In Bold.

1. When receiving payments:
 - a. Per Capita payments go to the General Fund (GF).
 - b. March For Life payments go to the Special Fund (SF)
 - c. Pennies From Heaven goes to its own (Account)
 - d. Special Olympics payments go to the Special Fund (SF).
 - e. These are the abbreviations normally used using receipts written for these payments. Posts deposits to the Excel spreadsheet: Arkansas State Council Paid Per Capita, March For Life, Pennies From Heaven and Special Olympic for Payments and Arkansas State Council Paid Per Capita, March For Life, Pennies From Heaven and Special Olympic for Payments.
2. When receiving the necrology reports from the local councils for deceased Knight post them to Word Document: Arkansas State Council Memorial Mass Necrology Report, and Arkansas State Council Memorial Mass Necrology Report. These are extremely hard to get from some of the Councils. The State Deputy and District Deputy will be great help in getting this information. File copies of these reports copies in a manila envelope with Deceased Knights for year 2007-2008 and so on. **The State Secretary uses these reports for the Necrology Report at the Memorial Mass at the State Convention on Saturday Morning Mass usually starting at 7:00 A.M.**
3. When receiving Credentials post them to an Excel Spreadsheet See: Delegates and Alternate Delegates to State. Retain copies in a manila envelope with Delegates and Alternate Delegates for year 2007-2008 and so on. **These will be used for role call roll and the Credential Committee Chairman (State Secretary) will choose a member from that committee and will also use the State Treasurer to count how many delegates from how many councils. Remember there are Seven State Officers. These include: State**

Chaplain, State Deputy, Immediate Past State Deputy, State Secretary, State Treasurer, State Advocate and State Warden. Roll Call is required before the Election of State Officers on Saturday and on Sunday before the Election of Delegates and Alternate Delegates to the Supreme Convention in August of each year.

Mid-Year Meeting in December:

1. Almost the same as the Organizational Meeting.
2. Order Name Badges for new District Deputies, Program Directors that have resigned or replaced by the State Deputy. See Excel Spreadsheet named KOFC NAME BADGES
3. Get names of those attending from the State Deputy and working with the State Treasurer compute mileage. Use spreadsheet from State Deputy for home addressees and us Map quest.com to figure mileage from their town to the town of the meeting. Round the figures and us Spreadsheet. See Excel Spreadsheets: Arkansas State Council mileage Mid-Year Meeting December 2 & 3, 2006.
4. Write State Secretary's Report see Word Document files: State Secretary's Mid Year Report 2005. Remember you will be reading the report at the meeting.
5. The State Secretary will call the roll of everyone in attendance so the State Treasurer can prepare mileage checks. The State Deputy usually makes everyone stand up at introduce their selves. Make sure the State Treasurer gets a copy to verify attendance. You will be using the same Spreadsheets in # 3 above.
6. Either by using a cassette recorder or other instrument or writing pad takes the minutes from the meeting. You can double space last years meeting and writing in between the lines. The State Deputy will have told those making reports to give you a copy of their reports. See Word Documents: Minutes for Mid -Year Meeting December 3ed and 4th, 2005 and Minutes for Mid-Year Meeting December 2nd and 3rd, 2006. Make sure to write the minutes the next week so you do not forget any of your notes.
7. Remember to include a return address on the letters.

Budget Meeting Saturday following the 25th of February

1. The State Secretary is the leader of the Budget Meeting.
2. You will need to notify the members of the meeting the week after January 15th of every year. More than likely the meeting will be held in the First Saturday of March.
3. Members of the meeting will be the State Officers and two at large members for the meeting. The State Sectary selects the location for the meeting. After the budget meeting the State Deputy will conduct an officers meeting. Three days after the Officers distribute minutes
4. Reports needed to be handed out for the meeting: Budget Meting Agenda See Word Documents: Budget Meeting Agenda February 11, 2006 and Budget Meeting Agenda March 3, 2007. Per Capita Data Spread Sheet. See Excel

spreadsheets: Arkansas State Council 2006 Per Capita Data and Arkansas State Council 2007. And Spreadsheet for the last 7 or 8 years compared to Budget. The State Treasurer will give you the information for the immediate past year. See Excel Spreadsheet: Arkansas State Council Fraternal years Budget Expenses 1997 thru 2006. And finally the Budget Proposed for the General Fund and Special Fund you will have to fill in the Budget numbers from the last fraternal year. See Excel Spreadsheets: Arkansas State Council Proposed Budget G.F. 2007-2008 and Arkansas State Council Proposed Budget Special Fund 2007-2008. For the State Advocate will have to send you the Proposed Resolutions to plug numbers into both of the Budgets.

5. Take minutes to the meeting the same way as the Organizational Meeting and the Mid Year meeting. See Word document Arkansas State Council Minutes to Budget Meeting February 11, 2006 and Arkansas State Council Minutes to Budget Meeting March 3, 2007.

Transfer the State Council's laptop computer, issued to you when you assumed office, and all computer files to your successor at the conclusion of your term. In addition furnish the incoming State Secretary with an updated copy of your duties and responsibilities.

It is extremely important for the State Treasurer to maintain a constant and current line of communication with the State Deputy and State Treasure. This includes but not limited to answering any and all e-mails within twenty-four hours.

Always remember that the Secretary is part of a six-man team, not an individual Officer with one job. You are elected to do the best you can, but not on your own.

The State Secretary can expect to devote at least 2 hours per week to perform his duties; however, prior to the State Convention, Organizational Meeting Mid-Year Meeting, preparing notice for local councils per-capita, Person with Disabilities Drive requires 10 – 18 hours per week.