



OCTOBER 2021

# *THE INFORMER*

## NEWSLETTER

Welcome to *THE INFORMER* newsletter. It is designed to provide financial and other information on the Rules and Laws of the Order, and other items of interest. It is to be shared with everyone in our jurisdiction. Council Grand Knights should forward this newsletter to all their members.

THIS EDITION:

COUNCIL EXECUTIVE  
- WARDEN  
OFFICERS DESKTOP REFERENCE  
HOSTING FUNDRAISERS  
OTHER PUBLICATIONS  
INDEX (ARTICLES OF INTEREST IN  
PAST NEWSLETTERS)

Several sources are used in the preparation of this newsletter. These include:

- ✚ Supreme's Charter Constitution and Laws of the Order. This booklet is printed annually as there may be amendments to the contents...so request the latest version from your Council Advocate.
- ✚ Officer's Desktop Reference (ODR) – this is a section on Supreme's website containing expanded information on the Constitution, Rules and Laws of the Order.
- ✚ Grand Knights Manual



## **COUNCIL EXECUTIVE**

Over the years and travels to many Councils, I have had Council Executive members approach me inquiring what are their responsibilities and how to perform their new duties. This section is dedicated specifically to the Council Executive members on these items. I will cover each position over the next several issues.

### **WARDEN**

- 1) Be present at all Council meetings, be on time or a little early at all Council meetings.
- 2) Be in charge of all Council property except moneys and officers' record books.
- 3) Keep all property in proper condition for Council meetings.
- 4) Become familiar with the duties of the Inside and Outside Guards and instruct the Guards in their duties.
- 5) Set up Council chambers for meetings according to the rules of the Order.
- 6) Inspect traveling cards assisted by the Inside Guard.
- 7) Instruct Council members at least once a year on the Ceremonials of the Order, after gaining permission of the Grand Knight and Lecturer.
- 8) Obtain and familiarize himself with procedures and presentation of Memorials, Charters, Clergy Rights, etc.
- 9) Become familiar with Roberts Rules of Order and the Grand Knights manual.

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## **OFFICERS DESKTOP REFERENCE**

On February 8, 2015, the Board of Directors formally affirmed its delegation of authority to the Supreme Advocate to promulgate definitive guidance on the interpretation of the Constitution and Laws of the Order, and the Laws and Rules Governing the Fourth Degree, Council and Assembly governance, and to publish said definitive guidance on the Officers' Desk Reference (ODR). The guidance published on the Officers' Desk Reference (ODR) shall be binding on Subordinate Councils of the Knights of Columbus, their officers, and members to the extent set forth by the Supreme Advocate.

The guidance published on the Officers' Desk Reference (ODR) is not intended to be legal advice upon which any person can rely for securing rights or remedies cognizable under the law of any jurisdiction.

For purposes of the law of any jurisdiction, and unless otherwise explicitly stated, the Officers' Desk Reference does not impose any obligations or liabilities upon the Knights of Columbus Supreme Council, any Subordinate Unit thereof, or any Officer or member of any Knights of Columbus Council.

The Officers' Desk Reference provides a wealth of information and complements the Charter, Constitution, and Laws booklet which every Council should also have a copy.

The ODR provides practical guidance for State and local Officers on various matters relating to Knights of Columbus Councils and Assemblies. Questions regarding how policies and procedures contained on the Officers' Desk Reference may apply in a specific case should be directed to an officer's District Deputy or State Advocate.

If you are called upon to provide written guidance to your Council or Assembly, or to a Brother Knight, you may cut and paste text from the Officers' Desk Reference into your correspondence with the assurance that it conforms to the Constitution and Laws of the Order and the policies approved by the Supreme Board of Directors.

The ODR may be accessed off the Supreme website at [www.kofc.org](http://www.kofc.org). It is available to the Council Executive: Grand Knight, Deputy Grand Knight, Financial Secretary, Advocate, and Treasurer. The following also have access to the ODR...all District Deputies, State Membership Directors, State Program Director, Executive Secretary, and all State Officers.

If you do not have access, then please contact Supreme and obtain the proper access credentials for this site.

The contents of the Officers' Desk Reference may not be disclosed or circulated for any purpose other than Knights of Columbus fraternal business. **This includes posting the contents of the ODR on publicly accessible websites.**

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## ***HOSTING FUNDRAISERS***

### **Raffles and Lotteries**

From time-to-time a Council will host activities for the church community and fundraisers to support the Council and their donation. Some fundraisers do not require any application to the Alberta, Gaming, Liquor & Cannabis Commission, except in the case of a liquor license for a dance or other social event.

Other fundraisers such as a raffle or lottery do require a license from the AGLC. However, prior to a Council applying to the AGLC for a license the Council must seek the approval of the State Board as the AGLC will require an approval letter from the State Board as part of the Council's application.

The following is an excerpt from the Grand Knights manual outlining the approval process and the policy that is of importance to Councils. For additional information please refer to Section L-10 of the Grand Knights manual.

On June 30, 2020, specific rules were adopted by the Knights of Columbus Alberta/NWT State Council to ensure that raffles and lotteries hosted by subordinate units are conducted in a responsible and lawful manner. These rules are binding upon all Knights of Columbus subordinate units in Alberta/NWT jurisdiction.

Failure to comply with the procedures may result in fraternal discipline, including the revocation of subordinate units' authorization to conduct future raffles and lotteries. Authorization from the Alberta/NWT State Council does not fulfill the obligation of subordinate units to comply with all applicable federal, provincial, and local laws. It remains incumbent upon subordinate units to ensure that their conduct is in accordance with these laws.

(NOTE: The term "subordinate unit(s)" identifies all Councils and Assemblies in the Alberta - Northwest Territories jurisdiction.)

Subordinate units must follow a certain procedure to obtain the Authorization from the Alberta/NWT State Council to host raffles and lotteries. This is because subordinate units will necessarily use the intellectual property (i.e., name and emblems) and fraternal infrastructure (i.e., mailing lists, membership rosters, Council websites, social media pages, Council newsletters, etc.) of the Knights of Columbus.

Given the legal and reputational risks associated with improperly conducted raffles and lotteries, the Alberta/NWT State Council requires that subordinate units submit a written request for permission to the Alberta/NWT State Council prior to the raffle or lottery being conducted. Furthermore, subordinate units must obtain the written approval and permission of the State Deputy before submitting a licensing request to the Alberta Gaming, Liquor, and Cannabis Commission.

The following documents and information must be submitted by subordinate units to the Alberta State Board for review:

- A written request seeking permission must be signed by the Grand Knight (or equivalent Faithful Navigator or Chapter President).
- A brief description of the raffle or lottery program.
- The intended scope of the raffle or lottery proceeds (i.e., council, parish, community, province(s)).
- The anticipated total of funds to be collected from the raffle and/or lottery.
- The date of the subordinate unit's meeting during which the proposal for a raffle or lottery was approved.
- The proposed time period during which the raffle will be conducted, including frequency of drawings (monthly? annually?) and duration (how many months?).
- A copy of the proposed raffle or lottery program stating in full detail the proposed distribution of tickets, sale of tickets, collection of monies from ticket sales, and deposit of monies into designated Council accounts.

- Disclosure of any compensation to be paid to a member of the Order, or a family member.
- A list of all third-party entities involved in the operation of the raffle or the sharing of proceeds from the raffle, if any.
- The identification of all recipients of the proceeds of the raffle or lottery. The written request and all accompanying documents must be submitted to the State Council Office in Red Deer.

Subordinate units seeking authorization for raffles and/or lotteries must be aware of the following:

- The identification of all recipients of the proceeds of the raffle or lottery. The written Authorization for a specific raffle and/or lottery is only valid for the current Columbian Year (also “Fraternal Year”) and must be re-applied for annually.
- Any authorized raffle and/or lottery not conducted within the Columbian Year for which it was authorized becomes null and void at the end of the Columbian Year. The authorization may not be carried over into the next Columbian Year.
- Subordinate units must be the executors and the only name used on all materials, official or otherwise, used in connection with the raffle and/or lottery.
- Only a subordinate unit’s name may appear on a raffle and/or lottery ticket. The information and branding of third-party entities, such as home corporations, cannot be included.
- Subordinate units may not apply for authorization on behalf of another club or organization, including those organizations associated with the subordinate unit.

Additional information on conducting a raffle or lottery is available from Section L-10 of the Grand Knights manual.

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## *OTHER PUBLICATIONS*

Here are other newsletters I published over the years. I encourage those Council Executive members holding the respective position to access these newsletters to assist in performing their position’s duties.

- for Council Wardens, the “**Warden’s Corner**”,
- for the Council Advocate, see newsletter “**The Advocate**”,
- for Council Treasurers and Financial Secretaries, check out the ‘**Treasure Trove**’ newsletter.

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All newsletters are also available on our State website: [kofc.ab.ca](http://kofc.ab.ca)

Go to “Publications” for the full list.

If you have any questions or comments, please sent them to: [ss2021@kofc.ab.ca](mailto:ss2021@kofc.ab.ca)

Until Next time.

*Vivat Jesus!*  
*Sir Knight John Onyskiw*  
*State Secretary*

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