



THE ADVOCATE...

SEPTEMBER 2018

FEATURE ARTICLES: PRAESIDIUM – SAFE ENVIRONMENT POLICY UPDATE
 IT SECURITY POLICY
 FORUM
 INDEX (ARTICLES OF INTEREST IN PAST NEWSLETTERS)

Welcome to **THE ADVOCATE**...dedicated to all Council Advocates but to be shared with the Council Executive, and all District Deputies. You may share this with all the members in your Council but it relates strictly to your responsibilities in the Council. I will endeavour to keep every missive short but they are designed to inform and educate you, Worthy Advocates, on the rules and laws of our Order. Remember...it is your responsibility to ensure that your Council knows and follows our Charter, Constitution, Laws and Rules, and also your Council's By-Laws.

Please refer to the *INDEX* section ... it lists articles of interest in the month they were published which are all available on our State website.

PRAESIDIUM – SAFE ENVIRONMENT POLICY UPDATE

We are now three months into the new Columbian year and your council's activities should be fully engaged with the new Faith In Action program model. Now is the perfect time to take a moment and check whether your Council is fully compliant with the Safe Environment Policies of the Order.

The following are excerpts from a September Update from Supreme to ensure your council is compliant.

Knights of Columbus Policy

The Order expects that the Grand Knight and the Family Director and/or Community Director be present at all activities sponsored by the council where minor children are present to ensure that all Safe Environment policies and procedures are followed.

All Knights of Columbus activities where minor children are present require **at least one member who has been trained and background checked and there should never be fewer than two fully trained members in attendance.**

Below provides the latest update and summary to the Safe Environment Program requirements.

- **Effective July 1, 2018, Safe Environment training and background checks are valid for three years.** Any member completing the Safe Environment training and/or background check **prior to July 1, 2018 will only be valid for two years.**
- The Grand Knight and Program Director must complete the three required Safe Environment training modules within 30 days of notification by Praesidium, the Order's strategic partner in safe environments and youth protection.
- Non-compliant knights will be sent a monthly letter (for as long as they remain non-compliant) that includes their username and password advising that they are past due and that they must complete the three Safe Environment training modules. This is in addition to the three notices that the non-compliant Grand Knights have already been sent at the 1-day, 15-day and 30-day marks.
- Family Directors and Community Directors (and Squires' counselors, if any) must complete the three required Safe Environment training modules and provide consent for a background check **within 30 days** of email notification.
- Usernames and passwords are **unique to each recipient and cannot be forwarded or used by another member.** Email notification provides usernames and passwords necessary to complete the required training and, in a separate email, the link to provide background check authorization (when applicable).
- Any Director and Counselor who has not completed the required training and background check authorization within **30 days** of notification are subject to removal from their roles. The non-compliant member, Grand Knight and/or the State Deputy will be notified of removal(s).
- Leaving one or more of the Program, Family or Community Director roles vacant **DOES NOT** exempt the council from the Safe Environment requirements. The council **must** list a Program director, Family Director and Community Director who, along with the council's Grand Knight, are fully compliant with the requirements of the Knights of Columbus Safe Environment Program **in order to be eligible to receive the Columbian Award and Star Council Award.**
- Safe Environment training and background checks from other organizations, regardless of source or provider, **will NOT be recognized or accepted in lieu of the obligation to complete the requirements of the Knights of Columbus Safe Environment Program.**
- The Knights of Columbus Office of Youth Protection, through Praesidium, has sent email notifications to members appointed to the roles shown above. Filing the *Officer Chosen for the Term* (Form #185) and *Service Program Personnel Report* (Form #365) or through Member Management is the notification of

appointment. If your Council failed to submit these reports to Supreme then a notification cannot be sent to the elected or appointed members.

- If members serving in these roles have not receive an email from Praesidium by September 1st, it may be either:
 - 1) There is no email on file with the Knights of Columbus, or
 - 2) The council has not yet updated/submitted its Forms #185 and #365 (and #468 for Columbian Squires counselors) to indicate the members' role assignments.
 Members should not forget to look for email notifications from Praesidium in their Inbox or Spam folder.

- The Grand Knight may check the compliance status of the Family Director, Community Director, and Program Director (and squires counselors, if any) by accessing Praesidium's Armatus Administrative dashboard.

- District Deputies are strongly encouraged to self-register for and to complete the three online Safe Environment training modules of the Knights of Columbus Safe Environment Program by going to www.kofc.org/safe and clicking on the blue button.

Below is a chart listing who must take the Safe Environment training and what additional checks are performed on the member.

Roles	Training	Background Check	ARMATUS Administration
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counsellor	✓	✓	
Adult Counsellor	✓	✓	

For more information relating to the Safe Environment Policy please refer to www.kofc.org/safe or the Officers' Desk Reference (ODR), or contact the Office of Youth Protection at www.oyp@kofc.org

IT SECURITY POLICY

First off, for those not fully conversant with term...IT stands for *Information Technology* (computers).

I inquired and discovered that Supreme does not have an IT policy for State Councils or local (your) Council.

Did you know that 20 percent of the United Kingdom workforce do not have basic computer skills? And 22 percent can't operate IT or software at an advanced level?

Not everyone can be a software power user, but technology is vital to virtually every job and everyone these days. This is why IT literacy and especially cyber security awareness are so important. It only takes one user to click a malicious link and put a business at risk... or even your personal computer, laptop or tablet at home.

A well-written, understandable IT Security Policy gives users a clear understanding of what to do - and what **not** to do - with the organization's IT and at home. It outlines best practices and the organization's expectations, and it helps new or less tech-savvy users learn.

Our jurisdiction is currently in the process of upgrading our IT software, moving to Google's G-Suite product, and developing a comprehensive IT Security Policy... all to be rolled out very shortly. Following is a short list of items to be included in the IT Security Policy:

- Information classification
- Access controls
- Security Software
- Email, conferencing, collaboration
- Users joining and leaving
- Protecting you own Devices
- Password Guidelines
- Be alert to other security risks
- Backups, Disaster Recovery and Continuity

More to come...stay tuned.

FORUM

Council Chaplain

I recently received an inquiry as to whether a priest in the parish, who is a 1st Degree member, can be the local Council Chaplain.

The answer is that a priest who is a **First Degree member cannot** formally be a local Council Chaplain. He has to take the degrees at least by observation to have the title Chaplain. Here's why...

Section 92 of the Laws says that all local Council Officers must be 3rd degree, with a limited exception for brand new councils.

Section 126 lists Chaplain among the Officers of a local council.

Section 128 says that the Grand Knight, Deputy Grand Knight and Trustees may select annually a priest to act as the Chaplain of the Council.

The solution ... the council should have the priest attend a Formation (2nd) degree and Knighthood (3rd) degree as soon as possible.

Council Budget Item & Motions

The following situation seems like a matter for our State Treasurer's but because it involves a possible Motion I will address it.

Every year Councils prepare their annual budget and list all expected revenues and expenditures. Some expenditure items are shown in detail whereas others, such as, say fundraisers, may be listed under a general topic such as Youth Activities. Now if the budgeted amount for Youth Activities is say \$5,000 and the Council raises that amount can they pay out this amount in 1 or 2 cheques without a Notice of Motion. The answer is yes.

A Notice of Motion for a payout is only required if the amount to be paid out falls under these rules:

- The item for payout is not in the annual budget, **and**
- Section 122: (in brief states) No amount greater than \$500.00 shall be paid or transferred from the treasury of any Council unless a Motion is presented and then approved by a two-thirds vote of the members present at a regular business meeting.

Your feedback is invaluable. If anyone has any questions or comments drop me a line. Also, if there is a topic you wish covered in future newsletters just send a note to SA2017@kofc.ab.ca

Thank you ...and God Bless.

Vivat Jesus
Sir Knight John Onyskiw
State Advocate

INDEX

August 2017	Advocate Responsibilities Praesidium Council By-Laws
September 2017	Meeting Minutes Records Retention Policy
October 2017	Officers Desktop Reference Knights of Columbus Logo
November 2017	Conviction of Felony or other Crime Forum:: Praesidium Course Council's By-Laws
December 2017	Reinstatement after Conviction of Felony or Other Crime Applicants for Membership in the Order who have Criminal Records Petition for Reinstatement
January 2018	Resolutions – Part 1 Forum: Basketball Freethrow Council Signing Authority Praesidium Course – Multiple Youth Directors Including Multiple recipients in an E-Mail
February 2018	Resolutions – Part 2
March 2018	Roberts Rules of Order (overview) Motions
April 2018	Elections Movie Nite Forum:

State Council
State Board

May 2018

Council Elections

July 2018

Council Advocates
Praesidium – Safe Environment Program
Council By-Laws

August 2018

Praesidium...Safe Environment Compliance
Council Advocates - Access to Officer's Desktop
Reference Website
Forum:
 Council Executive Responsibility