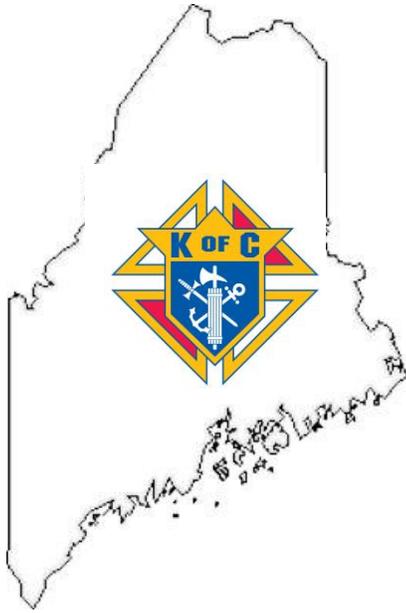


Maine State Council Knights of Columbus – State Advocacy Newsletter Winter 2013



We hope this newsletter will provide answers to questions that you may have in your Council in regards to the Constitution and By-Laws.

Written by State Advocate Mark Bourgoin and approved by State Deputy Philip Lizotte.

If you have any questions whatsoever regarding information printed in this newsletter, please do not hesitate to contact the State Advocate or the State Deputy.

Feel free to e-mail the State Advocate at mbourgoin@tamc.org if you wish to see a specific issue addressed in this newsletter.

Financial Secretary & Treasurer

The Financial Secretary is appointed by the Supreme Knight for a term of 3 years (with endorsement from the District Deputy and State Deputy). The Treasurer is elected to his position by the membership of the council and usually retains this position for the same period of time as the Grand Knight.

The Financial Secretary and the Treasurer shall not take office, be installed, or receive any money or property of a council until they have qualified by giving satisfactory bonds approved by the Board of Trustees or Board of Directors. (Section 130)

Important Relationship between Financial Secretary & Treasurer

Duties of Financial Secretary

(Excerpted from Section 139)

- Shall collect & receive all monies due the council and all funds from any source for or in the name of the council.
- Pay over to the Treasurer all monies received at meetings, or between meetings, for fines, dues, contributions, death benefit assessments, initiation fees or from other sources, at and to the close of each meeting, for which said Treasurer shall forthwith give a written receipt to such Secretary, specifying the funds to which the same be credited, which receipt shall be given to the Grand Knight by the Financial Secretary before the next meeting.
- Draw all orders on Treasurer of his council when ordered by Supreme Council, State Council, his local council, Board of Trustees, or Grand Knight for the payment of all claims or demands against his council, which orders shall be signed by him & countersigned by the Grand Knight.
- Be the accountant of his council, keeping said accounts, so that it will show complete & accurate financial standing of the council and its members at all times.

Duties of Treasurer

(Excerpted from Section 140)

- Is custodian of all council funds obtained from any source, acting for or in the name of the council.
- At each council meeting, receives from the Financial Secretary all monies received by said Secretary at such meeting or between meetings, and shall give written receipt to such Secretary therefor, specifying the funds to which the same shall be credited. Monies so received by the Treasurer shall be forthwith deposited by said Treasurer to the credit of his council in an approved bank. He shall obtain certificates of deposit or vouchers therefor, a copy of each of which shall be delivered by such Treasurer to the Grand Knight before the next meeting.
- He shall pay all orders drawn on him which are signed by the Financial Secretary and countersigned by the Grand Knight. All such orders shall have approval of the Board of Trustees. Payment of all orders shall be by check, money order or draft signed by the Treasurer and countersigned by the Grand Knight.
- He shall keep separate accounts of monies placed in his hands by his council or officers thereof that shall plainly show at all times the amount of monies in the general expense fund and the amount of monies in each and every special fund, dates of receiving and disbursing the same.

Semiannual Audit & Bonding

In concert with the Trustees, the Financial Secretary & Treasurer shall audit the books every January & July. **Failure to submit two consecutive audit reports may cause the Financial Secretary and Treasurer to lose the \$5,000 bond that have been granted to each of them by the Supreme Council. It may also cause the council lose their tax exempt status.**