



# Knights of Columbus

## Georgia State Council

PO Box 82268

Conyers, GA 30013

December 12, 2016



**To: All Grand Knights**

**SUBJECT: Georgia State Council Annual Meeting Requirements**

The 114th Annual Meeting and Convention of the Georgia State Council will be held in Savannah, Georgia, on May 19, 20, & 21, 2017. Each Council, prior to the annual meeting, must meet the following provisions of our State by-laws.

### **1. Per Capita Tax**

The State by-laws (Art. XI, Sec. 1&2), require each Subordinate Council to pay per capita tax on its membership "...in accordance with the membership report forwarded by the Supreme Secretary to each Subordinate Council and State Council as of January 1st of each year." The tax is set at \$8.50 for the current year and is due to the State Secretary by April 14, 2017. The tax, for newly formed Councils, shall be one-twelfth (1/12) of the annual per capita tax per month, based on the remaining full months of the fraternal year **from the date a new council is instituted**. To meet this deadline, the process of reporting on membership and remitting the amount due will proceed as follows:

The Per Capita tax is calculated based on the Supreme Council membership status (excluding disabled and honorary life members) as of January 1, 2017. The State Secretary will forward a letter to each Financial Secretary, not later than January 20, 2017, listing the membership numbers used to determine the amount due and the per capita tax due. A check for the amount of the per capita tax, **plus any other outstanding amount owed to the State Council**, made payable to **Georgia State Council, Knights of Columbus**. Payment must be received by the State Secretary no later than April 14, 2017, or the council will face suspension.

The third copy is retained for Council records. **The filing of this report is the duty of the Financial Secretary, but the final responsibility for completion rests with the Grand Knight.**

### **2. Delegates and Alternates**

To enable the Committee on Credentials to comply with Art. VIII, Sec. 2 of the State by-laws, each Council must submit a report to the State Secretary certifying the names of the Grand Knight Delegate, Past Grand Knight Delegate and their alternates **whom are elected** to represent the Council at the Annual Georgia State Council Meeting.

Certification forms for Delegate credentials are included for completion and **must include the Council Seal on each copy.**

Two (2) copies should be sent to the **State Secretary** to be received no later than April 14, 2017, one (1) copy goes to **each Delegate and Alternate**, and one (1) copy is retained for Council records. Prompt attention to this request will provide the time required to prepare the Delegate **check in list and travel and per diem checks for delegates.**

**NOTE:** Non-compliance with all or any part of items 1 and 2 above will place your Council in violation of Art. VI, Sections 1 and 2 and will keep the names of your Delegates or Alternates from being placed on either the temporary or permanent roll of the members of the State Council and they shall not be entitled to representation in the State Council.

***"TOGETHER - ALL THINGS ARE POSSIBLE"***

### 3. *Resolutions*

Art. X, Sec. 2 provides that all resolutions to be presented at a meeting of the State Council, which involve a change or an amendment in the Rules and Laws of the Order of the State By Laws, shall be submitted in writing, in **duplicate**, to the State Secretary at least 30 days before the opening day of the State Council Meeting. Therefore, the State Secretary must receive all resolutions no later than April 4, 2017.

### 4. *Reports*

Art. X, Sec. 1 of the State by-laws state that “All reports to be made at the State Council Meetings by the State Officers, District Deputies, Grand Knights, and State Council Committees shall be in writing, and a copy must be furnished to the State Secretary at the time of presentation.”  
Typewritten reports are preferred.

### 5. *Disabilities Drive*

The annual Disabilities Drive Report Form and check must be sent to the KCCG Treasurer.  
***Knights of Columbus Charities of Georgia, Inc***  
***c/o Jerry Mock, FDD***  
***12 Pine Court***  
***Carrollton, GA 30117***

Questions can be addressed to KCCG President Brad Burnett, FDD [bcbatl@bellsouth.net ] (678) 234-9755, or KCCG Treasurer Jerry Mock, FDD [jmock@charter.net]

Forms received by April 14, 2017 will be considered for the Disability Drive achievement awards.

### 6. *Necrology Report*

The form must be filled out completely up to and including the list of **deceased members and deceased spouses since our last annual meeting (May 2016)** for compiling the Necrology Report for the Convention Memorial Mass.

Note: The deadline for the Necrology Report is **April 30, 2017**.

### 7. *2017-2018 State Charities Benefit Drive*

Enclosed you will find separate and complete instructions for filing the applications for funding for the 2017-2018 State Charities Benefit Drive.

### 8. *Nominations*

Enclosed you will find separate and complete instructions for submission of your nominations for the following:

- A. Georgia State Knight of the Year
- B. Georgia State Family of the Year
- C. Georgia State Council Service Program Awards
- D. Ladies Auxiliary of the Year

Please review this information with your Financial Secretary. If you need assistance in any way, please feel free to contact Ron Rigby at 404-313-5208 or [exec.secretary@gakofc.org](mailto:exec.secretary@gakofc.org).

Mark Corrigan  
State Secretary

***“TOGETHER - ALL THINGS ARE POSSIBLE”***