

COLLEGE COUNCIL DEVELOPMENT GUIDELINES

The development of new councils is a responsibility of the district deputy. In many instances he is assisted in this work by the state new council development chairman who is appointed by the state deputy. To assist and to guide the district deputy and/or the state new council development chairman in the establishment of college councils, the following guidelines have been developed. They are by no means inclusive. The development of any council, especially a college council, requires a variety of approaches and techniques. What follows are time proven procedures for fulfilling the technical requirements of instituting a college council. The Supreme Council office stands ready to aid the district deputy or appropriate individuals by providing information and materials. Consult this office when undertaking this worthwhile endeavor.

STEP NO. 1 - SURVEY OF AREA

The district deputy should determine the potential, initial and future membership of the college community, in the specific area under consideration. Is there a Catholic population of students from which to draw potential members? Are most extra-curricular activities supported by a resident or commuter population? What types of programs could a potential college council carry out? The review of these areas is fundamental in assuring a continuous membership enrollment.

STEP NO. 2 - CONTACT DEAN OF STUDENTS/ COLLEGE CHAPLAIN

The consent of a college official like the dean of students, director of campus activities or residence life office might be necessary. There are certain requirements as determined by college policy which must be met prior to the establishment of an organization on campus. Also, check with the established councils in the surrounding area. Members who are faculty, administrators or staff at the college can prove invaluable for assisting in the development of a council on campus.

The district deputy's first contact on campus must be with a priest. He should inquire from the Catholic chaplain, the Campus Ministry, or the Newman Center about the feasibility of initiating a college council on the campus. It is essential to obtain the support of a priest in this endeavor. His assistance will prove invaluable when instituting a college council.

STEP NO. 3 - CONTACT STATE DEPUTY

If a survey and contacts with college personnel indicate approval to establish a college council, the district deputy should advise the state deputy of this fact and request that the "NOTICE OF INTENT TO ESTABLISH A NEW COUNCIL" (Form #133) be filed by the state deputy with the Supreme Council office.

STEP NO. 4 - CONTACT INSURANCE REPRESENTATIVE

The insurance representative will work with the district deputy in the formation of a new college council. He and his staff constantly work within your district and know it well. It is a wise district deputy who takes advantage of this professional assistance.

STEP NO. 5 - FIRST MEETING

Upon receipt of "NOTICE OF INTENT" (Form #133), the Department of Fraternal Services will supply the district deputy with the following items:

a) Copy of the current NEW COUNCIL DEVELOPMENT GUIDELINES, b) Forms #136 - "NOTICE OF INSTITUTION" and #137 - "APPLICATION FOR CHARTER," c) "CANVASSER'S KIT" - an assortment of motivational materials and aids.

A date and time for the first organizational meeting should be announced. It is also suggested that the district deputy provide written announcements as well as a notice for the college parish bulletin and/or the campus newspaper regarding the first meeting. Both announcements should be personally delivered to the respective parties.

STEP NO. 6 - COMMITTEE MEETING

Select men interested enough to form a steering committee. Local members as well as college students could play a key role in this area. Meet with them and the insurance representative to prepare plans for the organizational meeting and work involved. It may be well at this time to select from this group a temporary chairman and temporary secretary - the former to act as membership chairman, the latter to take notes at the meetings and to act as temporary financial secretary.

NOTE: No college council can be instituted unless a member of the faculty or staff of the college, or permanent resident of the local community, agrees to serve as financial secretary. This intent is to ensure continuity of leadership within the college councils. The district deputy and secretary should open a bank account under the temporary name of "New Council, College Name, Town or City, Knights of Columbus." Checks should be signed only by these two individuals although the responsibility for these monies rests with the district deputy.

STEP NO. 7 - ORGANIZATIONAL MEETING

This meeting should be short and to the point. The district deputy should preside and welcome the group. "Accentuate the Positive!" You are not there to ask the group if they want a college council - you are there to organize a new college council.

The district deputy introduces the representative of the state council (officer or new council development chairman) to "sell" the overall program of the Order. Arrangements should also be made to show the Order's current recruitment film, "Fraternity In Action," featuring several outstanding service programs reenacted by members of college councils. "Membership Recruitment Flip Chart," an indoctrinal 12-minute video depicting the structure and conduct of a typical council and fraternal benefits of membership, is also available by writing directly to the Supreme Council Department of Fraternal Services.

The district deputy also introduces the insurance representative who will explain briefly the insurance benefits available to members. The representative should announce that he will personally contact each prospective member at his home or on campus to discuss the insurance features in greater detail.

Members of the clergy or the college chaplain should be introduced and invited to address the gathering.

The district deputy should answer the questions of those present. If the new council committee has not selected a temporary chairman and secretary, they should now be elected by the group present.

Initiation fees and dues should be established. (Suggested: initiation fee - \$10.00; dues - \$15.00)

Tables should be set within the meeting room so that assistance can be offered to prospective members in completing the Membership Document (Form #100). In addition, the district deputy and temporary secretary should collect initiation fees and dues and give receipts.

Recruitment meetings should be held at regular intervals to review progress and supplement the membership drive. Additional organizational meetings should be held to a necessary minimum. Candidates will want action - not oratory.

STEP NO. 8 - FIRST DEGREES

There is no need to hold candidates for a large First Degree class. The district deputy may arrange for candidates of the new college council to receive the First Degree as they are enrolled. These candidates may be included in classes being held by other councils within the district. The district deputy can also arrange for a nearby First Degree team to exemplify the ceremonial for small groups of candidates from time to time.

One first degree class should be designated as the "institution class." The date of the "institution class" can be used as the institution date for the college council. The actual selection of this date is up to the district deputy.

STEP NO. 9 - PLANS FOR INSTITUTION

Immediately after the institution date, the district deputy's records should indicate that at least thirty men have completed Membership Documents (Form #100), and those who are new have been initiated. The district deputy should now complete the "NOTICE OF INSTITUTION" (Form #136) and forward one copy to the supreme secretary's office, along with the Membership Documents (Form #100) for the Charter members of the council.

COUNCIL NUMBER - A council number will then be assigned to the new college council. It is important to remember that Membership Documents (Form #100) for all members - new, transfers and former members - must be received and recorded at the supreme council office before a number is assigned. The council will be notified immediately upon issuance of the council number.

COUNCIL OUTFIT - The necessary administrative and accounting supplies (more commonly referred to as "council outfit") will be forwarded to the grand knight of the new college council by the Supreme Council upon receipt of the "NOTICE OF INSTITUTION" (Form #136). There is no charge to the new college council for these supplies.

COUNCIL SEAL - An order for the "council seal" will be authorized by the supreme secretary's office when the "NOTICE OF INSTITUTION" (Form #136) is received and the name selected for the new college council is listed on the form.

The district deputy may arrange for the election of officers by the candidates of the new college council prior to initiation in the First Degree, immediately following the degree or at a meeting to be held at an early date after the degree. Formal installation of officers may be held at the district deputies preference, but should be scheduled soon.

STEP NO. 10 - APPLICATION FOR CHARTER

The names of all "Charter Class" members are to be recorded on the "APPLICATION FOR CHARTER" (Form #137) by the district deputy following the institution of the new college council and forwarded to the supreme secretary's office.

In the event that there is no council name designated on this form, the charter will show the college name and city as the college council's official name. The laws of the Order provide that no council may be named after a living person.

The Supreme Council will engross a charter for the new college council as soon as the institution has taken place and after all membership transactions have been completed. Charter members comprise only members who signed applications or who transferred their membership into the new college council on or before the date of institution.

STEP NO. 11 - PRESENTATION OF CHARTER

Upon receipt of the Charter, it is incumbent upon the district deputy to make a formal presentation of the Charter to the grand knight by order of the supreme knight and the supreme board of directors. The Charter gives evidence of the right to exist as a council and authority to confer degrees in accordance with the charter, constitution and laws of the Order.

It is granted under the corporate powers given by Legislative Act creating this Order, and the same power of granting includes power of revoking for cause at any time.

STEP NO. 12 - FOLLOW-UP

After the institution of the new college council it is essential that the district deputy maintain a close personal contact with the new college council officers and the program directors to see that all are properly trained and instructed in their respective duties and to assure the continued and successful operation of the new college council. They should be urged to take an active role in all phases of council activity.

A "Surge...With Service" packet is sent to the new grand knight when word of the council's "NOTICE OF INSTITUTION" (Form #136) reaches the Supreme Council. Additionally, the grand knight should complete and return Form #365 (Appointment of Service Program Personnel) to the Supreme Council Department of Fraternal Services. The form is included in the Service Program packet.

We strongly recommend that the district deputy arrange for leaders of the new college council to view the audio-visual productions that deal specifically with this topic. "Those Who Serve" explains the duties of each council officer. "Surge...With Service" details the organizational structure of the Service Program and provides programming suggestions and ideas. Both of these productions are forwarded to the new council by the Department of Fraternal Services.

The college council should begin immediately to make plans for the initiation of its first class of candidates. Growth potential is greatest when enthusiasm of the membership is at its peak. An early emphasis on recruitment reflects the continuing excitement of the members to the new college council's ranks.