

Laws and Rules  
Governing the Fourth Degree  
of the  
Knights of Columbus



WITH AMENDMENTS TO AND  
INCLUDING THE YEAR  
**2017**

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Governing the Fourth Degree  
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the year 2017

Amendments enacted at the Board of Directors Meeting  
held June 10, 2017 will be found on page 28.

**Laws and Rules**  
**Governing the Fourth Degree**  
**of the**  
**Knights of Columbus**

**ARTICLE I**  
**BOARD OF DIRECTORS**

Section 1. Board of Directors.

The supreme power and control over the Fourth Degree, including the making, amending and changing of all laws, rules and regulations concerning the same, is vested in the Board of Directors. The officers herein designated shall be subject to the Board of Directors.

**ARTICLE II**  
**SUPREME ASSEMBLY**

Section 2. Supreme Assembly.

A Board of Government for the Fourth Degree is hereby established. It shall be known as the Supreme Assembly of the Fourth Degree.

Section 3. Who compose.

The Supreme Assembly shall be composed of the Supreme Master, the Supreme Knight, the Supreme Secretary, and the duly appointed Vice Supreme Masters of the Fourth Degree.

Section 4. Meetings.

The Supreme Assembly shall meet whenever a meeting thereof is authorized by the Board of Directors. The time and place of such meeting shall be fixed by the Board of Directors.

Section 5. Duties.

It shall be the duty of the Supreme Assembly to give careful consideration to all matters concerning the welfare of the Fourth Degree.

Section 6. Powers.

The Supreme Assembly shall have power to recommend to the Board of Directors amendments to or repeal of all laws, rules and regulations for the government, management, disci-

pline and control of the Fourth Degree, its members and of the Supreme, Provincial, District, and other assemblies thereof.

Section 7. Attendance at Supreme Assembly Meeting.

For attendance at Supreme Assembly meetings, the members of that body shall receive mileage at the rate of 15 cents a mile round trip between the place of residence and the nearest airport plus round trip airfare to the airport nearest the place of meeting, and per diem of \$300.00 a day for each day's actual attendance at said meeting.

**ARTICLE III**  
**OFFICERS OF THE SUPREME ASSEMBLY**

Section 8. The Supreme Master shall:

(a) Be appointed by the Board of Directors for a term of one year, unless sooner removed by the Board for cause. In the event of a vacancy in the office of Supreme Master for any cause, the Board of Directors shall appoint a Supreme Master for the remainder of the term. The term of the Supreme Master shall commence on September 1 of each year.

(b) Exercise administrative authority in the Fourth Degree and shall preside at meetings of the Supreme Assembly.

(c) Be charged with general supervision over all the officers and assemblies herein provided for.

(d) Make a detailed report with such recommendations as to him are deemed proper to each meeting of the Supreme Assembly and to the Board of Directors whenever required.

(e) Have the right, at any time, to make official visitations when he considers the same necessary for the best interests of the Fourth Degree and the expenses of such visitations, on a basis of actual expenditures, shall be payable out of the Fourth Degree Fund.

(f) Attend the regular quarterly meetings of the Board of Directors, and special meetings if so directed by the Supreme Knight, and make full report of all Fourth Degree matters requiring action by the Board.

(g) Appoint a Master for each District.

#### Section 9. Duties - Supreme Secretary.

The Supreme Secretary of the Knights of Columbus shall be the Supreme Secretary of the Fourth Degree and of the Supreme Assembly with the same powers and duties.

#### Section 10. Duties - Vice Supreme Master.

There shall be a Vice Supreme Master for each duly established Province of the Fourth Degree, who shall:

(a) Be appointed by the Board of Directors for a two-year term, not to exceed two terms, to commence on September 1 of the odd numbered years.

(b) Have administrative power and be the head of the Fourth Degree in his Province, subject in Fourth Degree matters to the Supreme Master and the Board of Directors.

(c) Have general supervision over Masters and assemblies and exemplifications in his Province.

(d) Examine the semi-annual financial reports of Masters of his Province and have authority, when he deems it necessary, to audit or cause to be audited the books, accounts and statements of any such Masters.

(e) Make a detailed written report to the Supreme Master annually on the general condition of the Fourth Degree in his Province, said report to be provided to the Supreme Master by September 15.

(f) With the approval of the Supreme Master make official visitations within his own Province when he considers the same necessary for the best interests of the Fourth Degree. The expense of such visitations shall be payable from the Fourth Degree Fund on a basis of actual expenditures but not to exceed the prevailing rate of mileage set by the Board.

(g) Recommend to the Supreme Master and Board of Directors the creation or dissolution of Assemblies.

(h) Approve the dates of exemplifications held in his Province and notify the Supreme Master and Supreme Secretary of their approval.

### **ARTICLE IV PROVINCES AND PROVINCIAL ASSEMBLIES**

#### Section 11. Establishment of Provinces.

The Order shall be divided by the Board of Directors into as many Provinces as the Board deems advisable. The Board shall designate a name for each Province.

#### Section 12. Provincial Assembly.

Whenever the Supreme Master and the Board of Directors shall deem the same advisable, necessary or expedient, there shall be a meeting of all Masters in any or all Provinces for the consideration of Fourth Degree matters; said meeting shall be known as a Provincial Assembly. No alternates shall be permitted. On receipt of notice from the Supreme Secretary under seal of the Order that such meeting has been declared advisable, necessary or expedient as above provided, the Vice Supreme Master shall call the meeting, but not otherwise. The meeting shall be held on some day in the first month after the meeting of the Supreme Assembly, the time and place to be designated by the Vice Supreme Master. The Vice Supreme Master and Masters of the Province shall receive, in lieu of expenses, for attendance at a Provincial Assembly meeting mileage one way at the rate of thirty cents a mile for the first fifteen hundred miles and twenty cents a mile for each additional mile from place of residence to place of meeting and per diem of one hundred and fifty dollars for each day of the Provincial Meeting. Those Masters traveling more than 250 miles one way shall be entitled to an additional day of per diem. These payments are to be made from the Fourth Degree Fund. All recommendations adopted by said Provincial Assembly shall be transmitted to the Supreme Secretary by the Vice Supreme Master.

### **ARTICLE V DISTRICTS AND DISTRICT ASSEMBLIES**

#### Section 13. Districts.

Subject to the approval of the Board of Directors, each Province shall be divided by the Supreme Master into as many districts as, from time to time, he may deem necessary for the proper functioning of the Fourth Degree.

#### Section 14. District Assemblies.

District Assemblies shall:

(a) Be presided over by the Master of the District, who shall be a member of and entitled to a vote in the District Assembly.

(b) Be composed of the Faithful Navigator of each Assembly in the District and one delegate for each one hundred members or major fraction thereof of each Assembly which delegates

shall be elected by ballot at the February meeting in the year in which such district assembly is convened and after prior notice of the holding of such election has been given to the members by notice or publication. Assemblies shall have the right to elect alternates for the Faithful Navigator and for any delegates to which they may be entitled.

(c) Meet biennially at the call of the Master during the months of March or April in the even numbered years, after due notice of the meeting has been given to the Supreme Master, Supreme Secretary and the Vice Supreme Master, and provided the session does not conflict with the State Council Meeting. A quorum shall consist of at least one-third of the delegates entitled to membership in the District Assembly.

(d) Guard the welfare of the Fourth Degree in the District and consider and act upon all matters of interest to the membership and in concert with the purposes of the degree.

(e) Elect an auditing committee of three members, which shall audit the March 1 and September 1 financial reports of the Master to be submitted to the Supreme Secretary and Vice Supreme Master, and certify by their signatures on said reports that they have audited and found them correct.

(f) Adhere to the following order of business at said meeting:

1. Call to Order.
2. Appointment of Pilot, Inside Sentinel, Outer Sentinel and Secretary of the meeting.
3. Certification of the Traveling Card.
4. Prayer.
5. Pledge of Allegiance or National Anthem.
6. Appointment of Committee on Credentials.
7. Appointment of Committee on Resolutions.
8. Report of Committee on Credentials.
9. Reading of Minutes.
10. Communications.
11. Report of Master.
12. Report of Committee on Resolutions.
13. Unfinished Business.
14. New Business.
15. Selection of three recommendations for Master.
16. Election of Master's audit committee.
17. Prayer.

Section 15. Representative Reimbursement.

Assemblies shall pay the expenses of their representatives and delegates to District Assembly meetings. The Master's expenses for attending the District Assembly meeting shall be payable from the Master's Fund.

Section 16. Transcript of Proceedings of District Meeting.

It shall be the duty of the Master immediately after the meeting of the District Assembly to send a transcript of the proceedings to the Vice Supreme Master and Supreme Secretary.

**ARTICLE VI**

**MASTERS-APPOINTMENT, TERM, POWERS, DUTIES**

Section 17. District Master.

(a) The Master of each district shall be appointed by the Supreme Master. The District Assembly at each regular biennial meeting may select by ballot from the Fourth Degree membership in the District three recommendations and forward them to the Supreme Master for his consideration. The Master shall reside in the District and when he changes residence therefrom, the Supreme Master shall declare the office vacant and appoint a successor from the membership in the District, for the unexpired term. Whenever a vacancy occurs in the office for any other reason, the Supreme Master shall fill the vacancy from the membership in the District.

(b) All Masters shall be appointed for a two-year term, not to exceed two terms and expiring August 31<sup>st</sup> in even-numbered years. They shall hold office until a successor has been appointed, but at all times, at the pleasure of the Supreme Master and the Board of Directors.

(c) All funds identified with the Master's position and which come into his possession shall be forthwith deposited in a bank in a separate account in the name of the Master with the words "Master, Knights of Columbus Fourth Degree" added to each account. Said funds shall be held separate and distinct, from the personal accounts of the Master, and certificates from banks covering balances may be required at any time in connection with the examination of the financial reports of Masters.

(d) The Master shall be bonded by the Board of Directors in the sum of \$10,000.00. The cost of the same shall be paid from the Fourth Degree Fund.

(e) The Master shall keep a permanent record of all exemplifications and of all financial transactions in a book to be provid-

ed by the Supreme Office and which, together with all funds, other property and effects of the degree, shall be transmitted to his successor.

(f) The Master shall on the first day of March and September of each year make a detailed financial report and statement on forms furnished by the Supreme Secretary, forwarding a copy thereof to the Supreme Secretary and the Vice Supreme Master. Said report shall be approved and signed by the auditing committee of three members elected by the District Assembly at its last preceding regular meeting, provided, that where no District Assembly meeting has been held, said report shall be approved and signed by an auditing committee of three members elected by the Assembly of which the Master is a member. The books and accounts of Masters shall be subject to audit at any time by the Supreme Secretary upon order of the Supreme Master.

(g) It shall be the duty of each Master on the first day of March and September each year to remit to the Supreme Secretary all Fourth Degree funds in his hands in excess of three thousand dollars for deposit, in the Fourth Degree Fund to be used for the general purposes of said fund. Failure of the Master to promptly comply with the provisions of this section shall subject him to removal from office by the Supreme Master.

(h) The Master may declare any office in an Assembly vacant where the officer fails or refuses to perform the duties of the office. The vacancy shall be filled by the assembly, after notice to the members, by election at the meeting next succeeding the creation of the vacancy.

(i) The Master shall annually, on or before August 15th of each year, report to the Supreme Secretary, and the Vice Supreme Master information relative to Assemblies in their districts.

(j) Each Master shall remit to the Supreme Secretary within thirty days after initiation, twelve dollars for each candidate up to one hundred, and thirteen dollars for each candidate in excess of one hundred. These funds shall be delivered to the Supreme Treasurer and shall be kept by him in a separate fund known as the Fourth Degree Fund. The Fund shall be used to pay the expenses of the Supreme Assembly and of the officers constituting the same, the expenses of meetings of Provincial Assemblies in the manner provided in Article IV. Section 12, and for such other purposes as may be determined by the Board of Directors. Withdrawals from the Fourth Degree Fund shall be

made in the same manner as withdrawals from the General Fund of the Order.

(k) Upon the termination of office of any Master, whether said term shall terminate by expiration thereof or for some other reason, the Master shall pay all bills incurred by him during his term, and then, turn over to his successor all financial assets, books, records, and paraphernalia of the District. This is to be accomplished in conjunction with a close out / turnover audit conducted by the audit committee.

(l) The Master may appoint one or more Marshals to assist him at the "Installation of Officers" and other activities.

(m) Within thirty days after each initiation the Master shall forward to the Supreme Secretary a detailed report setting forth the date and place of the initiation, the name, address and council number of each applicant, and a statement as to those who were initiated. He shall send with said report the applications of all candidates who were initiated, with a certification on each application of the fact of such initiation. A copy of said report shall be furnished to the Vice Supreme Master.

(n) The Master shall certify to the Faithful Navigators of assemblies from which members have been initiated into the Fourth Degree, the names of such members, together with date of initiation. When a Master initiates a candidate from a district other than his own, he shall certify to the Master of the candidate's district and to the Faithful Navigator of the candidate's assembly, the name of such member and date of initiation.

(o) Pending the formation of an Assembly, any member of the Fourth Degree unaffiliated with an Assembly shall be attached to some Assembly in the district by order of the Master, or, if more convenient to a nearby assembly in an adjoining district, with the consent of the Master of such adjoining district, to which he shall pay dues and in which he shall have all the rights of membership, until the formation of an assembly in his own area.

(p) The Master of the Fourth Degree shall have full control and supervision of all the arrangements and preparation for the exemplification of the degree and he shall be held strictly responsible thereof. The Master shall be held personally responsible for the expenses of the exemplification and must keep same within the fees received by him from the applicants and the controls set forth by the Board of Directors. He must not in any way bind the Order or make any contracts in its name. He

receives all fees amply in advance and should be ready to meet all obligations he incurs.

(q) Unless otherwise authorized by the Supreme Master, the Fourth Degree shall be exemplified at least twice a year in each District, after notice to, and approval by, the Vice Supreme Master of the Province.

## **ARTICLE VII ASSEMBLIES**

Section 18. How established.

(a) The Fourth Degree members in an area may form an assembly by requesting the Master of that District to petition the Vice Supreme Master to recommend to the Supreme Master and the Board of Directors the creation of the same.

(b) The proposed name of an Assembly shall be approved by the Board of Directors. An Assembly shall not bear the name of a living person.

(c) Notwithstanding anything herein to the contrary, applicants and members may make application to or be members of any Assembly of their choice.

(d) Whenever the good of the Order so requires, a Vice Supreme Master may recommend to the Supreme Secretary and the Supreme Master that an Assembly be dissolved. This action must be approved by the Board of Directors. When such action is approved, the Vice Supreme Master shall attach the Fourth Degree members of such dissolved Assembly to some existing Assembly, or he may create a new Assembly by combining the Fourth Degree members of the dissolved Assembly with the Fourth Degree members of some council or councils in nearby and adjacent towns. A Vice Supreme Master may also, whenever the good of the Order so requires, transfer the Fourth Degree members of one or more councils from one Assembly to another, but all such transfers shall be made in such a manner that an Assembly will be made up of Fourth Degree members of councils in nearby and adjacent towns.

(e) Each council of the Knights of Columbus shall be affiliated with an assembly of the Fourth Degree.

Section 19. Granting of Charter.

No assembly shall come into existence until official approval of the Board of Directors has been issued to the Master of the District. Upon notification of this approval, the Supreme Secretary shall prepare the charter for the new assembly.

## Section 20. Meetings.

Assemblies shall hold regular meetings once each month at such time and place as the assembly may determine. Special meetings may be called on five days' written or published notice by the Faithful Navigator or by the Faithful Captain on request of ten members, upon like notice.

## Section 21. By-Laws and Dues.

(a) Each Assembly may adopt such by-laws as it deems necessary, providing they do not conflict with the laws and rules of the Order, or with the laws and rules for the government, of the Fourth Degree. Any by-laws or amendments adopted by an Assembly must be approved by the Supreme Advocate and the Board of Directors before they can become operative.

(b) Assemblies shall determine the amount of dues and they shall be the same for all members except as provided for in Section 36. The amount shall not be less than three dollars per year. In the absence of any by-law to the contrary, assembly dues shall be levied from the first of January for the calendar year. Dues shall be levied against a candidate for the Fourth Degree as of the date of the exemplification.

(c) No assessment by an Assembly shall be valid until approved by the Supreme Master, both as to purpose and amount.

## Section 22. Order of Business.

The following shall form the order of business and the procedure of regular business meetings of each assembly:

1. Call to Order.
2. Opening Ceremonies—Membership Card, Prayer and Pledge of Allegiance or Salute to Flag.
3. Roll Call of Officers.
4. Message of Faithful Friar.
5. Reading of Minutes.
6. Reading of Bills and Communications.
7. Report of Faithful Navigator.
8. Report of Faithful Comptroller.
9. Report of Faithful Purser.
10. Report of Committees
11. Reading of Applications after referral to the Admission Committee.

12. Balloting.
13. Unfinished Business.
14. Report of Trustees.
15. New Business.
16. Report of the Third Degree.
17. Good of the Order.
18. Closing Ceremonies.

## **ARTICLE VIII ASSEMBLY OFFICERS AND DUTIES**

### Section 23. Officers of the Assembly.

Annually, each assembly shall elect a Faithful Navigator, a Faithful Captain, a Faithful Pilot, a Faithful Comptroller, a Faithful Scribe, a Faithful Purser, Faithful Inner and Outer Sentinels, a Faithful Admiral and a three-year Trustee. The Faithful Navigator, Faithful Captain, Faithful Admiral and Faithful Pilot shall annually appoint a priest to act as Faithful Friar or Chaplain but such selection must be made in accordance with any rules established by the bishop of the diocese in which the assembly is located. The Faithful Admiral shall be chosen from the Past Faithful Navigators of the assembly, if any there be.

### Section 24. Duties of Assembly Officers.

Officers of the assembly should be present at all assembly meetings.

(a) The Faithful Navigator shall:

- (i) Preside over all meetings of his assembly and shall enforce the rules and regulations of the assembly and the laws of the Order, and shall be Chairman of the Board of Trustees.
- (ii) Appoint committees in addition to the permanent committees provided by the laws of his assembly as he may deem proper or as may be directed by the assembly, and he shall be a member ex-officio of all committees.
- (iii) Countersign orders drawn and signed by the Faithful Comptroller for the payment of money when the same have been ordered by the assembly or approved by the Board of Trustees.

- (iv) Countersign checks drawn and signed by the Faithful Purser.
- (v) Perform such other duties as the Supreme Assembly may impose.
- (vi) Establish a Color Corps pursuant to Article XII.

(b) The Faithful Captain shall:

In the absence of the Faithful Navigator, perform the duties and exercise the powers of the Faithful Navigator. It is also the responsibility of the Faithful Captain in order to assure a good attendance at meetings and other functions of the assembly to take direct charge of all activities social and otherwise under that portion of the order of business known as the Good of the Order.

(c) The Faithful Pilot shall:

- (i) Be responsible for the arrangement of the assembly chamber.
- (ii) Have charge of all properties of the assembly except moneys and accounts and record books of the officers but including ceremonials.
- (iii) Direct and be responsible for the activities of the Inner and Outer Sentinels.
- (iv) Acquire and maintain a thorough knowledge of the policies, procedures, and protocols governing the National Flag in order to instruct the members of the Assembly, to ensure its proper care and display, and to serve as an authority on the flag for assigned councils

(d) The Faithful Comptroller shall:

- (i) Maintain Records. Keep a roll of the members, their age, occupation and residence with the date of their initiation in the Fourth Degree.
- (ii) Collect and receive all moneys due the assembly and all funds obtained from any source and transfer the same to the Faithful Purser and obtain a receipt from the officer.
- (iii) Keep account of the charges and receipts of each member in accordance with the standard accounting system provided by the Supreme Council.
- (iv) Make available to the Faithful Navigator and Board of Trustees at least once a year, all membership

records and financial accounts for the purpose of preparing the official audit.

- (v) Draw all orders on the Faithful Purser when so ordered by the assembly, the Board of Trustees or the Faithful Navigator for payment of all claims of demands against his assembly which orders shall be signed by him and countersigned by the Faithful Navigator.
  - (vi) Issue to each member not indebted to the assembly a Fourth Degree Membership Card duly signed and attested but such card shall be issued only if the member produces a Third Degree Membership Card showing his good standing in his Council.
  - (vii) Notify the District Master of the names of all candidates from his assembly awaiting initiation and give written notice to the Financial Secretary of the council to which such member belongs that the member has been accepted as a Fourth Degree member of the assembly.
  - (viii) Notify promptly the Supreme Secretary, Master and Financial Secretary of the council concerned of the death, transfer, withdrawal, suspension, expulsion, reinstatement, readmission or transfer of members on the forms provided by the Supreme Assembly.
  - (ix) Be the custodian of the seal of the assembly and affix same to all proper papers.
  - (x) Perform all other acts required by the laws of the Fourth Degree, the Order and the rules of the Board of Directors.
- (e) The Faithful Scribe shall:
- (i) Keep a true record of the doings of his assembly upon books approved by the Board of Directors and furnished by the Supreme Secretary at the expense of the assembly.
  - (ii) Conduct all correspondence of the assembly and perform such other duties as the assembly or the Order may direct.
- (f) The Faithful Purser shall:
- (i) Be the custodian of all funds of the assembly obtained from any source by or through any person

or persons, acting for or in the name of the assembly or under its direction or authority.

- (ii) At each meeting of the assembly, receive from the Faithful Comptroller all moneys whatever received by said Comptroller at such meeting, or between meetings, and shall give a written receipt to such Comptroller thereof, specifying the fund to which the same shall be credited. The moneys so received by such Purser shall be forthwith deposited by said Purser to the credit of the assembly in an approved bank or other secure institution of deposit, subject to approval of the Board of Trustees or majority vote of the assembly. He shall obtain vouchers or certificates of deposit thereof, and report the same at the next regular meeting of the assembly.
- (iii) Pay all orders drawn on him which are signed by the Faithful Comptroller and counter-signed by the Faithful Navigator. All such orders shall have the approval of the Board of Trustees, except demands of the Supreme Council, initiation fees due the District Master, the regular and usual stated payments of the assembly and payments authorized by the assembly as provided in Section 24(k).
- (iv) Keep separate accounts of the moneys placed in his hands by his assembly or the officers thereof and be ready at all times to plainly show the amount of moneys in the funds of the assembly, the dales of receiving and disbursing same; such accounts to be kept in books furnished by the Supreme Secretary to said Purser at the expense of the assembly.
- (v) Make available the Board of Trustees his books and records for the purpose of preparing the annual audit.
- (g) The Faithful Sentinels shall:

  - (i) The Faithful Inner and Outer Sentinels are specifically entrusted with the responsibility of seeing that all in attendance at an assembly function are in possession of both a Third and Fourth Degree Membership Card and so report to the Faithful Pilot.
  - (ii) They shall perform such other duties as may be imposed upon them by the Faithful Pilot.

(h) The Faithful Admiral shall:

- (i) Preside at all meetings of his assembly in the absence of the Faithful Navigator and Faithful Captain.
- (ii) In the absence of the Faithful Friar, perform his duties at assembly meetings.
- (iii) Perform any other duties assigned to him by the Faithful Navigator.

(i) Board of Trustees:

The Board of Trustees shall consist of the Faithful Navigator and three members to be elected by the assembly. The Faithful Navigator shall be its Chairman. At the first election of a new assembly three Trustees shall be elected; one to hold office for one year or until the second next regular election, one for two years or until the second next regular election; and the other for three years or until the third next regular election; as determined by lot among themselves. Thereafter, at each succeeding election one Trustee shall be chosen for a term of three years. The Trustees shall have supervision of all the financial business of the assembly and their approval shall be necessary for the payment of all moneys, except demands of the Supreme Council, initiation fees due the District Master, regular and usual payments of the assembly, and payments authorized by the assembly after resolution and vote in accordance with Section 24(k). They shall audit the accounts of the Comptroller and Purser annually as of June 30 and report thereon to their assembly, the Supreme Secretary, Supreme Master, Vice Supreme Master, and Master upon blanks approved by the Board of Directors and furnished by the Supreme Assembly. They shall see that the Faithful Comptroller and Faithful Purser give proper bonds running to the Knights of Columbus in trust for their particular assembly and in amounts fixed by said Trustees, and they shall be the custodians of such bonds. But in case the Board of Directors shall bond such officers, the Trustees shall be charged only with fixing the amount of such bonds in excess of the amount provided for by said Board of Directors and in such case they shall have evidence that said officers shall have been bonded in such excess amount. They shall perform such other duties as their assembly or the District Master or Vice Supreme Master or the officers of the Order may direct.

(j) Elections.

The regular election of officers in Assemblies shall take place annually at the first regular business meeting of the assembly held in May of each year. The officers then elected all hold office for the term of one year except the faithful trustees whose election is for a three-year term and until their successors are elected and qualified. Such officers shall take office, with or without installation, at the first regular meeting of each assembly in July following their election. Such officers shall be installed not later than the first regular meeting in October of each year. Special elections to fill vacancies may be held on one week's notice. The provisions of the laws as to council elections shall apply as far as practicable. The Faithful Navigator shall within ten days after the election, file report of the same, together with the names and addresses of all officers elected, with the Master of the District, and shall send a duplicate to the Supreme Secretary.

(k) Assembly funds.

- (i) All moneys obtained from any source, by or through any person or persons, acting for or in the name of the assembly or under its direction or authority, shall be considered assembly funds and shall be forthwith delivered to the Faithful Comptroller, who shall give his official receipt and who shall report at the close of each meeting the amounts so received and from what source.
- (ii) No moneys in excess of \$500.00 shall be paid or transferred from the treasury of any assembly (except such moneys as the assembly is called upon to regularly pay for its current expenses, demands of the Supreme Council, purposes approved by the Supreme Council or Board of Directors, or initiation fees due the District Master) unless by a two-thirds vote of the members present and voting at a regular meeting held subsequent to a regular meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read. Provided, however, that any assembly may, by by-law, properly approved, provide and maintain a fund for rendering mutual aid and assistance to its sick, disabled and needy members

and their families and families of deceased members. Said by-laws to state the manner in which, and by whom, the said fund is to be expended.

## **ARTICLE IX MEMBERSHIP**

### Section 25. Eligibility for Membership.

(a) Applications for membership in the Fourth Degree may be made to any Assembly provided the applicant is:

- (i) Over eighteen years of age.
- (ii) A citizen of the country in which he resides, or with permission of the Master of the District over the area where he claims citizenship, with the understanding that if permission is granted the pledge of allegiance will be to the country of citizenship.
- (iii) A Third Degree member in good standing in his council
- (iv) A former member whose membership was terminated for failure to pay dues or by a withdrawal card if he has been readmitted to good standing in his council and if he was a Third Degree member for a period of more than six months prior to his loss of good standing in his council.
- (v) A practical Catholic in union with the Holy See.

### Section 26. Exemplification Fee.

The exemplification fee shall be set annually by the Board of Directors at its April meeting for the ensuing year and the fee shall include a social baldric, Fourth Degree pin and one ticket to the banquet.

### Section 27. Form of Application.

Third Degree members desiring to join the Fourth Degree shall make application on the official Form 4 provided, conforming strictly with all its requirements and presenting the same, together with the initiation fee, to the Faithful Comptroller of the Assembly who shall forthwith determine said applicant is a member in good standing in the council which he claims membership. Having determined that the applicant is a Third Degree member in good standing in his council, the Faithful Comptroller shall present said application to the Faithful Navigator for processing.

Section 28. Admission Committee.

Immediately upon his election, it shall be the duty of the Faithful Navigator to appoint an Admission Committee of seven members including the Faithful Admiral who shall be the Chairman. Within five days after the reading of each application for membership at the first regular or special meeting following their receipt, the Faithful Navigator shall refer the same to the Admission Committee and thereupon said committee shall notify the applicant to appear before it for examination as to his qualifications for membership. If five members of the committee shall file a written report withholding endorsement because the applicant is not a practical Catholic or a good citizen, said applicant shall be deemed rejected. Otherwise, the recommendations of the Admission Committee shall be evidenced by the certificate of the Chairman of the Committee on a form to be prescribed by the Board of Directors. In the event of the failure or neglect of the Admission Committee to make report within ten days after an application has been referred to it, the Faithful Navigator shall discharge the said committee and shall forthwith present said application to the assembly for action.

Section 29. Disposition of Application.

(a) Unless the application is rejected for the reason stated in Section 28, it shall be read by the Faithful Navigator at the first regular or special meeting following the time allowed for the report of the Admission Committee and the assembly shall proceed forthwith to ballot for the admission of such applicant after said reading.

(b) The Faithful Navigator and Faithful Captain shall in turn privately inspect the ballots and the former shall announce the result. If the number of negative ballots cast does not exceed one-half of the members present, the applicant, shall be declared elected, otherwise rejected. The exact number of negative ballots shall not be stated.

(c) All ballots for membership shall be secret but the Faithful Navigator may order a second ballot at the same meeting upon the same application when, in his judgment it may be warranted by circumstances, provided such second ballot shall be ordered before the first ballot shall be declared and before any further business shall be transacted, but no further balloting shall be permitted.

(d) If more than one candidate is to be balloted for at a meeting, the Faithful Navigator may announce that the first ballot shall be a general ballot, and that if not more than one-half of

those present shall cast negative ballots upon such general ballot, no other ballots shall be taken. If such announcement is made, and not more than one-half negative ballots are cast upon said general ballot, all candidates so balloted for shall be declared elected. If more than one-half negative ballots are cast upon said general ballot, then an individual ballot shall be taken on each candidate.

#### Section 30. Rejection - Effect Of.

(a) An applicant rejected by the Admission Committee for the reason set forth in Section 28 shall be considered as rejected by the assembly.

(b) Any applicant rejected by ballot who has been declared duly qualified by the Admission Committee shall have the right to appeal such action to the Board of Directors. The Board may inquire into the matter and take such action as it deems proper after notice to the assembly.

#### Section 31. Membership Cards.

A membership card shall be issued under the seal of the assembly for such time as the member may pay his dues but for a period of not less than twelve months. Said card shall state the member's name, assembly to which he belongs and his membership number. The card shall contain the signature of the member and shall be countersigned by the Faithful Navigator and Faithful Comptroller of the assembly. The presentation to the proper officer of a current membership card showing the member to be in good standing on the date presented shall entitle the member to all meetings of his assembly and ceremonial work, if he is also in possession of a current membership card in the Third Degree.

#### Section 32. Right to Transfer.

(a) Any member in good standing in an assembly, evidence by a paid-up membership card, who desires to join another assembly of his choice, may make application to the assembly he proposes to join on a Form 4. This request for transfer may be accepted or rejected. All dues adjustments shall be made by the assembly on a pro rata basis.

(b) The completed application shall be received and acted upon promptly by the assembly to which presented. Said application must be laid before the assembly and if a majority of those present and voting at the meeting approve and accept the application, the member shall be declared accepted.

(c) The approved transfer application shall be filed by the Faithful Navigator and the Faithful Comptroller of the receiving assembly and shall then be forwarded to the Faithful Comptroller of the former assembly who shall provide the receiving assembly the information as to the date of initiation into the Fourth Degree, as to the dues, arrearages, or credits. The Faithful Comptroller of the former assembly shall then return said application to the Faithful Comptroller of the receiving assembly who will record said information and forward forthwith the application to the Supreme Secretary.

(d) At the time of approval of the application for transfer, the receiving assembly shall require the applicant to pay the usual advance dues in addition to dues and other charges owing to the former assembly. Any adjustment of dues shall be made between the assemblies on a pro-rata basis.

### Section 33. Withdrawal.

Any member in good standing desiring to withdraw from the Fourth Degree may so request on a Form 4 along with a signed letter stating his intention to withdraw.

### Section 34. Suspension for Failure to Pay Dues.

(a) A member who shall fail to pay dues to his assembly within three months after the same are levied and payable shall cease to be a member in good standing and shall be subject to suspension by the assembly but only if the Faithful Comptroller notifies the Supreme Secretary on Form #4.

(b) The suspension or withdrawal of a member in his council shall automatically terminate his membership in the Fourth Degree.

### Section 35. Restoration of Membership.

(a) Any former member of the Fourth Degree who has terminated his membership for any period of time may restore that membership under the following conditions:

- (i) Provided that he terminated his membership through a withdrawal card, he may apply to the assembly of his choice at no charge except for payment of the usual advance dues. Said application shall be laid before the assembly and if a majority present and voting approve and accept the application, it shall be sent with the withdrawal card to the Supreme Secretary.

- (ii) If the member was suspended by a former assembly for failure to pay dues, he may make application for restoration of membership to any assembly of his choice upon payment of a fee of \$5.00 in addition to the usual advance dues. Said application shall be laid before the assembly and if a majority present and voting at the meeting approve and accept the application, he shall be declared elected. The Faithful Comptroller of the receiving assembly will immediately send the application along with the payment of \$5.00 to the former assembly, in lieu of all arrearages that said applicant may have owed the former assembly. The Faithful Comptroller of the former assembly, upon receipt of the \$5.00 and the application form, shall sign said form acknowledging receipt and provide the date of exemplification and any other membership data that may be requested to the Faithful Comptroller of the receiving assembly who shall forthwith record said membership information in the records of the assembly and forward the application to the Supreme Office for immediate recording.

#### Section 36. Honorary and Honorary Life Membership.

(a) Members who have attained the actual age of 65 years and who have been members of the Fourth Degree for 25 consecutive years, shall be designated as Honorary members and on due request in writing they shall be exempt from general fund charges, except payment of \$10.00 per annum which shall include all assembly dues charges and levies.

(b) Members who have attained the actual age of 70 years and who have been members of the Fourth Degree for 25 consecutive years, and those who have been members the Fourth Degree 50 years regardless of age, shall be designated as Honorary Life members and on due request from the Faithful Comptroller, they shall be exempt from further payment of dues.

(c) The status of Honorary Life Membership which a priest or member of a religious community automatically acquires upon taking the First Degree of the Order shall ensure to such member upon his qualifying for and taking the Fourth Degree and such member shall be exempt from the payment of initiation fees and Assembly dues.

**ARTICLE X**  
**MISCONDUCT, NONFEASANCE, TRIALS AND**  
**APPEALS OF ASSEMBLY, MEMBERS AND OFFICERS**

Section 37. When Found Guilty.

Any member of the Fourth Degree guilty of conduct unbecoming a Knight of Columbus, or of any applicable offense set forth in Chapter XVIII of the Charter, Constitution and Laws of the Order or of these laws, shall be expelled or suspended from the Fourth Degree under the procedure outlined in Chapter XIX of said Laws of the Order. Appeal may be taken to the Board of Directors by the aggrieved member within thirty days after judgment, and the decision of the Board shall be final.

**ARTICLE XI**  
**OFFICIAL DRESS UNIFORM AND REGALIA**

Section 38. Official Dress Uniform.

(a) The official dress for the Fourth Degree shall be:

- (i) Navy Blue Blazer with Fourth Degree Emblem Blazer Crest
- (ii) Knights of Columbus Emblem of the Order buttons
- (iii) Official Fourth Degree Gray trousers (no cuffs)
- (iv) Official Fourth Degree Necktie
- (v) Official Fourth Degree Black Beret with Fourth Degree metal badge over appropriate colored patch of the office, as described in Section 38(c)
- (vi) Plain White Dress Shirt – Button cuff (no French cuffs – no button down collar shirts)
- (vii) Black Socks and Plain Black Shoes
- (viii) Official Fourth Degree Lapel Pin (#PG-113)
- (ix) Incumbent Medal of Office
- (x) Past and Former Miniature Medals above left pocket

(b) A member serving in the armed forces of his country, full-time police and firefighters shall be considered in proper attire when dressed in a Class A or dress uniform.

(c) The colored patches to be used are as follows:

- (i) Supreme Master–Dark Blue Patch on his beret. (Pantone # 19-4035 TC.)

- (ii) Vice Supreme Master–Light Blue Patch on his beret. (Pantone # 14-4313 TC.)
- (iii) District Master–Gold Patch on his beret. (Pantone # 13-0941 TC.)
- (iv) Faithful Navigator–White Patch on his beret. (Pantone # 11-0601 TC.)
- (v) District Marshal–Green Patch on his beret. (Pantone # 18-5315 TC.)
- (vi) Assembly Commander–Purple Patch on his beret. (Pantone # 19-3542 TC.)

(d) The colors worn by the Supreme Master, Vice Supreme Masters, Masters and Faithful Navigators may continue to be worn by such officers following their completion of service in that office, for life. This does not apply to Assembly Color Corps Commanders and District Marshals when they complete a term.

(e) These colors shall be mandatory June 10, 2017.

#### Section 39. Dress for Exemplification.

(a) For a candidate: black or dark (blue or grey) business suit with black shoes, plain white dress shirt as described above, necktie, and candidate identification.

(b) For a candidate serving in the armed forces of his country, fulltime police and firefighters: a Class A or dress uniform.

(c) The social baldric, presented at the exemplification, should only be worn at functions when the Fourth Degree member is dressed in a business suit or tuxedo. The social baldric is not worn with the official dress uniform.

(d) For honor guard: official dress uniform as set forth in section 38.

#### Section 40. Color Corps Regalia.

(a) The official regalia when serving in a Color Corps (Honor Guard or Color Guard) is the same as the official dress uniform of a member, with the following additions:

- (i) *Service baldric worn over the coat, from right shoulder to left hip; and*
- (ii) *Silver sword. The Supreme Master, Vice Supreme Masters, Masters and former such officers only shall be permitted to bear the gold sword; and*
- (iii) *White gloves.*

## **ARTICLE XII COLOR CORPS**

Section 41. The Establishment of:

(a) Assembly may henceforth establish a uniform drill corps with the approval of the Master of the District and such unit shall be known as "Fourth Degree Color Corps of \_\_\_\_\_ Assembly."

(b) A Color Corps may participate in exemplifications, religious and public functions only with the consent of the Master. The Master shall have full control of the Color Corps in his district, except as hereinafter provided and shall be held strictly accountable for such unit.

(c) The Faithful Navigator shall appoint a Commander of the Color Corps for his Assembly. One and only one Commander shall be appointed.

Section 42. Procedure and Manual of the Sword.

The procedure and Manual of the Sword shall be in accordance with the "Color Corps Drill Manual." In the absence of such directive the District Master has full control provided, however, that he first receives approval of such procedure from the Supreme Master.

## **ARTICLE XIII EMBLEMS, OFFICERS MEDALS, OFFICERS ENTITLED TO PAST, CEREMONIALS AND ADDITIONAL RULES**

Section 43. Fourth Degree Emblem.

The official emblem of the Fourth Degree shall be worn only by members of the Fourth Degree. Members of the Order who are not members of the Fourth Degree are forbidden to wear or use the emblem under penalty of expulsion from the Order.

Section 44. Officers Medals.

The design and use of any medal of office or distinctive medal or insignia of honor shall only be such as have been approved by the Board of Directors.

Section 45. Officers Entitled to Prefix "Past".

A Past Faithful Navigator completing at least one full term in said office or having served more than six full months of an unexpired term in said office shall be entitled to title and privileges thereof with the prefix "Past" on retirement from the same, provided a member elected Faithful Navigator of the assembly at its establishment and holding until the end of such term shall have

the same title and privileges as if he had filled full term. Also a member shall have such title but not the privileges in the assembly to which he may subsequently transfer his membership.

Section 46. Privilege of Membership.

A member of the Fourth Degree in good standing is privileged to attend meetings of any assembly but without voice or vote except in his own.

Section 47. Ceremonials.

Pursuant to Section 27 of the Laws of the Order, the Board of Directors reserves to itself the power and authority to adopt, devise and establish such ceremonial for the Fourth Degree as it may determine and to have full supervision of the exemplification of all ceremonial work of the Degree and to modify or alter the same at pleasure.

Section 48. Additional Laws Governing.

In all matters not, expressly covered by the Laws Governing the Fourth Degree the procedure shall be the same as that provided by the Constitution and Laws of the Knights of Columbus.

Adopted August 17, 1970  
Amended October 18, 1970  
Amended October 22, 1972  
Amended January 25, 1975  
Amended June 19, 1977  
Amended October 29, 1977  
Amended April 10, 1978  
Amended June 22, 1978  
Amended October 20, 1978  
Amended September 6, 1980  
Amended October 25, 1980  
Amended January 17, 1981  
Amended October 8, 1982

Amended August 3, 1983  
Amended October 15, 1983  
Amended April 14, 1984  
Amended June 8, 1984  
Amended September 18, 1984  
Amended April 4, 1987  
Amended October 20, 1990  
Amended January 24, 1992  
Amended October 23, 2002  
Amended February 2, 2008  
Amended September 1, 2012  
Amended September 1, 2013  
Amended June 10, 2017

**DENNIS J. STODDARD, Supreme Master**

Attest:

CARL A. ANDERSON, Supreme Knight

MICHAEL J. O'CONNOR, Supreme Secretary

**AMENDMENTS TO THE LAWS AND RULES GOVERNING  
THE FOURTH DEGREE OF THE KNIGHTS OF COLUMBUS  
ENACTED IN A MEETING HELD  
IN NEW HAVEN, CONNECTICUT  
JUNE 10, 2017**

**Move**, to amend **Article XI, Official Dress and Regalia, Section 38**, of the Laws and Rules Governing the Fourth Degree of the Knights of Columbus.

The current text shall be deleted and replaced with the following text:

**ARTICLE XI  
OFFICIAL DRESS UNIFORM AND REGALIA**

Section 38. Official Dress Uniform.

(a) The official dress for the Fourth Degree shall be:

- (i) Navy Blue Blazer with Fourth Degree Emblem Blazer Crest
- (ii) Knights of Columbus Emblem of the Order buttons
- (iii) Official Fourth Degree Gray trousers (no cuffs)
- (iv) Official Fourth Degree Necktie
- (v) Official Fourth Degree Black Beret with Fourth Degree metal badge over appropriate colored patch of the office, as described in Section 38(c)
- (vi) Plain White Dress Shirt – Button cuff (no French cuffs – no button down collar shirts)
- (vii) Black Socks and Plain Black Shoes
- (viii) Official Fourth Degree Lapel Pin (#PG-113)
- (ix) Incumbent Medal of Office
- (x) Past and Former Miniature Medals above left pocket

(b) A member serving in the armed forces of his country, full-time police and firefighters shall be considered in proper attire when dressed in a Class A or dress uniform.

(c) The colored patches to be used are as follows:

- (i) Supreme Master–Dark Blue Patch on his beret. (Pantone # 19-4035 TC.)
- (ii) Vice Supreme Master–Light Blue Patch on his beret. (Pantone # 14-4313 TC.)

- (iii) District Master–Gold Patch on his beret. (Pantone # 13-0941 TC.)
- (iv) Faithful Navigator–White Patch on his beret. (Pantone # 11-0601 TC.)
- (v) District Marshal–Green Patch on his beret. (Pantone # 18-5315 TC.)
- (vi) Assembly Commander–Purple Patch on his beret. (Pantone # 19-3542 TC.)

(d) The colors worn by the Supreme Master, Vice Supreme Masters, Masters and Faithful Navigators may continue to be worn by such officers following their completion of service in that office, for life. This does not apply to Assembly Color Corps Commanders and District Marshals when they complete a term.

(e) These colors shall be mandatory June 10, 2017.

**Move, to amend Article XI, Section 39, Dress for Exemplification**

The current text in subsections (a), (b), and (c) shall be deleted and replaced with the following text:

(a) For a candidate: black or dark (blue or grey) business suit with black shoes, plain white dress shirt as described above, necktie, and candidate identification.

(b) For a candidate serving in the armed forces of his country, fulltime police and firefighters: a Class A or dress uniform.

(c) The social baldric, presented at the exemplification, should only be worn at functions when the Fourth Degree member is dressed in a business suit or tuxedo. The social baldric is not worn with the official dress uniform.

(d) For honor guard: official dress uniform as set forth in section 38.

**Move, to amend Section 40 to read as follows:**

(a) The official regalia when serving in a Color Corps (Honor Guard or Color Guard) is the same as the official dress uniform of a member, with the following additions:

- (i) *Service baldric worn over the coat, from right shoulder to left hip; and*
- (ii) *Silver sword. The Supreme Master, Vice Supreme Masters, Masters and former such officers only shall be permitted to bear the gold sword; and*
- (iii) *White gloves.*

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