

Knights of Columbus
New Mexico State Council



NMSC Directive No. 4

**PROCEDURES FOR STATE
COUNCILS CHARITY RAFFLE**

August 2005



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1. PURPOSE:

The purpose of the New Mexico State Council (hereinafter NMSC) Directives is to establish policy and set procedures in all areas not governed by Supreme Council Rules, Regulations, and Laws or NMSC by-laws. This directive shall be redefined as needed, through a “Letter of Change” from the State Council-in-Assembly at the Annual State Convention only.

2. SCOPE:

This directive shall govern all matters relating to the operation of the annual NMSC Charity Raffle and the procedures to be used by All State Officers and participating subordinate councils. The accounting, record keeping and reporting policies herein shall not be deviated from any officer without the approval or direction of the State Deputy.

3. DELINEATION OF RESPONSIBILITY:

The incumbents of the following State Council and Subordinate Council Officers in New Mexico shall have the responsibility in the areas indicated. Any member replacing a reported officer shall first notify the State Deputy prior to assuming the duties of the position.

a. **STATE DEPUTY:** The State Deputy is the governing authority on all matters pertaining to the business and affairs of the NMSC, and as such, shall be responsible for the actions of all members involved in the operation of the State Raffle. Annually, the State Deputy must obtain from the Supreme Council permission to hold the State Charity Raffle, i.e., the title and logo of the Knights of Columbus as appears on associated documents and tickets. This permission must be requested at a time established by the Supreme Council to coincide with the annual Supreme Director’s Meeting held in the fall of each year. This permission must be obtained in sufficient time to allow for printing and distribution of tickets and reporting forms at the annual Mid-Year Meeting in December of each year.

(1). The State Deputy shall appoint the members of the committee designated to assist the State Treasurer in collecting and reporting of the forms from Subordinate Councils.

b. STATE TREASURER: The State Treasurer shall be responsible for contracting for the printing of the raffle tickets and requisitioning the State Charity Raffle Report (NMSC Form 01) and obtaining same in time for distribution at the Mid-Year Meeting.

c. STATE RAFFLE COMMITTEE: This committee shall be appointed to assist the State Treasurer in collecting reports from the Subordinate Councils at the Organizational Meeting, compiling said reports, and delivering said reports to the State Treasurer on the first day of the Organizational Meeting. The reports shall be compiled on NMSC Form 01 prepared by the State Treasurer, and shall provide reporting data on all active subordinate councils on the date of the report.

d. SUBORDINATE COUNCILS: The Grand Knight of participating Subordinate Councils shall receive the State Raffle Tickets, NMSC Form 01, and pertinent instructions, at the Mid-Year Meeting. They shall establish their council's internal procedures for control of the tickets, and deliver the tickets to members for sale to the general public. The following must be firmly established, and related to all members involved in the sale of the tickets:

(1) There are ten (10) tickets in each book.

(2) The price of the tickets shall be \$1.00 per ticket. There are NO free tickets.

(3) All money from the sale of the tickets must be turned in to the Council's Financial Secretary in time for forwarding to the District Deputy prior to the Annual State Convention.

(4) All unsold tickets and books must be turned in to the council. Lost tickets are the responsibility of the Subordinate Council. Each ticket issued to the Subordinate Councils must result in a ticket returned to the District Deputy, or a stub and the money for the sold ticket. There shall be no change to this policy for any reason.

(5) The NMSC form 01 given to the District Deputy, Raffle Committee, or State Treasurer, must contain the number of tickets purchased, the number of tickets sold, the amount of money turned in to the District Deputy, and the number of unsold tickets returned. Again, there shall be no deviation from this requirement. Lost or un-returned books or individual tickets shall be considered sold by the Subordinate Council, and must be paid for at the time of turning over of the proceeds to the District Deputy.

(6) The amount of money turned in to the District Deputy shall be 50% of the amount collected by the Subordinate Council, said amount being noted on the report form. The form should also contain the name of the person(s) or organization(s) who will be the beneficiaries of the Subordinate Council largesse (recipient).

(7) The Subordinate Councils shall manage the awarding of their raffle proceeds on council check(s), to their designated beneficiaries not later than July 1 of the current year. The council must obtain a copy of the processed check(s), front and back, and deliver said copy to the State Treasurer on the first day of the Organizational Meeting.

(8) With the lead-time of December delivery of the tickets, through the Annual State Convention, to the Organizational Meeting, no council should be able to devise a reason for non-compliance with the foregoing.

(9) Further instructions necessary for the successful completion of the State Raffle shall be delivered to all parties involved in the most expeditious manner possible.

4. **JUSTIFICATION:**

This procedure is designated to eliminate the necessity of delivering 100% of the money (tickets sold) to the State Council, and awarding the proceeds with a State Council check. There should be no questions in the beneficiaries' mind as to whom the money is coming from. At the same time, all parties are reminded of the precepts of the New Mexico State Gaming Laws, Supreme Council requirements that any raffle designated as a Charity, and offered to the public must be a Charity and used for that purpose only. Any instances of abuse of this requirement may involve reverting to the previous system, and could result in the negation of the approval of the NMSC for holding the State Raffle. Insofar as the Charity Raffle is recognized as doing good for the welfare of the recipients, and contributes to good publicity for the Order, we urge all to keep the integrity of the raffle and this procedure foremost in your mind.

REVISED: August 6, 2005.

Robert E. Hoskinson
State Deputy