Knights of Columbus

New Mexico State Council

NMSC DIRECTIVE NO. 4 July 8, 2016

PROCEDURES FOR NM STATE COUNCIL CHARITY RAFFLE

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 majority vote of the NMSC.

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, by any officer without the approval or direction of the State Deputy.

3) RAFFLE TICKETS: The following shall be determined annually by majority vote of the NMSC.

   A. Number of tickets in each book.

   B. The price of the tickets.

   C. The raffle prizes.

   D. Sales incentives, if any.

4) 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.

      a. 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.

b. The State Deputy shall appoint, a designee to assist the State Treasurer in distributing, collecting and reporting of the raffle tickets from Subordinate Councils.

B. STATE TREASURER: The State Treasurer shall be responsible for contracting for the printing of the raffle tickets and obtaining same in time for distribution at the Mid-Year Meeting.

C. STATE DESIGNEE shall prepare raffle tickets for distribution prior to the Mid-Year Meeting and shall keep record of all tickets issued to, and returned by subordinate councils.

D. DISTRICT DEPUTIES: The District Deputies shall;

a. Distribute raffle tickets at the Mid-Year meeting to those councils in attendance and shall within seven days following the meeting, shall deliver tickets to his remaining assigned councils.

b. Collect all sold ticket stubs, unsold tickets and proceeds from his assigned councils for delivery to the State Financial Assistant prior to the start of the NM State Convention.

E. SUBORDINATE COUNCILS: The Grand Knight of participating Subordinate Councils shall receive the State Raffle Tickets, and pertinent instructions, at the Mid-Year Meeting or within seven days thereof. 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 in a timely manner. The following must be firmly established, and related to all members involved in the sale of the tickets:

a. 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.

b. All unsold tickets and books must be turned into the council.

c. 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.

d. The amount of funds, on a council check, tuned in to the District Deputy shall be equal to 50% of the face value of all tickets issued minus 50% of the face value of any returned unsold tickets.

e. The Subordinate Councils shall manage the awarding of their raffle proceeds on council check(s), to their designated beneficiaries no later than July 1 of the current fraternal year.

f. With the lead-time of December delivery of the tickets, through the Annual State Convention, every council should be able to fully participate in this charity program.

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

6) 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 mid.

REVISED: July 8, 2016

Patrick T. Mason

State Deputy