

# **Assembly Officers**

## **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 Faithful 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.

## **Duties of Assembly Officers**

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

- a) The Faithful Navigator shall:
  - a) 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.
  - b) 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.
  - c) 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.
  - d) Countersign checks drawn and signed by the Faithful Purser.
  - e) Perform such other duties as the Supreme Assembly may impose.
  - f) Establish a Color Corps pursuant to Article XII.
- b) The Faithful Captain shall:
  - a) 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:
  - a) Be responsible for the arrangement of the assembly chamber.
  - b) Have charge of all properties of the assembly except moneys and accounts and record books of the officers but including ceremonials.
  - c) Direct and be responsible for the activities of the Inner and Outer Sentinels.
  - d) 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:
  - a) Maintain Records. Keep a roll of the members, their age, occupation and residence with the date of their initiation in the Fourth Degree.
  - b) 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.
  - c) Keep account of the charges and receipts of each member in accordance with the standard accounting system provided by the Supreme Council.
  - d) 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.
  - e) 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.
  - f) 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.
  - g) 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.
  - h) 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.
  - i) Be the custodian of the seal of the assembly and affix same to all proper papers.
  - j) 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:
  - a) 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.
  - b) Conduct all correspondence of the assembly and perform such other duties as the assembly or the Order may direct.
- f) The Faithful Purser shall:
  - a) 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.
  - b) 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.

- c) 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).
  - d) 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 dates 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.
  - e) Make available the Board of Trustees his books and records for the purpose of preparing the annual audit.
- g) The Faithful Sentinels shall:
- a) 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.
  - b) They shall perform such other duties as may be imposed upon them by the Faithful Pilot.
- h) The Faithful Admiral shall:
- a) Preside at all meetings of his assembly in the absence of the Faithful Navigator and Faithful Captain.
  - b) In the absence of the Faithful Friar, perform his duties at assembly meetings.
  - c) 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.