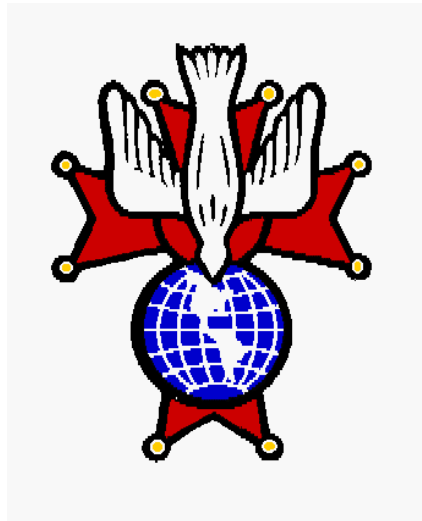


FOURTH DEGREE KNIGHTS OF COLUMBUS

FAITHFUL NAVIGATOR'S HANDBOOK

BY-LAWS AND PROCEDURES



MSGR. CRAMERS ASSEMBLY # 0320

LAKE CHARLES, LA.

EDITED AND REPRINTED

OCTOBER 2003

TABLE OF CONTENTS

PREAMBLE 6

ARTICLE I 6
 NAME 6

ARTICLE II 7
 OFFICERS 7
 SECTION 1 7
 SECTION 2 7
 SECTION 3 7

ARTICLE III 7
 OFFICERS 7
 SECTION 1 7
 SECTION 2 7
 SECTION 3 7

ARTICLE IV 7
 MEETINGS 7
 SECTION 1 7
 SECTION 2 7
 SECTION 3 7

SECTION 4 7

ARTICLE V 8
 DUES 8
 SECTION 1 8
 SECTION 2 8
 SECTION 3 8
 SECTION 4 8
 SECTION 5 8

ARTICLE VI 8
 CHALICE FUND 8
 SECTION 1 8
 SECTION 2 8
 SECTION 3 8
 SECTION 4 8

ARTICLE VII 8
DELEGATES TO THE DISTRICT ASSEMBLY 8

ARTICLE VIII 9
COMMITTEES 9
SECTION 2 9
SECTION 3 9
SECTION 4 9
SECTION 5 9
SECTION 6 9
SECTION 7 9
SECTION 8 9

ARTICLE IX 9
FUNDS 9
SECTION 1 9
SECTION 2 9

ARTICLE X 10
ASSEMBLY COMMUNIONS 10

ARTICLE XI 10
DEATH OF A MEMBER 10

ARTICLE XII 10
OFFICIAL DRESS 10

ARTICLE XIII 10
COLOR CORPS 10

ARTICLE XIV 10
STANDARD PROCEDURES 10

ARTICLE XV 10
AMENDMENTS 10

FAITHFUL NAVIGATOR HANDBOOK 11
IMMEDIATELY AFTER ELECTION 11

FOR THE MONTH OF JULY 12

FOR THE MONTH OF AUGUST 13

FOR THE MONTH SEPTEMBER 14

FOR THE MONTH OF OCTOBER 15

FOR THE MONTH OF NOVEMBER 15

FOR THE MONTH OF DECEMBER 16

FOR THE MONTH OF JANUARY 16

FOR THE MONTH OF FEBRUARY 17
EVEN-NUMBERED YEARS 17

FOR MONTH OF MARCH 17

FOR MONTH OF APRIL 18

FOR MONTH OF MAY 18

ASSEMBLY PROTOCOL 19

FOR BANQUETS AND LITURGICAL PROCESSIONS 19 - 21

DEATH OF AN ASSEMBLY MEMBER 21

DUTIES OF OFFICER OF THE WAKE 22

FUNERAL RITES 23

DUTIES OF THE PROGRAM DIRECTOR 23

DUTIES OF THE AWARDS AND RECOGNITION CHAIRMAN 24

DUTIES OF RELIGION CHAIRMAN 24

DUTIES OF FRATERNALISM CHAIRMAN 25

DUTIES OF THE PATRIOTISM CHAIRMAN 25

DUTIES OF THE MEMBERSHIP CHAIRMAN 26

DUTIES OF PUBLICITY CHAIRMAN 27

DUTIES OF THE LIAISON OFFICER 27

DUTIES OF THE AWARDS AND RECOGNITION COMMITTEEMAN 28

DUTIES OF THE RELIGION COMMITTEEMAN 28

DUTIES OF FRATERNALISM COMMITTEEMAN 29

DUTIES OF PATRIOTISM COMMITTEEMAN 29

DUTIES OF THE MEMBERSHIP COMMITTEEMAN 29

DUTIES OF THE PUBLIC RELATIONS COMMITTEEMAN 30

AWARDS REGULATIONS 31

DIOCESE OF LAKE CHARLES CITIZEN OF THE YEAR AWARD 32

LAWRENCE TOUPS JR. MEMORIAL AWARD
(PUBLIC OFFICIAL OF THE YEAR) 33

FAMILY OF THE YEAR AWARD 33

CHARLES C. JAUBERT MEMORIAL AWARD 34

CLERGYMAN OF THE YEAR AWARD 35

FOURTH DEGREE ORDER OF MERIT 35

HOWARD JAUBERT MEMORIAL AWARD 36

ISOLA GARDEMAL JAUBERT MEMORIAL AWARD 37

SIR KNIGHT OF THE YEAR AWARD 37

JOHN W. O'REILLY, SR. MEMORIAL AWARD 38

ANTHONY J. "TONY" ABATE MEMORIAL AWARD 38

AUDRY PIZANIE MEMORIAL AWARD 39

GOLDEN JUBILEE AWARD 39

SEMPER FIDELIS AWARD 39

HARRY HUBER MEMORIAL AWARD 40

DAVID L. GARRISON MEMORIAL AWARD 40

COLUMBIAN HALL OF FAME AWARD 40

MILITARY SERVICE AWARD 41

SUPERIOR SERVICE AWARD 41

Knights of Columbus

Fourth Degree

Bienville Province

Louisiana District

Msgr. Cramers Assembly #0320

By-Laws

Amended October 2003

PREAMBLE

Pursuant to Article VII, Section 21, Laws and Rules of the Fourth Degree, the following by-laws are adopted by Msgr. Cramers Assembly.

The objects of this assembly shall be to promote and advance the purposes and objectives of the Fourth Degree by fostering and encouraging a more lively devotion and fidelity to the cause of Catholicity; by stimulating in its membership a higher and purer spirit of patriotism and love of country; by advancing and furthering the development of the Order of the Knights of Columbus, and especially by creating a more intimate acquaintance among our fellow members.

**ARTICLE I
NAME**

The official name of this body shall be "Monsignor Hubert Cramers Assembly, Fourth Degree Knights of Columbus.

ARTICLE II OFFICERS

SECTION 1: The officers of this assembly shall be: Faithful Navigator, Faithful Captain, Faithful Admiral, Faithful Pilot, Faithful Comptroller, Faithful Purser, Faithful Scribe, Faithful Inner Sentinel; Faithful Outer Sentinel; two (2) Honor Sentinels, who shall be elected to hold office for one year, or until their successors are elected and qualified;; and three (3) trustees, who shall serve staggered terms of three years each.

SECTION 2: The Faithful Navigator, Faithful Captain, Faithful Admiral and Faithful Pilot shall be the chair officers. They shall annually propose a Catholic priest to act as Faithful Friar, but the final selection of such Faithful Friar shall be made by the Bishop of Lake Charles.

SECTION 3: The duties of the officers shall be those outlined in ARTICLE VIII, SECTION 24 of the Laws and Rules Governing the Fourth Degree.

ARTICLE III OFFICERS

SECTION 1: All officers shall be elected at the regular meeting in May of each year. Such officers shall take office, with or without installation on July 1.

SECTION 2: Special elections to fill vacancies in the ranks of the officers may be held with one week's written notice to the membership.

SECTION 3: The provisions of the laws as to council elections shall apply as far as is practical.

ARTICLE IV MEETINGS

SECTION 1: The regular meetings of Msgr. Cramers Assembly shall be held on the Fourth Thursday of each month, at a time and place to be designated by the assembly, except that there shall be no meetings during November or December. Sunday meetings are permitted when the fourth Thursday is not convenient. Planning meetings are held each First Thursday of each month.

SECTION 2: Wives of members shall be invited to attend the social portions of regular meetings. In such case, the host council shall supply suitable entertainment for the ladies during the business session.

SECTION 3: A rosary shall be recited at the beginning of the regular meeting and a prayer for Vocations after the meeting.

SECTION 4: Robert's Rules of Order shall be used to conduct the regular meetings. A copy of Robert's Rules of Order shall be provided to the Faithful Navigator for his use.

Page 7

ARTICLE V DUES

SECTION 1: The dues of this assembly shall be Thirty (\$30) Dollars per year, payable on January 1 of each
Page

year.

SECTION 2: Failure to pay dues on time shall forfeit his membership in the assembly, under the terms of ARTICLE VIII, SECTION 34 of the Laws and Rules Governing the Fourth Degree.

SECTION 3: Lapsed or suspended members may reinstate by following the procedures outlined in ARTICLE VIII, SECTION 35 of the Laws and Rules Governing the Fourth Degree.

SECTION 4: Honorary Life memberships shall be conferred upon members according to the terms of ARTICLE VIII, SECTION 36 of the Laws and Rules Governing the Fourth Degree.

SECTION 5: Members of this assembly on active duty with the armed forces of the United States are exempt from the payment of dues.

ARTICLE VI CHALICE FUND

SECTION 1: The assembly shall maintain a separate fund or other investment at the highest possible rate in order to purchase a chalice with the interest. The chalice will be donated to a priest of the assembly's choice in memory of deceased members.

SECTION 2: One such chalice shall be purchased at the end of each faithful navigators year, and the names of all deceased members who passed away during that faithful navigators year shall be engraved on said chalice.

SECTION 3: Said chalice shall be awarded to a priest by the Faithful Friar, or the Past Faithful Navigator in his absence, with the understanding that the receiving priest will remember said deceased Sir Knights in his prayers whenever he uses said chalice.

SECTION 4: Any chalice donated by this assembly which becomes unusable shall be replated in usable condition at the expense of the assembly, so that the memory of our deceased brothers will not fade.

ARTICLE VII DELEGATES TO THE DISTRICT ASSEMBLY

Delegates and alternates to the District Assembly shall be elected as provided for in ARTICLE V, SECTION 14, Paragraph (a) of the Laws and Rules Governing the Fourth Degree.

Page 8

ARTICLE VIII COMMITTEES

SECTION 1: The Faithful Navigator shall be an ex officio member of all committees, and of the Board of Trustees of the Assembly.

Page

SECTION 2: The yearly program of the assembly shall be under the direction of the Faithful Captain.

SECTION 3: There shall be seven standing committees of the assembly, as follows: Awards and Recognition, Religion, Patriotism, Fraternalism, Membership, Public Relations and Budget. Each committee shall consist of not fewer than five members.

SECTION 4: The duties of said committees shall be those assigned to them by the Faithful Navigator and/or the assembly.

SECTION 5: A nominating committee, to consist of seven members, all of whom shall be Past Faithful Navigators, shall be appointed by the Faithful Navigator not later than the March regular meeting. It shall be the duty of this committee to recommend one member for each elective office of the assembly, and it shall, at the April meeting, report the names of the nominees so selected.

SECTION 6: Other special committee may be appointed as is deemed proper by the Faithful Navigator, or as he shall be directed by vote of the assembly.

SECTION 7: All committee members and chairmen shall be appointed by the Faithful Navigator, and shall serve at his pleasure; except that the Faithful Admiral shall, ex officio, be chairman of the Admission Committee, which shall be appointed by the Faithful Navigator according to ARTICLE IX, SECTION 28 of the Laws and Rules Governing the Fourth Degree.

SECTION 8: All committees shall automatically be discharged when the Faithful Navigator appointing them shall leave office.

ARTICLE IX FUNDS

SECTION 1: All assembly funds shall be handled in accordance with the provisions of ARTICLE VII, SECTION 23, Paragraph (k) of the Laws and Rules Governing the Fourth Degree.

SECTION 2: At the August meeting, the Board of Trustees shall present a proposed budget for the coming year. This budget, if approved by two thirds of the members present at the August meeting shall be the official budget for the coming year.

Page 9

ARTICLE X ASSEMBLY COMMUNIONS

The assembly shall set aside at least one Sunday per quarter for the purpose of attending Mass and receiving Holy Communion in a body, the time and place thereto to be fixed by vote at a regular meeting.

ARTICLE XI DEATH OF A MEMBER

Page

Upon the death of a member of the assembly in good standing proper marks of respect shall be paid to the deceased Sir Knight, according to procedures established by the Religion Committee and approved by vote of the assembly.

ARTICLE XII OFFICIAL DRESS

The official dress of the assembly shall be that provided for in ARTICLE XI of the Laws and Rules Governing the Fourth Degree.

ARTICLE XIII COLOR CORPS

The assembly shall organize an official Color Corps, which shall operate under the provisions of ARTICLE XII of the Laws and Rules Governing the Fourth Degree.

ARTICLE XIV STANDARD PROCEDURES

To supplement these by-laws, the assembly shall be empowered to adopt standard procedures to cover details of the operation of the assembly, and of its committees.

ARTICLE XV AMENDMENTS

Amendments to these by-laws shall be presented at a regular meeting of the assembly, but shall not be voted upon until the next regular meeting. A two-thirds vote of those present at such meeting shall be necessary for the adoption of any amendment.

Page 10

FAITHFUL NAVIGATOR HANDBOOK

This handbook has been compiled as a guide for faithful navigators in the discharge of their duties by Msgr. Cramers Assembly of the Fourth Degree. It is in chronological order, beginning with the date of the election of assembly officers.

IMMEDIATELY AFTER ELECTION

1. Confer with the Worthy Master and select a date, time and place for the installation of assembly officers, if this has not already been done by the outgoing faithful navigator. Note the instruction sheet for the installation ceremony.

Page

2. Appoint a chairman to handle the installation ceremony from among those Sir Knights residing in the city and church parish in which the installation will take place, if this is different from the city and parish of the incoming faithful navigator.
3. Appoint a chairman to supervise the installation banquet, to prepare the printed program, to arrange for a master of ceremonies, and other details.
4. Decide if there will be any type of assembly observance of Independence Day (July 4) and make plans for same.
5. Confer with the captain, admiral and pilot (incoming) and decide upon a fourth degree member of the clergy (not a deacon) to act as the assembly friar. The incoming faithful navigator should then write to the Most Reverend Bishop asking him to appoint said member of the clergy as the assembly faithful friar.
6. Confer with the captain and admiral, and appoint a commander for the assembly color corps. (A past faithful navigator preferred for this post).
7. Confer with the admiral, and select an assembly program director for the coming year (should be the faithful captain). Note instruction sheet on duties.
8. Set a date, time and place for a meeting to plan the activities and establish a calendar of events for the year. The incoming officers, past faithful navigators, and any known committeemen should attend this planning meeting.

The assembly schedule of events for the year should include, at a minimum, the following:

- a. Dates of officers' meetings, regular assembly meetings, quarterly Communion services;
 - b. Memorial Service, Christmas and Easter observances;
 - c. Columbus Day and Founders' Day observances;
 - d. The anniversary banquet, and other assembly social functions;
 - e. Law Day, Veterans' Day, and Brotherhood Week observances;
- Page 11
- f. Silver, golden, and diamond jubilees of church parishes; silver and golden jubilees of priests who are members of the assembly;
 - g. Christ the King processions, Living Rosaries, and other demonstrations of faith;
 - h. Anniversary of the Diocese of Lake Charles, and honors convocations;
 - i. Exemplification of the Fourth Degree; initiations of the Formation and Knighthood degrees.
 - j. "Get Acquainted Coffee" for Fourth Degree candidates; receptions for members of the assembly receiving Papal or Diocesan honors;
 - k. Scout Sunday, and Scout honors day observances; other scouting under Catholic auspices.

FOR THE MONTH OF JULY

1. Confer with the admiral, captain and program director, and appoint chairmen for the following standing committees of the assembly if not previously accomplished. (A past faithful navigator may serve as committee chairman, or each committee should have a past faithful navigator as advisor). Note instruction sheet for duties of program director and chairmen:

- A. Awards and Recognition
- B. Religion
- C. Fraternalism
- D. Patriotism
- E. Membership
- F. Publicity

2. Confer with the comptroller, purser and trustees, and set up a meeting to audit the financial books of the assembly, and arrange for a report on said audit to be sent to the worthy supreme secretary, the worthy vice supreme master and the worthy master. Audit shall be of the condition of the books as of the end of business on June 30 and must be submitted by August 1st.

3. Confer with the worthy comptroller to see that the report of the election of officers (Form 186-NC) has been completed and mailed to the worthy masters, the worthy state executive secretary and the worthy supreme secretary. Must be submitted by August 1st.

4. Confer with the captain and admiral and appoint a liaison officer in each Third Degree council in the assembly area. Said liaison officer is to be a member of the Fourth Degree and is to act as a communications link between the assembly and the Third Degree councils. The liaison officers shall act under the immediate supervision of the worthy admiral, who will faithfully transmit the orders and wishes of the faithful navigator and the program director to the liaison officers. Note sheet on duties of liaison officers.

5. Confer with the captain and admiral and select a sir knight residing in Lake Charles to act as liaison with the Knights of Peter Clavier in the planning and carrying out of such joint projects as may be decided upon.

Page 12

6. Confer with the admiral and trustees and appoint a past faithful navigator as chairman of the Advisory Board of Past Faithful Navigators for the coming year. Under ordinary circumstances, this should be the immediate past admiral.

7. Confer with the admiral, captain, program director and liaison officers, and appoint a Fourth Degree member in each council in the assembly area to serve on the standing committees of the assembly; Religion, Fraternalism, Patriotism, Membership and Publicity. In this way, each council will have five Fourth Degree members who are members of the above named standing committees. Note sheet on duties of committee members.

8. Confer with the admiral, captain and program director, and appoint a past faithful navigator as advisor to the program director.

9. Confer with the admiral, captain, and program director and appoint a past faithful navigator as Officer of the Wake. Note sheet on duties of Officer of the Wake.

10. Confer with the admiral, captain, and program director and appoint deputy officers of the wake for the following areas:

- a. Cameron-Creole-Johnson Bayou area;

- b. Lake Charles-Moss Bluff area;
- c. Iowa-Lacassine-Kinder-Oberlin area;
- d. Westlake-Sulphur-DeQuincy-Ragley area;

11. Confer with the admiral and captain and appoint a historian for the assembly.

12. Appoint a member of the faithful navigator's assembly to act as aide to the faithful navigator to assist him in his duties, especially in traveling to meetings, and to make visits to Third Degree councils.

FOR THE MONTH OF AUGUST

1. Mail letters to the liaison officers and grand knights of all councils in the assembly area requesting nominations for the Assembly Sir Knight of the Year and O'Reilly Memorial Award. Applications for these two awards will be attached. The awards committee shall evaluate applications when they are received. These awards are presented at the Anniversary Banquet in January, February, or March. The deadline for these nominations to be in the hands of the faithful navigator is November 1. (See Awards Section - Page 31 & 32)

2. Call a meeting of the Isola Jaubert Award Selection Committee to meet during the month of August to make selection of the award winner. The Isola Jaubert Award Selection Committee consists of previous winners of the award. The name of the honoree shall be submitted to the faithful navigator no later than November 1. (See Awards Section - Page 31 & 32)

3. Instruct the chairman of the awards committee to obtain from the immediate past faithful navigator the records of the official appearances of the color corps at wakes and funerals during the previous Columbian year July 1 to June 30. The chairman of the awards board and his committee shall meet and select the winner of the Howard Jaubert Memorial Award according to the terms of the assembly's awards regulations. The name of the honoree shall be submitted to the faithful navigator no later than November 1. (See Awards Section - Page 31 & 32)

Page 13

4. Confer with comptroller, purser and trustees and draft an assembly budget for the year. Submit budget to assembly for approval at the August meeting.

5. Confer with the program director and the religion chairman to decide if the assembly is to participate in the "Keep Christ in Christmas" campaign. If so, order the necessary materials well in advance.

6. Confer with the program director and the religion chairman to decide to whom to dedicate the assembly's four Quarterly Communions and the location of same.

7. Instruct the comptroller to write a letter to the wives of new Sir Knights who do not have capes and chapeaux suggesting that these Articles of the Color Corps would make excellent Christmas presents for their husbands.

8. Begin a series of visits to Third Degree councils in the assembly area to discuss the Fourth Degree, membership and cooperation between assembly and council.

9. Call a meeting of the membership committee, study the list of Fourth Degree candidates from the various councils as compiled by the liaison officers, and select those names of the Third Degree members to be invited into the Fourth Degree.

10. Instruct the admiral to authorize the liaison officers to approach these selectees, invite them to become candidates for the Fourth Degree, and ask them to sign an application blank and pay the initiation fee. Liaison

officers will be informed of their council's quotas, as set up by the membership committee and the faithful navigator.

11. Confer with the program director, fraternalism chairman, chairman of the admissions committee and chairman of the membership committee to select a time and place for the assembly's annual "Get Acquainted Party" for Fourth Degree candidates and their ladies if this has not already been done.

12. Check on the committee selecting the Charles Jaubert Award recipient to see if they have completed their assigned tasks.

13. Confer with program director and patriotism chairman to get the assembly patriotic essay contest under way in private and public schools of the assembly area.

FOR THE MONTH OF SEPTEMBER

1. Confer with admiral and comptroller and review performances to date of the committee chairmen and liaison officers. If any are failing to function, replace them before it is too late.

2. Appoint a committee of past faithful navigators to review the assembly by-laws to see if updating is necessary.

3. Confer with program director and faithful admiral and decide upon a program and/or activities to commemorate Columbus Day.

Page 14

4. Confer with program director and color corps commander to decide if assembly color corps will participate in the annual Veterans Day parade in Lake Charles.

5. Confer with program director and religion chairman to decide on date, time, site and program for the annual Memorial Service in November if this has not already been done. Send letters to the Deceased Sir Knights Family inviting them to the Memorial Service.

6. Confer with admiral and captain and appoint a sir knight residing in Lake Charles to act as liaison regarding the participation of the color corps in the Procession of Christ the King.

FOR THE MONTH OF OCTOBER

1. Instruct the admiral to have the liaison officers of each council in the assembly area to call a meeting of the Fourth Degree knights of his council, along with the council grand knight, to select one nominee for the O'Reilly Memorial Award and one nominee for Sir Knight of the Year. This is a follow-up to the letter to the liaison officers and the grand knights sent in August.

2. Confer with the Isola Jaubert Selection Committee to be sure they will have their nomination turned in by November 1.

3. Confer with the program director and fraternalism chairman to select a site, date, time and format for the assembly's annual Christmas Party, if this has not already been done. The Christmas party is usually on the first Saturday in December and rotates among Msgr. Cramers, Father Veillard, and Father Shahrigan Assemblies.

4. Continue to meet with Third Degree councils to speak about the Fourth Degree, and to confer with the

liaison officer of each council regarding the state of the Fourth Degree in that council and the prospects for new members.

FOR THE MONTH OF NOVEMBER

1. Confer with the program director and the fraternal chairman and select a chairman for the assembly's anniversary banquet.
2. Confer with the program director, fraternal chairman and banquet chairman to select a date, site, and program for the anniversary banquet. The date selected should be as close to the anniversary date (January 14) as possible, but no later than March.
3. Confer with the chairman of the advisory board to be sure that the selection committee for the Howard Jaubert Memorial Award has met and is in the process of selecting the award winner.
4. Call a meeting of the Sir Knight of the Year selection committee to select the Sir Knight of the Year for the previous Columbian year.
5. Call a meeting of the O'Reilly Memorial Award selection committee to select recipient of that award.
6. One committee (Awards Committee) may be appointed to do 3, 4, & 5 above.

Page 15

FOR THE MONTH OF DECEMBER

1. Check on committees selecting the recipients of Sir Knight of the Year, O'Reilly Memorial Award, Isola Jaubert Memorial Award, and Howard Jaubert Memorial Award to see that they have completed their assigned tasks.
2. Assign to fraternalism chairman the task of arranging for proper plaques and certificates to be presented to all assembly winners at the anniversary banquet.
3. Instruct fraternalism chairman to order plaque and name tag to be presented to winner of Isola Jaubert Memorial Award.
4. Ask the faithful captain to write a letter to each liaison officer reminding them of the assembly's anniversary banquet and of the need to promote attendance among the sir knights of each council in the assembly area.
5. Ask the faithful admiral to confer with the liaison officers and compile a list of Third Degree members of each council in the assembly area who are top prospects for the Fourth Degree.
6. Annual Survey of Fraternal Activities submitted as of Dec 31st.
7. Be sure that all arrangements have been made for the Christmas party if our assembly is hosting.

FOR THE MONTH OF JANUARY

1. Call the Bishop of Lake Charles and set up an appointment to confer with him and the Vicars of the East and West Deaneries for the purpose of selecting the Diocese of Lake Charles Citizen of the Year for the previous calendar year. A copy of the criteria of the award is to be furnished to the bishop and the vicars for their study before the meeting to make the selection. Sir Knight Truman Stacey may be asked to handle this assignment.

Page

The name of the honoree shall be submitted to the faithful navigator no later than April 1. (See Awards Section - Page 31 & 32)

2. Prepare a public announcement that the assembly is accepting nominations for the Public Official of the Year Award. Sir Knight Truman Stacey may be asked to handle this assignment. The name of the honoree shall be submitted to the faithful navigator no later than April 1. The Awards & Recognition Committeeman should be asked to assist. (See Awards Section - Page 31 & 32)

3. Mail letters to the liaison officers and grand knights of all councils in the assembly area requesting nominations for the Assembly Family of the Year, Order of Merit, and Clergyman of the Year awards. Applications for these three awards will be attached. Awards committee to evaluate applications when they are received. The Family of the Year Award is presented at the Public Officials Banquet in May. The Order of Merit and the Clergyman of the Year nominations must be sent to the District Master for his approval; the awards are presented at the Installation Banquet in July. The names of all three honorees shall be submitted to the faithful navigator no later than April 1. (See Awards Section - Page 31 & 32)

Page 16

4. Confer with the Anniversary banquet chairman and the fraternalism chairman to make certain that all plaques and certificates to be presented at the banquet are on hand or have been ordered.

5. Instruct the fraternalism chairman to pick up all such plaques, certificates, etc., and to be certain that they are delivered on time to the site of the anniversary banquet.

6. Mail letters to Anniversary Award Recipients (see awards) and to Mr. Zeb Johnson.

7. Faithful Navigator shall select a committee of Past Faithful Navigators and announce that nominees for the Anthony J. "Tony" Abate Memorial Award (Assembly Citizen of the Year) are requested to be turned in before April 1.

**FOR THE MONTH OF FEBRUARY
EVERY YEAR**

Confer with the Most Reverend Bishop or the bishop's representative regarding the assembly's role in the annual honors convocation and anniversary celebration of the diocese. Said information will be announced at both the February and March meetings, and the newsletter editor will carry said information in the March newsletter.

**FOR THE MONTH OF FEBRUARY
EVEN-NUMBERED YEARS**

1. Announce at the February meeting that delegates to the district Fourth Degree convention are to be elected at the March meeting. Ask the newsletter editor to make same announcement in the March newsletter.

2. Consult with officers to see if delegates should be instructed to vote for a particular candidate for Master of the Fourth Degree or left to their own judgment. Officers are to recommend such action, if taken, for approval of the assembly at the March meeting.

3. Consult with officers concerning the submission of any resolutions to the district convention. Consult with worthy master to find out deadline for submitting resolutions, if any.

Page

FOR THE MONTH OF MARCH

1. Appoint a nominating committee made up of at least seven past faithful navigators and announce those names at the March meeting of the assembly and in the March newsletter. Nominating committee will report its slate at the April meeting, with election to take place at the May meeting.
2. Call a meeting of admiral, captain, program director and chairman of the awards committee to begin filling out Master's Award application.

Page 17

FOR THE MONTH OF APRIL

1. Confer with the program director and the fraternal chairman and select a chairman for the assembly's Public Officials Banquet. The Banquet is usually held in conjunction with the May meeting, hosted by Our Lady Queen of Heaven Council.
2. Confer with the chairman of the awards committee to be sure that the selection committee for the Family of the Year, the Order of Merit, the Clergyman of the Year, the Anthony J. "Tony" Abate Memorial Award and the Audry Pizanie Memorial Award has met and is in the process of selecting the award winners.
3. When these selections are made, the assembly fraternalism chairman shall be instructed to order the plaques to be presented to the Citizen of the Year, the Public Official of the Year, the Family of the Year, the Anthony J. "Tony" Abate Memorial Award (Assembly Citizen of the Year) and the Audry Pizanie Memorial Award at the Public Officials Banquet in May.
4. Instruct comptroller in even-numbered years to prepare a list of deceased members since the time of the last biennial convention for a report to the worthy master.
5. Immediately upon election of convention delegates (even-numbered years only), send names of delegates, along with names of deceased members, to worthy master.

FOR THE MONTH OF MAY

1. Mail C. C. Jaubert Memorial Award blanks to all of the Worthy Masters of Bienville Province of the Fourth Degree. Sir Knight Truman Stacey may be asked to handle this assignment. Appoint a committee to evaluate applications when they are received. The deadline for receipt of all nominations is August 1. This award is presented at the Bienville Province Annual Meeting in September, October, or November each year at a site selected by the vice supreme master. It is presented again at the Anniversary Banquet by the master of the Louisiana district or his representative.
2. Instruct fraternalism chairman to have all plaques, certificates, and other items ready for installation banquet, and to be responsible for getting such items to the site of the banquet on time.
3. After election, confer with faithful navigator-elect to select date, time, and place for officers' installation and installation banquet.

Page

3. Confer with faithful navigator-elect and appoint a chairman to handle arrangements for the installation of officers.

4. Confer with faithful navigator-elect and appoint chairman for the installation banquet.

Page 18
ASSEMBLY PROTOCOL
FOR BANQUETS AND LITURGICAL PROCESSIONS

INVITATIONS: Guests to assembly functions should be sent invitations in writing well in advance of the activity -- six weeks is recommended. All invitations are sent in the name of the faithful navigator. If tickets are to be used, they should be forwarded, suitably marked, with the invitations. Invitations should include all details, not only of time and place, but also instructions as to dress, whether a meal is to be served, if ladies will be present, extent of guest participation expected, and so on.

GREETINGS: All guests should be greeted by the faithful navigator. Guests should not be left talking among themselves. A member of the assembly should be designated, in advance, to keep company with each guest during his visit and to cater to his needs and wishes.

SPEAKERS' TABLE SEATING: At any Knights of Columbus gathering, dignitaries of the Church and of the Order are always honored guests and should occupy a seat of honor at the speakers' table. When large numbers of such dignitaries preclude this, only the top ranking officials should be at the head table and the other dignitaries should be given reserved seats at special tables nearest the speakers' table.

The Master of Ceremonies at a dinner is seated at the speakers' table at the left of the podium, as you face the audience. The chief speaker for the evening is seated at the right of the podium, as you face the audience. Seating thereafter is arranged by rank from the middle out to either end.

INTRODUCTIONS: In introducing guests during a banquet, the order of rank should be scrupulously observed. A monsignor is not addressed or introduced as "Father". A dignitary of the Order is introduced by proper rank and title and not as "Brother So-and-So." When a dignitary has more than one title, the highest is to be used.

Guests at the speakers' table are introduced from the right toward the middle, then from the left toward the middle, excluding those speakers who are to be introduced at the time of their speech.

Persons introduced in the audience should be introduced from the top down.

At cooperative affairs, officers of other organizations should, as nearly as possible, be seated by Knights of Columbus of equal rank and introduced at the same time.

ORDER OF PRECEDENCE: Here is the order of precedence for seating and introducing guests and members at Fourth Degree banquets and other social or liturgical functions sponsored either by assemblies or by districts:

I DIGNITARIES OF THE CHURCH

A. Members of the Clergy

1. Cardinals
2. Archbishops
3. Bishops

4. Monsignors
 - a. Protonotaries Apostolic
 - b. Prelates of Honor to His Holiness
 - c. Chaplains of Honor to His Holiness

Page 19

5. Pastors
6. Associate Pastors

- B. Members of the pontifical Orders of Knighthood
(who are members of the Household of the Pope)
 1. Knights Grand Cross of the Holy Sepulchre
 2. Knights of St. Gregory the Great
 3. Knights of St. Sylvester

II DIGNITARIES OF THE ORDER

- A. The State Deputy
- B. The Vice Supreme Master
- C. Masters of the Fourth Degree (in alphabetical order by states (i.e., Alabama, Alaska, Arkansas, etc.))
- D. State Officers (Third Degree)
 1. Secretary
 2. Treasurer
 3. Advocate
 4. Warden
- E. District Deputies (in numerical order)
- F. Provincial (Fourth Degree) Officers
- G. State Directors (Third Degree)
 1. Membership
 2. Program
 3. Church
 4. Family
 5. Community
 6. Youth
 7. Council
- H. Former Vice Supreme Masters (in order of service) I.
- Former Masters (in order of service)
- J. Past State Deputies (in order of service)
- K. Fourth Degree District Officers
 1. Chief of Staff
 2. Marshals
 3. Scribe
 4. Purser
- L. Chapter Presidents
- M. Area Directors (by area in alphabetical order)
- N. Fourth Degree District Chairmen
 1. Patriotism
 2. Religion
 3. Membership
 4. Fraternalism
 5. Public Relations
 6. Ceremonies

O. Faithful Navigators (in order of seniority by assembly)

P. Grand Knights (in order of seniority by councils)

Q. Assembly Officers (in order of installation)

Page 20

R. Assembly Chairmen

1. Activities

2. Religion

3. Patriotism

4. Fraternalism

5. Membership

6. Public Relations

S. Past Faithful Navigators

III. CIVIC DIGNITARIES

A. The Governor

B. U.S. Senators

C. Members of the House of Representatives
(according to length of service)

D. Chief Judges, U.S. Court of Appeals

E. Consuls General of foreign powers

F. Two-Star military (generals and admirals)

G. Lieutenant Governors

H. Federal Judges

I. Louisiana Secretary of State

J. Chief Justice, Louisiana Supreme Court

K. Attorney General of Louisiana

L. Treasurer of Louisiana

M. President of Louisiana Senate

N. State Senator

O. Speaker of the Louisiana House

P. State Representatives

Q. Mayors

R. Presidents of Police Juries

S. U. S. Attorney

IV. **OTHER FRATERNAL ORGANIZATIONAL MEMBERS** (Knights of Peter Claver, Masons, Odd Fellows, Elks, Lions, etc., according to their own organization's order of precedence.)

DEATH OF AN ASSEMBLY MEMBER

Upon the death of an assembly member of good standing (and upon the request of the deceased's family), the assembly pays its last respects in a formal and public manner. The following procedure is to be followed by assembly officials upon the death of an assembly member:

1. Upon the death of a sir knight, whoever learns of it first has the duty of informing the officer of the wake.
2. The officer of the wake will consult with the funeral home director and ascertain the wishes of the deceased family regarding Fourth Degree funeral rites. If the family is desirous of such rites, the officer of the wake will inform the funeral director that the deceased is to be attired in the regalia of the Fourth Degree or in the uniform of one of the Papal or Ecclesiastical Orders of Knighthood. This, of course, does not apply to members of the clergy. (If the deceased member's tuxedo or tails has been outgrown, assembly custom permits the substitution of a dark suit, white shirt, black bow tie, and social baldric.)

Page 21

Page

3. The officer of the wake shall notify his deputy officers of the wake of the member's death, and shall give them the particulars of the time and place of the rosary (wake) and the funeral.
4. The deputy officers of the wake will notify the liaison officers of the councils in their area, who in turn will inform all of the Fourth Degree members of their councils.
5. All Fourth Degree members shall attend the wake, unless prevented by sufficient reason. All shall be attired in the regalia of the Fourth Degree, and color corps members shall wear the cape and chapeau.
6. The officer of the wake shall also inform the faithful navigator, the color corps commander and the assembly religion chairman of the details.
7. The color corps commander shall take charge of the color corps for the "Watch of the Dead". If he is not able to attend, he will appoint a lieutenant as his deputy.
8. The assembly has a display chalice to be used during the "Watch of the Dead". The assembly also furnishes a Fourth Degree plaque for the coffin. The display chalice and the Fourth Degree memorial plaques are to be turned over to the religion chairman at the beginning of the Columbian year. The religion chairman will see that the items are in good condition for display, and will see that they are on hand at the proper time at the funeral home.
9. The religion chairman will get in touch with the priest who will lead the rosary at the wake, and will arrange for the display of the chalice just before the rosary. The religion chairman will see that a small table with a white covering is set up near the head of the casket. When the clergyman leading the rosary enters, he will be asked to take the chalice to the table and place it thereon. He is to be accompanied by two members of the color corps.
10. The officer of the wake, through the funeral home director, will obtain the deceased sir knight's sword for display on the casket and will see that it is properly placed.
11. When the clergyman leading the rosary enters and places the chalice, he will be followed by the color corps, which will be positioned by the commander so as not to obstruct the view of the public.
12. The faithful navigator, with permission of the clergyman, will then explain briefly to the members of the family and the other mourners the policy and customs of the assembly in regard to the chalice, plaque and sword, as follows:

"Msgr. Cramers Assembly provides a memorial for its deceased members so that their memories shall not vanish from our minds. At the end of each Columbian year, the assembly presents to the faithful friar of the assembly a memorial chalice to be used, or placed for use, as he deems fit, seeing to it that it is placed where the need is greatest in the Church. The names of all sir knights who have died during this Columbian year are inscribed on the chalice, and they are especially remembered in all of the masses in which this chalice is used.

"The deceased sir knight's sword will be presented to a son, grandson or other male member of the family, as designated by the family of the deceased."

13. The color corps will post the "Watch of the Dead" with one member at the head and one member at the foot

of the casket until the watch is terminated by the commander. The watch will normally begin one half hour before the rosary or prayer service begins. Those on watch will be changed at intervals to be determined by the commander. The rosary or prayer service is then recited.

FUNERAL RITES

1. At the cemetery of the burial of a deceased sir knight, the faithful navigator, or a sir knight designated by him, will present the sword of the deceased to the person so designated to receive it; the faithful navigator will deliver a few brief remarks during the presentation.
2. The faithful navigator shall consult with the religion chairman and the comptroller and order a proper chalice for presentation if the display chalice is not to be used. The religion chairman will arrange for the engraving of the names of the deceased sir knights.
3. The faithful navigator will arrange for the faithful friar to be present at an assembly meeting for the formal presentation. If possible, the recipient of the chalice should be present. If this is not possible, the friar is to accept the chalice by proxy and arrange for sending it to the proper recipient.

DUTIES OF THE PROGRAM DIRECTOR

It has been established by the assembly by-laws that the assembly's external program shall be conducted by a series of five standing committees (religion, fraternal, patriotic, membership, and publicity), under the general supervision of the program director and the faithful navigator.

It is the responsibility of the program director to coordinate the work of the standing committee chairmen and committee members to ensure that they carry out their duties as mandated by the assembly and the faithful navigator concerning the assembly's external program. In case he finds that any chairman is not performing up to standard, he should recommend that such chairman be replaced. If he finds that one or more members of a standing committee is not performing up to standard, he should recommend to the faithful navigator that said member or members be replaced.

Page 23

DUTIES OF THE AWARDS AND RECOGNITION CHAIRMAN

The awards and recognition chairman's duties and responsibilities shall be to assist the faithful navigator in carrying out the obligations of the assembly's awards and recognition program as follows:

1. To review all assembly awards and distribute nomination blanks for assembly awards.

2. To receive from the worthy faithful navigator all completed nomination blanks, to study them and to recommend to the assembly a winner for each award.
3. To prepare plaques, certificates and service bars for award recipients.
4. To submit to the assembly recommendations for sir knights to be nominated for awards presented by other organizations.
5. To recognize those members of the assembly, by appropriate action, who have been cited for service to church, to community, to country and to other organizations.

DUTIES OF THE RELIGION CHAIRMAN

The religion chairman shall assist the faithful navigator, the officer of the wake and the color corps commander in carrying out the obligations of the assembly upon the death of a member (See "Death of an Assembly Member").

He shall also:

1. Be in charge of assembly quarterly communions.
2. Supervise fourth degree functions in church (mass, confirmation, Easter vigil, etc.).
3. Function as a "sick committee" for the assembly, sending sympathy and get-well cards as appropriate.
4. Suggest a program of proper religious activities for the assembly, and take charge of said program when approved by the assembly.
5. Act as a contact between the pastors of the assembly area and the assembly, along with the faithful friar.
6. Not later than April 15, prepare an annual report on the activities of his committee to be used by the faithful navigator in filling out the application for the Master's Award.

Page 24

DUTIES OF THE FRATERNALISM CHAIRMAN

The fraternalism chairman is charged with carrying out the fraternal activities of the assembly, under the supervision of the program director and the faithful navigator. He is to assist these two officers in the following:

1. Assembly installation of officers;
2. Assembly Memorial Service;
3. Assembly anniversary banquet;

Page

4. Selection of winners for the various assembly awards and obtaining the proper plaques, certificates, etc.;
5. Preparing assembly schedule of events for the year;
6. Arranging for the annual Christmas party;
7. Preparation for the "Get Acquainted Coffee".

At the end of his term, but not later than April 15, the fraternalism chairman shall prepare an annual report to the faithful navigator, to be used by the latter in filling out the application for the Master's Award.

DUTIES OF THE PATRIOTISM CHAIRMAN

The patriotism chairman is charged with carrying out the patriotic program of the assembly as mandated by the assembly, under the supervision of the program director and the faithful navigator.

Among these duties shall be the following:

1. Assist the faithful navigator in carrying out any programs to commemorate patriotic holidays as the assembly may decide;
2. Be in charge of the assembly's patriotic essay contest;
3. Initiate a patriotic display program for the assembly;
4. Be in charge of an assembly Speakers Bureau, obtaining assembly members to speak on patriotic and/or Fourth Degree subjects, and obtaining speaking engagements for them;
5. Act as a contact between the assembly and the various veterans' organizations of the assembly area;
6. Not later than April 15, prepare a written report of the year's activities of his committee for the use of the faithful navigator in preparing the application for the Masters' Award.

Page 25

DUTIES OF THE MEMBERSHIP CHAIRMAN

The membership chairman is concerned with expanding the assembly's membership rolls, in recruiting new prospects, and in boosting the attendance of members at assembly functions. His chief duties, under the supervision of the program director and the faithful navigator, are:

1. Obtain from the comptroller a list of the Fourth Degree members of each council and send said list to the liaison officer of each council so that said liaison officer will know the Fourth Degree makeup of his council;
2. Obtain the council membership quota for each council from the faithful navigator, and furnish same to liaison officers;
3. Send to each membership committeeman of each council the necessary data for prospective candidates: Aims and ideals of the Fourth Degree, exemplification fee, annual dues, general responsibilities of a member, the need to buy a tuxedo, and the deadline for receiving signed applications;

Page

4. Keep in close contact with committeemen to see that they are fulfilling their duties;
5. Notify committeemen to work with liaison officers in signing up candidates;
6. Notify committeemen as soon as possible regarding the approval or rejection of candidates;
7. See that the candidates of his council, along with their ladies, attend the "Get Acquainted Coffee".
8. Ensure that new members attend the first assembly meeting after the exemplification, that they are introduced to the other members, and that they are presented with Fourth Degree membership certificates.
9. Insure that new members are assigned to work on one of the standing committees.
10. Work with the comptroller in conservation of membership, and assist in collecting dues of those members in arrears.
11. Work to boost attendance at assembly meetings.
12. Assist in arranging transportation to and from assembly meetings for elderly members who no longer drive at night, etc.
13. Not later than April 15, prepare written report of his committee's activities during year for use of the faithful navigator in filling out Maser's Award application.

Page 26

DUTIES OF THE PUBLICITY CHAIRMAN

The publicity chairman is charged with making assembly events, projects and aims known to the general public. Under the supervision of the program director and the faithful navigator, he carries out the following duties:

1. Prepare advance and follow-up news releases on all assembly events and events involving assembly members. Send the releases to all news media in the assembly area, as well as to such special media as The Southwest Catholic, Louisiana Knight, Columbia Magazine, etc.
2. Arrange for pictures to be taken at assembly events for use in the news media and in the assembly scrap book.
3. Save clippings of news stories, pictures of assembly events, programs, letters and other such materials to use in maintaining the assembly scrapbook if faithful navigator does not do so.
4. Maintain close contact with publicity committeemen in all of the councils in the assembly area and see that they function properly.
5. Not later than April 15, prepare an annual report on the activities of his committee for use by the faithful navigator in filling out Master's Award application.

Page

DUTIES OF THE LIAISON OFFICER

The liaison officer is the Fourth Degree officer in charge of the Fourth Degree activities of the members of a particular council. He acts under the immediate jurisdiction of the faithful admiral. Fourth Degree members of a council are encouraged to initiate and plan activities which will be of benefit of their councils and their church parishes. The liaison officer is to be in charge of these activities and is the chief planning officer for them. He is also charged with the following duties:

1. Arrange for the meal and the use of the hall when the assembly meets in his council's home; decide if the ladies are to be invited, and when this is done, to provide entertainment for the ladies during the business session of the assembly.
2. Recommend to the faithful navigator the name of a Fourth Degree member of his council to serve on each of the assembly's standing committees: Patriotism, Religion, Membership, Fraternalism, and Public Relations.
3. Supervise the work of the above-named committeemen in his council and recommend their removal from office by the faithful navigator if they fail to carry out their duties.
4. Assist the officer of the wake, the religion chairman and the faithful friar in carrying out the "Watch of the Dead" when a Fourth Degree member of his council dies.
(See DEATH OF AN ASSEMBLY MEMBER Page 21)

Page 27

5. Promote the attendance of Fourth Degree members of his council to all assembly meetings, events and projects, and be in charge of ticket sales for such events in his council.
6. Assist the faithful comptroller in the collection of dues from Fourth Degree members in his council who are delinquent.
7. Be the assembly's official representative in his council and work closely with the grand knight and council officers in promoting both Third and Fourth Degree activities.
8. Act as chairman of the Fourth Degree telephone committee of his council.
9. Assist the Fourth Degree committeemen of his council in the carrying out of their duties.
10. Prepare a written report no later than April 15 on Fourth Degree activities in his council to be used by the faithful navigator in filling out the Master's Award application.

DUTIES OF THE AWARDS AND RECOGNITION COMMITTEEMAN

The awards and recognition committeeman assists the assembly awards and recognition chairman in carrying out his duties, and specifically:

1. To review all assembly awards and assist with distributing nomination blanks for assembly awards.
2. To assist with receiving from the worthy faithful navigator all completed nomination blanks, to study them and to recommend to the assembly a winner for each award.
3. To assist with preparing plaques, certificates and service bars for award recipients.

4. To assist with submitting to the assembly recommendations for sir knights to be nominated for awards presented by other organizations.
5. To assist with recognizing those members of the assembly, by appropriate action, who have been cited for service to church, to community, to country and to other organizations.

DUTIES OF THE RELIGION COMMITTEEMAN

The religion committeeman assists the assembly religion chairman in carrying out his duties, and specifically:

1. Assists the officer of the wake, the religion chairman, the faithful friar and the liaison officer in carrying out their duties upon the death of a Fourth Degree member of his council.
2. Assists the liaison officer of his council in arranging Fourth Degree functions in church, such as quarterly communions, mass, confirmation, Easter vigil, etc.
3. Keeps the religion chairman informed as to sick and distressed Fourth Degree members and the death of members of Fourth Degree families
4. Keeps his local pastor informed as to the activities and the contributions of the assembly and its Fourth Degree members.

Page 28

DUTIES OF THE FRATERNALISM COMMITTEEMAN

The fraternalism committeeman for a council assists the assembly fraternalism chairman in carrying out his duties, and specifically:

1. Promotes the assembly's fraternal activities - memorial service, Christmas party, anniversary banquet, officer installations - among the Fourth Degree members of his council.
2. Extends invitations to members of the families of deceased Fourth Degree members of his council to attend the memorial service, and arranges transportation for them, if desired.
3. Assists the membership committeeman of his council in getting candidates to attend the annual "Get Acquainted Coffee".
4. Furnishes any biographical data needed for any Fourth Degree member of his council being considered for Sir Knight of the Year or for an Assembly Certificate of Merit.

DUTIES OF THE PATRIOTISM COMMITTEEMAN

The patriotism committeeman is in charge of carrying out the assembly's patriotic program among the Fourth Degree members of his council with regard to the observance of national holidays. He will also:

1. Be in charge of the assembly's patriotic essay contest for the schools in his council area.
2. Urge various patriotic displays and observances on appropriate occasions by his Third Degree council.
3. Cooperate with the patriotism chairman in obtaining speaking engagements in his council area for members of the assembly Speakers' Bureau.

4. Assist the liaison officer in making certain that dress and drill regulations of the assembly are observed in all Fourth Degree events taking place in his council area, assist the liaison officer in all other Fourth Degree events taking place in his council area, and assist the liaison officer in all other Fourth Degree projects.
5. Assist the patriotism chairman in preparing his year-end report.

DUTIES OF THE MEMBERSHIP COMMITTEEMAN

The membership committeeman is the liaison officer's right-hand man in all matters of membership at the council level. He is charged with the following:

1. Assist the liaison officer in screening candidates for the Fourth Degree - and in recommending worthy Third Degree members of his council for invitation into the Fourth Degree.

Page 29

2. Assist candidates in obtaining the necessary data on the Fourth Degree - dues, "Get Acquainted Coffee", exemplification, and so on, and arrange transportation for new members to and from these events if needed.
3. Be prepared to answer all questions and give necessary advice to new members, and make them feel accepted as Fourth Degree members.
4. Promote the attendance of Fourth Degree members of his council at all assembly meetings and functions. A week before each assembly meeting, the membership committeeman should phone three Fourth Degree members of his council who did not attend the last assembly meeting and ask them to attend this one. Arrange transportation for them if necessary.

DUTIES OF THE PUBLIC RELATIONS COMMITTEEMAN

The public relations committeeman is responsible for reporting all news events of Fourth Degree members in his council area. His specific duties:

1. Inform the assembly public relations chairman with news of Fourth Degree members of his council and of their families, such as: promotions, elections to office, new fathers or grandfathers, weddings and anniversaries, professional recognition and activities, honors received, and other such data.
2. Furnish the public relations chairman with data on any project of his Third Degree council which would be of interest to the Fourth Degree.
3. Inform his council members at regular council meetings of Fourth Degree activities which would be of interest to the council.
4. Furnish clippings of Fourth Degree newspaper stories from local council newsletters, local and area newspapers and local church bulletins to the public relations chairman.
5. Arrange for notices of Fourth Degree meetings and other functions to be published in his council newsletter, and in the bulletins of churches in his council area.
6. Keep local news media informed as to the activities of the assembly, and of the Fourth Degree members of his council.

**MSGR. CRAMERS ASSEMBLY
AWARDS REGULATIONS
Amended October 2003**

LIST OF BANQUETS AND AWARDS PRESENTED

1. **Installation Banquet** - (July or August)
 - a. Clergyman of the Year
 - b. Fourth Degree Order of Merit
 - c. David L. Garrison Memorial Award
 - d. Harry Huber Memorial Award
2. **Anniversary Banquet** (January 14) - (January 1 to March 31)
 - a. Howard Jaubert Memorial Award - presented by Mr. Zeb Johnson
 - b. Isola Jaubert Memorial Award - Past Recipient
 - c. Sir Knight of the Year Award - Faithful Navigator
 - d. Jack O'Reilly Sr Memorial Award - Jack O'Reilly, Jr., FM
 - e. Charles Jaubert Memorial Award - Master La. District or a Former Master
3. **Public Officials Recognition Dinner** - (At the May Meeting)
 - a. Diocese of Lake Charles Citizen of the Year
 - b. Lawrence Toups, Jr. Memorial Award (Public Official of the Year)
 - c. Assembly Family of the Year
 - d. Anthony J. "Tony" Abate Memorial Award
 - e. Audry Pizanie Memorial Award.
4. **Christmas Celebration** (At the December Meeting)
 - a. Golden Jubilee Award (50 years of Service - Honorary Life)
 - b. Semper Fidelis Award
 - c. Military Service Award
5. **Columbian Hall of Fame Dinner** (Fall of the Year)
 - a. Columbian Hall of Fame (every 5 years - yrs ending in "2" or "7")
6. Superior Service Award (Faithful Navigators Award)

LIST OF HOW NOMINATIONS ARE REQUESTED

<u>AWARD</u>	<u>HOW ANNOUNCED</u>	<u>DATE</u>	<u>DEAD LINE</u>
1. Clergyman of the Year	Ltr Faithful Navigator	JAN 1	APR 1
2. Order of Merit	Ltr " "	JAN 1	APR 1
3. Family of the Year	Ltr " "	JAN 1	APR 1

4. Pub Off of the Year	Sir Knight Truman Stacey	JAN 1	APR 1
5. Citizen of the Year	" " " "	JAN 1	APR 1
6. "Tony" Abate	Ltr Faithful Navigator	JAN 1	APR 1
7. Charles Jaubert	Ltr " "	MAY 1	AUG 1
8. S/K of the Year	Ltr " "	AUG 1	NOV 1
9. Jack O'Reilly	Ltr " "	AUG 1	NOV 1
10. Howard Jaubert	Immediate Past Navigator	AUG 1	NOV 1
11. Isola Jaubert	Past Winners	AUG 1	NOV 1

Page 31

12. Audry Pizanie	Awards Committee	JAN 1	APR 1
13. Golden Jubilee	Faithful Comptroller	NOV 1	DEC 1
14. Semper Fidelis	Faithful Comptroller	NOV 1	DEC 1
15. Harry Huber	Awards Committee	JAN 1	APR 1
16. David L Garrison	Awards Committee	JAN 1	APR 1
17. Columbian Hall of Fame	Awards Committee (yrs"2"or"7"	JAN 1	APR 1
18. Military Service Award	Awards Committee	JAN 1	APR 1
19. Superior Service Award	Faithful Navigator	Faithful Navigator's choosing	

**I DIOCESE OF LAKE CHARLES
CITIZEN OF THE YEAR AWARD**

This award is presented to a person residing in the Diocese of Lake Charles who is deemed to have made the most distinguished contributions to the welfare and progress of the diocese during the previous calendar year. This award is presented at the Public Officials Recognition Dinner. The plaques are ordered and are paid for by the assembly.

The selection committee shall be made up of the Bishop of the Diocese, the Faithful Navigator, and the chairman of the Advisory Board of Past Faithful Navigators. The selection shall be as follows:

A. In December the Faithful Navigator shall have a letter written to each of the pastors of the church parishes in the diocese, asking each pastor to nominate a man or a woman for this honor.

B. Both members of the clergy and members of the laity shall be eligible for the award, but in general the selection ratio shall be one clergyman to three members of the laity.

C. There is no limit to the number of times a person may be selected as Citizen of the Year, but no one shall be chosen more than once within a 10-year period.

D. In January the Faithful Navigator shall request an appointment with the Bishop of the Diocese, and the selection committee shall make the selection from among the nominations received. The Board of Past Faithful Navigators of the assembly is authorized to enter a nomination, should the board wish to do so.

E. The Citizen of the Year shall receive a plaque bearing the emblem of the Fourth Degree, and the arms of the diocese, if the latter is available, suitably engraved. The Past Faithful Navigator shall cause to be engraved a citation, listing the honoree's contributions to the diocese, and any other reasons for the choice. This citation

shall be read during the presentation ceremony.

F. The Citizen of the Year Award is considered to be the highest award which the assembly presents.

Page 32

II LAWRENCE TOUPS, JR. MEMORIAL AWARD PUBLIC OFFICIAL OF THE YEAR AWARD

This award is presented to a public official in the Diocese of Lake Charles who has filled public office with integrity and efficiency, and whose career has resulted in outstanding services to his constituency and to the entire people of the diocese. A public official, for the purposes of this award, is any man or woman whose remuneration comes, all or in part, from public funds.

This award is presented at the Public Officials Recognition Dinner. The plaques are ordered and are paid for by the assembly.

The nominating committee shall be made up of the chairman of the Board of Past Faithful Navigators of the assembly, and four other Past Faithful Navigators of his choice. The selection shall be as follows:

A. In January the Faithful Navigator shall cause to be prepared a public announcement that the assembly is accepting nominations for this award. Any person may submit a nomination on nomination blanks to be furnished by the assembly. All Councils are encourage to submit nominations from their local community.

B. The deadline for receiving nominations shall be April 1. Announcement of the recipient shall be made on May 1. No person shall receive the award more than once.

C. The Fraternal Activities Chairman shall obtain a suitable plaque, and will arrange for the winner and his or her family to attend the assembly's Public Officials Recognition Dinner as guests of the assembly, and to receive the plaque at that time.

III DIOCESE OF LAKE CHARLES FAMILY OF THE YEAR AWARD

This award is presented to a family residing in the assembly area, the members of which have distinguished themselves for services to Holy Mother Church and to the civic community in a manner which reflects and personifies the Church's teachings on family life.

This award is presented at the Public Officials Recognition Dinner. The plaques are ordered and are paid for by the assembly.

The selection committee shall be made up of the chairman of the Board of Past Faithful Navigators of he assembly, and at least four other Past Faithful Navigators of his choice. The selection shall be made as follows:

A. The Faithful Navigator, or a chairman appointed by him, will send a letter to the Grand Knight of each Knights of Columbus council in the Assembly area, asking that each council nominate one family from its area for this award. These letters shall include a nomination blank, and shall be mailed not later than January 1, with a return deadline of April 1.

B. The selection will be announced to the public on May 1. No family shall receive this award more than once.

Page 33

C. The chairman of the selection committee shall arrange for the family to be invited to the assembly's Public Officials Recognition Dinner as guests of the assembly. The selection committee will arrange for a suitable certificate or plaque to be presented to the family at the dinner.

IV CHARLES C. JAUBERT MEMORIAL AWARD

This award is presented to a member of the Fourth Degree residing in Bienville Province for distinguished service to the Fourth Degree for at least 20 years. It is considered to be the highest honor that can be bestowed upon a member of the Fourth Degree in the province.

This award is presented at the Assembly's Anniversary Banquet. The plaques are ordered by the assembly and are paid for by the Jaubert Family.

The selection committee shall be made up of the Faithful Navigator as chairman, The Faithful Comptroller, Faith Purser, and all Former Masters of the Fourth Degree of Msgr. Cramers Assembly, plus a member of the Jaubert family. The selection shall be as follows:

A. In May the Faithful Navigator shall have nomination blanks mailed to all of the Worthy Masters of Bienville Province, requesting that each Fourth Degree district nominate one candidate for the award. Each letter shall contain requirements for the award.

B. The Worthy Master of each district shall decide the method whereby his district shall choose its nominee.

C. Nomination blanks from the Worthy Masters must be returned to the Faithful Navigator not later than August 1.

D. The Faithful Navigator shall call a meeting of the selection committee not later than August 15 to make the final selection from among the nominations submitted, being careful to insure that all requirements shall have been met.

E No member of the Fourth Degree may win the Charles C. Jaubert Memorial Award more than once.

F. Each winner of the award shall receive a plaque with the Fourth Degree emblem, suitable engraved, and a service bar. The Faithful Navigator shall cause to be prepared a citation outlining the honoree's services to the Fourth Degree, and any other reasons for the selection. This citation is to be read during the presentation ceremony.

G. The honoree's Fourth Degree district will be expected to cover the expenses of the honoree in traveling to Lake Charles to accept the award at the assembly's Anniversary banquet.

Page 34

V CLERGYMAN OF THE YEAR AWARD

Page

This award is presented by the Fourth Degree District upon the recommendation of the assembly. The award is presented in recognition of outstanding services to Holy Mother Church on the part of a Bishop, Priest, or Deacon within the assembly area.

This award is presented at the Assembly's Installation Banquet. The plaques are ordered and are paid for by the assembly.

The nominating committee shall be made up of the chairman of the Board of Past Faithful Navigators of the assembly, and four other Past Faithful Navigators of his choice. The selection shall be as follows:

A. The chairman of the nominating committee shall call a meeting of same some time in April to make the selection of the assembly's nominee. The committee may solicit suggestions from other members of the assembly, if it wishes to do so. The Faithful Friar of the assembly shall be an advisor to the committee.

B. Upon making its selection the committee shall complete a nomination blank, furnished by the Worthy Master, and turned over to the Faithful Navigator, who shall forward it to the Worthy Master not later than May 30.

C. The recipient of the award will receive a certificate to be furnished by the Fourth Degree District. The Worthy Master shall make the presentation.

VI FOURTH DEGREE ORDER OF MERIT

This award is presented by the Fourth Degree District upon the recommendation of the assembly. The award is presented in recognition of the assembly. The award is presented in recognition of distinguished service to the Church, or to the Order, or to the civic community (any one of the three) over a period of at least 10 years.

This award is presented at the Assembly's Installation Banquet. Certificate to be furnished by the District and presented by the Worthy Master.

The nominating committee shall be made up of the chairman of the Board of Past Faithful Navigators and four other Past Faithful Navigators of his choosing. The selection shall be as follows:

A. January 1 the Faithful Navigator shall write, or cause to be written, a letter to each of the assembly liaison officers, asking each officer to call a meeting of the Fourth Degree members of his council., and select the following:

1. One nominee for the Fourth Degree Order of Merit
2. One nominee for Sir Knight of the Year Award
3. Three nominees for Assembly Certificates of Merit (one each for services to the Church, to the Order and to the civic community).

B. Liaison officers shall forward their nominees to the Faithful Navigator not later than April 1.

Page 35

C. The chairman of the selection committee shall call a meeting of the committee not later than May 1 to select the assembly's recommendation for the Fourth Degree Order of Merit. and shall forward same to the Worthy Master not later than May 30.

D. The Faithful Navigator shall complete, or have completed the nomination blank for the Fourth Degree Order of Merit, and shall forward same to the Worthy Master not later than May 30.

E. No one shall be nominated for the Fourth Degree Order of Merit more than once.

F. The person recommended for the Fourth Degree Order of Merit by the assembly shall be presented with a certificate and service bar, to be furnished by the District. Presentations shall be made by the Worthy Master.

VII HOWARD JAUBERT MEMORIAL AWARD

This award is presented by the assembly and the Jaubert family in memory of the late Howard Jaubert. It is presented to the member of the Assembly's Color Corps deemed to be the most devoted and faithful member during the previous Columbian Year, July 1 to June 30, except that the Faithful Navigator shall not be eligible for the award.

This award is presented at the Assembly's Anniversary Banquet.
The plaques are ordered by the assembly and are paid for by the Jaubert family.

The recipient shall be selected in the following manner;

A. The Color Corps Commander shall keep a record of attendance of members of the Color Corps at all official appearances of the Corps. This record shall be passed on to the succeeding commander.

B. In October the chairman of the Board of Past Faithful Navigators shall obtain from the Commander the records of the official appearances of the Corps during the previous Columbian Year, July 1 to June 30.

C. The Chairman of the Board of Past Faithful Navigators and three Past Faithful Navigators of his choosing shall compile a list of the members of the Corps with the participation of each in official appearances of the Corps in the past Columbian Year.

D. That Corps member participating in the largest number of Corps appearances, in the official regalia of the Corps, shall receive the Howard Jaubert Memorial Award, except that no member may receive the award more than once in a five-year period, and no member shall receive the award who is not in good standing with the assembly and with the Church at the time of presentation.

E. The recipient of the award shall receive a plaque in the shape of the State of Louisiana, suitable engraved. The Color Corps Commander shall cause to be prepared a citation listing the honoree's contributions to the Color Corps. This citation shall be read during the presentation.

Page 36

VIII ISOLA GARDEMAL JAUBERT MEMORIAL AWARD

This award is presented by the assembly and the Jaubert family to the wife or the widow of a member of Msgr. Cramers Assembly in good standing as a recognition of her services to and support of the assembly and its programs and projects, in the spirit manifested by the late Isola Gardemal Jaubert. This award is presented at the Assembly's Anniversary Banquet. The plaques are ordered by the assembly and are paid for by the Jaubert family.

The selection committee shall consist of the Faithful Navigator as chairman, the Faithful Admiral and two previous recipients of the award. The selection shall be as follows:

A. August 1 the Faithful Navigator shall send a letter to all previous recipients of the award, seeking their

suggestions for a recipient.

B. In November the Faithful Navigator shall call a meeting of the selection committee to decide the honoree. The committee shall consider the recommendations.

C. No announcement of the recipient will be made until the presentation.

D. The wife or the widow of any member of the Assembly is eligible, except the wife of the Faithful Navigator.

E. No person shall receive the award more than once.

F. The honoree shall receive a plaque, carrying the emblem of the Fourth Degree, and suitably engraved. The Faithful Navigator shall cause to be prepared a citation outlining the services and the contributions of the recipient. This citation shall be read during the presentation. A name tag shall be made and presented to the honoree.

IX SIR KNIGHT OF THE YEAR AWARD

This award is presented by the assembly to the member deemed to have contributed most to the success of the assembly during the previous Columbian Year, July 1 to June 30. This award is presented at the Assembly's Anniversary Banquet. The plaques are ordered and are paid for by the Assembly.

The selection committee shall be made up of the Faithful Admiral as chairman, the chairman of the Board of Past Navigators, and two past faithful navigators selected by the Admiral. The selection shall be as follows:

A The Faithful Admiral shall obtain from the Faithful Navigator all of the nominations for the Sir Knight of the Year Award received from the liaison officers.

B. The Admiral shall call a meeting of the selection committee not later than January 1 to make the selection from the nominations received from the liaison officers. The Faithful Navigator shall not be eligible to receive this award.

C. There is no limit to the number of times a member may be selected as Sir Knight of the Year, but no member shall be selected more than once within a five-year period.

D. The Sir Knight of the Year shall receive a plaque carrying the Fourth Degree emblem, suitably engraved.

E. The Faithful Admiral shall have prepared a citation listing the honoree's contributions to the assembly, and any other reasons for the committee's choice. This citation shall be read at the presentation ceremony.

F. No announcement of the recipient shall be made until the presentation.

Page 37

X JOHN W. O'REILLY, SR. MEMORIAL AWARD (ASSEMBLY ORDER OF MERIT)

This award is presented for outstanding service for a period of at least three years. It shall be presented for services to the Church, to the Order, and for services to the civic community or to his profession.

This award is presented at the Assembly's Anniversary Banquet. The plaque is ordered and paid for by the O'Reilly family and/or by the assembly.

The selection committee shall be made up of the Faithful Admiral as chairman, the chairman of the Board of Past Navigators, and at least two Past Faithful Navigators selected by the Admiral.

The selection shall be as follows:

A. The Faithful Admiral shall obtain from the Faithful Navigator all of the nominations for the John W. O'Reilly, Sr. Memorial Award received.

B. The Admiral shall call a meeting of the selection committee not later than January 1 to make the selection from the nominations received from the liaison officers. The Faithful Navigator shall not be eligible to receive this award.

C. There is no limit to the number of times a member may be selected to receive this award, but no member shall be selected more than once within a five-year period.

D. The recipient of the John W. O'Reilly, Sr. Memorial Award shall receive a plaque carrying the Fourth Degree emblem, suitably engraved.

E. The Faithful Admiral shall have prepared a citation listing the honoree's contributions to the Church, to the Order, and any other reasons for the committee's choice. This citation shall be read at the presentation ceremony.

D. No announcement of the recipient shall be made until the presentation.

XI ANTHONY J. "TONY" ABATE MEMORIAL AWARD (ASSEMBLY CITIZEN OF THE YEAR)

This award is presented to a person, organization or institution who is deemed to have made the most distinguished contributions to the welfare and progress of Msgr. Cramers Assembly during the previous columbian year. This award is presented at the Public Officials Recognition Dinner. The plaque is ordered and paid for by the Abate family and/or by the assembly.

The selection committee shall be made up of the Faithful Navigator as chairman, a member of the Abate family and four Past Faithful Navigators of his choosing. The selection shall be as follows:

A. In January the Faithful Navigator shall announce that the assembly is accepting nominations, accompanied by a list of contributions made to the assembly by the nominee.

Note: If the criteria listed in the first sentence of this award is not met, then the award will not be presented for that year.

Page 38

B. Members of the clergy, members or non-members of the assembly, an organization or an institution shall be eligible for this award.

C. There is no limit to the number of times a person, organization or institution may be selected to receive this award, but no one shall be chosen more than once within a five-year period.

D. The deadline for receiving nominations shall be April 1. The selection committee shall meet, and have a member of the Abate family present during the meeting, to make the selection which shall be made and announced before May 1.

E. The recipient shall receive a plaque bearing the emblem of the Fourth Degree, and suitably engraved. The Past Faithful Navigator shall cause to be engraved a citation, listing the honoree's contributions to the assembly, and any other reasons for the choice. This citation shall be read during the presentation ceremony.

F. The Anthony J. "Tony" Abate Memorial Award (Assembly Citizen of the Year) is considered to be one of the highest awards which the assembly presents.

XII AUDRY PIZANIE MEMORIAL AWARD

Page

This award is presented to a deserving assembly member who has filled an appointive office at the assembly or district level with care and diligence over a period of 10 or more years. (Examples: Liaison Officer, Newsletter Editor, Color Corps Commander, Historian, Assembly Chairman or District Chairman, etc) The award is presented by the Faithful Navigator at the Public Officials Recognition Dinner. The plaque is ordered and are paid for by the assembly.

The Awards and Recognition Committeemen shall assist the Faithful Navigator with the selection of the recipient of this award.

XIII GOLDEN JUBILEE AWARD

This award is presented to an assembly member to recognize long service to the Fourth Degree. When a Sir Knight has completed 50 years of service in the Fourth Degree, he qualifies for this award. His record must be attested to by the Faithful Comptroller. The recipient will receive a framed certificate presented at the Assembly's Christmas Celebration.

XIV SEMPER FIDELIS AWARD

This award is presented to an assembly member to recognize long service to the Fourth Degree. When a Sir Knight has completed 25 years of service in the Fourth Degree, he qualifies for this award. His record must be attested to by the Faithful Comptroller. The recipient will receive a framed certificate presented at the Assembly's Christmas Celebration.

Page 39

XV HARRY HUBER MEMORIAL AWARD

This award is presented to recognize the outstanding Knight of Columbus Council Member in the Msgr. Cramers Assembly Area. The assembly Awards Committee will mail ballots to the Grand Knights of councils in the assembly area, asking for nominations. The Awards Committeemen will select the recipient from the nominations received, or make a selection of its own if there are insufficient nominations.

The recipient will receive an engraved plaque at the Assembly's Installation Banquet. The plaque will be furnished by the Huber family.

XVI DAVID L. GARRISON MEMORIAL AWARD

This award is presented to recognize the outstanding performances of the Msgr. Cramers assembly area's volunteer CCD teacher of the year. (those who do not get paid). The Faithful Navigator will send, or have sent, a ballot to the pastor of each church parish in the assembly area, inviting him to nominate one of his CCD teachers to receive the award. The Awards Committeemen will select the recipient from the nominations received, or make a selection of its own if there are insufficient nominations.

The recipient will receive an engraved plaque at the Assembly's Installation Banquet. The plaque will be furnished by an endowment made by the Garrison family.

XVII COLUMBIAN HALL OF FAME

(Five members to be selected - yrs. ending in "2" or "7")

This award is presented to recognize the outstanding performances of a Fourth Degree Knight of Columbus members within the Diocese of Lake Charles. In January of years ending in "2" or "7" the Faithful Navigator shall appoint a Hall of Fame Committee to select the honorees. The awards committee shall send a ballot to the Grand Knight of each K of C council in the Diocese of Lake Charles, inviting his council to submit a nomination of a deserving Sir Knight who has been a member of the Fourth Degree for at least 10 years. When all nominations are received the Faithful Navigator will appoint a committee of five Hall of Famers, who will select five honorees to be presented to the Awards Committee.

The presentation is made at a Hall of Fame dinner held in the fall of the year.

The assembly invites the council of the diocese which finished highest in the race for the State Deputy's award to join with the assembly in sponsoring this Hall of Fame dinner.

The five honorees are presented with engraved plaques and service bars furnished by the assembly.

Page 40

XVIII MILITARY SERVICE AWARD

This award is presented to recognize any Sir Knight who has served honorably in the Armed Service of the United States. Not later than September 1 the Faithful Navigator shall cause to be placed in the assembly newsletter a notice that Armed Service veterans who have not received this award should submit their names to the Faithful Navigator. The Faithful Navigator shall cause the Awards and Recognition Chairman to obtain service bars and certificates to present to those eligible. The Faithful Navigator shall present the awards at the assembly's Christmas celebration. No Sir Knight shall receive this award more than once.

XIV SUPERIOR SERVICE AWARD

This award is presented to recognize Sir Knights for services to the assembly or to the Faithful Navigator. It is the personal award of the Faithful Navigator. The Faithful Navigator himself shall select the recipient of this award. The honoree(s) shall receive a service bar and a certificate designed by the Faithful Navigator and obtained by him. The Faithful Navigator shall present the awards at a meeting or a dinner of his choosing. The Faithful Navigator shall decide the eligibility of each honoree.

Page