

# PRIMARY EDUCATION FUND

*Knights of Columbus  
Terra Nova Council 1452*



Primary Education Fund  
Rules and Amendments

Knights of Columbus  
Terra Nova Council 1452  
Primary Education

**REVISED RULES OF TERRA NOVA COUNCIL # 1452 FOR THE  
MANAGEMENT, CONTROL, ADMINISTRATION AND MAINTENANCE  
OF THE PRIMARY EDUCATION FUND ESTABLISHED BY THAT  
COUNCIL.**

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Under and by virtue of the powers conferred by its Constitution and upon the recommendation of the Trustees of Its Primary Education Fund and of all other powers enabling it in this behalf, Terra Nova Council # 1452 made the following rules at a meeting of that Council held on the 11<sup>th</sup> day of June, A.D. 1966.

**Dated at St. John's this 14<sup>th</sup> day of June, A.D. 1966.**

FINTAN J. AYLWARD  
GRAND KNIGHT

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Primary Education

RULES

These rules may be referred to as The Primary Education Fund (Revised) Rules,  
1966, 1993, 1997, 2004, 2009

1. In these rules:
  - (a) "Council" means Terra Nova Council # 1452
  - (b) "Fund" means the Primary Education Fund established by the Council
  - (c) "Trustees" means the Trustees appointed by the Executive of the Council to manage, control and administer the Fund
  - (d) "School" means any grade or post secondary institute recognized by the Provincial Department of Education.
  - (e) "Child" means a biological child (children), step child (children) and adopted child (children).
2. The fund shall be known as the **Primary Education Fund of Terra Nova Council # 1452, Knights of Columbus.**
3. The word "**Primary**" in the name of the Fund shall in no way limit the amount of education to which a beneficiary of the Fund may be entitled.
4. (1) The Fund shall be placed in the name of and shall be under the management and control of six (6) trustees to be appointed by the Executive of the Council from the officers and members of the Council.
  - (2) Each Trustee shall be appointed for a term of three (3) years from the date of his appointment and be eligible for reappointment but he may serve only one consecutive three (3) year term.
  - (3) The Trustees holding office immediately before the making of these rules shall continue as Trustees for the balance of their present term.

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5. The Trustees shall, in accordance with these rules, administer the Fund for the purpose of educating the beneficiaries of the Fund.
6. The officers of the Trustees shall be, Chairman, Vice-Chairman, Secretary and Treasurer, to be elected by them at their Annual Meeting. The officers shall hold office for one year and are eligible for re-election but only for as long as their term of office as trustees permits.
7. The Annual Meeting of the Trustees shall be held in the month of November in each year.
8. Meetings of the Trustees shall also be held in the months of January, April and August in each year, and at such other time or times as the Chairman decides or as three (3) Trustees by requisition in writing to the Secretary shall require.
9. At all meetings of the Trustees, four (4) Trustees shall form a quorum.
10. At the Annual Meeting of the Trustees in each year, the Treasurer's Account duly audited and the Secretary's Report for the past year shall be presented, and upon adoption shall immediately be forwarded to the Executive of the Council for the consideration of the Council.
11. The beneficiaries of the Fund shall be:
  - (a) The children of deceased members of the Council, in good standing in the Council at the time of their death, as certified by the Grand Knight or the Financial Secretary of the Council.
  - (b) The children of any deceased member of the Knights of Columbus
    - (I) who has been a member of the Council for at least five (5) years
    - (II) who transferred from the Council to another Council of the Order
    - (III) who paid in accordance with these rules to the Council for credit to the Fund a sum of money equal to the contributions that would have had to be credited to the

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Fund on his behalf had he continued to be a member of the Council up to the time of his death, as certified by the Grand Knight or the Financial Secretary of the Council, and

11. (IV) who at the time of his death was a member in good standing in some Council of the Order as certified by the Grand Knight or the Financial Secretary of that Council.
12. (a) A beneficiary of the Fund who has attained his fifth birthday by the 31<sup>st</sup> day of December in the year he is registered in school shall be eligible to receive the benefits of the Fund and such benefits shall continue until he/she has completed Grade XII, received a School Leaving Certificate (Grade XI) or has dropped out of School.
  - (b) The Trustees may in their discretion, permit a student to continue as a beneficiary of the Fund who, having received a School Leaving Certificate or having dropped out of school, wishes to continue his/her studies in a commercial course, in a trade or course at a Vocational School or in music, if the music lessons are taken during a school year at a school operated by a School Board or at a school approved by the Trustees.
  - (c) A child who is a beneficiary of the Fund pursuant to paragraph (b) of Rule 11 shall not receive in any school year any greater benefits from the Fund than a child who is a beneficiary of the Fund pursuant to paragraph (a) of Rule 11.
13. (a) The amount to be paid for any one beneficiary of the Fund pursuant to paragraph (a) of Rule 11 in a school year:
  - (I) In respect of school fees shall be determined by the amount of fees which the School Board concerned has instituted for the students.
  - (II) In respect of text books shall be the actual cost of the text books which have been certified by the Principal of the school concerned as necessary to follow a course of study, and
  - (III) In respect of requisites shall be the sum of twenty-five dollars (\$ 25.00).

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- (b) The regular fee for music may be paid in any year from the Fund in respect of a child who is a beneficiary of the Fund pursuant to paragraph (a) of Rule 11, if the Principal of the school concerned recommends that such beneficiary should take music and if the music lessons are taken during the school year operated by a School Board or at a school approved by the Trustees.
13. (c) The amount to be paid for any one beneficiary of the Fund pursuant to paragraph (b) of Rule 12, who is being educated outside the Province of Newfoundland and Labrador, in a school year in respect of school fees, text books, music and requisitions shall not exceed the amount that would be paid in respect of school fees, text books, music and requisitions if the beneficiary was being educated in the Province of Newfoundland and Labrador.
- (d) subject to paragraph (c) of Rule 12, the amount to be paid in any year from the Fund in respect of a child who is a beneficiary of the Fund and who is suffering from a mental or physical disability shall be in the discretion of the Trustees.
14. (a) The Trustees may, subject to the approval of the Executive of the Council, grant a loan in an amount not to exceed three hundred dollars (\$ 300.00) to a student who:
- (I) is a beneficiary of the Fund
  - (II) is continuing his education at a University or Technical School
  - (III) whose finances from all other resources are insufficient to pay for his/her year at University or Technical School, and
  - (IV) is not repeating a year.
- (b) Every loan made pursuant to paragraph (a) of this rule shall be made on the condition that the loan shall be repaid by the student to the Fund in three (3) annual installments of at least one hundred dollars (\$ 100.00) each, the first of such installments to be paid within one year after the student completes his/her studies at the University or Technical School or within one year after he/she ceases to attend a University or Technical School, whichever is sooner, and an installment of at least one hundred dollars (\$ 100.00) will be paid within each year thereafter until the loan is repaid to the Fund in full.

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(c) No interest will be paid on a loan made pursuant to paragraph (a) of this rule, if the loan is repaid to the Fund within three (3) years from the date on which the student completes his/her studies at the University or Technical School or within three (3) years after he ceases to attend a University or Technical School, whichever is sooner, but, if the loan is not repaid within that period, then, from and after the expiration of that period, the student will pay interest on the loan or so much thereof as shall from time to time be outstanding at a rate of six (6) per cent per annum until the whole of the loan is repaid to the Fund, and the interest will be paid in the manner and at the times fixed by the Trustees.

15. Term reports of the attendance and progress of every student receiving the benefits of the Fund shall be obtained by the Secretary at the end of each scholastic term, for the consideration of the Trustees at their next meeting. Irregular attendance or unsatisfactory progress of any student, unless there is good and sufficient reason therefore, may be followed by the withdrawal of the benefits of the Fund from such student subject to the approval of the Executive of the Council.
16. Applications for benefits of the Fund shall be made to the Trustees on forms to be obtained from the Secretary, and shall be signed by the mother/guardian of the proposed beneficiary and recommended by a brother of the Council in good standing.
17. The Secretary shall keep a roll of the names, address and ages of all beneficiaries of the Fund, together with the names of the schools which they are attending.
18. The Fund shall be maintained by quarterly payments from the Treasurer of the Council to the credit of the Fund.

(I) as from the 1<sup>st</sup> day of July, A.D. 1965, of not less than twenty-five cents (25c) per head of the monthly dues of members of the Council, and

(II) as from the 1<sup>st</sup> day of July, A.D. 1996, of not less than twenty-five cents (25c) per head per each member of the Council who after that date transfers to another council of the Knights of Columbus, who keeps his membership in the Order and who pays annually and in advance to the Council an amount equal to the

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contribution to the Fund in respect of a member of the Council for that year, but if the benefits, including loans made pursuant to paragraph (a) of Rule 14, paid from the Fund reduce the principal of the Fund below the amount of sixty-seven thousand dollars (\$ 67,000.00) then, as from the date of that reduction, the quarterly payments from the Treasurer of the Council to the credit of the Fund shall be not less than fifty cents (50c) a month per head per member of the Order who retains an interest in the Fund pursuant to Rule 19.

19. A member of the Council who transfers to another council of the Order may as long as he remains a member of the Order pay to the Council annually in advance and without being billed by the Council an amount equal to the amount which the Treasurer of the Council will be required to credit to the Fund during that year in respect of a member of the Council.
20. Subject to its consent of the Council, the Trustees may employ any interest accruing due from investments under the Fund and any payments from the Treasurer of the Council not otherwise used for the purpose of the Fund, for the purpose of His Grace the Archbishop's Ecclesiastical Students Fund for the education of a young man to the Priesthood in the Archdiocese of St. John's.
21. (I) The Trustees shall be given one month's notice in writing of every proposed amendment, alternation or change in or to these Rules, and the notice shall set forth the proposed amendment, alterations or change.  
  
(II) These rules may not be amended, altered or changed until the expiration of the notice of such amendment, alteration or change given the Trustees pursuant to paragraph (I) of this Rule.
22. These rules replace all former rules respecting the management, control, administration or maintenance of the Fund.



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AMENDMENTS

1. A person who is twenty-six years of age or older is not eligible to receive benefits (approved Council meeting 14<sup>th</sup> day of November A.D. 1993).
2. Every year on the 15<sup>th</sup> day of December the Fund will make a supplement payment of two hundred dollars (\$ 200.00) to each family that has a child receiving benefits from the Primary Education Fund in the current school year (kindergarten to level III) (approved by Council meeting 17<sup>th</sup> day of October A.D. 1997).
3. The Fund allows each beneficiary to apply for extra funds where need is clearly established (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).
4. The total maximum benefits that a student may receive per term and per academic year are as follows:
  - (A) While attending grade school from Kindergarten to Grade Nine: Two hundred and fifty dollars (\$ 250.00) per term for a total of five hundred dollars (\$ 500.00) per academic year (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).
  - (B) While attending grade school from Level I to Level III: Three hundred and fifty dollars (\$ 350.00) per term for a total of seven hundred dollars (\$ 700.00) per academic year (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).
  - (C) While in a post secondary education institution: Six hundred dollars (\$ 600.00 ) per term for a full time student and an amount prorated for a part time student for an amount not to exceed one thousand, eight hundred dollars ( \$ 1,800.00 ) per academic year based on beneficiary attending a three-term academic year (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).

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(D) The Fund will pay benefits: Every September and January for subparagraph (A) and (B), and every September, January and May for subparagraph (C)

5. The Primary Education Fund Committee may:

(A) reduce the amounts of the above payments if in its opinion there is not sufficient funding available from the Primary Education Fund or from Terra Nova Council # 1452 (approved Council meeting 14<sup>th</sup> day of November A.D. 1993).

(B) increase the amounts of the above payments if in its opinion there is sufficient funding available from the Primary Education Fund or from Terra Nova Council # 1452. The proposed increase shall not exceed twice the benefits allowed under the By-Laws of the Primary Education Fund (approved Council meeting 14<sup>th</sup> day of January A.D. 2004).

6. Students in post-secondary education institutions may receive benefits up to the completion of an undergraduate degree or an equivalent period of study for completion for beneficiaries attending an educational institute other than Memorial University of Newfoundland. Whatever the program of study, beneficiaries are not to exceed the age limitations in Amendment (1) of the list of Amendments (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).

7. The Primary Education Fund Committee is empowered to withhold benefits if in its opinion a student is not making the required progress in his/her studies (approved Council meeting 14<sup>th</sup> day of November A.D. 1993).

8. The amendments to the Primary Education Fund Rules and Amendments approved by Council meeting 17<sup>th</sup> day of October A.D. 1997 be retroactive to September 1, 1997. (approved Council meeting 17<sup>th</sup> day of October A.D. 1997).

9. A member of Terra Nova Council (who is in good standing) and who has a long term physical impairment or disability affecting the member's earnings may:

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9. (A) apply to the Primary Education Committee to seek benefits for his dependants, as outlined in the By-Laws of the Primary Education Fund. (Long term physical impairment or disability shall mean an impairment or disability that has continued for 12 months and in the opinion of the Primary Education Committee is likely to continue indefinitely.) (approved Council meeting 18<sup>th</sup> day of March A.D. 2004).
- (B) be required to provide proof of long term physical impairment or disability (approved Council meeting 18<sup>th</sup> day of March A.D. 2004).
- (C) be required to provide the Primary Education Committee more detailed information to ensure that the member qualifies for the benefits (approved Council meeting 18<sup>th</sup> day of March A.D. 2004).
10. The Primary Education will assume responsibility for the administration and funding of the Terra Nova Council 1452 Secondary Education Scholarship Program. The Primary Education Committee will adopt the current rules of eligibility for awarding the scholarships as outlined below (approved Council meeting 18<sup>th</sup> day of March A.D. 2009):

**SECONDARY EDUCATION SCHOLARSHIP**

Terra Nova Council has established a Secondary Education Scholarship Fund to assist the children of members. The intention of this fund is to provide financial assistance to deserving students who have successfully completed Level Three and who are entering university or other post-secondary institutions. Five \$500.00 scholarships will be awarded each year.

**RULES OF ELIGIBILITY**

1. An eligible candidates must be the child of a member of Terra Nova council in good standing or the child of a member of Terra Nova council in good standing at the time of his death. Member must be in good standing a minimum of three (3) years.

2. All candidates must provide an official copy of Level Three exam results.
3. Applications must be received by October 10 of each year.
4. Proof of registration at a recognized post-secondary institution must be provided.
5. Awards will be made on the basis of academic excellence but this will not be the sole criterion considered in the determination of a successful applicants. Financial need may be taken in account.
6. Decisions of the Scholarship Committee are final and winners will be notified promptly.
7. Applications can be picked up at Terra Nova Council, St. Clare Avenue, St. John's.