



Knights of Columbus

British Columbia and Yukon State Council

107th ANNUAL STATE COUNCIL MEETING

May 4 – May 6, 2018

FIRST CONVENTION CALL

The 107th Annual Meeting of the British Columbia and Yukon State Council of the Knights of Columbus

DATE: May 4, 5 and 6, 2018
LOCATION: Sheraton Vancouver Airport Hotel
HOST COUNCIL: District 5, Camil Chan, District Deputy

PRE-CONVENTION INSTRUCTIONS

RESPONSIBILITIES OF GRAND KNIGHT

1. **APPLICATION FOR CREDENTIALS (YELLOW FORM):** Enter the names of your two delegates onto the enclosed yellow form and send to the State Secretary at the address shown. Section 12(a) of the Constitution of the Order defines who is eligible to be a delegate. **DO NOT INCLUDE THE NAMES OF ALTERNATES.** Official credential forms, bearing the State Council seal, will be mailed directly to the Grand Knight whose term expires on June 30. If a delegate is unable to attend this meeting, the name of his alternate must be entered on the reverse side of his credential, together with the Grand Knight's endorsement. The credential forms must be signed by BOTH the Grand Knight and the Financial Secretary and, to be valid, must be imprinted with the Council seal in the upper left corner. To receive proper accreditation, a delegate must present himself and a completed credential form to the Convention Registration Desk. Incomplete credentials may result in the bearer being refused recognition as an accredited delegate.

DEADLINE FOR YELLOW FORM IS "AS SOON AS POSSIBLE":

(This is to allow time for processing.)

2. **RESOLUTIONS MUST BE RECEIVED BY THE STATE ADVOCATE ON OR BEFORE March 1st, 2018:** Council submissions should be typed, double-spaced and in duplicate. DO NOT submit handwritten resolutions. Copies of all submissions will be made and sent to all the Councils by the State Secretary. Clarity of intent, format, grammar, and punctuation are the responsibility of the submitting Council's Advocate, not the State Advocate nor the State Secretary. No changes will be made lest the intent of the resolution be inadvertently changed. **(To properly complete your resolutions please read the Preparation and Presentation of Convention Resolutions at the end of this 1st Call.)**

SPECIAL NOTE: See page 6, "Nominations for State Office" with deadline of March 8, 2018.

3. **CONFIDENTIAL REPORT - DEADLINE, MARCH 22, 2018:** Each Grand Knight should send the State Deputy a confidential report on his own Council's operation.

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RESPONSIBILITIES OF FINANCIAL SECRETARY

1. **OFFICIAL CREDENTIALS:** Sign and affix Council seal (upper left corner).
2. **NECROLOGY REPORT (Green FORM) – DEADLINE, April 1, 2018:** Complete and return the enclosed form to the State Secretary at the address shown. Please provide **full name** of the deceased brother and **all** other requested information, if known.
3. **MEMBERSHIP STATISTICS (BLUE FORM) - DEADLINE April 1, 2018**

**RESPONSIBILITIES OF: STATE OFFICERS
STATE CHAIRMEN
DISTRICT DEPUTIES**

1. **ANNUAL REPORTS - DEADLINE, MARCH 1, 2018:** Send one typed copy of your annual report to the State Deputy, for his file, and an **electronic copy** to the State Secretary for distribution in the Second Convention Call and inclusion with the Convention proceedings.
(PLEASE NOTE: REPORTS MUST BE LIMITED TO ONE TYPED PAGE SIZE 10, ARIAL FONT)
2. **CREDENTIALS:** Your official credential has been prepared and will be mailed to you in due course.

RESPONSIBILITIES OF ALL CONCERNED

1. **JEWEL AND ROBE OF OFFICE:** Should be brought to the Convention.
2. **ACCOMMODATION:** Registration forms will be mailed to all concerned by the Convention Committee. Please return completed registration forms to the address shown on the form.
DO NOT SEND CONVENTION REGISTRATION FORMS TO THE STATE SECRETARY.
3. **STATE DEPUTY'S BANQUET:** In accordance with a previously made ruling, all Council Delegates, District Deputies, State Chairmen and State Officers are required to attend this official function in order to qualify for a mileage and per diem allowance.
4. **FRIDAY EVENING SOCIAL:** In accordance with recommendation of the Convention Activities Committee (1975), this social will be informal and may not rank in precedence over the State Deputy's Banquet.



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SECOND CONVENTION CALL

1. This will be distributed to all concerned, well in advance of the Convention.
2. Please use this First Call as a checklist and ensure that your specific responsibilities have been carried out **before** the requested deadlines.
3. A survey will be conducted at the State AGM Convention. More details will be provided in advance included in the Second Convention Call. This will help the State Council to determine how to administer the proceedings in the future.

ADDRESSES

For your convenience, the addresses of the State Deputy, State Secretary and the State Advocate are listed below:

1. Koon Ming Lau – State Deputy ■ 2456 East 20th Ave, Vancouver, BC V5M 2T6
2. Dale Hofer – State Secretary ■ 2300 Teal Place, Vernon, BC V1H 1R1
3. Marcel Renaud – State Advocate ■ 22910 Purdey Ave, Maple Ridge, BC V2X 7M1

Dates to Remember:

Grand Knight

As soon as possible – Applications for Credentials
March 1, 2018 – Resolutions to the State Advocate
March 22, 2018 – Confidential Report

Financial Secretary

April 1, 2018 – Necrology Report
April 1, 2018 – Membership Statistics

***State Officers, State Chairmen, State Directors, District Deputies,
Foundation Administrator & Charity Appeal Chairman***

March 1, 2018 – Annual Report.

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To: **ALL GRAND KNIGHTS**

Re: **SUBORDINATE COUNCIL DELEGATES' NAMES FOR OFFICIAL CREDENTIAL**

Immediately after your Council has elected its delegates, following Section 12(a) of the Constitution of the Order which defines who is eligible to be a delegate, **COMPLETE THE ENCLOSED "APPLICATION FOR OFFICIAL CREDENTIAL" AND MAIL TO THE STATE SECRETARY** at the address shown on the form (*address will fit #10 window envelope*).

In the event that one or both of your delegates is unable to attend the Convention, you must enter the name(s) of the alternate(s) on the reverse side of the Official Credential form, together with your signature as an endorsement. If your Council is sending only one delegate, then enter his name only; leave the second delegate's space blank. Second delegate's expenses are the responsibility of his Council.

PLEASE NOTE - THIS PALE YELLOW FORM IS NOT THE OFFICIAL CREDENTIAL!
(**DO NOT** enter additional names on the back of **THIS** form).

The State Secretary will prepare the Official Credential as soon as the PALE YELLOW application is received. The Official Credential will bear the Seal of the State Council in the upper right corner and it will be mailed to the **CURRENT GRAND KNIGHT**, who will present it to his Council's delegates.

TO BE VALID, the Official Credential must bear the Subordinate Council's seal in the upper left corner and the signatures of the **CURRENT** Grand Knight and Financial Secretary in the appropriate spaces in the lower right corner. The Official Credential is a valuable document that should be retained with care, brought to the Convention and presented at the Convention registration desk immediately upon arrival at the Convention headquarters.

YOUR DELEGATE(S) MAY BE REFUSED ACCREDITATION if the Official Credential is:

- not impressed with your Council's seal
- not signed by the current Grand Knight
- not signed by the Financial Secretary
- not completed on the reverse for alternates, if applicable, and
- not suitably endorsed by the Grand Knight

Fraternally,

Dale Hofer
State Secretary

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To: **ALL FINANCIAL SECRETARIES**

Re: **NECROLOGY REPORT**

Enclosed, you will find a green 'NECROLOGY REPORT FORM' to be completed by you, as referenced in the responsibilities of the Financial Secretary, item 2, in the First Convention Call.

Please type or print clearly and accurately all the requested information i.e. first and last name of the deceased Brother Knight followed by his date of birth, date of First Degree, offices held in the Order and the date of his death; please enter dates in month, day and year format. If you are unable to provide any of the information, please enter 'U/K' in the appropriate space.

The purpose behind assembling this information is in order that we might recognize our deceased brothers at the State Necrology Mass. I earnestly request you to make an extra effort to provide all of the requested information and to file the Necrology Report with me by the required deadline. In this way, our deceased brothers will be remembered in a special way - and receive the recognition which they deserve.

Please remember the **DUE DATE: April 1, 2018.**

Fraternally,

Dale Hofer
State Secretary

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ELECTIONS FOR STATE OFFICE

Nominations For State Office:

All of us have a moral obligation and the responsibility to ensure the future of the Knights of Columbus in British Columbia and Yukon by seeking out men who are talented, imaginative, creative, and progressive leaders for the most critical and responsible position of State Office.

We need men who are willing to share their talent and expertise with their Brother Knights, men who are willing and able to lead by example. Men who can and do think outside the box, and are steeped in Columbian background and experience.

Those seeking a nomination for State Office this year at our Annual Meeting May 2018, should send to our Worthy State Secretary a Resume or CV **LIMITED TO ONE TYPED PAGE SIZE 10, ARIAL FONT.**

Councils are encouraged to seek out those people with the qualities just described and have them submit a Resume or CV for nomination for State Office **NO LATER THAN MARCH 1, 2018.**

A nomination committee comprised of the State Deputy and those District Deputies not seeking to be elected to State Council Office will also seek out good people and ensure they also submit their Resume or CV to the State Secretary **NO LATER THAN MARCH 1, 2018.**

These submissions will be included in the Second Convention Call that will be distributed to all Councils prior to Convention.

The nomination committee will then make a recommendation from their review of these Resumes and CV's of whom they feel are best qualified and present them to the assembled Brothers at Convention.

This will not preclude any Brother Knight who is a member of the State Council pursuant to Section 12 of the Constitution from being nominated from the floor at Convention.

Koon Ming Lau
State Deputy

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