



KNIGHTS of COLUMBUS



KNIGHTS ON BIKES – INTERNATIONAL



Standard Operational Procedures and Policies

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#00

ARTICLE TEN (X) – BOARD of DIRECTORS

SECTION 1: The Official and Recognised Executive Board of the Knights on Bikes shall be,

- i. the elected International and National Presidents,
- ii. the elected or appointed International and National Vice Presidents,

SECTION 1.1: The “K on B” Executive Board may produce and issue “STANDARDS and PROCEDURES and or GUIDELINES and or POLICIES” as needed to ensure the integrity, of the “K on B”,

SECTION 1.2: Any such “STANDARDS and PROCEDURES and or GUIDELINES, and or POLICIES” shall apply as directed or indicated,

SECTION 1.3: Any such “STANDARDS and PROCEDURES and or GUIDELINES and or POLICIES” may be implemented into the By-Laws, till passed at the next “Official International Rally”,

SECTION 2: The “K on B” Executive Board may amend the By-Laws for clarity purposes, providing it doesn’t change the intent of same,

SECTION 2.1: The “K on B” Executive Board may render interpretations and or decisions on the By-Laws, “STANDARDS and PROCEDURES and or GUIDELINES and or POLICIES”, for Directions and the Governances the “K on B”,

SECTION 2.2: These Guidelines may be amended by a majority vote and acceptance of the Founding “K on B” National Charter Members, and “K on B” State Officers that are in Good Standing,

SECTION 3: The “Founders” shall always have voting rights at any Board and, or any jurisdictional meeting,

SECTION 4: Additional authority and rights, at “K on B” meetings:

- i. The National President at any jurisdictional meeting within that Nation,
- ii. the State / Provincial President at any jurisdictional meeting within that State / Province,
the Diocese President any Council or Local meeting within that Diocese,

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#01

Meeting Agenda

All {International / National / Regional / State} & {Diocese and Council ONLY if the Membership Numbers are GREATER the 10} KonB Meetings shall follow the follow procedures regarding MEETING AGENDA;

1. Shall be posted or distributed prior to any meeting,
2. AGENDA FORMAT:
 1. Call to Order.
 2. Report on Membership.
 3. Prayer.
 4. Suitable patriotic display of loyalty.
 5. Reading of Minutes of Previous Meeting.
 6. Report of Membership Data Base.
 7. President Report. {All National}
 8. Treasurer's Report {if required}
 9. Unfinished Business.
 10. New Business (elections are the first item).
 11. Closing Prayer.
3. Motions should be provided in writing whenever possible,
4. All meetings shall have an OFFICIAL RECORD of such,
5. All meetings shall follow "ROBERTS RULES of ORDER",
6. The "GAVEL RAPS" shall be the same as KofC,
7. A "RECORDER" shall be in place {selected / appointed / volunteer},
8. "GUARDS" shall be posted, to ensure entry of proper members,

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#02

OFFICIAL JURISDICTION ACKNOWLEDGEMENT

INTERNATIONAL – the Main and Top of the Structured Jurisdiction of the Knights on Bikes, shall be stated or shown as “Knights on Bikes – International”,

NATIONAL – the Country or Nation, shall be stated or shown as:

“Knights on Bikes - National”,

REGION/Time ZONE – the Country or Nation, Sub-Divisions and shall be stated or shown as:

“Knights on Bike – {Designated} Region”,

STATE – the individual geographical jurisdictions within a Country or Nation, shall be stated or shown as: “Knights on Bikes – {Designated} State”,

DIOCESE – the individual jurisdictional Diocese with a given State, shall be stated or shown as “Knights on Bike - Diocese Of {Designated} or {Designated}Diocese”,

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#02A

Selection / Appointment of Addition Officers

The Executive Board may “Appoint” Members to “act as” or preform other assigned “Duties or Roles” as required,

These Appointments or Assignment shall be as specified within the direction from the Executive Board,

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#03

Representation / Membership Voting

In the belief and understanding of a democratic and judicial membership, for the time being any and all members in good standing shall be entitled to participate, speak, vote at any meeting or functions within his jurisdiction.

If and when it is determined that a “Delegate Representation System” be introduced it shall be considered at that time.

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#05

NATIONAL ADVOCATE / OMBUDSMAN

There shall be a NATIONAL ADVOCATE for each NATION:

- Yearly Term, appointed or selected by the Executive Board,
- Assist with the interpretation of the By-Laws,
- Assist with and preparing Standards Operational Procedures and or Guidelines,
- Investigate issues and or grievances and or any other irregularities that may arise,
- Submit reports and or findings to the Executive Board for decisions,
- Should be familiar with: KofC Methods of Conducting a Council Meeting, {#10318}
KofC Protocols, {#1612}
Roberts Rules of Order,
- Be NEUTRAL and UNBIAS in any matter, and always do what is best and just for the Knights on Bikes as a whole,

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#06

Record of Motions

There shall be a Separate Book/Record of Motions presented or raised:

The MOTIONS RECORD shall list and or contain:

- The MOTION,
- Mover and Secunder,
- Results of the VOTE,

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#07

DATABASE

There shall be at least a YEARLY CENSUS conducted for each NATION, REGION, STATE, DIOCESE,

During an International Rally Year, it shall be conducted and tallied a month before for a report to the Membership,

The CENSUS shall include:

- Members Name,
- Members KofC Membership Number,
- Members Current Contact Information,
{Postal Address / Phone Numbers / Email Address}
- Diocese
- Parish Name,
- Council and Assembly #,
- Vested with Crests,
- Current Edition of;
{By-Laws and Standards Operation Procedures and Guidelines}

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#09

INTERNET ACTIVITIES

Shall include but is not limited to any Open or Closed, Public or Private:

Website, Social Media and or Contact Site, Electronic Data Service, Regular and or Non-Regular Print Media.

Any OFFICIAL DESIGNATED JURISDICTION may organize and setup there own “SITE”

Those “SITES” shall follow the HEIARCHAL STUCTURE as follows:

- INTERNATIONAL –
 - NATIONAL –
 - REGIONAL -
 - STATE –
 - DIOCESE –
 - COUNCIL –

The Site may only indicate their jurisdiction and location and shall NOT be confused with any other;

Member of {COUNCIL} within the {DIOCESE} of {STATE} of {REGION} of {NATION} and part of {INTERNATION KonB},

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#10

NOMINATIONS & ELECTIONS

Any Member in GOOD STANDING can be NOMINATED and be ELECTED to the POSITION within his JURISDICTION:

INTERNATIONAL – all Members,

NATIONAL – only those Members within that Nation,

REGION – only those Members within the specified Region,

STATE – only those Members within that State,

DIOCESE – only those Members within that Diocese,

COUNCIL – only those Members within that Council,

NOMINATIONS & ELECTION PROCEDURE

Elections shall be conducted separately, and within its own jurisdiction,

Member may be Nominated or Volunteer,

Nominations don't require any Secunder,

There shall be Three {3} Calls "for Nominations" after each "Nominee Named",

Nominee must indicate "ACCEPTANCE" or "DECLINE" either Verbally or in Writing,

All "ELECTIONS" shall be by "SIMPLE - SHOW of HAND"

In the occasion of a tie, a "BALLOT VOTE" shall be held,

Effective Date shall be the 01 day of the month following the Election,

JURISDICTION shall be Based on DIOCESE,

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#11

Appointment of National Advocate

As per SOP #05 the K on B Executive has appointed the following as NATIONAL ADVOCATES;

AMERICAN NATIONAL – Jesus CHAVEZ > jcha00@yahoo.com,

And

CANADIAN NATIONAL - Dennis MAILLOUX > dennisfm@hotmail.com

The term shall be renewed after August 31. 2020

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