

Knights of Columbus

Pennsylvania State Council

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December 9, 2016

Worthy Financial Secretary and Brother Knight,

In accordance with Chapter II, Section 12(a) and 13 of the Charter, Constitution and Laws of the Knights of Columbus and Article I, Section 2 of the Pennsylvania State Council By Laws, your Council is hereby notified that the Pennsylvania State Council will convene for the 120th Annual Meeting at the Harrisburg Hilton from May 4 to May 6, 2018.

The Charter, Constitution and Laws specify, “State Council Delegates shall consist of the **Grand Knight and a Past Grand Knight from each subordinate Council in good standing.** If there is more than one Past Grand Knight, the Council shall elect one of them to represent it in State Council. A council having no Past Grand Knight may elect any of its 3rd Degree members in good standing in lieu thereof as a said representative of said Council in the State Council”. Please comply with these Laws in selecting and reporting Delegates and Alternate Delegates. All delegates must be at least a Third Degree member!

Enclosed is an “**Official Credential**” form which must be completed in its’ entirety, certified by the Grand Knight and Financial Secretary of the Councils and the Seal of the Council must be affixed. The State Secretary must receive it no later than **March 31, 2018.** Changes and substitutes following this deadline will require an amended Official Credential form, so **make a copy** before completing it.

Your Council is strongly encouraged to exercise its’ right to two votes on the business of State Council. The State Council Bylaws Article V, Section 2, strictly prohibits any subordinate Council in default (arrears) of any State or Supreme Council assessment from being represented at the Convention, including committees of the Convention and Nominees to Supremes’ Convention. Please insure you are current in your standing with both or do so before the Convention itself. Please feel free to contact me if you are unsure.

RESOLUTIONS presented for consideration by the State Council need to refer to Article V, Section 5 for the correct procedure. Note that all Resolutions must be typed or printed, certified by the Grand Knight and Recorder, have the Council seal affixed to each of **SIX (6)** copies and received by the State Secretary by **MARCH 1, 2018.** Failure of any part of the requirement will result in it being returned.

(over)

All Delegates and Alternate Delegates must Register (physically sign the provided sheets) with the State Secretary in order to be officially accredited to receive a “Voting” card. This requires presentation of your current signed membership card and a picture ID such as a Driver’s License. Not registering at least one Delegate eliminates the Council from any reimbursements or rebates for the convention. Past Grand Knights are the preferred Alternate Delegate but, if there are none available or willing, an elected 3rd Degree member will be accepted. He will be elevated to Voting Alternate status if the Delegate fails to appear.

Please note, if a District Deputy or State Chairman wants to be a delegate for their Council they must have the credential form filled out with the signature of the Grand Knight and Financial Secretary and include the Council Seal. NO ONE will be allowed to be a voting delegate for their Council without submitting the credential form, which includes their names and the required signatures and the Council Seal, to the State Secretary!

In the past there has been some confusion with the multiple registrations for the Convention. **There are three (3).**

1. You need to register with the Hotel for your room and receive your meal tickets.
2. Register physically with the State Secretary to certify Delegates and Alternate Delegates sign the proper sheets proving attendance for voting and rebate purposes and to receive Voting cards for each Delegate.
3. Register with the Convention Committee. You will be receiving additional forms from them by way of the preregistration for program advertising booklet, name badges and gifts. (*This does not take the place of the Registration with the State Secretary.*)

All of these registrations will take place in the hotel lobby. Signs will identify each and open times will be listed. Normally, they are open on Friday from 1PM to 8PM prior to the opening Business Section on the first evening. Again on Saturday 9AM to the conclusion of the business session. Sunday morning it will open one half hour prior to the start of the final business session. Please make sure that the delegates from your Council know to bring their paid up membership card!

I will make myself available at most times during the Convention for any problem, which might arise. I would request that you review your Council’s financial status with State and Supreme Councils and comply with all of the required items listed in this letter before you arrive. With your help as the Financial Secretary, it will be a smooth event. If you have any questions, please contact me by phone or email well before the start of Convention.

Please note that the 2018 Convention Committee will be sending you a packet with specifics on the State Convention.

Fraternally,

Paul J. Sharum

Paul J. Sharum
PA State Secretary

Credential Form
Council Delegates and Alternate Delegates to 120th PA State Convention

Council Number: _____ **Location:** _____

Council Name: _____

This is to certify that the below listed members in good standing of this Council are lawfully and duly accredited Delegate/Alternate Delegate to the 120th Annual State Convention of the Pennsylvania State Council to be held at the Harrisburg Hilton in Harrisburg, PA on May 4 to May 6, 2018.

PLEASE PRINT LEGABLY

Grand Knight – Delegate No. 1

Name: _____ Membership Number: _____

Street Address: _____

Town: _____ Phone Number: _____

Delegate No. 2

Name: _____ Membership Number: _____

Street Address: _____

Town: _____ Phone Number: _____

Alternate Delegate No. 1

Name: _____ Membership Number: _____

Street Address: _____

Town: _____ Phone Number: _____

Alternate Delegate No. 2

Name: _____ Membership Number: _____

Street Address: _____

Town: _____ Phone Number: _____

ATTEST: _____
Council Seal Grand Knight Signature Financial Secretary Signature

Mail form to:
Paul J. Sharum, PA State Secretary
4830 Shavers Creek Road
Petersburg, PA 16669