

**THE BY-LAWS  
OF THE  
PROVINCIAL CIRCLE  
OF THE  
ONTARIO COLUMBIAN SQUIRES**

*As Amended up to*  
Ontario Squires Convention 2007 (0)  
Ontario Squires Convention 2009 (1)

## **Article I**

### ***Operation of the Provincial Board***

1. The executive Body of the Ontario Columbian Squires shall be referred to as a Provincial Board, not a State Board.
2. All notices of the Provincial Board shall be written and sent to at least one (1) circle contact and its sponsoring council.
3. Before the Provincial Board appoints any committee, it must have the necessary funds for that committee to operate.
4. The members of the Provincial Board shall be installed at the earliest possible convenience to the members of the Provincial Board, or at the first Provincial Board meeting.
5. A past officers of the Provincial Board of Ontario Club (Senators' Club) shall be established. It will be self sufficient and act in an advisory capacity for the Provincial Board, yet be recognized as an individual club.
6. Each circle in Ontario will receive all information from the Provincial Board in either of Canada's Official Languages, upon request.
7. Any Provincial Board officer who shall be absent without just cause from three (3) consecutive meetings or activities may be expelled. Expulsion of the Provincial Board officer is to be determined by the Provincial Chief Squire and the State Squires Chairman. In the select case of expulsion of the Provincial Chief Squire, the final decision shall be made by the State Squires Chairman.
8. All Provincial Board committee and position reports shall be submitted to the Provincial Chief Squire, Provincial Father Prior and State Squires Chairman two weeks in advance of each Provincial Board meeting at the discretion of the Provincial Chief Squire.

## Article II

### *Finances*

1. Each circle in Ontario must forward to the Provincial Bursar Squire an annual tax, which shall depend on the time of payment as follows:

<b>Time of Payment</b>	<b>Tax Amount</b>
Prior to January 1 <sup>st</sup>	\$65.00
January 1 <sup>st</sup> – May 15 <sup>th</sup>	\$75.00
After May 15 <sup>th</sup>	\$85.00

2. The Provincial Bursar Squire shall send a bill or issue an invoice to each circle stating the due date of the Provincial tax before November 15<sup>th</sup>.

3. The Provincial Bursar Squire shall maintain a list of all delinquent circles. If the tax is not paid by Convention, the circle will be ineligible for awards, and will not be granted the right to vote during Convention.

4. The Provincial tax will be applied to all Circles recognized as active by Supreme Council, including newly instituted or reinstated Circles who shall be charged the Provincial tax on a pro-rated basis with the following stipulations:

- a. Newly instituted or reinstated Circles shall be charged a maximum of \$65.00 pro-rated over twelve (12) months.
- b. The first three (3) months of operation shall be exempted from the pro-rated charge.
- c. Newly instituted or reinstated Circles shall receive a rebate for their pro-rated charges upon attending Convention within their first fraternal year.

*Article II, Section 4, Revised June 6, 2009 (1)*

5. A committee consisting of the Provincial Bursar Squire, State Squires Chairman and Area Chairman in the Circle's zone (if applicable) shall investigate whether a circle's Provincial tax will be exempted. The committee shall report to the Provincial Board, who will vote on the decision.

*Article II, Section 5, Revised June 6, 2009 (1)*

6. The Ontario Provincial Board audits of its own books will be conducted semi-annually by the Provincial Chief Squire, the State Squires Chairman, and a Knights of Columbus Ontario State Board Officer or someone appointed by the Knights of Columbus Ontario State Board.

7. A motion to commit Provincial Board funds to a specific charity or cause shall not be considered binding upon the Provincial Circle, unless submitted as a resolution at least fourteen (14) days prior to the opening of the annual meeting of the Provincial Circle.

## **Article III**

### ***Bursary***

1. The Provincial Board shall set aside an amount of money in a high interest bearing account, in order to create a bursary for the Squires of the Province to be distributed each year, at the annual Convention. The amount of the award will be determined by taking the interest earned to a maximum of two hundred and fifty dollars (\$250.00) per recipient, to a maximum of two (2) awards.
2. The applicant shall send a copy of the application to his circle and the local Area Chairman.
3. All applicants shall receive a notification from the selection committee upon the receipt of the application.
4. The applicant must be a graduating Squire, preparing to, or already having joined the Knights of Columbus.
5. The selection committee must receive the complete and accurate application postmarked no later than May 15 or the fraternal year.
6. Applicants for this award are only eligible once.
7. The successful candidate(s) will receive the award once proof has been given stating their enrolment in a Post Secondary institution.
8. The selection committee will be comprised of the Provincial Father Prior, the State Squires Chairman and the Immediate Past Provincial Chief Squire.
9. No member of the Provincial Board or Provincial Board affiliate may be eligible for this award.

## **Article IV**

### ***Other Projects***

1. Any circle in Ontario wishing to obtain the original Unity Cross may do so under the condition that they are willing to assume all transportation costs, the Provincial Board incurring no expense.
2. The Provincial Board officer in charge of the Unity Cross will keep an accurate record of all its travels, which will be made available upon request.
3. Robes and Paraphernalia shall be made available to all circles in Ontario for ceremonials at circle cost.
4. The Provincial Board shall design and make available its own activity report forms. The Provincial Board shall also annually make known the singular contact/delivery information to which all forms shall be submitted. All documents that are not forms designed by the Provincial Board and not submitted to the contact as established by the Provincial Board shall not be considered by the awards selection committee. *Article IV, Section 4, Revised June 6, 2009 (1)*

## **Article V**

### ***The Provincial Convention***

1. The annual gathering of the Provincial Circle shall henceforth be called a Convention.
2. Convention shall be held on a date and in a location considered practical and convenient to the Provincial Circle and which does not conflict with the Knights of Columbus Supreme Convention.
3. The registration fee designated each year must be paid no later than two (2) weeks prior to the Convention.
4. The Convention committee shall be responsible for the proper accommodation of all people attending the Convention.
5. Each circle shall be responsible for its own traveling expenses to Convention.
6. The financial statement of each Provincial Convention shall be audited according to the accepted standards of financial procedure and the complete and audited Convention financial statement, including income and expenses from all aspects of the Convention, shall be made available as a written document to all circles in good standing who are in attendance at the following year's business meeting of the Provincial Convention. Circles in good standing who are not in attendance at the following Convention shall be mailed a copy of the Convention Financial Statement.
7. The Convention Mass shall be offered for the repose of the souls of deceased Squires, Squires counsellors, Knights of Columbus and their families.
8. Notes may only be passed between delegates and members of the Provincial Board, provided that they are signed.
9. The Provincial Board and affiliates shall not in any way, shape or form, endorse any candidates running for the Provincial Board. No campaign material shall be printed on or mailed in Provincial Board material.

## **Article VI**

### ***Further Duties of the Provincial Board***

1. At the first Provincial Board meeting of the year, the incoming Provincial Chief Squire, upon consultation with the Immediate Past Provincial Chief Squire, shall present an action plan within his Chief Squire's Address, stating how he intends to implement each resolution passed at the previous Convention. The Provincial Board shall discuss and adopt some such action plan, and make it available to all circles immediately following said meeting.

## **Article VII**

### ***Responsibilities of Circles***

1. Throughout the year, each Squires circle in Ontario will be asked to fill out the activity report forms provided by the Provincial Board, describing activities in each of the following categories: Spiritual, Membership, Circle and Service, with one (1) activity per form to be sent to the Provincial Father Prior and State Squires Chairman postmarked no later than May 15.
2. The Circle Audit Report Form is standard for all Audits of Ontario Circles. The audit must be conducted semi-annually by the Chief Squire, Grand Knight and the Deputy Grand Knight and must include proper signatures. A period ending financial statement must be included in this report and a copy of both the audit and financial statement must be sent to the respective Area Chairman and the State Squires Chairman.
3. The Squires of Ontario will be informed by a member of the Provincial Board of a date that is to be Vocation Day, at which time every circle will try to impress upon its members the true idea of religious vocation.

## **Article VIII**

### ***Amendments to Constitution and By-laws***

1. Proposed amendments to the Constitution or By-laws shall be submitted in writing at least fourteen (14) days prior to the opening of the annual meeting of the Provincial Circle.