

Nebraska
Knights of Columbus
Natural Disaster Relief
Committee
with Protocol

Established 9 July 2011



KNIGHTS OF COLUMBUS NEBRASKA STATE COUNCIL
NATURAL DISASTER RELIEF COMMITTEE
CREATED 9 JULY 2011

Pursuant to Article IX, Section 2 of the First Revised and Restated Bylaws of the Nebraska State Council Knights of Columbus, the State Deputy, James N. Haiar, appoints the **Nebraska Natural Disaster Relief Standing Committee** (“Disaster Relief Committee” and “Committee”) of the Knights of Columbus Nebraska Jurisdiction *with full power* specifically as follows:

I. Mission:

To advance and promote the vision of the venerable Father Michael J, McGivney and the Knights of Columbus (“Order” and “Knights”) by assisting natural disaster victims.

II. Vision:

To offer assistance to as many Nebraska natural disaster victims as possible, the intent being to provide temporary relief for day-to-day basic needs (food, clothing, and temporary shelter).

III. Plan:

This document and addendums shall serve as the Nebraska State Natural Disaster Relief Plan (“Natural Disaster Relief Plan”).

IV. Fund:

A. The Committee shall administer the Nebraska Natural Disaster Relief Fund (“Natural Disaster Relief Fund”), a segregated fund (sub-account) of the Knights of Columbus Nebraska Jurisdiction General Account, pursuant to the instructions, terms, and conditions set forth herein.

B. Committee Members other than the Chairman shall not have signatory authority on the Natural Disaster Relief Fund.

V. Composition & Duties: The Committee shall:

A. Be comprised of the following members:

1. One Chairman (“Chairman”) who shall be a Nebraska Member in good standing (“Nebraska Member”) and have at least one of the following additional qualifications in order of preference from top to bottom:

- a. The Immediate Past State Deputy, or
- b. A Past State Deputy, or
- c. A prior State Officer, or
- d. A prior State Chairman or Director, or
- e. A prior District Deputy; and

2. One Member ("Member A") who shall be a Third Degree Nebraska Member who resides in a Nebraska Diocese different from that of the Chairman; and
 3. One Member ("Member B") who shall be a Third Degree Nebraska Member who resides in a Nebraska Diocese different from that of the Chairman and Member A.
- B. Be appointed by, serve at the discretion of, and have a term that coincides with that of the State Deputy.
 - C. Operate under the applicable Laws of the Order, State Bylaws, and special rules of order and utilize as its parliamentary authority and conduct all its affairs, business, and meetings in accordance with the (Current Edition) ROBERT'S RULES OF ORDER, NEWLY REVISED.
 - D. Conduct meetings:
 1. In person; or
 2. By videoconference and/or teleconference provided that such meeting is conducted by a technology that allows all persons participating to hear each other at the same time. Rules for recognition and debate during such meeting shall be established by the Chair prior to convening the meeting.
 - E. Submit a written report of activity as follows:
 1. Annually at the State Convention as directed by the State Deputy with an identical copy provided to the State Archivist; and
 2. On the request of the State Deputy as specified.
 - F. Safeguard and preserve in relatively the same condition received all documents referred to it and return/provide same to the State Secretary on a regular basis and as directed by the State Deputy.
 - G. In the Committee's discretion engage additional volunteer assistance from within the Order for the timely processing of applications.
 - H. Execute the Natural Disaster Relief Plan.
 - I. Prepare a Natural Disaster Relief Plan as required herein and for each Disaster for which funds from the Natural Disaster Relief Fund are to be disbursed.
- VI. Instructions and Protocol: The Committee shall act specifically with regard to all matters concerning Knights of Columbus Nebraska Jurisdiction natural disaster relief as follows:
- A. For purposes of this document, a Natural Disaster ("Disaster") shall be defined as the effect (event) of a natural hazard (e.g., flood, tornado, hurricane, volcanic eruption, earthquake, landslide, or lightning) that causes serious loss, destruction, hardship, unhappiness, or death, as opposed to an effect (event) caused exclusively by human action.
 - B. For purposes of this document, a Disaster Victim ("Victim") is defined as a Household or Family Unit that is adversely impacted by a Disaster.

- C. The preference for distribution of relief to multiple Victims shall be as follows:
1. First, to a Brother Knight ("Member") in good standing and the Widow of a deceased Member;
 2. Second, to a non-Member Catholic;
 3. Third, to all others residing in Nebraska at the time of the Disaster.
- D. The Committee is empowered to authorize fund disbursement from and deposit to the Natural Disaster Relief Fund pursuant to the provisions herein after Committee receipt and approval of a properly completed Knights of Columbus Nebraska Jurisdiction Disaster Relief Request Form ("Request Form")
- E. The following disbursement procedure shall apply:
1. Initial \$100.00 per Victim for an approved request;
 2. On Committee receipt of \$100.00 matching funds from a local Council, an additional \$200.00 per Victim for each previously approved request for a maximum \$300.00 relief for each Victim.
- F. Relief payments processed/authorized by the Committee shall be in one of the following forms at the Committee's discretion:
1. Merchant voucher or gift card (e.g. Wal-Mart, Target); or
 2. Pre-Paid Visa/MasterCard card.
- G. In the event of a widely publicized significant Disaster resulting in Nebraska Victims reasonably expected to number more than twenty-five (25) , the following Protocol shall apply:
1. All pertinent information concerning the Disaster is to be gathered along with any relief requests and Request Forms received and the same directed to the Chairman; copies of all documents shall be distributed to the other Committee Members.
 2. Within three (3) days after notification of the Disaster is received, the Committee shall have effectuated contact of all Nebraska District Deputies with territories impacted by the Disaster and exchanged information concerning the scope of the Disaster including an estimate of the number of Victims in each of the specified preference categories; detailed documentation of all investigations, communications, and information exchanged with District Deputies shall be contemporaneously prepared.
 3. Within six (6) days after notification of the Disaster is received, a Committee Meeting shall be convened, the matter discussed/debated, and the following action taken:
 - a. The Committee shall prepare a written Natural Disaster Relief Plan and recommendations, and submit same along with the investigation/communication documentation to the State Council Officers within ten (10) days after notification of the Disaster is received; and
 - b. On the Committee's submission, the Chairman shall request a special meeting of the Nebraska State Officers for emergency action on the Committee's recommendations.

- H. In the event of a localized Disaster resulting in Nebraska Victims reasonably expected to number less than twenty-five (25), the following protocol shall apply:
1. The Grand Knight (or designee(s)) of each Council in geographic proximity to the Disaster should ascertain the identity of and contact as many Nebraska Victims as practicable and evaluate whether a request for relief is warranted as to each identified Victim.
 2. A Request Form shall be completed by the Victim or by another on the Victim's behalf as follows:
 - a. For each Victim who requests and/or warrants initial relief; and
 - b. For each Victim who requests and/or warrants additional relief.
 3. Each completed Request Form shall be submitted to a Committee member for processing.
 4. The Committee shall within two (2) days of receipt of a completed Request Form either approve or deny the request as follows:
 - a. In the event the Request Form is approved, the Committee shall forward or direct the relief payment to the Requesting Person within two (2) days of approval; and
 - b. In the event the Request Form is denied, the Committee shall forward the denial and basis therefor to the Requesting Person within two (2) days of the denial.
 5. The Grand Knight (or designee(s)) may establish the method for distribution of relief payments through the Council.
- I. The Committee shall implement follow-up procedures to gauge the effectiveness of the relief process and distribution.

//signed//

 James N. Haiar, Nebraska State Deputy

07-10-2011

 Date

___ INITIAL REQUEST
___ ADDITIONAL REQUEST

KNIGHTS OF COLUMBUS NEBRASKA JURISDICTION NATURAL DISASTER RELIEF REQUEST FORM

Person Requiring Assistance Provide All Applicable Information

Complete Name of
Person Requiring Assistance: _____

Physical and Mailing Addresses: _____ City/Zip: _____

Phone Number(s): _____ Email: _____

If Knight of Columbus (or Widow of), Council Number/City: _____

Indicate whether Catholic and if so provide Parish/City: _____

Provide date and description of the loss and immediate needs if known: _____

Indicate amount of insurance or FEMA assistance received to date if applicable: \$ _____

Describe other assistance already received if applicable: _____

Estimate the total Dollar amount of loss for comparison purposes only: \$ _____

Person Requesting Assistance if Different from Above

If a person is requesting assistance or receiving funds on behalf of another, complete contact information of the requester/receiver and signature shall be provided without exception. The information for additional persons involved in the request shall be provided on the back of this form or by attaching additional sheet(s).

Complete Name of
Person Making Request: _____ Request Date: _____

Address: _____ City/Zip: _____

Phone Number(s): _____ Email: _____

Council Number/City/Title: _____

X _____
Signature of Person receiving funds

X _____
Signature of Knights of Columbus Representative