

**The Knights Party**

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***Non- Silba Sed Anthar***

***Not for Self – But Others***

**THE KNIGHTS PARTY**

# **The Knights Party**

**Realm of  
Massachusetts**

**Unit 1751**

**Unit Member  
Handbook  
Guidelines and  
Rules of  
Conduct**

## Unit Member Notes

# The Knights Party Unit Handbook

*In each age, a few will undertake the ascent. From below, the world follows them with their eyes. These men go up the mountain, enter the clubs, disappear, reappear; people watch them, mark them. They walk by the side of precipices. A false step does not displease certain of the lookers-on. They daringly pursue their road. See them aloft, see them in the distance; they are but black specs. "How small they are," says the crowd "they are giants. On they go. The road is uneven, its difficulties constant. At each step, a wall. At each step, a trap. As they rise the cold increases. They must make their ladder, cut the ice and walk on it, hewing the steps in haste. Every storm is raging. Nevertheless they go forward in their madness. The air becomes difficult to breathe. The abyss increases around them. Some fall, others stop and retrace their steps; there is a sad weariness.*

*The bold ones continue; those predestined persist. The dreadful declivity sinks beneath and tries to draw them in; glory is treacherous. They are eyed by the eagles; the lightning plays about them; the hurricane is furious. No matter, they persevere. They conquer!*

# Table of Contents

Section 1	Purpose of a local unit
<i>Page 3</i>	
Section 2	Our Goal
<i>Page 4</i>	
Section 3	Unit offices
<i>Page 6</i>	
Section 4	Meeting locations
<i>Page 12</i>	
Section 5	Meeting time
<i>Page 12</i>	
Section 6	Meeting room arrangements
<i>Page 12</i>	
Section 7	Alcohol prohibited
<i>Page 13</i>	
Section 8	Order of unit meeting
<i>Page 13</i>	
Section 9	Suspension
<i>Page 16</i>	
Section 10	Unit membership
<i>Page 17</i>	
Section 11	Ceremony
<i>Page 18</i>	
Section 12	Rank insignia
<i>Page 28</i>	
Section 13	Unit address
<i>Page 28</i>	

NOTE: All sources in this handbook have been reproduced from the Recruiters manual. No material listed in this handbook has been altered from its original text. A detailed description of sections can be found in the Recruiters manual.

*I will never slander, defraud, deceive or in any way wrong a brother or sister in The Knights or their families, nor will I permit others to do the same if I can prevent it. I will be faithful in defending the home, reputation, the physical and the business interest of all brothers and sisters of The Knights. I will go to the aid of any brother or sister who requests it, at their call I will answer, and will truly be Klannish toward all brothers and sisters of the Knights in all things honorable and just. I will never judge any Klan brother or sister by any newspaper report, broadcast, rumor or any other source other than from the authority of the headquarters of The Knights Party. I will give whenever possible and sacrifice when it is necessary. I will answer the appeals and special needs of The Knights. May all members of The Knights know without a doubt that I have given my all, done my best, and that I can truly be called DEDICATED!"*

## Rank Insignia

### Section 12

Rank insignia will consist very simply of black stripes worn on the sleeves of the robe. One stripe will signify a unit officer. One red stripe signifies a recruiter. One green stripe signifies a chaplain. The national director and members of the grand council wear four stripes. If you hold more than one position in the unit you should still only wear one stripe.

## Unit Address

### Section 13

The unit address will be; \_\_\_\_\_.

I will not usurp authority that is not mine, nor will I act in such a manner as to give headquarters reason to doubt my integrity or motives. I further understand that The Knights Party did not join me, but that I joined it. I will have faith in the decisions made by our leadership and will support those decisions without hesitation or complaint.”

The ombudsman will then say a prayer.

*“Almighty God, master, creator and savior. He who formed our Holy race after His own image and sanctified it for his purpose and glory, help us to achieve the destiny you have allotted for us. For we have wavered from the Holy law of our forefathers and now we dedicate ourselves toward returning our people to the path of righteousness. Help us to be faithful and guide our lives to be loyal. Those who have made this pledge today have been moved by worthy motives and impelled by noble sentiments to turn from selfishness and racial alienation and to espouse with body, mind, spirit and life in the Holy service of our race, our homes, our nation and The Knights. Help us to be true and to walk upon the pathway of righteousness. We ask this in the Holy name of Jesus Christ. Amen.”*

## ***Pledge of Dedication***

The following pledge is said at each unit meeting after visitors are recognized. While standing the unit members will pledge:

*“I pledge that every Klansman of The will be as a brother or sister to me, and that their welfare will come before my own.*

*(Continued on next page)*

# Purpose of a Local Unit

## Section 1

To bring together members and supporters of The Knights to represent a local group effort of concerned White Christian men and women.

To promote a better understanding of the responsibility of members and supporters to each other, their unit, and to headquarters.

To provide a forum for the interchange of experiences and ideas.

To promote fellowship and cooperation among members and supporters.

To promote a positive working relationship between members and headquarters.

To provide a positive and upbeat atmosphere in which members can work toward the goals and objectives as set by headquarters.

To promote community wide grass-roots organizing.

To maintain and grow (to appropriate size) a strong local unit of members, volunteers, and supporters, to one day soon work as one of many base support groups for local, state, and federal political campaigns.

# Our Goal

## Section 2

The time in which we live is very exciting and you should be proud to be a member and / or supporter of this grass-roots movement to take back America. **The Knights Party** will, in the years to come, become recognized by the American people as **THE White Rights Movement!** Where ever they live, whatever their personal religious denomination may be, no matter what present political or fraternal organization they may be with, everyone should support **The Knights Party**, realizing that to achieve true security for our people we must achieve political power in the United States, will:

1. **Become the leader of the White racialist movement.**
  - A. Through a strong organized show of leadership.
  - B. Through the training and use of qualified media representatives.
  - C. Through a concerted effort of all members to carefully follow instructions, suggestions, and guidelines as set by headquarters and to continually strive to be THE BEST.
  
2. **Strive to become the representative and driving force behind the White community.**
  - A. Through large organized rallies
  - B. Through an aggressive use of media, radio, and print advertising.
  - C. Through huge nationwide literature drives in which millions of people are reached with our literature.

*I (state name) humbly accept the position of unit coordinator for unit \_\_\_\_\_ of the Realm of Arkansas on behalf of the Knights of the Ku Klux Klan. I do so not for selfish reasons but because of my love for Jesus Christ and my white Christian brothers and sisters. I declare that I will oppose the subversion of our country and racial nation with my life, my fortune, and my honor. I will work diligently to secure the freedom of our people with what ever means the situation demands. And, if necessary, I will even sacrifice my life in the defense of our country, racial nation, my family and the Knights of the Ku Klux Klan. I shall live to make my life an example of our motto. To my brothers and sisters of the Knights of the Ku Klux Klan I pledge here and now **Non Silba Sed Anthar.***

## ***Pledge of Loyalty***

After the unit coordinator has made a **Pledge of Service** to his/her fellow Klan members and supporters, the unit members should make a **Pledge of Loyalty** to The Knights. Just like the previous pledge, this is made once a year during a special ceremony after headquarters has renewed the unit's charter. All unit members should stand and repeat the following:

*"I (state name) pledge my unfailing loyalty to The Knights. I declare most humbly that I will faithfully obey the laws, regulations and requirements of The Knights. I will immediately and heartily respond to any and all official mandates, decrees, rulings and instructions of the national headquarters of The Knights. I will promptly perform any official instruction of which I have knowledge and am physically able to carry out. (Continued on next page)*

*“With heart and soul, I welcome you and open the way for you to obtain the most noble achievement on the earth. Be faithful and true until death and all will be well with you and our people. Be assured that there are Klan brothers and sisters who will help you perform your duty and keep you strong and faithful. Trust in the leadership of The Knights and be prepared to faithfully perform every duty placed upon you. On behalf of Thomas Robb, national director of the Knights I congratulate you on your new position.*

## ***Pledge of Service***

Each year when the unit charter is due for renewal the members of each unit should take a vote of confidence in the unit coordinator. The vote should be taken by secret ballot. The secretary will administer the ballots and the deputy coordinator will count them. The results will be sent along with the unit charter renewal application to headquarters. Upon renewal by headquarters, the unit coordinator will make a pledge of service to the unit members.

After the 3<sup>rd</sup> order of the meeting is completed the unit coordinator who has received a renewal of his/her unit charter should make the **Pledge of Service** before the entire unit. While kneeling before the lit cross of candles he/she should pledge the following:

See Pledge of Service on the following page.

- D. To legally break through the liberal wall that surrounds America’s colleges and universities – to reach instruct students in the reclaiming of their schools.
- E. Through the effective use of project committees to assist in the re-education of law enforcement agencies and the educational establishment. These tow very important groups must be given another side of the story instead of only receiving information from organizations such as the ADL, NAACP, and Klanwatch.

### **3. Organize and direct white people to a level of activism necessary to bring about a political victory.**

- A. Through the organizing and maintenance of strong local units.
- B. Through bold public relations campaigns focusing on two main ideas.

1. The White Christian people have been betrayed.
2. The Knights Party is the last hope for America.

C. Through the aggressive and combines effort of Knights units (the core of the grassroots movement) to work within their community in all aspects of a political campaign, including but not limited to:

1. Getting literature into the hands of everyone in the community.
2. Keeping the name “The Knights Party” in continual high profile.
3. Sponsoring ads in local newspapers and on local radio and television networks.
4. Working on petition drives to achieve ballot access for Klansmen or Klanswomen who run for either local, state, or federal offices; such as school board, mayor, state representative, congress, senate, etc.

5. Conducting community goodwill projects.
6. Organizing and working on “get to the polls” campaigns, to insure that everyone who will vote in our favor can have the opportunity to do so.
7. Recruiting new members for The Knights and volunteers who will work toward the election of Klansmen and Klanswomen to public office.

## Unit Offices

### Section 3

**Unit Coordinator** Must hold the position of Knight. (A fully dedicated associate of *The Knights* If it is a new unit forming to promote on behalf of The Knights.. The unit coordinator should be an interested, aggressive, intelligent leader who can inspire action, stimulate thinking, develop enthusiasm and command respect.

As the chief officer of the unit, the unit coordinator will preside at all meetings. He/she will be bound by the normal rules of parliamentary procedure and by our approved agenda. The unit coordinator also presides at all meetings of the officers of the unit. The prime responsibility of the unit coordinator could be summed up by saying that he or she should be a far-sighted individual who can work well with headquarters, work with and carry out plans, and keep the members in the unit in a continual state of activism!

After each person has uttered this profession then the unit coordinator will administer the pledge as follows:

*“Klansmen, repeat after me...Before God and in the presence of Klan authority, on my honor I must solemnly pledge to diligently guard and faithfully promote every interest of the Knights of the Ku Klux Klan. I declare that I will respond promptly to all demands made upon me to further the work of The. I declare that I will never allow personal friendship, family relationship or personal or professional prejudice, malice or ill will to influence me in the acceptance or rejection of any applicant for association in The Knights. I declare that I will most diligently maintain peace and harmony in all deliberations and gatherings of The Knights and of this unit. I declare that I will not conspire with or communicate to any Klan brother or sister the performance of any unlawful act. I fully understand that this could put my fellow brothers and sisters in danger and will subject me to suspension or banishment from the Knights. I declare that I will protect the property of The Knights and if property is placed in my hands, I will properly keep or rightly use the same. I will promptly surrender property of the Knights in the event I should fail to live up to my sacred obligations. I declare that I will never yield to bribe, threat, or punishment nor any enticement from anyone for the purpose on conspiring against The Knights. I take the **Pledge of Duty** not for personal gain but to serve my nation, faith, and homeland. To fail in my duty will be to fail our people and our supreme commander Jesus Christ.*

After the pledge has been made by the new officers, the unit coordinator will say:

Upon being appointed to the position of office, the unit should set a date for the ceremony. The new officers whether they are new officer holders or have been re-appointed must take the **Pledge of Duty** to be witnessed by the unit membership. After the 3<sup>rd</sup> order of the meeting (roll call) the unit coordinator will begin the ceremony by lighting the cross of candles. He or she will then say:

*“We are here today to witness these individuals (Say their name or names) as they take the Pledge of Duty. The Knights Party demands strong minds, great hearts, true faith and ready hands. Those whom the lust of office does not kill. Those whom the spoils of office cannot buy: Those who possess determination and a will and those who have honor and those who will not lie. Those who can stand before a demagogue and damn his treacherous flatteries without winking. Those who are tall, not in statue, but in loyalty and courage. Those who live above the fog in public duty and private thinking. For while rabble, with their thumb-worn creeds, their large professions and little deeds, mingle in selfish strife, Lo’ freedom weeps, wrong rules the land and waiting justice sleeps. God give us true, strong and courageous men and women who will not flinch at duty. Those of dependable character, those of sterling worth. When that happens wrongs will be redressed and right will rule the earth.”*

The unit coordinator should then ask the person or persons taking the pledge to step forward. The unit coordinator will ask each person to identify themselves by saying the following:

*“I (person’s name) have stepped forward willingly before God to make a pledge of duty to The.”*

The unit coordinator has a mutual responsibility with each of the other unit officers. He / She must work closely with the treasurer to keep a practical budget, which will enable the unit to achieve its objectives. The unit coordinator should make certain that the secretary is issuing and retaining up-to-date, accurate records of the proceedings of all unit meetings, as well as maintaining complete records of unit membership and keeping correspondence with headquarters up to date. The unit coordinator also plans the agenda or program for each meeting as well. The unit coordinator should organize and coordinate activities for the unit taking input from the members into consideration.

**Deputy Coordinator** Since the deputy coordinator occupies the role of a “stand-in”, and must be ready at all times to substitute for the unit coordinator; the same fundamental qualifications are needed for this job as are outlined for the unit coordinator. Must hold the rank of Knight.

**Unit Secretary** This job calls for a really industrious, diligent, hard-working member who is both willing and able to devote a considerable amount of time to unit affairs. It is highly desirable to have a secretary who has the ability to take brief notes quickly from which he or she can reconstruct an accurate chronological report of all that transpires at the various meetings. Neatness, accuracy and promptness are essential qualifications for anyone who accepts this responsibility. Must hold the rank of Knight.

The secretary shall have charge of all papers, keep such records, make such reports and perform such duties as pertaining to that office.

He should act as an interpreter of what goes on at the club meetings and should be prepared to clarify whatever has been discussed. He should serve as a reliable source of information on all official actions, assignments and motions that have been made at the various meetings. Obviously, it is essential to have accurate minutes, as this is the only way to settle debates which will undoubtedly arise from time to time. The secretary should also consider it an important responsibility to remind the unit coordinator of the various things which should be done in the course of regular proceedings.

It is the secretary's principal duty to keep and publish an accurate record of the proceedings of all unit meetings, as well as all meetings of the officers of the unit. He is usually responsible for sending out all meeting notices.

In preparing the minutes of an official meeting, the secretary should be certain to include the following information:

1. Time, date and place of meeting
2. Type of meeting
3. Presiding officer
4. Names or passport numbers of members and supporters attending
5. Digest of report of proceedings, including motions made, the person who made the motion, person who seconded the motion, and any pertinent discussion relating to the motion
6. Tabulation of vote taken on various questions
7. Treasurer's report

*I (person's name) pledge my Commitment to The. I will respond promptly to all demands made upon me to further the work of The Knights. I will actively seek to enlist men and women for support who are of high quality and standing, high moral character and true and honest purpose into The Knights. I furthermore pledge that I will commit my life from this moment forward to promoting the welfare of the White race and furthering the work of the greatest White Christian movement that has ever existed.*

After each person has made their **Pledge of Commitment** the unit coordinator will say:

*"You have publicly made a pledge of Commitment before your fellow Klansmen and Klanswomen. With confidence in your character that you have not made your pledge falsely or deceitfully, I, on behalf of all Klansmen and Klanswomen of unit \_\_\_\_\_ of the Realm of (your state) organized on behalf of The Knights Party welcome you as a member of this unit. May you always remain committed to your race, faith, and homeland.*

## ***Pledge of Duty***

The **Pledge of Duty** is given to new unit officers. It will be administered by the unit coordinator.

1. The ceremony should be conducted in full uniform (not robe).
2. The ceremony should be conducted in private except for that all unit members and their families are permitted and encouraged to attend.
3. It is suggested that the ceremony be held in conjunction with a dinner, but not required.

*You - as a member of this unit, working to promote The Knights Party, must be actively patriotic toward our country and worldwide racial brotherhood. You must be constantly Klannish toward all fellow associates of The Knights. But you must also be Klannish toward all racial brothers and sisters, so that they may speak well of both you and the Knights. You must be mindful that as the Holy Bible says, all men are observing your actions, the way you walk, talk, eat, the kind of music you listen to and the kind of friends you have, therefore we must live so that we only reflect good, positive and wholesome thoughts about ourselves and The Knights. With the help of God, will you assume this obligation of membership in this unit organized on behalf of The Knights?*

The member/members being inducted should answer yes to this question. Upon doing so the unit coordinator says:

*“You may now state your Pledge of Commitment”*

The member/members being inducted should then one at a time, upon being called by name by the unit coordinator, say their Pledge of Commitment.

**Note: After it has been voted upon by the unit to accept the individual into unit membership, the secretary should supply a copy of the Pledge of Commitment to the Klansman/Klanswoman. They should be instructed to memorize the pledge and that they will be required to say it at the ceremony.**

The pledge recited is on the following page.

The secretary should maintain a permanent notebook-either bound or loose-leaf and take charge of any and all tape recordings of any proceedings or speeches that the unit chooses to record. A complete letter file containing all of the incoming and outgoing correspondence relating to the unit as well as any official records concerning the unit.

To assist the unit coordinator in the proper and expeditious conduct of the meeting, the secretary should have with him at the meetings, originals or copies of the following:

1. Standing rules of the unit
2. Complete roll of the unit membership in good standing-members permitted to vote on questions before the meeting
3. Original minutes of the previous meeting; and any others not yet approved; and such others as may be needed for reference
4. Other records, or new data, to which reference may be required

If either the unit coordinator or deputy coordinator is present at the time set for the meeting to start, the secretary calls the meeting to order and presides in their place.

The secretary's first regular duty, when called upon by the unit coordinator, is to read the minutes of the previous meeting. He also reads the name of the person, who prepared and wrote the minutes-such person being either himself, his predecessor in office, or some other person who may have acted as secretary pro tem.

He enters any corrections which may be ordered by the meeting. When the minutes have been approved, he should sign them as having been approved of that date, and should have this fact attested by the signature of the unit coordinator. If there are minutes yet un-approved for the meetings other than the previous regular meeting, each set of such minutes is read and acted on separately. A copy of the approved minutes should then be sent to headquarters.

**Unit Treasurer** The same fundamental qualifications required for secretary are also needed for the treasurer's job. In a small unit, the secretary and treasurer's jobs may be combined.

The treasurer should receive, properly bank and record all unit income. The treasurer pays all duly authorized expenditures of the unit, with checks cosigned by the unit coordinator. He/she should keep a detailed record of all income and expenses and at the same time prepare whatever financial reports are requested by either the unit coordinator or headquarters. He/she works very closely with the other officers in preparing budgets for the various programs. Must hold the rank of Knight.

One particularly important responsibility of the treasurer calls for setting up a systematic plan for collecting all outstanding dues. In collaboration with the unit coordinator, a delinquency period should be established, with the understanding that if a member exceeds this period he receives notification and subsequently is dropped from the unit membership. Headquarters suggests a period of 3 months.

## ***Pledge of Commitment***

Upon being accepted into the unit by secret ballot the unit should set a date for a Pledge of Commitment Ceremony. The ceremony should be solemn in nature. Each new member should understand that they are making a very important decision in joining The Knight's unit. It is through this association with the unit that they will be in a position to more effectively promote the agenda of The Knights.

1. The ceremony should be conducted in full uniform.
2. The ceremony should be conducted in private except that the family members of Klansman or Klanswoman being inducted are invited to attend this special occasion.
3. It is suggested that a dinner be held in conjunction with the ceremony.

The member or members being inducted should wait separately in another room until after the 3<sup>rd</sup> order of the meeting has concluded (roll call). When the unit coordinator indicates that everything is ready to begin, the ombudsman will bring the waiting Klansmen or Klanswomen into the meeting room where they should stand in front of the ceremonial cross of candles which should already be lit. All members but the unit coordinator should remain seated. The unit coordinator will then say:

*“The distinguishing marks of a (Klansman or Klanswoman) are not found in the fineness of his cloths or his social or financial standing, but are spiritual and racial; namely, a compassionate heart, a prudent tongue, a courageous will bonded to racial purity and devoted to world wide racial unity, our families, the Knights and each other. These are the distinguishing marks of a Klansman and these people (or person) claim the marks.*

# Ceremony

## Section 11

There are five occasions when the unit will accept a “Pledge” from Klansmen and Klanswomen. It is during these five occasions that ceremony will be used. They are as follows:

1. Pledge of Commitment
2. Pledge of Duty
3. Pledge of Service
4. Pledge of Loyalty
5. Pledge of Dedication

### **When Used**

*Pledge of Commitment:* The **Pledge of Commitment** is used during the induction of new unit members.

*Pledge of Duty:* The **Pledge of Duty** is given to new unit officers.

*Pledge of Service:* The **Pledge of Service** is taken by the unit coordinator each year after a vote of confidence in the unit coordinator is taken among unit members.

*Pledge of Loyalty:* The **Pledge of Loyalty** is taken each year by all unit members to profess their continued loyalty to the **Knights of the Ku Klux Klan**.

*Pledge of Dedication:* The **Pledge of Dedication** is taken by all unit members prior to each unit meeting.

Note: It is up to the unit coordinator to consider the level of activism of the individual who may be behind dues. A person who gives greatly of his/her time is just as valued as a person who simply attends meetings and pays dues.

The treasurer will need:

1. Cash books or journals for recording accounts
2. Membership dues record book
3. Receipt forms

Great care should be taken to keep these records and items up to date. Headquarters will require reports. Note: see unit finances.

**Ombudsman** The ombudsman provides simple council to members of the unit. The ombudsman should be a caring individual who can spend some time if need be and give assistance to a fellow member in need. For example; a member may be sick and needs some extra help or meals cooked, or perhaps a simple card. Under this office Christian charity comes into play. Humility and kindness are in order. He/she should work with the unit coordinator to insure that the unit members are pursuing the rank of Knight and to give assistance in their education of The Knights. The ombudsman should lead the unit in prayer at each meeting. Must hold the rank of Knight.

**Expediter** The expediter should keep the flags and banners and pay close attention that they are displayed correctly at meetings. He/she will lead the unit in the pledge of allegiance and the unit declaration. He/she will also greet the Pages, Squires, and Knights into each meeting and at the same time check passport cards to ensure that they are in good standing with headquarters and not delinquent on dues or application/membership fees. He/she will act as assistant to the unit coordinator. Must hold the rank of Knight.

# Meeting Location

## Section 4

Until otherwise directed, all meetings of unit \_\_\_\_\_ will be held at the unit coordinator's residence.

# Meeting Time

## Section 5

All unit meetings will be held the third Monday of each month. (unless otherwise determined) In case of an anticipated conflict that should arise on a monthly meeting date, the secretary shall give adequate notice to all members of the unit and a new date will be posted.

# Meeting Room Arrangements

## Section 6

The unit expediter shall see that adequate seating arrangements are made prior to the meeting. All chairs shall be arranged in a circle and in a manner so all members can see one another. Everyone should take great care in arriving on time as the meeting should not be delayed to accommodate those who can not be punctual.

5. Rumor-mongering or disparaging talk about the movement, its members or leaders.
6. Conspiracy to commit illegal acts.
7. Failure to pay dues.
8. Usurpation of un-delegated authority or powers.
9. Misuse of Klan funds.
10. Gross negligence in the performance of duty.
11. Bringing up false charges against a Klan member for the purpose of obtaining suspension of accused member.

# Unit Membership

## Section 10

1. A new associate of The must have reached the level of Page before he/she can join a Knight's unit.
  - A. A prospective unit member should be nominated by a current member of the unit.
  - B. The unit coordinator will take a vote on accepting the individual into unit membership.
  - C. The secretary will record the outcome of the vote and notify the potential unit member of the decision by mail. A copy of the letter should be sent to headquarters to be filed.
  - D. An individual can not remain a unit member if not holding current Knight Associate status or a Klansman or Klanswoman seeking Knighthood on file with headquarters.
2. Unit membership should be kept to a maximum of 15 members.

10. Educational session – the national headquarters makes available a 30 minute video cassette that can be ordered and viewed during this part of the meeting each month. Units are encouraged to get the weekly “This is the Klan” internet program (except you can get it on VHS) The unit coordinator may also wish to obtain motivational tapes for the unit members to listen to. (Thomas Robb Ministries / PO Box 354 Bergman, AR 72601 – has a monthly cassette tape program of White Christian sermons – you may want to check this out) This is also a good time for members to bring newspaper clippings that would be of interest to Klan members for discussion. The unit coordinator may wish to appoint a different person each time to scan local and/or national newspapers for interesting articles. If there is a particular issue or a current news item in the community that the unit feels the need to address, then the unit coordinator may wish to alert headquarters to this so that a professional leaflet on the issue can be prepared for distribution by unit members.

11. Close of meeting. The unit coordinator thanks everyone for attending and the Ombudsman closes with a prayer.

## Suspension

### Section 9

A member may be suspended for any of the following offenses. (Note: a Unit Coordinator considering the suspension of a member from a unit should consult with headquarters prior to such division.)

1. Attending a Klan function in an inebriated condition or the consumption of alcohol at a Klan function.
2. Disobeying a crucial order from a Klan officer.
3. Malicious behavior toward a fellow Klan member.
4. Violation of any part of the Klan oath.

## Alcohol Prohibited

### Section 7

The consumption of alcohol is prohibited at all official meetings.

## Order of Unit Meeting

### Section 8

At practically every unit meeting, a complete and detailed meeting agenda is a must. It is a list of things to be done, a list of matters to be taken up at the meeting, usually submitted by the unit coordinator and noted by the secretary.

This meeting agenda serves an important purpose. It helps to keep the unit coordinator on a straight line, and it reminds him/her of all matters to be discussed at this particular meeting.

The order of business that results from this written agenda serves other important advantages: it saves time; it puts each topic in its proper place; it prevents disputes; it facilitates the transaction of business. To avoid errors, omissions and arguments, be sure to follow this order of business faithfully and accurately, then if some arguments arises about some item, you can always point out that it is on your agenda.

1. Pledge of allegiance led by the expediter
2. A prayer led by the ombudsman
3. Roll call – the unit secretary will call roll and duly record those present or absent
4. Visiting members or guests are recognized by the unit coordinator
5. The **Pledge of Dedication** is made by unit members, led by the unit coordinator
6. The reading of the minutes of the previous meeting is done by the recording secretary at the request of the chair. The secretary should stand while doing this. The presiding officer should see that he or she speaks loudly enough to be heard by everyone present. After the reading of the minutes, it is usual practice for the presiding officer to state: “You have heard the reading of the minutes of the previous meeting; are there any additions or corrections?” or words to the same effect.

Any member may rise and call attention to omissions or corrections in the minutes. The presiding officer should permit discussion and action thereon. After all suggestions have been acted upon, the presiding officer announces: “If there are no corrections, the minutes as corrected, stand approved”. If there are no corrections, the presiding officer, after a sufficient pause to afford an opportunity to the members to make suggestions, simply states: “There being no objections or corrections, the minutes will stand approved as read”.

The secretary also reads all letters and communications, such as invitations, appeals, etc., which have been received since the last meeting. Any communication from headquarters to the unit should be read.

Any questions that the unit members may have that can't be answered by an officer of the unit should be duly noted by the secretary. The question of importance should be answered by the next unit meeting if not one of immediate urgency. Headquarters should be written concerning all questions of policy and/or procedure.

7. Payment of dues: Units may assess unit dues to be paid to the unit to finance local organizing.
8. The treasurer should report on the unit's financial standing, including moneys received (dues, fund raising activities, donations by unit members) and expenditures.
9. General Business – The four most important parts of this section are:
  - A. The nature and date of the next business meeting, including time, place, special arrangements, etc. The unit should meet on a regular scheduled day of each month.
  - B. The nature and date of the next social function. It is suggested that there is one social activity each month. It can include a potluck, sporting activity, BBQ, picnic, etc. It is permissible and suggested to invite non-members to the social function.
  - C. A Klan activity should be planned. Every unit should conduct some sort of activity each month that will spread The Knight's message and build its name recognition in the community. **NOTE: The most important function that a unit can perform is the distribution of literature!**
  - D. Any other business important to the unit is discussed.