



GUIDELINE FOR LADIES AUXILIARY BYLAWS

ARTICLE I-NAME

This organization shall be known as the Ladies Auxiliary of the Knights of Columbus Council # _____ (example)

ARTICLE II-OBJECTIVE (MISSION)

This group shall be formed for the following objectives:

- (1) To participate in Charitable, Church, Community, Family activities by giving of a member's time and energy in service to others
- (2) To assist in promoting the welfare of Knights of Columbus Council # _____. (*Work together as a team effort for some activities.*)
- (3) To promote friendship among members and their families.

ARTICLE III—MEMBERSHIP

Membership in this Ladies' Auxiliary is open to any Catholic/or Christian female 18 years of age or older.

ARTICLE IV—DUES

- (1) Dues or fees shall be voted upon by the members of each individual Ladies Auxiliary. List how much the dues will be. (Suggested dues: \$5, \$10, \$12, \$20 and Senior \$8) .
- (2) Suspension for non-payment of dues and reinstatement shall be at the discretion of each individual Ladies Auxiliary. If there is someone that has a financial problem in paying their dues, consider waving their dues for that year. (*Don't lose a member due to non-payment of dues.*)
The fiscal year of the Knights of Columbus Ladies Auxiliaries shall begin July 1st and end June 30th. Dues notices will be sent in May and second notices in August as a reminder
- (3) Mid-year dues shall be a split charge if a lady joins in December.
- (4) Senior dues rate shall be determined by the membership.
- (5) Widows of Knights shall have their dues waived. (Honorary Life member) (They shall automatically become part of the Knights of Columbus Program, McGivney's Dream). Their name and information should be given with the State office.
- (6) College student shall be given some discount as determined by the membership.
- (8) Deceased Ladies Auxiliary members shall be remembered once a year at an "Honor our Deceased Knights and Ladies Auxiliary Members" Mass.

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ARTICLE V-QUORUM

- (1). Depending on the membership of the Ladies Auxiliary there shall be at least 5 to 7 members to constitute a quorum for conducting business of the Ladies Auxiliary. (*Officers shall determine*)
- (2) No less than five (5) members, including two officers, shall constitute a quorum for the Ladies' Auxiliary at regular and/or annual meetings.

ARTICLE VI-ELECTION OF OFFICERS

The Elected Officers of this Ladies Auxiliary shall consist of: President, Vice President, Secretary, Treasurer, and three (3) Trustees. *Appointed officers- Chaplain, Chancellor (Sunshine), Greeter, and Parliamentarian are optional at the discretion of each Auxiliary.*

Election of officers shall be held at the regular meeting in May with Installation in June of each year.

- (1) Term of office shall be 2 years (if decided on by officers) and subject to re-election for not more than 4 years. (*Officers may choose a 1 year term if for a personal situation*).
- (2) Nominations and Election of Officers shall be conducted as follows:
 - a. Nominations and Elections: A Nominating Committee of (3-5) members shall be selected at the regular meeting held in April. This shall consist of Chairman of the Committee and (1-2) members nominated and appointed by the members of the Ladies Auxiliary.
 - b. The Chair of the Nominating Committee shall be a member of the Nominating Committee of the previous year. (If this is a newly formed Auxiliary, the officers other than President shall be the Nominating Committee)
 - c. The Nominating Committee shall prepare a slate bearing the names of candidates for each office for the Election of Officers.
 - d. No one shall be a candidate whose consent has not been obtained.
 - e. The report of the Nominating Committee shall be made at the regular May meeting, following which nominations may be made from the floor and must be added to the slate submitted.
 - f. Election of Officers shall be conducted at the May meeting.
 - g. If there is more than one name for each office, the voting may take place directly from the floor or by a ballot vote.
 - h. Elected officers assume duties in July after Installation of Officers in June.
 - i. The President shall appoint Chairs of all committees as soon as possible after the Installation Ceremony.
 - j. Any member elected to office who does not fulfill her obligation of duties in the office may, after charges have been preferred, be removed

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from office at the next regular meeting with a two-thirds vote of those present and voting.

Vacancies that may occur in an office due to death, resignation, or otherwise, shall be filled by the President at her discretion. Such person or persons, thus appointed shall hold office only until the next regular Election of Officers.

- k. No vacancy created by the resignation of an elected officer can be filled until such resignation has been submitted in writing (email accepted) by the Officers.

ARTICLE VII-DUTIES OF OFFICERS

- (1) The **President** shall preside at all meetings. The **President and Treasurer** shall have their names on the checking account. Either one or other may write a check in their absence. The President shall appoint and be a member ex-officio of all committees except for the Nominating Committee.
- (2) The **Vice-President** shall be President in the absence of the President and shall be **Program Chair**.
- (3) The **Secretary** shall keep the minutes of each meeting of the Ladies Auxiliary and shall read same at the following meeting. She shall be custodian of all documents pertaining to her office. She shall read correspondence of the Ladies Auxiliary. She shall issue all notices except dues and dues reminders.
- (4) The **Treasurer** shall maintain a current list of members, collect all dues, and fees. She shall send dues notices and reminders. She shall keep all accounts of receipts and expenditures, receive and hold all monies belonging to the Ladies Auxiliary and pay out same in such manner as shall be designated by the Ladies Auxiliary. Two signatures shall be on the bank card for either President or Treasurer to write checks if one person is not available. The **Treasurer** shall make a monthly report of her office and shall cooperate with the Trustees when the semi-annual audit is due to have the records available.
The Treasurer must have available for the Knights of Columbus Financial Secretary—the income and expenses for the Ladies Auxiliary for the KC's to file for taxes as a charitable organization usually by October or November.
- (5) The **Trustees** shall meet in October and May to audit the Treasurer books. A bank account must be available for necessary expenses. If needed, a separate account shall be opened for special projects (*optional*), such as scholarships, etc. Monies from a special account shall be used only when a 2/3 vote of members are present and voting.
- (6) If the auxiliary has an EIN number then they don't need to file under the Knights of Columbus for their income, expenses, etc. The auxiliary must file as a charitable group. If the auxiliary does not have an EIN number, then the auxiliary must report to the Knights of Columbus their income and expenses as they will combine their report.

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ARTICLE VIII-MEETINGS

- (1) Regular monthly meetings of the Ladies Auxiliary (*may be day or evening, date, and time to be established by each individual group*).
- (2) Annual Election of Officers meeting to be held in May. Also, at this meeting the Trustees will give their Audit report of the Treasurer's books.
- (3) Any member may attend all meetings except closed executive sessions.
- (4) Occasionally meetings may be scheduled for an offsite location during the year for special events. If so the membership will be notified through the calling tree.
- (5) **Special Meetings.** Special meetings shall be called at the discretion of the Executive Committee as needed. Notification to members will be by use of the calling tree as outlined in the Standing Rules of the Ladies Auxiliary.

ARTICLE IX-EXECUTIVE COMMITTEE

- (1) Composition. The Executive Committee of the Ladies' Auxiliary shall shall be the elected officers.
- (2) Duties. The Executive Committee shall carry on the business of the Ladies Auxiliary between meetings of the membership, approve the depository Institution in which Ladies' Auxiliary will be maintained, and fill vacancies in any elective or appointed office.
- (3) Meeting. The Executive Committee will meet on an as-needed basis. Meetings may be held either in person or via telephones.
- (3) Quorum. The quorum of the Executive Committee shall be a majority of the elected officers of the Ladies' Auxiliary.

ARTICLE X-COMMITTEES

The President shall be a member of all committees, except the Nominating Committee. Standing committees shall be the Membership Committee and the Bylaws Committee. (*committees listed are optional unless your auxiliary has a large membership*)

- (1) Membership Committee. The Membership Committee shall promote membership in the Ladies' Auxiliary and encourage eligible individuals to apply for membership.
- (2) Bylaws Committee. The Bylaws' Committee shall study the bylaws and submit to the members such amendments as are deemed advisable. At least ninety (90) days before the annual meeting any member may submit to the Bylaw Committee proposed amendment (s) for consideration. The Bylaw Committee shall prepare a revision to the bylaws only upon the authorization of the membership.
- (2) Special Event Committee Appointments. Chair's shall be appointed by the President with the approval of the membership. Any vacancy of a Standing Committee Chairman shall be filled by the Executive Committee for the un-expired term. Members of Special event committees shall be appointed by the Committee Chair.

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ARTICLE XI-BYLAWS

The Bylaws may be amended by a majority vote of the members in a general meeting, provided that the proposed amendment is submitted in writing 30 days (postal mail or email) before the date of the meeting at which it is to be voted upon. All amendments shall take effect thirty days after their adoption.

- (1) No standing rule or resolution or motion is in order that conflicts with the Bylaws.
- (2) Roberts Rules of Order shall govern in the conduct of meetings of each Ladies Auxiliary.

ARTICLE XII-APPROVAL

These Bylaws were passed and approved by the appointed committee, due notice of amendments having been signed and given, at the meeting of Ladies Auxiliary held on _____.

Secretary _____

Officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

Trustee _____

Trustee _____

Trustee _____

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STANDING RULES (not part of Bylaws)

BUSINESS MEETING AGENDA (Special Rules of Order)

A. The ORDER OF BUSINESS at all regular meetings shall be:

- (1) Call to Order (*Rap gavel once-optional*)
- (2) Opening Prayer-Chaplain or member
- (3) Pledge of Allegiance-ask member to lead the Pledge. Have an American Flag available
- (4) Roll Call of Officers-ask Secretary to read officers names if present or excused
- (5) Introduction of Guests or New Members
- (6) Reading of Minutes of previous meeting (*ask for a motion and second to accept*)
- (7) Reading of Communications- Secretary read correspondence
- (8) Treasurer's Report-List balance of checking account & any bills that need to be read for payment (*ask for any corrections or additions*) (*ask for a motion and second to accept*)
- (9) Reports of Committees
- (10) Old Business (unfinished business)
- (11) New Business
- (12) Program
- (13) Closing Prayers for Sick of our Knights of Columbus family
- (14) Adjournment (*ask for motion and second to adjourn meeting.*) (*Rap gavel once-optional*)
- (15) Social-refreshments

B. A majority vote shall be required except when another vote is required according to the bylaws.

C. The President will only vote to break a tie.

D. Suspension of the rules shall require a two-thirds (2/3) vote of the voting members present and voting.

E. Guests shall be encouraged to participate in all discussions, but shall not be allowed to make motions or vote.

F. Only after a motion and two-thirds (2/3) vote of the voting members present and voting shall a disruptive member be requested to leave the meeting.

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Calling Tree suggestions: Make a list of names and divide the alphabet to be fair to all board members.

- (1) Only the President initiates the calling tree. If unavailable, then the Vice-President shall initiate the tree. All information must be given to the President before a phone message service to the membership begins.**
- (2) The President will call the Vice-President who will notify all the other officers. The Vice-President will notify all members via email who have given the Auxiliary an email address.**
- (3) The other officers will call the membership within the alphabetical category next to their title.**
- (4) Each officer, after completing his calls, shall call the President to confirm that the calls have been completed.**

Calling Tree

President:	A-D	Vice-President:	All members with email addresses	
Secretary:	E-H	Treasurer	I-L	
Trustee:	M-P	Trustee:	Q-T	Trustee: V-Z

This outline is a guide for your Ladies Auxiliary only, and shall be used to create your own Bylaws.