

**BY-LAWS
KNIGHTS OF COLUMBUS
LADIES AUXILIARY**

Revised: April, 2023
Presented: May 2023
Approved: May 11, 2023

SECTION I. NAME

The name of this organization shall be:
KNIGHTS OF COLUMBUS LADIES AUXILIARY COUNCIL #11809

SECTION II. PURPOSE

1. Assist the Knights.
2. Be a part of the social activities of the Knights of Columbus Council #11809 .
3. Show love and understanding to fellow members.

SECTION III. FISCAL YEAR

The fiscal year shall be from July 1 through June 30

SECTION IV. MEMBERSHIP QUALIFICATIONS

To be eligible for membership, one must be: A wife, mother, daughter, sister, or widow of a current or deceased member of Council #11809, or a member in good standing of any Knights of Columbus Council.

SECTION V. TIME OF MEETINGS

1. Board meetings will be held prior to the first meeting of that month.
2. The business meeting shall be held on the second Thursday of the month, at the same time as Council #11809 holds its regular meeting. (Unless conditions warrant a change of day.) The Auxiliary shall coordinate all social functions with the Grand Knight, so as not to conflict with their programs.

SECTION VI. DUES

Dues are due July 1st, but no later than December 1st - amount to be determined annually by the Board. Dues shall be paid, preferably, by check.

SECTION VII. OFFICERS

The officers shall be: President, Vice-President, Recording Secretary, Treasurer and Membership Secretary.

SECTION VIII. NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three members appointed by the President at the February meeting.
2. The Vice-President may move into the president's position the following year if agreeable to both candidate and membership.
3. The Nominating Committee shall present the slate of officers at the April meeting.
4. Nominations may be accepted from the floor at the May meeting. The nominee must agree to the nomination.
5. Election of officers shall take place by a show of hands at the May meeting. If there is more than one nomination for any office, election shall be by a written ballot.

SECTION IX. INSTALLATION

The installation of officers shall take place at the same ceremony as the Knights (if agreeable with them) and shall be chaired by the incoming Grand Knight (if agreeable) or the retiring president.

SECTION X. RULES

Robert's Rule of Order shall be used at all meetings.

SECTION XI. AMENDMENTS

The By-Laws may be amended by a two-thirds (2/3) vote of the members present at the regular meeting. The proposed amendment must be presented at the previous meeting.

SECTION XII. DUTIES OF OFFICERS

1. The **PRESIDENT** shall preside at the regular and board meetings. She shall be an ex-officio member of all committees. She shall appoint chairpersons of necessary committees. She will send out copies of the General Meeting minutes to all members.
2. The **VICE-PRESIDENT** shall assist the President and take over duties of the President in her absence.
3. The **RECORDING SECRETARY** shall take the minutes of all meetings. She shall read the minutes of the previous meeting. She shall take care of all necessary correspondence.
4. The **TREASURER** shall deposit all monies in the checking account and pay all authorized bills. An audit of the treasurer's books shall be no later than June 15th, the end of the fiscal year.
5. The **MEMBERSHIP SECRETARY** shall collect the dues, give them to the treasurer for deposit and keep records so she can make up a membership list.

SECTION XIII. DUTIES OF MEMBERS

1. Pay dues promptly.
2. Be willing to serve on committees.
3. Attend regular meetings.
4. Accept the results of a vote by cooperating with the decision of the majority.
5. Yield the floor to calls of order by maintaining silence and avoiding disturbances.
6. Listen attentively to business being transacted.
7. Be loyal to the officers.
8. Be charitable to members of the clergy, and one another, and avoid all criticism of others.

SECTION XV. QUORUM

One-third (1/3) of the membership shall constitute a quorum for the transaction of business at the Business Meetings.

SECTION XVI. STANDING COMMITTEES

- 1. SUNSHINE:** The chairperson shall send get-well cards to members who are ill, and a sympathy card when needed. A Mass card will be sent to the family of the deceased.
- 2. PUBLICITY:** The chairperson shall prepare articles for the newspaper and other areas of communications regarding special activities of the Auxiliary in coordination with the Knights.
- 3. HOSPITALITY:** The chairperson shall be responsible, with a committee, for providing refreshments at meetings and social functions.
- 4. TELEPHONE:** The chairperson shall plan and execute, with a committee, the communication with members as needed.
- 5. HISTORIAN:** The chairperson shall take photos at all events, and keep a scrapbook of all these events.