

# **KNIGHTS OF COLUMBUS COUNCIL #12480**

## **LADIES AUXILIARY**

### **ARTICLE I**

The name of the Organization shall be the Knights of Columbus Council #12480 Ladies Auxiliary, also known as The Ladies Auxiliary

### **ARTICLE II**

The Knights of Columbus Council #12480 Ladies Auxiliary shall aid the Council's spiritual and charitable growth, enhance the social life of the entire family, promote good fellowship and love, and perform selected works of charity. The Ladies Auxiliary shall support the Knights of Columbus Council #12480 activities, when asked, and major activities shall need approval by the general membership.

### **ARTICLE III**

1. The Ladies Auxiliary membership shall be open to wives, mothers, sisters, daughters, and widows of members of the Knights of Columbus. These members shall be or have been members in good standing. The minimum age requirement for membership shall be 18 years.

### **ARTICLE IV**

The elected office of The Ladies Auxiliary shall be President, Vice-president, Secretary, and Treasurer. Parliamentarian and Historian are appointed offices. All other board and committee members are appointed offices by the President.

1. The President shall preside over all meetings of The Ladies Auxiliary. She shall have general charge of the business of the Organization and appoint all necessary committees. The President shall be an ex-officio member of all committees, except the Nominating Committee. She shall call special meetings when necessary and perform other duties, as applies to the office.
2. The Vice-President shall, in the absence of the President, exercise the powers and perform the duties of the President. The Vice-President shall be the Community Life Commission representative.
3. The Secretary shall keep the minutes of the meetings; record all actions of the Organization in the books to be kept for that purpose, attend to the giving of all notices required and call roll of officers. She shall take charge of all correspondence. Minutes must be submitted to the general membership one week after the meeting.
4. The Treasurer shall receive all moneys due to the Organization and keep

an accurate accounting of all receipts. She shall disburse funds, as needed. Expenditures exceeding \$50.00 shall have prior approval by a two-third's majority vote of those in attendance. The Treasurer shall render a statement of accounting and transactions at each monthly meeting. The outgoing Treasurer shall, within one month after the close of the last meeting of her term, have her books audited and turn over to the newly elected Treasurer all money, books and papers of the Organization, in her custody. An audit committee appointed by the President will perform the audit.

5. The President (this office is usually filled by the outgoing President) shall select the Parliamentarian she shall see that all meetings and procedures are in accordance With the Constitution and ByLaws of the Organization and Robert's Rules of Order.

### ORDER OF BUSINESS

1. Call to order.
  2. Opening prayer
  3. Roll call of officers
  4. Introduction of visitors.
  5. Approval of minutes of previous meeting.
  6. Reading of communications.
  7. Treasurer's report.
  8. Committee reports.
  9. Old Business.
  10. New Business.
  11. Program.
  12. Adjournment
  13. Closing prayer
6. The Historian shall be responsible for keeping a scrapbook of the Organization.

### ARTICLE V

1. The President, Vice-president, Secretary and Treasurer shall be elected annually, at the May meeting, and shall take office at the July meeting.
2. A Nominating Committee shall be appointed/selected at the April meeting. Two members are to be appointed by the President and two members selected by the membership. Members of the Nominating committee may be nominated for office. Nominations from the floor will be accepted at the May meeting. A candidate for any office must be a member in good standing that has a sponsor in good standing of The Knights of Columbus Council #12480 (Widows excluded.) Only the Knights of Columbus Council #12480 Ladies Auxiliary members in good standing may vote. For a member to be eligible to vote, dues must be paid in full, at least one meeting prior to the meeting at which an election is held.

3. Election of officers shall be by written ballot.
4. A majority vote of the members present shall be required for election of all officers.
5. Officers shall serve for one year, and shall not hold the same office for more than two consecutive terms.
6. Any Officer or Executive Committee chair member who fails to fulfill her appointed duties for three consecutive months will be removed from her position.
7. Any vacancy occurring in an office during the year will be filled by a presidential appointment, with the approval of the Executive Committee. The person filling a vacancy will hold office only until the next regular election of officers.

## **ARTICLE VI**

1. The Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, Parliamentarian, Historian and the Immediate Past President.
2. The Hospitality Committee is responsible for organizing refreshments for upcoming meetings.
3. The Membership Committee is responsible for recruiting new members and contacting inactive members.
4. Special Committees may be appointed on an Ad Hoc basis, by the President, as required, subject to approval of members present and voting at any regular or special meeting.
5. Committee chairs and members shall be appointed for a term of one year and may be re-appointed. No person shall serve more than three consecutive years as committee chair on the same committee.

## **ARTICLE VII**

The annual dues shall be \$30.00 payable in July. Annual dues shall be prorated to \$15.00 for any person that joins on or after January.

## **ARTICLE VIII**

Regular meetings shall be held monthly, on the first Wednesday, at 7 p.m., at the church unless otherwise ordered by the Executive Committee.

## **ARTICLE IX**

The Officers, Executive Committee, special committee, are authorized to meet by electronic communication media (examples: fax, e-mail, telephone) or to votes by mail or electronic communication media, as long as all members may participate. Minutes must be kept of any such meeting and shall be presented at the next in-person meeting of the entity. Such minutes shall consist of, but may not be limited to copies of all electronic media or mail communications. Such minutes shall be included in the permanent records of the entity.

## **ARTICLE X**

This Constitution and Bylaws may be amended by action of a two-third's majority of members present at a regular meeting. Any changes must be submitted, in written form, to the general membership, one meeting prior to vote being taken.

## **ARTICLE XI**

Should this Organization cease to exist, all funds and properties shall be passed on to the Knights of Columbus Council #12480.

Revised 11/8/2006