**Knights of Columbus Saint Francis Council 11136**

**Ladies Auxiliary**

Article I - Name

The name of the Organization shall be the Knights of Columbus Saint Francis Council 11136 Ladies Auxiliary, also known as the Ladies Auxiliary.

Article II - Purpose

Section 1: The Ladies Auxiliary's primary purpose is to actively promote the principles of the Order {charity, unity, fraternity & patriotism}, and to aid and foster the charitable activities, purposes and functions of the Knights of Columbus Council 11136.

The Ladies Auxiliary will contribute their time and talents through charitable, spiritual and social works in order to support the needs of the Saint Francis de Sales parish and church sanctioned

ministries.

Section 2: Members are encouraged to assume the responsibilities and duties of all activities, including the following:

1. Attend meetings and maintain confidentiality.
2. Promote the spiritual growth and socialization among members.
3. Actively participate and support fundraising activities and or other events as needed.

Section 3: The Ladies Auxiliary shall not participate in any activities that would influence legislation, or any political campaign on behalf of any candidate for public office.

Section 4: Notwithstanding any other provision of this document, the Ladies Auxiliary shall not conduct any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III - Membership

Section 1: The Ladies Auxiliary membership shall be open to all practicing Catholic women aged 18 or older.

Section 2: For voting purposes, the current membership shall consist of women who are qualified for membership as noted in Section 1 and meet the following criteria:

1. Has attended at least one business meeting, social event, or service event within the past fiscal year.
2. Has paid membership dues as noted in Article IV within the current fiscal year.

Article IV: Dues

Section 1: The fiscal organizational year runs from July 1 to June 30. Annual dues of $25.00 are payable at the annual general meeting and are good for one year. Dues will be prorated quarterly when necessary. The Treasurer will notify members of upcoming dues.

Section 2: Wives of deceased members of the Knights of Columbus are exempt from dues. Guests are welcome, but are not entitled to voting rights until membership is established.

Section 3: Dues will be used primarily to be distributed to and for the benefit of those organizations identified in Article II: Section 1 above. No part of the net earnings of the Ladies Auxiliary shall benefit or be distributed to its members, officers or other private persons, with the exception of monies used for the reasonable expenses of services rendered.

Article V: Knights of Columbus Council 11136 Affiliation

Section 1: In the event the Ladies Auxiliary of the Knights of Columbus Council 11136 dissolves, the remaining bank account funds will be transferred to St. Francis de Sales Catholic Church, Purcellville, Virginia and will be disbursed by the financial committee to support other charitable entities.

Article VI: Officers

Section 1: The governing body of this organization will be the Officers which will consist of the five elected officers: President, Vice President, Secretary, Treasurer, and Liaison to the Pastoral Council. Each officer will have voting privileges. The responsibilities of the officers are:

1. To prepare and discuss all major agendas and present them to the membership.
2. To be available to the membership in an advisory capacity.
3. To ensure that the By-Laws are upheld and amended as required.
4. To establish and oversee any committee/task force deemed necessary for efficient operation of the Auxiliary. This could include a moral majority should any dispute or complaint arise.
5. The Officers will conduct all meetings in the true spirit of the Catholic faith and always represent the organization in that same manner.

Article VII: Election of Officers

Section 1: Election of officers will take place at the annual general meeting in June. The term of office will be for one (1) year, subject to re-election, and will run from July 1 to June 30.

Section 2: Nominations and election of officers will be conducted as follows:

1. A Nominating Committee of three members will be appointed in April by the Board of Directors. All current members are eligible for service on the Nominating Committee, with the exception of the current President.
2. The purpose of the Nominating Committee shall be to assess the qualifications of the current membership to determine those members that are qualified and willing to serve as Officers.
3. The Nominating Committee will prepare a slate bearing the names of candidates for each office for the election and present the slate to the membership in May.
4. The Nominating Committee will solicit suggestions for nominees from the membership via secret ballot.
5. No one shall be considered a candidate whose consent has not been obtained for the office.
6. No member of the Nominating Committee shall be slated for an office. These members may be nominated from the floor by the membership at elections.
7. The Nominating Committee will not nominate to the current slate of officers any officer who has just completed two (2) consecutive terms of office to the same office.
8. All communications within the Nominating Committee are to be held confidential. No committee member shall discuss business conducted at any time before, during, or after the election. Any paper documentation used by the Committee to select the Slate of Officers shall be destroyed within seven days of the election.
9. The report of the Nominating Committee shall be announced at the annual general meeting, published in the minutes and distributed to the e-mail group list.
10. Nominations can be accepted from the floor at the May general meeting and at the time of elections.
11. If there is more than one name for each office, voting will be by written ballot of the members present. In that case, three (3) members, appointed by the President, will count the ballots in the presence of the membership. The members chosen for this task cannot be current candidates for office. Ballots will be kept in the possession of the Secretary for three months and then destroyed. A separate ballot will be cast for each office and the results will be immediately announced to the membership present. In the case where a nominee is not elected for a specified office, they may be re-nominated from the floor for another position prior to the vote on the new position taking place. Each member has the right to oppose, for just cause, any nomination. The opposing member must personally present this opposition at the nominating meeting. Any investigation necessary will be done by an ad hoc committee of three members, appointed by the President, who will report back to the Board of Directors on a specified date. After due consideration of the results of the investigation, the membership will vote on the nomination, a majority vote deciding.
12. If there is only one candidate for any particular office, election may be by general consent.

Section 3: Vacancies occurring in any office will be filled in the interim by the President, or a member in good standing appointed by the President with the approval of the Officers. A letter of resignation should be submitted within 15 days of notification to resign. Verbal announcement of resignation will become effective 15 days after such announcement unless otherwise withdrawn. An election will be held for that office at the next general meeting. If the President is unable to fulfill her term, the Vice President will assume all her duties until a general election can be held at the next regularly scheduled meeting.

Article VIII: Duties of Officers

Section 1: The President will be the executive head of this organization. The President will also serve in ex-officio status of all committees. There will be a $200 discretionary fund for emergencies to be used by the President with approval of the Officers.

Section 2: The Vice President will perform all the duties assigned to her by the President and exercise all the executive duties of the President in her absence. The Vice President will act as Program Director, and oversee all programs and activities of the organization and be responsible for the moral ethics of the auxiliary.

 Section 3: The Secretary will take care of correspondence for the organization as needed. She will take and record the minutes of all meetings and retain all reports in a binder to be provided for this purpose. Records will be kept for three years. The secretary will keep the current By-Laws and will maintain the current membership roster.

Section 4: The Treasurer will receive all monies of the organization and will deposit them in an account within SFDS. The Treasurer will draw checks on the account. There will be an audit of the Treasurer’s books following the June meeting by the Officers. The treasurer will not be allowed to use Auxiliary funds for her personal use under any circumstances. All requests for finances from the Auxiliary treasury must be submitted in writing and approved by the President. The treasurer shall collect and record dues, coordinate all legal tax documentations as necessary, and present an oral and written report. The report shall detail all receipts and disbursements of the moneys at each meeting and at each audit, including maintaining a balance sheet. She will coordinate the budget. Records will be kept for three years.

Section 5: The Liaison will attend all monthly meetings and present findings to the Pastoral Council at their monthly meetings. She will report back to the Ladies Auxiliary any feedback from said meetings.

Section 6: Elected officers will assume office in July. Installation of officers will be conducted annually, at a date to be determined in conjunction with the Grand Knight of Council 11136.

Section 7: Attendance: Officers of the Ladies Auxiliary shall not miss more than three meetings per year, unless excused by the President per meeting, or their seat will be given to an alternate.

Article IX: Meetings

Section 1: The business meeting of the organization will be held on the first Monday of each month and a social meeting will be scheduled for the third Monday of each month but is optional. Business meetings will not be held in July, August and December – all other meetings may be changed or eliminated with membership approval.

Section 2: Ten (10) current members at any meeting will constitute a quorum.

Section 3: There will be no voting by proxy on Auxiliary matters at any time.

Section 4: Special or emergency meetings may be called by the President or her representative. All members must be notified by email at least 48 hours prior to the meeting and have the option to attend. A quorum must be present to vote on Auxiliary issues.

Section 5: Meeting minutes will be emailed to all members with an email address and mailed to members without an email address following each business meeting. All other business will be shared via email and business can be conducted in this manner.

Section 6: Roberts Rules of Order (newly revised 11th edition) will govern the conduct of meetings not specifically stated in these by-laws. All business will be conducted in the spirit of the Catholic faith.

Article X: Order of Business:

Section 1: The following will form the order of business and procedure at regular meetings of this organization.

 A. Call to Order

 B. Opening Prayer

 C. Welcome New Members

 D. Acceptance of Minutes

 E. Treasurer’s Report

 F. Reports of Committees

G. Old Business

H. New Business

I. Closing Prayer (prayer requests as needed)

J. Adjournment

Article XI: By-Laws

Section 1: The By-Laws may be amended or revised by two-thirds vote of the members present at any meeting when the entire general membership has been notified in writing of the proposed amendment(s) or revisions a minimum of 21 days prior to said meeting.

Section 2: The By-Laws of this Auxiliary may be reviewed every two years at a planning meeting.

Article XII: State Meetings

We are currently choosing not to participate at the state level. We can at a later time apply to be a member of the State Ladies of Virginia (LOV) if the membership chooses to vote on it.