

CO State Knights of Columbus Ladies Auxiliary

January 2010

Hello Ladies,

Our 2010 State Convention will be April 15th through the 18th at the Crowne Plaza Hotel on Circle Drive in Colorado Springs. We invite all the auxiliary members that are able to attend to join us for these events. All ladies are welcome to attend the luncheons and the business meeting on Saturday, April 17th to hear what the auxiliaries around the State and the State Auxiliary have been doing, even if they are not a delegate or member of an auxiliary.

I am sending you some important dates and paperwork to prepare you for the Convention listing all the deadline dates and guidelines for submitting nominations for Charities, Lady of the Year, State Officer Nominations with guidelines for hospitality rooms/campaigning, State Dues, Delegates and Scrapbooks.

- 1 Please remember that your dues must be paid by April 1st and you must be a delegate to vote. Associate members are not eligible to vote. Send both your dues and list of delegates to Ginny Lopez your State L.A. Treasurer.
- 2 Submit your nomination for "Lady of the Year" to our State Vice-president Sharon Hernandez. This is an excellent way to honor a special lady in your auxiliary.
- 3 Notify Barb Heumann, State Secretary, if you are planning to bring your scrapbook to Convention for competition or just to display it, so she can arrange enough tables to accommodate all the books properly.
- 4 Charity Nominations should be sent to me by March 15th, to be reviewed and considered properly. Please note that according to the Revised Colorado State Ladies Auxiliary By-Laws adopted at the 2003 Convention Business Meeting, there will be NO charity nominations from the floor of the business meeting. So, please submit your nomination by March 15th.
- 5 Fran Hogan, our Immediate Past President is the Nominations Chair. Please email all nominations to Fran at franhogan@msn.com or snail mail her at the address posted in your directory. If you or anyone from you auxiliary is planning to run for a State office, please be sure that the duties of state officers is read and understood before sending in a nomination. Please have all resumes to Fran by March 15th, so it can be reviewed and considered properly. Nominations will be accepted from the floor at the business meeting, however, will not have as much time to be reviewed.

SYNOPSIS OF ACTIVITIES: One thing we would like each auxiliary to bring to the business meeting is a short synopsis of the activities and special projects you have done during the past year in any format you chose. We are interested in what you have been doing this year. Please make 50 copies of this detail to share with the other auxiliaries. They will be placed on a table at the front of the room and we will ask a representative from each auxiliary to take one copy of each auxiliary's letter so you can see the interesting and great things the other auxiliaries have been doing. If you are a new auxiliary, this is a great way to get ideas for the coming year.

DOOR PRIZES: Each Auxiliary is asked to also bring (4) four door prizes for one of the ladies luncheons or if you prefer; donate one themed-based basket to be added to our drawing to off-set other projects. Each Auxiliary is asked to bring (1) one bigger door prize to be raffled at the Ladies Business Meeting. We would like each auxiliary to bring (1) one additional door prize for Sunday's brunch on your own. So the total number of door prizes to bring to convention is (6) six.

Please consider hosting the 2012 Fashion Show & Luncheon for 2012. The 2010 Fashion Show will be held in Colorado Springs on May 15th and the gals from Brighton and Frederick will be hosting the 2011 Fashion Show (date yet to be determined).

By the grace and guidance of Our Lady; I am your Sister in Christ,

Dolly Castle, President
Colorado State L.A.

Please refer to all attachments for.....

State L.A. Convention Business Meeting 2010

- 1 State L.A. Officer Job Descriptions
- 2 Guidelines for Hospitality/Campaigning for L.A. State Officer Nominees
- 3 State L.A. Convention Scrapbook Guidelines
- 4 State L.A. Auxiliary Dues Reminder
- 5 State L.A. Lady of the Year Criteria

CO STATE LADIES AUXILIARY OFFICER RESPONSIBILITIES

PRESIDENT

As President, you shall preside at all meetings, and decide all points of order. You shall have a general supervision of the affairs of the Auxiliary. You shall appoint committees and foster harmony and unity in the organization. You shall preside over all state auxiliary business meetings. You shall meet the demands to install and/or charter or appoint fellow state officer(s) to install the individual auxiliary officers around the state. You shall endeavor to attend major degrees and exemplifications throughout the state. You shall ask your compliment of state officers to attend these events in your absence or together with you. You will be responsible for sending out informational packets for all conventions and/or other related business meetings, this to include supplying a copy of said information to the CO State L.A. Webmaster for insertion into our website. You will be the ex-officiado of all committees; to include the annual Fashion Show and SnowBall. You will assign a parliamentarian for our annual convention auxiliary business meeting. When the time comes you will assist your incumbent President in the preparation of the duties of her office.

VICE PRESIDENT

As Vice President you shall assist the President and in her absence conduct the meetings and carry on all other business. You shall encourage loyalty and cooperation to the President. Yours will be the responsibility of sending out the CO State Ladies Auxiliary quarterly newsletters in a timely manner to the individual ladies auxiliary's throughout the state and sending a copy of same to the State L.A. Webmaster for insertion into our website. You shall attend major degrees and exemplifications throughout the state as at the direction of the president. To you falls the responsibility of "lady of the year" nominations. Inform the president of the winner so she can prepare for the presentation. You will also order the plaque and purchase the flowers for our 'lady of the year'. When the time comes you will assist your incumbent Vice-president in the preparation of the duties of her office.

SECRETARY/HISTORIAN

As Secretary, you shall record the minutes of the meetings. You shall have a record of the membership list and a copy of the Bylaws. You will supply a copy of the state L.A. Bylaws to any member asking for a copy. You shall conduct all correspondence of the organization at the direction of the President. You will collect all information of current officers of our auxiliary's to be compiled by you and maintained in a directory. You will mail/email a copy of this directory to each auxiliary president and each of the state auxiliary officers in September of the current year. At the direction of the president you shall send out invitations and thank you notes and all social correspondence. You shall attend major degrees and exemplifications throughout the state at the direction of the president. For convention purposes you will make up a delegate package for all dues paid auxiliary delegates (up to three per auxiliary) attending the CO State Ladies Auxiliary Annual Business Meeting held at the State Knights of Columbus Annual Convention. This packet should include, but is not limited to: an agenda, minutes of previous years meeting, ballots for nominations of officers, ballots for charity nominations, a copy of the memorial prayer, the income & expense report and proposed budget (provided to you by the Treasurer) and the vice-presidents information of newsletter deadlines for the coming year.

As Historian you shall maintain any/all pictures, notes, letters, state meeting minutes and other pertinent matter in a scrapbook for a pictorial, written history of the state auxiliary. Additionally you will take on the responsibility of overseeing Scrapbook/History book entries from the individual auxiliary's submitting an entry for judging at the yearly convention. You will select three ladies (whose auxiliary has not entered a scrapbook) to judge the entries and decide the 1st and 2nd place winners. When the time comes you will assist your incumbent Secretary/Historian in the preparation of the duties of her office.

TREASURER

As Treasurer you shall collect all dues and keep track of all monies. You shall maintain a ledger and checkbook. You shall pay all bills and keep a file of all receipts. You shall issue membership cards. Your signature shall be on all checks and deposits, along with the Presidents. You will keep spreadsheets for our bank account(s), all individual events, fundraisers, debits and credits. You will be responsible for making reports at all state officer meetings and at convention. You will provide an income and expense report and a proposed budget for presentation at our annual state convention business meeting. Along with the president you will pick three ladies auxiliary presidents to assist in the annual audit of the state auxiliary's books. You will set a time/date to do the audit within the guidelines of our state bylaws. Other duties include keeping a running account of all ticket sales for the annual SnowBall, Fashion Show and San Luis Pilgrimage and any other event not yet assigned. You shall attend major degrees and exemplifications throughout the state at the direction of the president. You will be responsible for informing the bank of any changes in officers, status and getting signature cards signed. When the time comes you will assist the incumbent Treasurer in the duties of her office.

<p style="text-align: center;"><i>GUIDELINES FOR HOSPITALITY ROOMS - CAMPAIGNING</i></p>

- 1 Hospitality Rooms **WILL NOT** be open during business sessions, Masses, luncheons, banquets or any other **OFFICIAL** functions of the Convention.
2. Any give-a-way items are to be handed out in hospitality rooms and **NOT** on the Convention floor or during business sessions.
- 3 Any signs to be utilized for campaigning are not to exceed **2 FOOT SQUARE**, are limited to having **ONE** posted on the door of the Hospitality Room and **THREE** that can be posted in the room. Remember they cannot contain the word **“VOTE”** in the sign's verbiage.
- 4 The definition of a campaign sign is any sign that can be interpreted to solicit support for a candidate, council or issue. Additionally, due to legal concerns, the use of any pins or tags containing the Knights of Columbus or the State Ladies Auxiliary symbol(s) is not permitted.

Effective: 7 – 01 – 2009

**CO State Knights of Columbus
Ladies Auxiliary**

<i>GUIDELINES FOR SCRAPBOOKS</i>

(Things the judges will look for)

Your Auxiliary needs to let State Secretary/Historian know if you're submitting entries by April 1st.

- Books should have the name of the Auxiliary clearly visible.

- Books must be for the current year – past years not eligible.

- Books should have dates and type of activity along with pictures, but are not limited to pictures.

- Books can have cards, letters or awards, etc. Power point presentations are acceptable. If your history is on disk, please provide your own equipment and power cords for the presentation.

- Books should be neat and in date sequence, provide names and events as much as possible.

- Books will be judged on information and time spent putting it together - not just on scrapbook savvy or prettiness.

- Is it unique?

**CO State Knights of Columbus
Ladies Auxiliary**

COLORADO STATE L.A. DUES REMINDER

January 2010

Dear Madame President and Auxiliary Members:

This is a reminder that the deadline to pay your state dues is April 1st. Dues must be paid in order to have delegates seated at the state convention. The dues are \$3.00 per active member; no dues for associate members. If you have already paid your dues, thank you.

If you have any questions, feel free to call or e-mail me.

Ginny Lopez

State Treasurer
4951 Galena Drive
Colorado Springs, CO 80918
719-593-0759
vlopez@colorado.aaa.com

CO State Knights of Columbus Ladies Auxiliary

LADY OF THE YEAR CRITERIA

Return submissions by March 15th to CO K of C State Ladies Auxiliary Vice-President

The Colorado State Auxiliary wishes to assist you in honoring your auxiliary's special Lady at our Annual State Convention as the State Lady of the Year. It is up to each Auxiliary to set a committee to select their honoree and to submit a one (1)-page summary of her accomplishments for this past year.

~NO PICTURES PLEASE~

If the special lady is – A paid-up member in good standing within her local auxiliary and church then....

Please submit a Cover Page listing your auxiliary name, address, contact person's name and their number/email address for your Lady of the Year Committee and the HONOREE'S name.

In your one (1) page summary - briefly list:

1. Honoree's activities in her Church, Community, Pro-Life, Youth, Fundraisers, Council Activities or other organizations for the current year.
2. Please list personal information (i.e.) Spouse, Children, Grandchildren, Years married, etc.
3. Why should we consider this Lady to be honored as 'Lady of the Year'?

Please return your submission NO LATER THAN March 15th. This gives us time to judge all entries, notify & make arrangements for the Lady of the Year to attend the State Convention and to have her plaque made. We appreciate your help and consideration in this matter.

Entries that do NOT adhere to these guidelines and/or are received after the deadline will be disqualified.

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SUGGESTED DOOR PRIZE ASSIGNMENTS**

(4)DOOR PRIZES FOR FRIDAY LUNCHEON Auxiliary #	(4)DOOR PRIZES FOR SATURDAY LUNCHEON Auxiliary #	(1) DOOR PRIZE SUNDAY BRUNCH ENTERTAINMENT *~ALL~	(1) DOOR PRIZE FOR BUSINESS MEETING *~ALL~
539	557	*	*
1062	1214	*	*
1559	3268	*	*
3285	4079	*	*
4286	4796	*	*
4844	5064	*	*
6393	6905	*	*
7502	8539	*	*
9349	9456	*	*
9993	10122	*	*
10205	11575	*	*
11730	11732	*	*
12336	13021	*	*
13131	13301	*	*
13559	13621	*	*
13981	14338	*	*

****If you have chosen to bring a basket for the drawings instead of door prizes, please disregard this assignment. Thank you.**