

HOW TO START AN AUXILIARY

1. A formation meeting between Knights of Columbus officers and ladies interested in starting a Ladies Auxiliary should be conducted. At this meeting the K. of C. Officers can acquaint the ladies with the Council and discuss just what the Council's interest in having an auxiliary means to them. This is where the Ladies should interject what beneficial merits an auxiliary can provide to a council.
2. Following this meeting, letters and personal contact should be directed to those considered eligible, inviting them to attend a general meeting where the aims and purposes of the Ladies Auxiliary will be presented and explained and the State Auxiliary By-Laws reviewed.
3. To be eligible for membership, a member must be the wife, mother, unmarried sister, unmarried daughter (18 years or older) of a deceased or living member in good standing of the Knights of Columbus, and need not be a member of the Catholic faith. An auxiliary may have associate members as long as these ladies abide by the by-laws of their auxiliary and are not in opposition to the practices and teachings of the Catholic Church.
4. At this point the prospective auxiliary should contact the Colorado State Ladies Auxiliary to express their wishes to be Chartered Representative(s) will be happy to attend as many meetings as necessary to guide you through the process. There is no limit as to the number of members an Auxiliary may have.

PROSPECTIVE AUXILIARY'S GUIDELINES

These are just a basic guideline to help you get started.

- President, Vice-President, Recording Secretary, Treasurer – are the basic officers needed.
- Other offices can be Corresponding Secretary, which can be added to the Recording Secretary's job or separate; Hostess, Historian and Spiritual Leader/Director.
- Then decide on dues. Some auxiliaries charge \$10.00 per year; others charge \$20.00 (it is up to the membership.) Some charge a dollar a month (\$12.00 + \$3.00 (yearly) state dues = \$15.00) the state dues are payable by April 1st each year to offset the convention expenses. It also helps with the charities voted on at convention that the auxiliaries propose. A new auxiliary does not pay the \$3.00 per member for their first year as an auxiliary. Associate members if you decide to have them don't pay state dues, nor do they vote at state business meetings, or run for a state office.
- Discuss what projects you would like to do to raise money for your treasury and charity. Bake sales, craft sales, garage sales, "no bake" bake sales, spaghetti dinners, dances are just a few of the things auxiliaries do to raise money. Or you can help the knights with bingo, breakfast or a fundraiser the knights do and share the profit with the knights.
- Discuss what charity (s) you would like to sponsor (the church/priest, an unwed mother's home, a charity the Knights are already involved in, or a charity you would like to help).
- Discuss what night you would like to meet. Usually the auxiliary meets the same night as the council, but it does not have to be that way – whatever is best for the members.
- Decide on how to get other ladies interested in the auxiliary. If the men are doing a membership drive, have some of the ladies stand with them to talk to the wives. Send out invitations to a luncheon or tea to invite ladies to hear about the auxiliary.
- Our Bylaws outline membership and address *associate members*. These are ladies that are not associated with the knights as a wife, mother, unwed daughter or sister. They may be widows, single ladies or ladies whose husbands are not knights, but are interested in being in the auxiliary. They can hold an office in the auxiliary, if that is written into your Bylaws, but cannot hold an office in the state auxiliary or be a delegate at the convention. Otherwise, they are just like any other member. Or the ladies can decide not to have associate members if you so choose.

OPERATION

1. To the Officers we suggest: learn to use the best abilities of the members in the fields of endeavor that they enjoy most. You cannot beat loyalty, enthusiasm or dedication. These qualities are present in your group; seek out and use them.
2. Do appoint experienced former officers as co-chair-persons of program activities. Their experience can be of great assistance in aiding and counseling newer committee members.
3. In filling committee appointments, the following factors should be considered; is she experienced, capable, has time to do the job, accepted by others and gladly accepts the appointment.
4. Start meetings at the scheduled time and follow through in a business like manner. Meeting agenda outlines are listed on the last page of the State Ladies Auxiliary By-Laws. ROBERTS RULES OF ORDER should be the Presidents "bible".
5. Keep meetings short and lively, with interesting speakers, events and entertainment. Refreshments and entertainment should fit the occasion.
6. Auxiliary meetings should be held at suitable quarters, accessible to all, such as the K. of C. hall, church premises, bank, civic or business hospitality rooms.
7. Installation of officers should be an open affair, preferably a joint installation with the Knights of Columbus Officers and should be conducted by the local District Deputy.
8. Give members greater value for their time and money invested in the Auxiliary than they can find elsewhere. Constantly add interest to programs. You need a "Cause" as a reason for existence. This can be emphasized by responsibility in Knights of Columbus programs, Church, Charity, Youth and Community activities. Good deeds attract good people and encourage and provide a means for family participation in programs that help maintain better family unity.

OPERATIONAL SUGGESTIONS

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KNIGHTS OF COLUMBUS
LADIES AUXILIARY
SUGGESTED POSSIBLE BYLAWS

ARTICLE I

Section 1 This organization shall be known as the _____ Knights of Columbus Ladies Auxiliary.

Section 2 This Organization shall exist for the support of the Knights of Columbus and for the spiritual, charitable, and social betterment of the organization's members and others.

Section 3 To be eligible for membership, a member must be the wife, mother, unmarried sister, unmarried daughter (18 years or older) of a deceased or living member in good standing of the Knights of Columbus, and need not be a member of the Catholic faith.

Section 4 This auxiliary may have associate members as long as these ladies abide by the by-laws of their auxiliary and are not in opposition to the practices and teachings of the Catholic Church.

Section 5 A. Annual Dues shall be payable _____. Dues are \$_____ per year, of which \$2.00 is paid to the State Auxiliary by April 1 each year.

B. Annual dues for new members shall be prorated based upon the month in which they joined the Auxiliary plus the \$2.00 State Auxiliary per capita fee. The period for which annual dues apply is September 1st through August 30th of the following year.

C. A member shall be considered delinquent if dues are not received by December 1st.

D. A delinquent member whose dues are in arrears shall not have the privilege of voting at Auxiliary meetings.

E. A delinquent member may have their voting privileges reinstated for the current year by paying all dues in arrears. In no case shall a delinquent member regain voting privileges for the current year if dues in arrears remain unpaid.

ARTICLE II

- Section 1** Officers shall be elected each year at the May meeting. Elected offices shall be President, Vice-President, Secretary-Historian and Treasurer. Additional offices may be included at the discretion of the Auxiliary.
- Section 2** A Nominating Committee of three ladies shall be appointed by the President at the March meeting. They shall present a slate of candidates at the April meeting. Nominations shall also be accepted from the floor. Election of Officers shall be at the May meeting.
- Section 3** All members in good standing are eligible to hold an office.
- Section 4** The election of Officers will be by written ballot unless uncontested, then election shall be by a show of hands.
- Section 5** A simple majority of the vote shall elect a member to office.
- Section 6** Officers shall be installed prior to the meeting at which they will assume their duties. The installation shall be done by a State Ladies Auxiliary Officer. If no State L.A. Officer is available, then a Past State L.A. President may preside over the installation. The new slate of Officers assumes their duties on July 1st.
- Section 7** In case the office of President becomes vacant, the Vice President shall assume that office. A new Vice President shall be elected at the next general meeting. If any other office becomes vacant, it shall be filled by an election at the next meeting.

ARTICLE III

Section 1 The President shall preside at meetings and appoint any committee chairpersons, as she deems necessary.

Section 2 The Vice President shall assist the State President and preside in her absence.

Section 3 The Secretary-Historian shall keep the minutes of each meeting, conduct all correspondence at the direction of the State President, and maintain a complete history of the Organization by keeping a scrapbook with articles and pictures.

Section 4 The Treasurer shall collect dues and maintain financial records.

Section 5 The Treasurer shall submit her books to an Audit Committee in June each year. The Committee consists of three Past Presidents appointed by the President. The Audit Committee must follow these by-laws and any budget criteria, and must also ensure the books are reconciled with the bank statements.

ARTICLE IV

Section 1 Auxiliary meetings shall be held _____ at _____ . The President shall ensure space is reserved for the Ladies Auxiliary meetings.

Section 2 A two-thirds majority of the delegates present shall constitute a quorum.

Section 3 The rules contained in the Robert's Rules of Order shall govern the Auxiliary in all cases where they are not inconsistent with these By-Laws and any special rules of order the Auxiliary may adopt. These By-Laws may be amended by approval of two-thirds of the delegates present at the Business Meeting.

Section 4 The agenda should include, but is not limited to:

1. Call to order
2. Opening prayer
3. Pledge of allegiance
4. Introduction of guests
5. Minutes of the previous meeting
6. Treasurer's report
7. Presentation of outstanding bills
8. Correspondence
9. President's report
10. Old/unfinished business
11. New business
12. Announcements
13. Good of the order
14. Closing prayer
15. Adjournment

Section 5 Special meetings may be called by the President for any reasonable purpose.

ARTICLE V

Section 1 No activity of this Auxiliary shall be held in opposition to the Knights of Columbus Council.

HOW TO CONDUCT A MEETING

CALL TO ORDER

When the time for a meeting has arrived, the presiding officer (president or other presiding officer if the president is not in attendance) opens the meeting, after determining a quorum has been met., by calling, “the meeting will come to order.”

This may be immediately followed by religious or patriotic exercises or other opening ceremonies.

ORDER OF BUSINESS

Introductions and welcome of guests and visitors

REPORTS

(A copy of all reports should be given to the members before the opening of the meeting)

Secretary

Reading and Approval of Minutes.

Keep previous minutes, bylaws and other records in a file ready for inspection by the members during meetings and at other reasonable times.

Treasurer

Prepare monthly financial report and submit to President prior to the meeting. This report shall include check number, payee, reason and amount for each disbursement and the date, amount and source of each deposit & whatever else the auxiliary deems to be their Treasurer’s responsibility.

Membership

Usually the Vice-presidents responsibility. Roster, current members and new members. Any other reports assigned by the President.

All Other Reports

By ‘Other Officers’, ‘Standing Committees’ and ‘Ad Hoc Committees

**Please remember; the President is the Ex-Officio of any/all committees and therefore a member of all committees/boards except the nominating committee.*

OLD BUSINESS

Follow-up of things left ‘on the table’ from past meetings. Previously introduced matters which Have come over from your last meeting.

NEW BUSINESS

Any new items to be presented to the membership since the close of your last business meeting. Any new matter in which a MOTION is brought to the floor by a member.

See: PARLIAMENTARY PROCEDURE - “How to Make a Motion”.

(follows How to Conduct a Meeting)

GOOD OF THE ORDER

Refers to the general welfare of the order and may vary in character. In contrast to general parliamentary rule that allows only discussion with reference to the question of a motion; members are permitted to offer informal observations with regard to the organization, public reputation of its membership or the like.

ANNOUNCEMENTS

Such as date/time of next meeting. Or Birthdays, Anniversaries, invitations, Drawing winners, other special occasions, events, etc.

CLOSING PRAYER

Either by President, Spiritual Director or other member.

ADJOURNMENT

Motion to adjourn the meeting.

* * * * *

HOW TO MAKE A MOTION

WHAT is PARLIAMENTARY PROCEDURE?

It's a set of rules for conduct at meetings. It allows everyone to be heard and to make decisions.... without confusion!

WHY is Parliamentary Procedure IMPORTANT?

Because it's a time-tested method of conducting business at meetings and public gatherings.

HOW DO MEMBERS GET THEIR SAY?

They make MOTIONS!

PRESENT motions - make a proposal.

SECOND motions - express support for discussion of another member's motion. DEBATE motions - give opinions on the motion.

VOTE on motions - make a decision.

HOW Do I Present My Motion? (ONLY DELEGATES MAY MAKE MOTIONS)

- Obtain the floor - you must be recognized by the president.
- Make your motion - it would be helpful if you could present a written copy of your motion to the secretary.
- Say "I move that ..." OR "I make a motion that ..."
- Wait for a second (of your motion) - if there is no second, your motion is lost. President will repeat your motion - now you cannot change the motion without an amendment.
- Expand on your motion - mover may speak first to explain and gather support for the motion. You may speak again after everyone else is finished.
- Putting the question - when discussion has ceased, the president asks "are you ready for the question?"

The method of VOTING ON A MOTION depends on the situation.

- *BY VOICE* - those in favor say "aye"; those opposed say "no".
- *BY ROLL CALL* - each member answers "yes" or "no" when their name is called.
- *BY DIVISION* - a sight verification of a voice vote; does not require a count unless the President initiates it. Members raise their hand or stand.
- *BY BALLOT* - members write their vote on a slip of paper, for secrecy.
- *BY GENERAL CONSENT* - when a motion is not likely to be objected to, the president may say "if there is no objection ..." and silence indicates agreement. If someone says "I object", the matter must be put to a vote.

THE MAIN MOTION IS ALWAYS THE LAST VOTED ON (all amendments are voted on first.)

PARLIAMENTARY PROCEDURE is the BEST WAY to GET THINGS DONE at meetings, BUT it only works if YOU use it right!

- Make motions that are in order
- Obtain the floor properly
- Speak clearly and concisely
- Obey the rules of debate
- Most of all - BE COURTEOUS!! That's always in Order!



CO K of C Ladies Auxiliary New Member Oath

Will the new member please step forward:

You are about to become a member of the Knights of Columbus Ladies Auxiliary Council # _____ and the CO State Ladies Auxiliary.

Our Mission and Goal as a "Catholic Family-Oriented Organization" is to assist the Knights of Columbus Councils in supporting our Bishops, Priests and our Catholic values. Through our prayers and good works we hear and support the cry of the unborn; as well as the rights and dignity of our brothers and sisters around the world. To this end, we support the Knights of Columbus and our Ladies Auxiliaries in the spiritual, charitable, and social betterment of all.

New member's name _____
Will you support this mission statement?

Please place your right hand over your heart and repeat after me:

I do solemnly promise to support the Bylaws and mission statement of this and the CO Knights of Columbus State Ladies Auxiliary. I will respectfully uphold and assist the officers of this auxiliary whenever called upon to do so. I will be the helping hand supporting my sisters and my community. I will not wrong a sister nor permit one to be wronged as far as it lies in my power to do so. I will always uphold the interests of this and the state auxiliary. To this, I pledge my sacred word of honor.

Inducting Officer

Having made this promise of your own free will, I do hereby declare you to be a member of this auxiliary.

Sisters – please welcome your new sister into our auxiliary.

DIRECTORY INFORMATION

This form is for the 2009 - 2010 Directory

Please return this form to the State Secretary, Barb Heumann –

Mail to: 1777 Cherry Street, Brighton, CO 80601 -or- bheumann@msn.com

AUXILIARY NUMBER: _____ AUXILIARY NAME: _____

CHURCH AFFILIATION: _____

MEETING TIME/DAY: _____ DATE OF CHARTER: _____

MEETING LOCATION: _____

MONTH THAT YOU HOLD YOUR ELECTIONS: _____

PRESIDENT: _____ Phone: _____

Address: _____

_____ E-mail: _____

VICE-PRES: _____ Phone: _____

Address: _____

_____ E-mail: _____

SECRETARY: _____ Phone: _____

Address: _____

_____ E-mail: _____

OTHER SECT'Y: _____ Phone: _____

Address: _____

_____ E-mail: _____

TREASURER: _____ Phone: _____

Address: _____

_____ E-mail: _____

HISTORIAN: _____ Phone: _____

Address: _____

_____ E-mail: _____

OTHER: _____ Phone: _____

Address: _____

_____ E-mail: _____



Knights of Columbus Ladies Auxiliary

Certificate of Initiation

has been duly initiated into this auxiliary

Auxiliary President

Date