

COLORADO STATE  
KNIGHTS OF COLUMBUS  
LADIES AUXILIARY  
BY-LAWS

Revised and Adopted April 26, 2003  
Amended: April 26th, 2008

## **ARTICLE I**

- Section 1 This organization shall be known as the Colorado State Knights of Columbus Ladies Auxiliary.
- Section 2 This Organization shall exist for the support of the State of Colorado Knights of Columbus and all Knights of Columbus Ladies Auxiliaries for the spiritual, charitable, and social betterment of all. The State Auxiliary may also support charities of choice, as defined in Article V.
- 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 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.
- Section 5 Annual State Auxiliary dues shall be \$3.00 per year per member - as thus amended at our annual business meeting held on April 22<sup>nd</sup>, 2006 - excluding associate members, payable by April 1 each year. Any new Auxiliaries will be exempt until the second April following receipt of their charter.
- Section 6 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.

## **ARTICLE II**

- Section 1 The State Officers shall be elected each year at the Colorado State Knights of Columbus Convention. The State Officers shall be President, Vice-President, Secretary-Historian and Treasurer.
- Section 2 Candidates for State Office must be a member of an Auxiliary in good standing. Associate members are ineligible to hold State Offices.
- Section 3 An Auxiliary *in good standing* is defined as one, which has submitted dues to the State by April 1 of each year, their State convention delegates by April 1, their roster of current officers by August 1, and must be in compliance with the State By-Laws.
- Section 4 The newly elected State Officers shall assume their duties effective July 1 of each year.

## **ARTICLE II (Continued)**

- Section 5      Should the office of State President become vacant, the State Vice President shall assume that office. If other offices become vacant prior to the annual election, these offices shall be appointed by a 5 member executive committee consisting of the present State Officers and past State Presidents.
- Section 6      The State Treasurer shall submit her books to an Audit Committee at least 24 hours prior to the State Auxiliary Business meeting at the State Convention. The Committee consists of three Auxiliary Presidents designated by the State President one month prior to the State Convention. The Audit Committee must follow these by-laws and budget criteria and must also ensure the books are reconciled with the bank statements.
- Section 7      Officers shall serve without pay. The four (4) State Officers shall be reimbursed for mileage to and from four (4) state meetings, when the distance exceeds 50 miles one way from their home. The four (4) State Officers shall also receive reimbursement for mileage for any installation they officiate when the distance exceeds 50 miles one-way from their home. Reimbursement of mileage shall be at the rate of the Internal Revenue Service ruling for Charitable Organizations. Travel expenses may not be collected if a State Officer's spouse receives reimbursement from the Colorado State Knights of Columbus Council for the same destination, when traveling together. The officers travel expenses shall be reimbursed from the State Ladies Auxiliary treasury.

## **ARTICLE III**

- Section 1      The State 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 State 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 State Treasurer shall collect dues and maintain financial records.
- Section 5      A candidates resume for State Auxiliary office should be received by the Nominating Committee by March 15 each year. Nominations for office may be made from the floor. No more than one (1) officer will be elected from any one Auxiliary.

## **ARTICLE IV**

- Section 1      The annual State Auxiliary Business Meeting shall be held in conjunction with the State Knights of Columbus Convention agenda.
- Section 2      State dues must be current in order for Auxiliaries to seat delegates at the State Business Meeting. Each Auxiliary may designate up to three members to be voting delegates. The list of delegates must be received by the State Treasurer by April 1. Each State Officer shall have one vote if she is not a designated delegate from her own Auxiliary. Associate members are ineligible to be voting delegates.
- Section 3      A two-thirds majority of the delegates present shall constitute a quorum.
- Section 4      A suggested detailed budget for the coming year will be presented by the Board for approval by the delegation. The budget will include, but is not limited to, travel expenditures as discussed in Article II, Section 7, convention luncheons' expenses when hosted by the State Auxiliary, charity contributions, and correspondence.
- Section 5      The agenda should include, but is not limited to:
1. Call to order
  2. Opening prayer
  3. Pledge of allegiance
  4. Introduction of dignitaries and guests
  5. Memorial for Deceased Auxiliary members
  6. Minutes of the previous meeting
  7. Treasurer's report
  8. Presentation of outstanding bills
  9. Correspondence
  10. President's report
  11. Old/unfinished business
  12. New business
  13. Announcements
  14. Good of the order
  15. Closing prayer
  16. Adjournment
- Section 6      Special meetings may be called by the State President for any reasonable purpose.

## **ARTICLE V**

- Section 1      The State Auxiliary will make monetary donations to three charities selected by the delegation at the State Business Meeting. One charity will be selected by vote and two (2) by random drawing.
- Section 2      Charities will be selected from those nominated by the auxiliaries in good standing. To be included, the written nominations must be received by the Charities Committee no later than March 15. No more than one charity nomination will be accepted from any auxiliary. Charity nominations will not be allowed from the floor of the convention.
- Section 3      The annual fundraiser(s) sponsored by the State Auxiliary may be held with the proceeds being designated for the State Charity Fund.

## **ARTICLE VI**

- Section 1      No activity shall be held in opposition to the Colorado State Knights of Columbus Council.

## **ARTICLE VII**

- Section 1      Officers of local Auxiliaries in Colorado shall be elected by June 30<sup>th</sup> of each year.
- Section 2      It shall be the responsibility of the incoming President of each Auxiliary to provide the State Secretary with a list of the current officers no later than August 1<sup>st</sup> of each year. Any changes to the roster during the course of the year should be submitted as soon as possible.

## **ARTICLE VIII**

- Section 1      The State Auxiliary Emblem may be used by all Auxiliaries. The copyright symbol must be legible on all reproductions. The State President shall be informed of the use of the Emblem in order to avoid any problems with copyright infringement laws.

## **STANDING RULE**

That the fiscal year run from July 1st through June 30th as approved by the Membership at our annual business meeting on April 26th, 2008.