

The Lady of the Forest Ladies Auxiliary

Knights Council No. 11730

Organization Bylaws

Adopted on January 11, 2024

Supersedes all other versions on file.

ARTICLE I: Organization Name and Purpose

Section 1. As an organization of Catholic women, The Lady of the Forest Ladies Auxiliary was founded on the efforts of Fr. McGivney's principles of Charity and Unity and is affiliated with the Knights of Columbus Council No. 11730. The Lady of the Forest Ladies Auxiliary are encouraged to participate in the State and local programs with the Knights of Columbus Council 11730.

Section 2. As members of The Lady of the Forest Ladies Auxiliary, we participate as a Catholic family in many community and parish projects, as well as other activities with the Knights 11730; participate in State activities.

Section 2 (a). Independently, the Ladies support parish events, such as the Church picnic, Roses for Life Campaign, and Youth Group Ministry events. The Ladies hold fundraisers, such as bake and craft sales to raise funds for their Teddy Bear project and contribute to other charities.

Section 3. The Lady of the Forest Ladies Auxiliary meets at 11020 Teachout Road, Colorado Springs CO 80908 on the second Thursday of the month in conjunction with the Knights Columbus, Council 11730.

ARTICLE II: Membership in the Auxiliary

Section 1. Membership in the Ladies Auxiliary is open to all Catholic women at least 17 years of age, who are in good standing with the Catholic Church. Members shall support the Colorado State Ladies Auxiliary (CSLA) and comply with local and State Bylaws.

Section 2. To be eligible for membership in the Ladies Auxiliary, an individual does not have to have a direct relationship with a member of any Knights of Columbus but who is a lady of the Catholic faith.

Section 3. This auxiliary shall be in good standing of the Colorado State Ladies Auxiliary: by submitting its dues to the CSLA by April 1 of each year; will submit its state convention delegates by April 1; its roster of current officers by August 1 and comply with the State bylaws.

Section 4. State membership dues shall be \$5.00 per year per member. The annual Lady of the Forest Auxiliary dues are \$20.00 per year, per member and are due August 1st with \$5 per year going toward the State Auxiliary dues.

ARTICLE III: Election of Local Auxiliary Officers

Section 1 The election of the local auxiliary Officers shall be conducted at the members meeting in April. The local Officers shall be President, Vice President, Secretary, Treasurer, and Hospitality. Officers may maintain their office for two consecutive years. If approved by the membership, the Officers may retain their offices for additional years.

Section 2. Candidates for Offices must be members in good standing with the Catholic Church and support its practices and teachings and must be in good standing in the Auxiliary.

Section 3. The incumbent President shall appoint a Nominating Committee of three (3). Members may nominate local Officers from the floor.

Section 4. The newly elected local officers shall assume their duties on June 15 of each year and will be known as the Officers.

Section 5. The Officers may take immediate action in urgent situations and speak on the behalf of the Auxiliary; meet on a regular basis outside of the business meetings; function as key communicators between the Auxiliary, State Auxiliary, Knights of Columbus Council 11730, and the incumbent Pastor of Our Lady of the Pines Catholic Church. The Officers may address high-level serious Auxiliary issues, serve in an advisory capacity of the Auxiliary; establish Auxiliary committees.

Section 6. The Officers may not amend the Auxiliary's Bylaws without a two-thirds-member approval; elect or remove an Executive Committee member without a two-thirds-member approval; approve or change the organizations budget without a two-thirds-member approval; make decisions like eliminating charitable or fundraising activities/programs without a 2/3-member two-thirds approval.

Section 7. If an incumbent Officer cannot fill the position, the Nominating Committee will nominate another member to fill the vacancy from the floor (the Committee shall accept self-nominations); a two-thirds- member vote is required to fill the vacancy. The President may call an emergency nomination and vote if necessary to fill a vacant position.

ARTICLE IV: Roles of Officers

Section 1. The Officers shall serve without pay. The incumbent President shall preside at meetings; appoint Audit Committees (the Audit committee will consist of two (2) or more) and any other committee chairpersons. The President will have the authority to make financial decisions up to \$150.00. Expenditures more than \$150.00 (for a total event) require discussion and the approval of the delegation. The President is responsible for appointing all committees at her discretion.

Section 2. The Vice President shall assist the president and preside in her absence. The Vice President shall preside over the meeting and continue all other business; is responsible for keeping the membership roster current; will hand or mail out the membership renewal notices and along with the Treasurers, record the renewals, update the roster, and distribute the updated roster to the President and the members. She shall attend business meetings when called. The Vice President will perform duties at the request of the President.

Section 3. The Secretary will keep the minutes of each meeting, conduct all correspondence at the direction of the President. She shall be the auxiliary's liaison to the local Parish office and will submit requests for the use of Parish facilities; attend meetings with the Parish office staff when asked by the President. She shall send condolences upon the death of a member and her spouse or children. She will conduct additional duties when called upon by the President; shall attend meetings when called.

Section 4. The Treasurer shall collect dues; reconcile the books with the bank statements; records and distribute financial records to the officers and all ladies in good standing; pay bills on behalf of the organization; the Treasurer's or President's signatures will be on all checks issued on behalf of the auxiliary. She shall attend all meetings when called. Within 30-days of the close of each fiscal year, she will submit the books to an audit committee for review. The report will be available at the meeting at the end of the fiscal year and made available to individual members upon request. The fiscal year runs from July 1 through June 30. She will submit all tax documents to the IRS and Colorado State if/when required. She shall be responsible for submitting payments for the auxiliary's liability insurance policy renewal and State dues on or before the due date of each year.

Section 5. The President and Treasurer are responsible for the auxiliary's debit card. This includes using the debit card and making the debit card available for all items approved within the budget. All purchases outside of the budget require a vote of the membership.

Section 6. The Hospitality Officer shall be responsible for the volunteers who provide refreshments for the after-meeting socials; is responsible for reminding the ladies when it is their turn to bring snacks; maintain the Parish kitchen facilities. She will attend Officer meetings when called; will assist with events when called upon by the President. She will assist the President with auxiliary duties and politely keep order during the meetings; be available to help the Officers with errands and responsibilities for creating a smooth meeting process.

Section 7. Should the office of the incumbent President become vacant, the Vice President shall assume the office. If other offices become vacant prior to the annual election, members of the Executive Committee consisting of the incumbent Officers and two (2) past Presidents shall appoint new officers, with a two-thirds approval of the membership.

Section 8. Travel Expenses purposely omitted; refer to the CSLA Bylaws, Article IV, Sections 6 and 7.

Section 9. All officers will transition the position to the successor within 30 days of the installment. This includes handing over all the belongings of the auxiliary in her care.

ARTICLE V: Auxiliary Audits

Section 1. The auxiliary will conduct an annual audit. The audit will be completed within 45 days of the fiscal year end.

Section 2. The auxiliary's President shall appoint the Audit Committee. The Audit Committee will consist of at least one (1) past President and one current officer that is not the Treasurer. The

Audit Committee must follow these bylaws and budget criteria and must also ensure the books are accurate. The committee shall be appointed by May 1 of each year.

Section 3. The Treasurer will make accounting books and all financial reports available for audit, the Audit Committee may call her for an answer to any questions. Financial reports can be saved digitally. The audit committee can request printed copies of treasurer reports and bank statements.

Section 4. All financial reports shall be retained for five (5) years.

Article VI: Guidelines for Meetings

Section 1. The Ladies Auxiliary holds its monthly meetings in conjunction with the local Knights of Columbus Council 11730 on the second Thursday of the month between August and May of each year; the members present at the meeting shall constitute a quorum. The Officers hold its meetings during the first week of the month and are open to the membership.

Section 2. The Officer will propose a detailed budget for the coming year and a year-to-date financial statement for approval by the membership. The members shall be able to question any line item in the proposed budget.

Section 3. The meeting agenda may include but is not limited to: Call to order; Opening Prayer; Pledge of allegiance; Introduction of dignitaries and guests; Memorial for Deceased Auxiliary members; Minutes of the previous meeting; Treasurer's report; Presentation of outstanding bills; Correspondence; President's report; Old/unfinished business; New business; Videos; Announcements; Good of the order; Closing prayer; Adjournment of meeting.

Section 4. The local and/or State Auxiliary Presidents may call special meetings for any reasonable purpose. Notification of a special meeting will come by letter and electronic mail to the local auxiliaries.

Section 5. The Secretary shall record every motion on paper, including motions from the floor, into the meeting's minutes; she will record the motion, the members' name, and seconded and who second the motion; she will keep all minutes on file. The minutes shall be saved digitally. The minutes shall be retained for five (5) years.

ARTICLE VII: Charities and Fundraisers

Section 1. The auxiliary will make monetary donations to no more than five (5) charities per year. Members will receive ballots for the purpose of proposing the charities and for voting on the suggested organizations. The membership may consider the local Church, Parish Youth Groups, or other charities for funding. Fundraisers can include, but-are-not-limited-to bake sales, gift/craft sales, car wash, breakfast, or dinners, as allowed by the incumbent pastor for the use of Church facilities.

Section 2. The auxiliary will select Charities from those nominated by the auxiliary's members. The Charities Committee must receive a written nomination no later than March 15. The committee may receive nominations via email.

Section 3. The Ladies Auxiliary's funding limitations will be between \$200 and \$500 (not to exceed \$500) for any one charity and is based on available funds; the Treasurer will dispense funds allocated to the charities; the Secretary will invite the recipients to the meeting in May of each year and present the checks on behalf of the auxiliary.

Section 4. The Ladies Auxiliary's funding can exceed the \$500 limit under special circumstances when funds are available with 2/3 approval.

Section 5. The auxiliary will obtain the yearly Shared Space Agreement and the Facility Operating Plan agreement from the church.

ARTICLE VIII: Use of State Auxiliary, Knights of Columbus, or Church Logos

Section 1. The Ladies Auxiliary may not use any of these logos without written approval.

ARTICLE IX: Parliamentary Authority

Section 1. The rules in Robert's Rules of Order shall govern the auxiliary in all cases where they are not consistent with these bylaws or State bylaws and any special rules of order the auxiliary may adopt.

Section 2. The Ladies Auxiliary will maintain a copy of the Colorado State Ladies Auxiliary bylaws on file to refer to when necessary.

Section 3. The officers will maintain a binder containing: Bylaws, insurance, audit certificates, rosters, etc.

ARTICLE X: Amendments to Ladies Auxiliary Bylaws

Section 1. A call for amendments will come out in January from the Secretary. The local auxiliary membership by quorum may submit an amendment for consideration. The President can call for bylaw changes outside of the January time frame and appoint a committee to recommend by law changes.

Section 2. When necessary, the elected Officers may review Bylaws but not change the bylaws without two thirds vote from the membership. Suggested changes to these bylaws are due to the Secretary by January 15. The auxiliary's members will receive amendments by February 28 via email.

Section 3. An approval of two-thirds of the members will approve the amended bylaws. Members may receive a hard or soft copy of the amendments for review before approving. A vote via email is acceptable.

End Bylaws

Approved by: _____

Date Approved: _____

