

Ladies of the Knights Council #10966

By-Laws

Article I - NAME

Section 1. The name of this organization shall be the Ladies of the Knights Council #10966 of Pasadena, Maryland.

Article II - OBJECTIVE

Section 1. To assist the Msgr. Raymond P. Kelly Council #10966 in ways designated and approved by said Council and relating to the works of the Council.

Section 2. To undertake charitable endeavors. Donations must be limited to organizations that are not in conflict with the Catholic Church.

Section 3. To provide the members with social opportunities.

Article III - MEMBERSHIP

Section 1. Membership in the Ladies of the Knights Council #10966 shall be open to all women who are related to any member of the Knights of Columbus Council #10966 either by birth or by marriage and who are eighteen years of age or older.

Section 2. Membership in the Ladies of the Knights Council #10966 is open to other Catholic women who are willing to abide by the rules and procedures of the Ladies of the Knights Council # 10966.

Section 3. Membership is achieved by submission of name to the Membership Chairperson and payment of dues.

Section 4. To be in good standing a member must be paid up in dues and actively participate in at least one function per year. The fiscal year will be July 1 through June 30.

Article IV - DUES

Section 1. Dues are payable in full by October 1st. Annual dues are \$20.00 per year of which \$10.00 will be allocated for use by the chairperson of the Sunshine Committee; all unused funds will be returned to the Treasury at the end of the year.

Article V - OFFICERS

Section 1. Officers of the Ladies of the Knights Council #10966 shall consist of the following: President, Vice-President, Secretary, and Treasurer, all of whom will be

elected by the membership. Officers shall attend all planning meetings held at the discretion of the President and regularly scheduled monthly meetings unless circumstances exist that prevent their attendance.

Section 2. To be eligible for office a candidate must be a member in good standing of the Ladies of the Knights Council #10966 (see Article III – Section 4.). Candidates for the office of President or Vice-President must have been a member of the Ladies of the Knights Council #10966 for at least one (1) full year on the date she would take office.

Section 3. Officers shall be elected for a term of one (1) year beginning July 1. The offices of President and Vice-President are limited to two (2) consecutive terms.

Article VI - DUTIES OF OFFICERS

Section 1. The President shall:

- a) Preside at all meetings of the Ladies of the Knights Council #10966 and shall perform other duties pertinent to her office.
- b) Appoint the Chairperson of all committees.
- c) Act as liaison between the Auxiliary and the Grand Knight.
- d) Countersign all checks prepared by the treasurer.

Section 2. The Vice-President shall:

- a) Preside in the absence of the President.
- b) Perform other duties as assigned by the President
- c) Serve as an ex officio member of all committees.

Section 3. The Secretary shall

- a) Record and maintain the Minutes of all meetings and insure that all members, and the Grand Knight, receive copies.
- b) Retain copies of all outgoing correspondence.
- c) Keep an updated file of all members (name, address, telephone, email, eligibility).
- d) Have copies of the by-laws available upon request.
- e) Perform other duties as appropriate to her office or as assigned by the President.

Section 4. The Treasurer shall:

- a) Collect all dues and have charge of all funds of this organization.
- b) Make a monthly report at the meeting. This report should include the previous balance, details of receipts and expenditures since last report, and the new balance.
- c) Provide a semi-annual financial statement to the Financial Secretary of the Knights of Columbus Council #10966. This statement must include all assets and liabilities, as well as all income and expenditures since the last report. These reports are due January 20 for the period July 1 to December 31, and July 20 for the period January 1 to June 30.

- d) Provide the financial records to the audit committee when requested.
- e) Notify members of dues payment.

Section 5. Standing committees of the Ladies of the Knights Council #10966 shall be: Membership, Publicity, Ways and Means, and Sunshine.

Section 6. An Audit Committee shall be appointed at the June meeting. This committee shall consist of the Vice-President and two (members). An annual audit of the organization shall be conducted by July 1.

Article VII – ELECTIONS

Section 1. Annual elections shall be held at the June meeting.

Section 2. A Nominating Committee shall be appointed at the April meeting. The Committee shall present the slate of nominees at the May meeting. Nominations shall also be accepted from the floor. Voting shall be by written ballot.

Section 3. Installation of elected officers shall be held in July in conjunction with the Knights installation.

Section 4. Should a vacancy occur in the office of President, the Vice-President will fill the vacancy, in which case she shall be accorded the privilege of succeeding herself. Vacancies occurring in any other elected office shall be filled, after notice to the members, by special election.

Section 5. At a designated time after the installation of officers for the coming year, the elected and retiring officers shall meet for the purpose of affecting a smooth transition of the organization.

Article VIII - MEETINGS

Section 1. Meetings shall be held monthly on a day and time to be determined by the membership. All meetings shall begin at 7:30 p.m.

Section 2. Members must be notified at least two (2) weeks in advance of any change in meeting time or date with the exception being an emergency due to an act of God.

Section 3. Six (6) members shall constitute a quorum at all business meetings.

Section 4. In the absence of the President, the Vice-President shall preside and execute all of the duties of the President.

Article IX – MEETING PROCEDURES

Section 1. Order of Business

- Open meeting with Prayer and Pledge to flag.
- Comments from the President
- Comments from the Vice-President
- Report from the Secretary – reading and approval of the Minutes
- Report from the Treasurer
- Committee Reports
- Old Business
- New Business
- Motion to Adjourn
- Closing Prayer

Article X – AMENDMENTS

Section 1. Any amendments, changes or revisions to these by-laws must be submitted in writing to the President; presented and discussed at the current meeting; and voted upon at the following meeting. The amendments must be approved by majority vote of the membership and by the Council.

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Revised 12/05/96

Revised 06/04/98

Revised 11/07/00

Revised 06/19/01

Revised 10/02/03

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