

BY LAWS

LADIES

AUXILIARY

Mary's Millennium

Council #12801

St. John the Evangelist

Streamwood, IL

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Knights of Columbus Mary's Millennium Council #12801

St. John the Evangelist, Streamwood, IL

ARTICLE I

NAME

This organization shall be known as The Ladies Auxiliary to the Knights of Columbus Mary's Millennium Council #12801, hereinafter referred to as "Ladies Auxiliary".

ARTICLE II

OBJECTIVES

The Ladies Auxiliary is formed for the following purposes:

1. To assist in promoting the welfare of the Knights of Columbus Mary's Millennium Council # 12801.
2. To promote charitable activities each year.
3. To promote a sense of community within St. John the Evangelist Parish and its ministries.
4. To promote the welfare of those within the parish of St. John the Evangelist and its ministries.
5. To promote the Ladies Auxiliary by assisting the general community in addressing its needs.
6. To promote sociability among members and all ladies of St. John's.

ARTICLE III

MEMBERSHIP

The membership in the Ladies Auxiliary is open to:

1. The wife of a member of the Knights of Columbus.
2. Any Catholic female eighteen (18) years of age or older.

**ARTICLE IV
DUES AND FEES**

1. All dues and fees shall be determined each year by a majority vote of the members present and voting at the regularly scheduled annual business meeting for the election of officers of the Ladies Auxiliary. The current dues per majority vote on August 16, 2011 have been established to remain at \$24 for new members and \$20 to renew.
2. Suspension for non-payment of dues or fees and reinstatement are to be determined by majority of the members present and voting at a regularly scheduled business meeting.
3. The fiscal year of the Ladies Auxiliary shall begin on July 1 and end on June 30 of the following year.

**ARTICLE V
QUORUM**

No fewer than seven (7) members shall constitute a quorum for conducting a business meeting of the Ladies Auxiliary.

**ARTICLE VI
MEETINGS**

1. Regular monthly meetings of the Ladies Auxiliary shall be held on the Third Tuesday of each month at 7:00 pm at St. John the Evangelist Parish located in Streamwood Illinois, unless otherwise determined or rescheduled by a majority of the members present and voting at a business meeting. Notice of changes in the meeting schedule shall be given to the membership not in attendance within 30 days.
2. The annual installation of officers shall be in June of each year. The report of the Audit Committee shall be given at the January and May meetings.
3. All books, records, accounts and monies of the Ladies Auxiliary shall be relinquished to the newly installed officers at the installation meeting.
4. The President may call such other meetings of the officers and members from time to time as necessary for planning, special needs and the good of the Ladies Auxiliary. A quorum shall not be necessary for such special meetings; however, no business or financial decisions shall be made at any such special meeting.

**ARTICLE VII
ELECTION OF OFFICERS**

1. The elected officers of the Ladies Auxiliary shall be:
President, Vice President, Secretary, Treasurer, and three (3) Trustees.
2. Additional officers may be added at the discretion of the Ladies Auxiliary as approved by a majority of the membership present and voting at a regular business meeting.

3. Election of officers shall be held at the regular meeting in May with installation of elected officers in June of each year.
4. The term of office for each elective office shall be one (1) year subject to reelection with no term of any office to exceed two (2) consecutive years.
5. Nomination and election of officers shall be conducted as follows:
 - a. Nominations and Elections: A Nominating Committee of Three (3) to Five (5) members shall be selected at a regular meeting held no later than March. This Nominating Committee shall consist of the Chairwoman of the the committee selected by the President and two (2) to four (4) members of the committee nominated and appointed by a majority of the members of the Ladies Auxiliary present and voting at the March meeting.
 - b. In each year after the first year, the Nominating Committee shall have been formed; The Chairwoman of the Nominating Committee shall be a member of the Nominating Committee of the previous year.
 - c. The Nominating Committee shall prepare for the annual election of officers and shall present to the membership at the regular meeting of the members in May a slate of candidates for each office. The slate of candidates shall be determined by a consensus of a majority of the members of the committee.
 - d. No one shall be a candidate whose consent has not been obtained.
 - e. The report of the Nominating Committee shall be made at the regular meeting of the members in April, following which nominations may be made from the floor and must be added to the slate submitted.
 - f. Elections of officers shall be conducted at the regular meeting of members in May.
 - g. If there is more than one nominee for each office, voting may take place directly from the floor or by ballot. The candidate receiving a majority of the votes is elected. If more than two candidates are nominated and no one candidate receives a majority vote in the first pole or ballot, then the two candidates with the largest plurality shall be the candidates for a second vote. The President shall, in such an event, cast the deciding vote.
 - h. Elected officers assume their respective duties in June at the time of their installation.
 - i. Any member elected to office who does not fulfill her duties in such office may, after charges have been conferred, be removed from the office at the next regular meeting of members by a two-thirds vote of those present and voting.
 - j. Vacancies occurring in an elected office by death, resignation, disability, or otherwise, shall be the term filled by the President at her discretion. Such person appointed shall hold office for the duration of and until the next regular election of officers.
 - k. No vacancy created by the resignation of an elected officer may be filled until such resignation has been submitted in writing and accepted by the President.
6. Appointments:
7. The President shall appoint Chairladies of all committees as soon as possible after the installation ceremony.
8. A Parliamentarian shall be appointed to office by the President.

**ARTICLE VIII
DUTIES OF OFFICERS**

1. The **PRESIDENT** shall preside at all meetings, shall sign all orders drawn upon the treasury, shall appoint and be an *ex-officio* member of all committees except the Nominating Committee, shall appoint the Parliamentarian, shall appoint interim officers, and shall perform other such duties and functions as required under the provisions of these by-laws.
2. The **VICE PRESIDENT** shall preside in the absence of the President and shall act as Program Coordinator of the Ladies Auxiliary.
3. The **SECRETARY** shall keep the minutes of each meeting of the Ladies Auxiliary, shall read the minutes of the meetings at the following regular meeting, shall be the custodian for all documents pertaining to her office, shall conduct the correspondence of the Ladies Auxiliary and shall issue all notices.
4. The **TREASURER** shall keep a current list of members-shall collect all dues, fees and assessments; shall notify members delinquent in the payment of dues, fees and assessments; shall keep all accounts of receipts and expenses; shall receive and hold all monies belonging to the Ladies Auxiliary; shall pay out such monies in such amounts and in such manner as directed by the Ladies Auxiliary; shall be one (1) of two (2) officers designated to sign checks; shall make monthly reports of the financial condition of the financial condition of the Ladies Auxiliary and the activities of her office, and shall cooperate with the Trustees in the preparation of a semi-annual audit of the books and records of the Ladies Auxiliary in January and in May of each year.
5. The **TRUSTEES** shall meet in January and May to read the results of the audit to the members at the January and May meetings of members.
6. The **PARLIAMENTARIAN** shall advise the President and such members who shall inquire, on the proper conduct of the meetings of the Ladies Auxiliary in accordance with Robert's Rules of Order.

**ARTICLE IX
MISCELLANEOUS**

1. The Ladies Auxiliary shall establish a bank account into which all revenues received shall be deposited. That bank account shall be used to pay the obligations of the Ladies Auxiliary, to make donations and be available to make such other payments and investments as a majority of the members then voting shall determine at their meetings from time to time.
2. The Ladies Auxiliary may open such other bank and investment accounts as the Ladies Auxiliary determines from time to time might be necessary. Such other accounts and investments may be used for special projects, scholarships, contributions, investments, and such other projects and purposes approved by a majority of the members then voting.

3. Two (2) signatures shall be acceptable on drafts and documents of withdrawal from any bank account or investment established by the Ladies Auxiliary. Those signatures shall be those of the President and/or the Treasurer.
4. Robert's Rules of Order shall govern the conduct of regular meetings of the Ladies Auxiliary as far as applicable.

**ARTICLE X
BY-LAWS**

1. The By-Laws may be amended by a majority vote of the members in a regular meeting provided that the proposed amendment is submitted in writing within at least thirty (30) days before the date of the meeting at which it is to be considered.
2. All amendments shall take effect thirty (30) days after they are adopted.
3. A copy of all amendments shall be submitted to the Ladies Auxiliary Chairperson Knights of Columbus Illinois council within thirty (30) days from the date of approval by the Ladies Auxiliary for approval.
4. Any By-Laws not approved by the State of Illinois Council shall be void and of no effect.
5. No standing rule or resolution or motion is in order that conflicts with any of the provisions of these By-Laws.

**ARTICLE XI
ORDER OF BUSINESS AT THE REGULAR MEETINGS**

1. Call to order
2. Opening Prayer and Pledge of Allegiance to the Flag.
3. Roll Call of Officers – with appointments as necessary to fill vacancies.
4. Introduction of guest(s).
5. Reading of minutes of previous meeting(s) and reading of correspondence.
6. Treasurer's report
7. K of C Liaison Report
8. Reports of Committees
9. Old Business
10. New Business
11. Program
12. Adjournment
13. Closing prayers

ARTICLE XII-APPROVAL

These Bylaws were approved and passed by the majority vote of the membership at the regularly scheduled meeting of Ladies Auxiliary held on September 20, 2011.

Secretary _____

Beth Welke, Secretary

Officers:

President – Johna Brand _____

Vice President – Joan Monaghan _____

Secretary - Beth Welke _____

Treasurer – Barbara Scheffki _____

Trustee - Tina Becht _____

Trustee - Jeanne Gurrieri _____

Trustee – Pat Kippes _____

Accepted and approved by Sandy Decker, State Chairwoman on September 9, 2011

