

# **Ladies Of Virginia Knights of Columbus State Auxiliary Bylaws**

## **ARTICLE I – NAME**

This organization will be known as the Ladies of Virginia (LOV) Auxiliary to the Knights of Columbus Virginia State Council.

## **ARTICLE II – OBJECTIVES**

This organization is formed for the following objectives and purposes:

1. To enhance spiritual growth and sociability among the members
2. To engage in charitable and civic endeavors
3. To assist in promoting the spiritual and social welfare of the Virginia State Council Knights of Columbus
4. To promote communication and assistance among members

## **ARTICLE III – MEMBERSHIP**

Any spouse, mother or daughter, 18 years of age, of a member of the Knights of Columbus, in good standing, is eligible for membership in the State Organization, **L. O. V. (Ladies of Virginia)**. Individuals may join as individual members.

## **ARTICLE IV – DUES**

Membership dues shall be \$2.00 per capita for each auxiliary, not to exceed \$26.00 and \$5.00 for each individual member and will be assessed each year by July 1st. New member dues must be paid in full no later than March 31, or voting privileges at the annual meeting will **be forfeited for that year**. Monies shall be paid to the State Auxiliary Treasurer. The fiscal year shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## **ARTICLE V – QUORUM**

For the purpose of voting at the Annual Meeting of the Ladies of Virginia, a quorum will consist of 25% of paid members in good standing. A quorum of 10% of paid members is required for voting at the regular Quarterly meeting.

## **ARTICLE VI – BOARD OF DIRECTORS**

The governing body of this organization will be the Board of Directors. It will consist of four elected officers and three Trustees. They will meet as required. Each member of the Board of Directors will have voting privileges. The responsibilities of the Board of Directors are:

1. To prepare and discuss all major issues and present them to the membership
2. To be available to the membership in an advisory capacity
3. To see that the by-laws are upheld and amended as required
4. To obtain approval from the membership for expenditures in excess of \$100.00.

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### ARTICLE VII – ELECTION OF OFFICERS

The elective officers of the Ladies of Virginia will consist of the following: President, Vice President, Secretary and Treasurer.

1. Election of officers will be held at the meeting during the Annual State Convention
2. Term of office will be one (1) year and subject to re-election
3. Nominations and election of officers will be conducted as follows:
  - a) A Nominating Committee of three members will be appointed at the January Quarterly Meeting by the President
  - b) The Nominating Committee will prepare a slate bearing the names of candidates for each office for the election
  - c) No one will be a candidate whose consent has not been obtained for the office
  - d) The report of the Nominating Committee will be announced at the March Quarterly Meeting and be published in the minutes. Nomination can be accepted from the floor prior to the elections
  - e) Election of officers will be conducted at the Annual Convention Meeting
  - f) If there is more than one name for each office, voting will be by written ballot of the delegates present
  - g) Elected officers will assume duties as of July 1. Installation of officers will be held in July or at the next quarterly meeting
  - H) Vacancies occurring in any office will be filled in the interim by the President with the approval of the Board of Directors. A letter of resignation should be submitted within 15 days of notification to resign. Verbal announcements of resignation will become effective fifteen (15) days after such announcement unless otherwise withdrawn. An election will be held for this office at the next quarterly meeting.

### ARTICLE VIII – DUTIES OF OFFICERS

The **PRESIDENT** will preside at all meetings; countersign all orders drawn upon the Treasury, and set meeting dates and times. She will serve as a member ex-officio of all committees except the Nominating Committee. The President will appoint chairladies of all committees, with the approval of the other elected officers, as soon as possible after elections. The immediate Past President will assume the three (3) year Trustee position when her term as President ends.

The **VICE PRESIDENT** will preside in the absence of the President. She will act as Membership Chairman, unless otherwise directed, and assume any other duties assigned by the President.

The **SECRETARY** will keep the minutes of each meeting and read same at the following meeting. She will be custodian of all documents pertaining to her office and conduct the correspondence of the State Auxiliary. She will issue all notices and keep a current roster of the membership. Copies of the minutes will be sent at least two (2) weeks prior to the next quarterly meeting.

The **TREASURER** will keep a current list of members, collect all dues and fees. She will notify delinquent members, keep all accounts of receipts and expenditures, receive and immediately deposit to the State Auxiliary bank account all monies belonging to the Auxiliary, and pay out same in such manner as will be designated by the Auxiliary and countersigned by the President. She will keep a monthly report of her office to be presented to the membership at the Quarterly meetings. She will cooperate with the Trustees in preparation for the quarterly audit.

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**ARTICLE IX – ELECTION OF TRUSTEES**

If a vacancy occurs, the election of Trustees will be as follows:

1. The format for elections will be the same as for officers (see Article VIII).
2. The Trustees will be designated as First-Year Trustee, Second-Year Trustee, and Third-Year Trustee.
3. When two or more Trustees must be elected in any given year, election will be done by descending vote.
4. The term of office will be for the completion of the current year.

**ARTICLE X – DUTIES OF TRUSTEES**

The duties of the Trustees are as follows:

1. To serve as a member of the Board of Directors (see Article VI).
2. To meet quarterly to audit financial accounts.
3. Assume any duties assigned by the President.

**ARTICLE XI – MEETINGS**

This organization will meet quarterly and at the Annual Convention Meeting. The Quarterly meeting schedule will be published.

**ARTICLE XII – BY-LAWS**

Proposed amendment(s) will be submitted to the membership, in writing thirty (30) days prior to the Annual Meeting, where it will be voted on.

**ARTICLE XIII – RULES OF ORDER**

Roberts Rules of Order revised will govern the conduct of meetings of the Ladies of Virginia not specifically stated in these by-laws. All business will be conducted in the spirit of the Catholic Faith.

**ARTICLE XIV – ORDER OF BUSINESS**

1. Call to Order
2. Opening Prayer and Pledge of Allegiance
3. Introduction of Officers, Delegates and Members
4. Introduction of Visitors
5. Acceptance of the Minutes of Previous Meeting
6. Reading of Communications
7. Treasurer's Report
8. Reports of Committees
9. Old Business
10. New Business
11. Program (if applicable)
12. Adjournment
13. Closing Prayer

Revised bylaws as approved on May 8, 2005