



**Ladies of Virginia
Bylaws**

ARTICLE I – NAME

This organization is named the Ladies of Virginia (LOV).

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 Knights of Columbus (K of C) in Virginia.
4. To promote communication and assistance among members

ARTICLE III – MEMBERSHIP

There are two types of memberships in LOV:

1. Individual membership. Any spouse, mother, daughter (18 years or older), or widow of a member of the K of C in good standing is eligible for membership in LOV. Each individual member has one vote on issues that require a vote.
2. Auxiliary membership. An Auxiliary also may join LOV. All members of the Auxiliary are considered members. The Auxiliary receives only 2 votes on issues that require a vote. The two voting members must meet the criteria of an individual member noted above.

ARTICLE IV – DUES

Dues shall be paid to the LOV Treasurer. The fiscal year begins on July 1st and ends on the following June 30th. Dues are assessed on a yearly basis. There are two types of membership dues:

1. Individual dues. Annual dues for individual members are \$5.00, and must be paid in full no later than the January meeting, or voting privileges at the annual meeting are forfeited for that year.
2. Auxiliary dues. Annual dues for Auxiliaries shall be \$2.00 per capita, not to exceed \$26.00. Dues must be paid in full no later than the January meeting or voting privileges at the annual meeting will be forfeited for that year.

ARTICLE V – QUORUM

At both the quarterly and the annual meetings there must be 25 paid members in attendance to establish a quorum and conduct a meeting.

ARTICLE VI – BOARD OF DIRECTORS

The governing body of LOV is the Board of Directors. It consists of four elected officers and three Trustees and meets as required. Each member of the Board of Directors has 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.

ARTICLE VII – ELECTION OF OFFICERS

The elected officers of LOV are the following: President, Vice President, Secretary, and Treasurer.

1. Election of officers is held at the Annual Meeting by members in good standing. (See Articles IV).
2. Term of office for all elected positions is one (1) year and subject to re-election, not to exceed a maximum of 2 years unless there is no one available to assume the position being vacated.
3. Nominations and election of officers are conducted as follows:
 - a) A Nominating Committee of three members is appointed at the January Quarterly Meeting by the President
 - b) The Nominating Committee prepares a slate bearing the names of candidates for each office for the election
 - c) All candidates must give consent for nomination for any office
 - d) The report of the Nominating Committee is announced at the March Quarterly Meeting and is published in the minutes. Nominations can be accepted from the floor prior to the elections
 - e) If there is more than one name for each office, voting is by written ballot of the individual paid members and the two voting delegates from auxiliaries present in good standing. If a tie vote, a second vote will be taken. If the tie remains, the Presiding Officer is to determine the winner.

- f) Elected officers assume duties July 1. Installation of officers is normally held at the July meeting. If the July meeting is unable to be held, the installation will take place at the following quarterly meeting.
- g) Vacancies occurring in any office are filled in the interim by the President with the approval of the Board of Directors. A letter of resignation will be submitted within 15 days of notification to resign. Verbal announcements of resignation are effective fifteen (15) days after such announcement, unless otherwise withdrawn. An election is held for the vacant office at the next quarterly meeting
- h) The elected officers are Treasurer, Secretary, Vice President, and President. Officers should, if possible, progress to the next position in succeeding order to provide continuity within the organization.

ARTICLE VIII – DUTIES OF OFFICERS

The **PRESIDENT** presides at all meetings; countersigns all orders drawn upon the Treasury, and sets meeting dates and times. She serves as a member ex-officio of all committees except the Nominating Committee. She appoints the chair of all committees. She assumes the position of First Trustee at the conclusion of her term as President. NOTE: Upon learning of the death of a Past President of LOV, the President authorizes a donation in the amount of \$75.00 to a charity designated by the family of the deceased, as long as the charity adheres to Catholic doctrine.

The **VICE PRESIDENT** presides in the absence of the President. She acts as Membership Chair and assumes other duties assigned by the President. As Membership Chair, she keeps a current roster of the membership.

The **SECRETARY** keeps the minutes of each meeting and if requested by a member, reads same at the following meeting. She is custodian of all documents pertaining to her office and conducts the correspondence of LOV. She issues all notices and has in her possession a current roster of the membership. Copies of the minutes are sent at least two (2) weeks prior to the next quarterly meeting to current paid individual members, Presidents of paid auxiliaries, and all Past Presidents of LOV who are in good standing.

The **TREASURER** collects all dues and fees and updates the membership roster upon receipt of dues. She notifies members when dues are to be paid, keeps all accounts of receipts and expenditures, receives and immediately deposits to the LOV bank account all monies belonging to LOV, and pays out same in such manner as designated by LOV and countersigned by the President. She generates a quarterly report of her office to present to the membership at the Quarterly meetings. She cooperates with the Trustees in preparation for the semi-annual audits (mid- and end-of year). She proposes the budget for the next year which is voted on at the annual meeting by individual paid members and the two voting delegates from each member auxiliary present whose dues were paid by the prior January.

ARTICLE IX – ELECTION OF TRUSTEES

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

1. The President will name an interim Trustee until the election can be held to fill the position. The format for election is the same as for officers (see Article VIII).
2. Eligible candidates shall include any Past President of LOV.

3. The Trustees are designated as First Trustee, Second Trustee, and Third Trustee.
4. When two or more Trustees are elected in any given year, election will be done by descending vote.
5. 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 semi-annually (mid- and end-of-year) to audit financial accounts.
3. To assume any duties assigned by the President.

ARTICLE XI – MEETINGS

This organization meets quarterly and at the Annual Meeting. The Quarterly meeting schedule usually follows the schedule of the K of C Virginia State Council meetings.

ARTICLE XII – BY-LAWS

Proposed amendment(s) are submitted to the membership in writing thirty (30) days prior to the Annual Meeting where upon they will be voted.

ARTICLE XIII – RULES OF ORDER

A Parliamentarian will be appointed by the President who will participate in board meetings as an ex-officio member. She will follow *Robert's Rules of Order Newly Revised* to govern the conduct of meetings of LOV not specifically stated in these by-laws. All business is conducted with respect and cordiality considering the dignity of each person.

ARTICLE XIV – ORDER OF BUSINESS

1. Call to Order
2. Opening Prayer and Pledge of Allegiance
3. Introduction of Officers, Delegates and new 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