



Colorado Ladies Auxiliary

Bylaws

Last Revised: June 2, 2025

ARTICLE I: Organization Name and Purpose

Section 1- The Organization shall be known as the Colorado State Ladies Auxiliary.

Section 2- The Organization's role is to support the State of Colorado Knights of Columbus. The Colorado State Ladies Auxiliary also supports all local Ladies Auxiliaries for the spiritual, charitable, and social betterment of all. The Colorado State Ladies Auxiliary promotes charities of its choice, as defined in Article VII.

Section 3- No activity shall be held in opposition to the Colorado State Knights of Columbus.

ARTICLE II: Membership

Section 1- Members of the Colorado State Ladies Auxiliary consist of members of the local Ladies Auxiliaries in the state of Colorado who support the purpose of the State Ladies Auxiliary and comply with these bylaws.

Section 2- To be eligible for membership to a local Ladies Auxiliary, an individual shall have a direct relationship with a member of the Knights of Columbus or be a lady of the Catholic faith.

Section 3- A local Auxiliary may have Associate members (unrelated to a Knight) as long as these Ladies abide by the bylaws of the Colorado State Ladies Auxiliary and are not in opposition to the practices and teachings of the Catholic Church.

Section 4- Annual State Auxiliary dues shall be \$5.00 per year per member, including Associate members. Any new Auxiliaries will be exempt from dues until the second April following receipt of their charter.

Section 5- An Auxiliary in good standing is one that has submitted its dues to the Colorado State Ladies Auxiliary by April 1 of each year, has submitted its State convention delegates by April 1, its roster of current officers by August 1 and complies with the State bylaws.

Section 6- Members-at-Large. An individual with a direct relationship with a member of the Knights of Columbus may join the State Ladies Auxiliary as a member-at-large if the lady pays a \$5.00 membership fee per year to the State. This enables ladies without a local auxiliary to join the State Ladies Auxiliary. The Members-at-large may attend business meeting(s), receive State Auxiliary correspondence and participate as a voting delegate at business meeting(s). There is a maximum number of three (3) Members-at-large voting delegate per each Parish.

ARTICLE III: Election of Officers

Section 1– The State Officers shall be elected each year at the Colorado State Ladies Auxiliary Annual Business Meeting. The State Officers shall be President, Vice President, Secretary/Historian and Treasurer. The Vice President position may be held in conjunction with office of Treasurer or Secretary.

Section 2– All State Officers must be of the Catholic faith and support our Catholic practices and teachings.

Section 3– Candidates for State Offices must be members of an Auxiliary in good standing or a member-at-large. An Auxiliary in good standing as defined in Article II, Section 5. A member-at-large is defined Article II, Section 6.

Section 4– A candidate’s resume for a State Auxiliary office must be received by the Nominating Committee by March 1st each year. Nominations for State Offices may also be made from the floor. No more than one (1) officer will be elected from any one local Auxiliary. The Nominating Committee consists of a Past President or Past State Officer and any members she selects.

Section 5- The newly elected State Officers shall assume their duties on July 1 of each year and will be known as the Executive Committee. They will have general supervision of the affairs of the organization between annual meetings. A Past President may serve as part of the committee at the discretion of the Executive Committee.

Section 6 – A Member-at-large shall be eligible to be nominated and elected for a State Board Office if she has paid dues and is endorsed by a delegate of an active auxiliary.

ARTICLE IV: Roles of Officers

Section 1 -The State President shall preside at meetings; appoint the Audit Committee and any other committee chairpersons. The President will have the authority to make financial decisions up to \$250.00. Expenditures in excess of \$250.00 (for a total event) require discussion and the approval of the delegation, unless it has been approved within the annual budget.

Section 2 -The Vice President shall assist the State President and preside in her absence.

Section 3 -The State Secretary/Historian will keep the minutes of each meeting, conduct all correspondence at the direction of the State President and maintain a complete history of the organization by keeping a digital library of with articles and pictures.

Section 4 -The State Treasurer shall collect dues; maintain and distribute financial records and reports to the Executive Committee monthly and all Auxiliaries in good standing at the annual

business meeting and pay bills on behalf of the organization. Within 30 days of the close of each fiscal year, the Treasurer will submit the books to an audit committee for review. The Audit Committee members and responsibilities are defined in Article V. The financial records and reports will be available at the annual business meeting and upon request by any member

Section 5—Should the office of State President become vacant, the State Vice President shall assume the office. If other offices become vacant prior to the annual election, these offices shall be appointed by a five (5) member Executive Committee consisting of the present State Officers and a minimum of two (2) Past State Presidents.

Section 6 – State Officers shall serve without pay. State Officers may be reimbursed for mileage to and from no more than four (4) state meetings, when the distance exceeds 35 miles each way from their home or office. State Officers may also receive reimbursement for mileage for any installation they officiate when the distance exceeds 35 miles each way from their home or office. Reimbursement of mileage shall be at the rate of the Internal Revenue Service Ruling for Charitable Organizations. Travel expenses may not be collected if a State Officer’s spouse receives reimbursement from the Colorado State Knight of Columbus Council for the same destination, when traveling together. The officers’ travel expenses shall be reimbursed from the State Ladies treasury.

Section 7 – The State Ladies Auxiliary will fund the expenses for two (2) luncheons and registration for Colorado State Knights of Columbus Convention, not to exceed \$100.00 for each elected State Officer. These expenses shall not be collected if a State Officers spouse receives reimbursement from the Colorado State Knights of Columbus, their local Council, or they receive reimbursement from a local Auxiliary. These Convention expenses shall be funded from the general fund and must be included in the annual budget.

Section 8 – Only the current State Auxiliary Officers shall be named on State Auxiliary bank accounts and/or shall have access to State Auxiliary bank accounts.

ARTICLE V: Annual Audit

Section 1—The State President shall appoint the Audit Committee.

Section 2—The Audit Committee will consist of three members. There will be one (1) Past State Officer and one (1) Local Auxiliary Officer. The current State President and current State Treasurer must be present at the annual Audit

Section 3—The Audit Committee must follow these bylaws and budget criteria and must also ensure the books are reconciled with the bank statement.

Section 4 The audit shall be completed no later than 45 days after the end of the fiscal year. The fiscal year runs from July 1 through June 30.

Article VI: Guidelines for Annual Meeting

Section 1-The annual State Auxiliary Business Meeting shall be held in conjunction with the Knights of Columbus State Convention Agenda.

Section 2-State dues must be current in order for Auxiliaries to seat delegates at the State Business Meeting. Each local Auxiliary may designate up to three (3) members to be voting delegates. The list of delegates must be received by the State Treasurer by April 1st. A State Officer may not vote unless she is a designated delegate from her own Auxiliary. Members-At-Large and Associate members are eligible to be voting delegates.

Section 3-A two-thirds majority of the **delegates** shall constitute a quorum.

Section 4-A detailed budget for the coming year will be presented by the State Officers for approval by the delegation. The delegates shall be able to question any item in the proposed budget. A year-to-date financial statement will be presented for information purposes.

Section 5-The 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

Announcements; Good of the order

Closing prayer; Adjournment

Section 6-Special meetings may be called by the State President for any reasonable purpose. Local auxiliaries will be notified of any special meetings by letter and electronic mail.

Section 7- Any member, associate member or member-at-large may present a motion at the annual business meeting. Every motion shall be presented to the Executive Committee/State Board via electronic mail prior to the annual business meeting. The delegate proposing the motion shall present it as provided to the State Board. All motions and votes will be

documented in Annual Business Meeting minutes including the names of delegates presenting the motion and seconding the motion.

ARTICLE VII: State Charities

Section 1-The State Auxiliary will make monetary donations to charities selected by the delegation at the State Business Meeting. All charities selected for donations will be voted upon by the delegates at the Annual Business Meeting.

Section 2- Charities will be selected from those nominated by the local Auxiliaries in good standing. To be included, a written nomination must be received by the Charities Committee no later than March 15. No more than one (1) charity nomination will be accepted from any local auxiliary. The charities must be a 501(c)3 charity. Charity nominations will be allowed from the floor of the convention providing the Charity is direct support of the Knights of Columbus or a named Charity for the Knights of Columbus.

Section 3-Annual fundraiser(s) may be sponsored by the Colorado State Ladies Auxiliary with the proceeds being designated for the State Charity fund or other charities.

ARTICLE VIII: Use of State Logo

Section 1-The Colorado State Ladies Auxiliary logo may be used by any local Auxiliary in good standing.

ARTICLE IX: Parliamentary Authority

Section 1-The rules in *Robert's Rules of Order* shall govern the Auxiliary in all cases where the rules are not inconsistent with these bylaws and any special rules of order in the State Auxiliary may adopt. No individual Auxiliary bylaws may supersede the Colorado State Ladies Auxiliary's bylaws.

ARTICLE X: Amendments to Bylaws

Section 1-A call for amendments will go out on January 2 from the Secretary/Historian.

Section 2-Any Auxiliary may submit an amendment for consideration.

Section 3-Bylaws are reviewed, when necessary, by the delegation. Suggested changes to these bylaws are due to the Secretary/Historian by January 15. Amendments will be sent to the Auxiliaries by February 28.

Section 4-These bylaws may be amended by approval of two-thirds (2/3) of the delegates present at the annual business meeting.

Section 5: The President may propose amendment to the bylaws as needed outside of the annual business meeting. Any amendment would be communicated via email and would require amended by approval of two-thirds (2/3) of the delegates present at the previous annual business meeting.