

**The Constitution of the Knights of Columbus
Ascension Council #15638 Ladies Auxiliary**

Article I: Name

The Society name shall be known as Knights of Columbus Ascension Council #15638 Ladies Auxiliary, Rochester, NY.

Article II: Object:

The object of this Society shall be to inspire a strong enduring bond among members to promote spiritual, charitable, and social activities; and to be supportive of the church community and Ascension Council projects

Article III: Meetings:

The membership meeting of this Society shall be held on the third Thursday of each month, meetings shall start at 7:00 pm. The President shall call a special meeting when deemed necessary.

Section I: Rules of Order:

Prayer
Pledge of Allegiance
Introduction of new members and guests
Reading of minutes of previous meeting
Treasurer's Report
Report of Standing Committees
Old Business
New Business
Program
Social Time

Section II: Board Meetings:

Board meetings will be scheduled as needed by the President and her officers prior to the regular membership meeting; date and time to be determined by the President, her officers and trustees. All officers, trustees and chairwomen are expected to attend. Meetings are open to any member in good standing who wishes to address the Board on a particular subject. The President or her designee shall preside at these meetings. Members are advised to present requests for charitable donations by the Society in writing at the Board meeting prior to the membership meeting. This guideline may be waived in special situations.

Section III: Officers Meetings

The President shall have the authority to call a meeting of just her officers whenever necessary.

Article IV: Membership

Membership in this society shall be extended to any woman who will support the object of this Society in spiritual, charitable, social activities and a willingness to help support the Knights of Columbus Ascension Council #15638 in execution of their projects whenever possible.

Article V: Dues

The dues of this Society shall be \$10.00 per year payable in July and not later than the September meeting of each business year. Members who have reached their 70th birthday may choose to pay half dues of \$5.00. All dues are payable to the Treasurer or someone appointed by the President of the Society. A member who is in arrears shall be contacted by the Treasurer to determine whether she wishes to retain her membership. A member in good standing may be exempt from yearly dues for any reason of hardship, at the discretion of the officers of the Society. Only members in good standing are entitled to participate in the business (voting) functions of the Society.

Article VI: Officers

Officers shall be President, Vice-President, Secretary, and Treasurer. A member who is elected to an office shall be able to serve four terms, a term being one (1) year.

Article VII: Duties of Officers and Trustees

Section I: President

She shall preside at all meetings at which she is present, shall exercise general supervision over the affairs and activities of the Society, and shall serve as an ex-officio on all standing committees. She shall be responsible for the appointment of Trustees.

Section II: Vice-President

She shall assume all duties of the President in the latter's absence, and the chairmanship of any committee in an emergency at the President's request. She shall lead us in prayer at each meeting.

She shall be responsible for programs. Her duties shall also include organizing the June dinner meeting.

Section III: Secretary

She shall handle correspondence for the Society and keep minutes of each and every meeting, said minutes to be an accurate record of all business.

Section IV: Treasurer

She shall receive all dues from members, giving receipt for same. She shall receive all money due the Society and pay out funds only on the order given by the President. She shall report at each membership meeting the amount of her receipt and the items of her expenditures.

All money received by her shall be deposited in such banks as the Society may approve. She shall prepare a membership list for distribution at the October meeting. She shall keep accurate records of all receipts and expenditures. She shall have her accounts ready for examination at all times. She shall prepare and present a final report of the Society's finances to be given at the June meeting.

Section V: Trustees

Trustees shall be appointed by the President from past officers and they shall act as advisors to the current officers. Each Trustee shall be appointed to a one year term, with one new Trustee being appointed each year.

It shall be the duty of two of the Trustees to audit the Treasurer's books once a year before the June meeting and sign the year end financial report.

The senior Trustee shall be the Chairwoman of the nominating committee.

The Trustees are expected to attend all board and membership meetings. After missing three consecutive board or membership meetings, it will be presumed that the Trustee is not available to perform her duties and another past officer will be appointed.

Article VIII: Rules and Regulations

The President shall see that all officers are present at the opening of each meeting. If an officer is absent, a (prior) reasonable excuse shall be given to the President.

If an officer is unable to complete her term, her vacancy shall be filled by appointment by the President for the remainder of the term.

Article IX: Committees

Section I: Standing Committees

The President shall appoint a chairwoman for each of the following committees: Membership, Newsletter and Sunshine. Chairwomen may assume all duties themselves or ask for volunteers to assist.

Section II: Special Committees

The President shall appoint a chairwoman for special activities not covered by a standing committee. Such chairwoman shall present a proposed budget to the Board and have the responsibility for purchasing whatever items are necessary for the implementation and completion of the activity. At the next monthly meeting, she shall make a complete report and turn over all monies given to her or collected by her to the Treasurer.

Section III: Reports

Chairwomen of any committee will be prepared to give a report on her committee at the regular monthly meetings upon the request of the President or presiding officer. If she is not able to be in attendance, it is her responsibility that the information is given to another member so the report may be made.

Article X: Nominating Committee

Until such time as there is or are trustees, the President shall recommend a chairwoman of the nominating committee.

The Chairwoman shall select two members to assist her and will announce her committee at the March membership meeting. These two members will be affirmed by vote of the majority of the membership.

During the month of March, the three member committee will meet and work on selecting a slate of officers.

The slate of officers will be announced at the April membership meeting and in the May newsletter or by separate mailing.

Article XI: Members Responsibilities

It is the duty of all members in good standing to vote on all questions before them at membership meetings.

Members may address the Chair or President by show of hands.

No member shall be interrupted while addressing the Chair as long as she keeps within the subject under discussion. Members shall confine themselves strictly to the subject at hand.

Article XII: Reports

The annual report of the Treasurer and the installation of officers shall take place at the June meeting.

Article XIII: Sunshine Fund

Section I: Illness

One floral arrangement or suitable gift is to be sent once a year on the occasion of a serious illness or hospitalization of an Auxiliary member. Get well cards will be sent on other occasions.

Section II: Deaths

A contribution for a Mass card or appropriate remembrance (not to exceed \$25.00) will be made in the name of the deceased Auxiliary member, her husband or her child. A sympathy card will be sent on other occasions of death.

Section III: Greeting Cards

Cards will be sent to remember special occasions or to express our good wishes to Auxiliary members.

Article XIV: Amending the Constitution

Amendments to the Constitution shall be presented at a membership meeting and must be presented in writing. Amendments will be published to the membership by the newsletter or separate mailing prior to the next Membership meeting. A two-thirds vote of the members in good standing shall be necessary to adopt such amendments at the next membership meeting.

Article XV: Financial Planning

After a motion has been passed by the Society at a membership meeting, authorization for said spending can then proceed.

A check for the approved amount will be presented to the designated charity or person responsible for the request.

The President of the Society may specifically ask a designated purchaser to assume financial responsibility until reimbursement can be made by the Treasurer.