

## Successful Ladies Auxiliaries

### Work With Their Councils

11. Learn from experience that mistakes will be made whether in functions or activities by members or officers. We all make mistakes, so just move forward to make every task better than those in the past.

12.. Make changes as often as needed to keep up with the changing times. Useless changes should not be made for convenience, so make changes cautiously. Evaluate your events or activities whether it made a difference in your membership attendance.

13. **Bylaws must be created for your auxiliary as soon as possible.** There might be a reason to amend the Bylaws at a future date and then appoint a Bylaws Committee to discuss the amendment. Once the amendment has been proposed and mailed to the membership 30 days prior to the general meeting, the amendment will be adopted once voted upon. At least 2/3 of the members must vote to adopt the amendment. At the general meeting, "Robert's Rules of Order" shall govern the conduct of each Ladies Auxiliary meeting, as far as applicable.

14. Schedule a fundraiser to acquire seed money for your auxiliary. The Knights of Columbus Council might donate monies toward the Ladies Auxiliary treasury.

## Ladies Auxiliary Organization Needs a

### Purpose or Mission

15. Dues fee amount should be voted upon once the Ladies Auxiliary is formed. Suggested amounts—\$12 Regular Member; \$8 Senior Member [ages 65+]; Widows of Knights of Columbus (McGivney's Dream member) Honorary Life Member—no charge, College Student—\$6 (optional). The decision shall be for the membership to decide. If there should be a reason that a member has a financial situation and cannot pay their dues, at the discretion of the board members, the dues may be waived until a future date.

#### Ladies Auxiliary Chairlady

Sandy Decker

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For information on Ladies Auxiliaries, check the: [www.illinoisknights.org](http://www.illinoisknights.org) and click on Ladies Auxiliary webpage.

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*Our Past and Future is Living the Eucharist  
(LA Motto)  
Preserving Our Past~Forging Our Future~  
Centered on the Eucharist (K C Motto)*

## KNIGHTS OF COLUMBUS

### LADIES AUXILIARY



**HOW TO  
FORM AN  
AUXILIARY**



**Ladies Auxiliaries are necessary for the Knights of Columbus Councils to meet the Family Activities Requirements. Ladies are important as the center of activities in the home. A well organized Auxiliary must have a firm foundation on which to grow.**

#### GETTING STARTED:

1. Hold an informal meeting with 8 to 10 friends to discuss the formation of the Ladies Auxiliary. Invite the Grand Knight and District Deputy to attend for their knowledge. Create a flyer for this purpose.

2. Contact Ladies Auxiliary Chairlady for information. [Bylaws guidelines are available upon request]

3. Hold a General meeting with interested ladies who would be proposed officers for the Auxiliary. Seven members are needed for the Board: Elected Officers: President, Vice-President, Secretary, Treasurer and 3 Trustees. Appointed Officers (optional): Chaplain, Greeter, Chancellor ["Sunshine Lady"], Historian and Parliamentarian.

## **Ladies are Important as the Center of Activities in the Home**

4. Ladies Auxiliary Organization needs a purpose or mission. Suggestions:

- Church [Religious, Religious Education, School, etc]
- Charity (Newman, Intellectual Disabilities (ID) Vocations, Pro-Life, etc.)
- Community {Blood Drive, Food Pantry, Adopt a Highway, visit nursing homes, hospital volunteer}
- Council [work together as a team on events]
- Family [Picnics, Socials (Council Christmas Party , Cougars Games] etc.

5. The Knights of Columbus Grand Knight, District Deputy and the State Ladies Auxiliary Chair should guide the Ladies Auxiliary to follow the Knights of Columbus Mission, that is to “put forward into society the social doctrine of the Church by living the principles of the Order.” [Supreme Knight, Carl Anderson Civilization of Love].

6. Following this formation meeting, keep in contact with interested members by letters, personal calls and publicity to keep the interest and the enthusiasm going in the right direction. The Ladies Auxiliary is open to a Catholic or Christian 18 years of age. Inform those in attendance at this meeting who are eligible to join.

## **Our Past and Future is Living the Eucharist**

7. Next, hold a general meeting explaining the aims and purposes for the newly formed Ladies Auxiliary. Officers will be elected and chairladies appointed.. Choose a name for the auxiliary; dues, and meeting dates and times. Open the meeting up for general questions from those in attendance. Once a calendar is made up for the year’s meetings and events, keep the meetings short, well planned and not boring. Members will look forward to attending and want to belong to the Ladies Auxiliary.

8. The Ladies Auxiliary must execute and print a Charter for the New Ladies Auxiliary. Contact the Ladies Auxiliary Chairlady for an example of a charter. When a charter is created and signed by the Knights of Columbus Council Grand Knight, and Financial Secretary, it should be presented to the Ladies Auxiliary President and hung in a prominent location. The Auxiliary then will be recognized as an official State Ladies Auxiliary after the State Ladies Auxiliary Registration Form has been received by the State Council Office. Schedule a date for the installation: Mass, Installation and Hospitality. Suggested Committees: Spiritual, Program, Membership,

## **The Ladies Auxiliary should be more than a Social Group**

Nominating, Fundraising, Publicity, Sick & Welfare, and Refreshments. (These committees are optional but if your membership has several members all the volunteer work would not fall on any one member).

9. The new Ladies Auxiliary must be more than another social group. When there is a sincere purpose for your Ladies Auxiliary, the members will have a goal set and will show pride in membership, volunteering of their time and effort for a worthwhile cause.

If a member has an idea, you never know what will be effective until you give it a try. Listen to your members and show respect for one another. Members need encouragement and praise and satisfaction will be a guarantee.

10. If a member accepts an officer’s position, it is her responsibility and obligation to fulfill that job. Do not choose a member for an officers’ position that is accepting a position for the prestige only. This will hinder the progress of the auxiliary. Learn and use the best abilities of the members, in whatever endeavor they enjoy most. The qualities of experience, loyalty, enthusiasm are important.