

KNIGHTS OF COLUMBUS

LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

B Y - L A W S

ARTICLE I NAME

This organization shall be known as the Louisiana State Financial Secretaries Association. It shall be composed of all Third-Degree Financial Secretaries and Fourth Degree Comptrollers from the Councils and Assemblies in the Louisiana jurisdiction whose current Association dues are paid. In 2015, the membership voted to allow Fourth Degree Comptrollers membership into our assembly; any future reference to Financial Secretary/ies throughout this document shall infer all membership, which includes our Comptroller Brothers.

ARTICLE II PURPOSE

The aims of this organization shall be to promote and advance the purposes and objectives of Financial Secretaries. It shall educate its members to improve the performance of their duties. It shall advance the principles of the Order of the Knights of Columbus. It shall create a more intimate fellowship among its members.

ARTICLE III OFFICERS

SECTION 1

The elected officers of this organization shall be President, Vice-President, Secretary, Treasurer, Warden, and three Trustees. Each year, a Trustee shall be elected for three years. The Trustee elected the previous year shall serve for two more years; and the Trustee elected two years before shall serve one more year. A Trustee must be a past officer of the Association. The appointed positions shall be a Chaplain and a Parliamentarian; these shall be appointed by the President.

SECTION 2

Officers of the Association shall be elected at the annual meeting, which is held along with the State Council Third Degree State convention, usually in May. Only members in good standing in the Association shall be eligible to qualify for any office. Nominations shall be made at the first session of the annual meeting (Saturday morning). Nominations can be made on the floor by any

member from a written resume, or extemporaneously without a written resume. The resume shall cover all facets of the member's experience as a Financial Secretary, and other offices held by the nominee. Nominations shall be reopened by the President at the Sunday session of the annual meeting. All nominees **must** agree to serve if elected.

SECTION 3

The elections shall be held after all nominations have been made. Voting shall be conducted for **each** office (where there is more than one nominee) one office at a time. This shall be in the following order: President, Vice-President, Secretary, Treasurer, Warden, and Three-Year Trustee. When there is a contest for any office, nominations shall be reopened for all lower offices after that election, in case the defeated nominee desires to run for another office.

SECTION 4

All officers shall hold their offices for the term of one year from the time elected and qualified, or until their successors are elected and qualified. The only exception is that the newly elected Trustee shall serve for three years, or until his successor is elected and qualified. Newly elected officers are qualified and assume office on July 1st following their election.

SECTION 5

Vacancies in elective offices shall be filled by appointment of the President, with the concurrence of the other Officers. Appointment to one of the Trustee positions will be for the duration of that position's remaining term. In the event of vacancy in the office of President, the Vice-President shall automatically fill that position.

ARTICLE IV DUTIES OF OFFICERS

SECTION 1

The President shall be the executive and presiding officer of the Association. He shall countersign all checks; appoint all committees, and serve as an ex-officio member of all committees. He shall be a member of the State family, and shall work closely with the State Deputy and other State officers to attempt to maintain harmony and prudence. He shall coordinate the Financial Secretaries' sessions at the State K. C. L. S. He shall maintain an accurate record of service time of all members.

SECTION 2

The Vice-President shall preside and assume the duties of the President in case of absence or vacancy. He shall formulate - with the assistance of the President, and/or others - the instruction program for the annual meeting of the Association; and he shall arrange for its presentation.

In addition to the above duties the Vice-President should act as de-facto comptroller for the

Association. These duties shall consist of working closely with the Treasurer for the express purpose of ensuring that accurate records of membership, dues and other funds collected from members are kept. He shall collect all bills, maintain all Expense reports, and issue orders on the Treasurer for the paying of bills and shall ensure all financial records are in order for our annual financial audit.

SECTION 3

The Secretary shall preside in the absence of both the President and the Vice-President. He shall keep the minutes of the annual meeting, and prepare these for the annual report. He shall make these minutes available to all members of the Association. He shall keep the roll of members present at the annual meeting. He shall take, prepare, and distribute to the officers, the minutes of any officers' meeting. He shall be responsible for any correspondence initiated by the Association.

SECTION 4

The Treasurer shall bill for and collect dues for the Association, and maintain accurate records as directed by the Vice-President. He shall pay all bills of the Association, as authorized by the Vice-President or President. At the direction of the Vice-President, he shall prepare and submit a financial statement and balance sheet for approval at the annual meeting. He shall make his books available at this meeting to the Trustees for auditing.

SECTION 5

The Warden shall be in charge of all property of the Association. He shall prepare the room for the sessions of the annual meeting (especially, he shall assure that there is an American flag available). He shall determine the eligibility of those attending the sessions, by examining membership cards and list of Councils not in good standing. He shall distribute all necessary supplies and materials for the sessions. He shall be responsible for maintaining order at all meetings.

SECTION 6

The Trustees shall audit the books of the Treasurer, and prepare a report on the condition of these books and the Treasurer's financial statement. After determining, to the best of their ability, those Financial Secretaries who have died since the previous annual meeting, they shall prepare a memorial report (see Article IX, Section 2). After elections have been held, they shall prepare an elections report (see Article IX, Section 3). These three reports shall be made part of the minutes of the annual meeting of the Association.

SECTION 7

In conjunction with the Treasurer, all of the elected officers, including the Trustees, shall prepare a formal "Proposed Operating Budget" for the upcoming Association fiscal year. This budget shall

be finalized at the Spring meeting of the officers of the Association, and shall be presented to the membership of the Association prior to the annual meeting.

ARTICLE V MEETINGS

SECTION 1

There shall be an annual meeting of the membership of the Association at the same time and location as the annual State Council Third Degree State convention.

SECTION 2

There shall be two days of meetings and instructions, beginning the morning of the first day of the State convention (Saturday). If necessary, there shall be an afternoon session. Adjournment shall be no later than 2:00 P. M. Another session shall be held on the second day of the State convention (Sunday). This session shall adjourn before 11:00 A. M. On years between major elections (odd numbered years), the Association shall attempt to host a hospitality room for members and their guests on the afternoon of the first day.

SECTION 3

Each Financial Secretary shall be responsible for registering for the annual meeting, and - if he wishes - for the State convention. State convention packets, containing tickets, etc., shall be obtained from the convention registration desk. The cost of packets shall be borne by the Financial Secretary and/or his council. Neither the Association nor the State jurisdiction shall assume any obligation for these costs.

SECTION 4

The first session shall consist of reports of the President, other officers, and committees. The Association shall select a representative to be nominated as a delegate to the Supreme convention. Only one aspirant shall be proposed by the Association. The current President shall have the first option for proposal. The nominee shall arrange to have someone present his name on the floor of the State convention. Nominations for the officers of the Association shall be opened. The Trustees shall audit the books of the Treasurer. Supreme officers, State officers, insurance general agents, and other dignitaries shall be scheduled to address the membership. The "Proposed Operating Budget" shall be discussed and voted on. The instructional program, if any, shall be presented.

The second day's session shall include election of officers of the Association, unfinished business, and new business. Reports not given and/or speakers not heard during the first session shall be completed.

SECTION 5

The procedure of the Association's meetings shall be in accordance with "Robert's Rules of Order" and the "Charter, Constitution and Laws of the Knights of Columbus (Supreme Council)." The order of business of the meetings shall be governed by these By-Laws.

SECTION 6

A parliamentarian shall be appointed by the President. He shall render rulings on parliamentary procedure, which shall be final.

SECTION 7

A member wishing to speak at the Association's meetings shall go to the floor microphone, give his name, council name, number and location, and then concisely present his business. The President shall recognize only those who present themselves in the proper manner. The President shall limit discussion as necessary.

SECTION 8

The membership of the Association shall discuss and vote on the "Proposed Operating Budget" for the upcoming Association fiscal year under new business on the first day of the annual meeting. Amendments to this Operating Budget must be ratified and approved by two-thirds of the members voting at an annual meeting prior to the acceptance of the Operating Budget as a whole. The Operating Budget, as amended (if applicable), requires approval by only a simple majority (fifty percent plus one vote).

ARTICLE VI DUES

A bill for annual dues shall be mailed by the Treasurer to each Financial Secretary before August 1st. These dues shall be paid from council funds before September 30th. After this, dues shall be delinquent. The Treasurer shall mail a second notice before October 31st. An evaluation shall be made of councils that have not paid dues at the Spring meeting of the officers of the Association.

ARTICLE VII FINANCIAL SECRETARY EXPENSES

SECTION 1

All expenses incurred to attend the annual meeting, including the State convention packets, shall be borne by the Financial Secretary and/or his council. Neither the Association nor the State jurisdiction shall assume any obligation for these costs.

SECTION 2

Expenses incurred by officers, or by any member, of the Association while performing duties for the Association (except for attendance at the annual meeting of the Association) shall be reimbursed by the Association. We will use the State of LA Division of Administration web site, just for mileage only.

ARTICLE VIII RECEIPT OF MONIES

SECTION 1

All monies that are considered Association funds shall be given to the Treasurer. He shall account for these funds, and keep accurate records of them.

SECTION 2

The Treasurer shall deposit all monies received in a bank account of the Association. These funds are to be used for the operation of the Association.

SECTION 3

All expenditures shall be paid for with checks from the Association's bank account. Checks shall be signed by the Treasurer and the President. In the absence of the President, the Vice-President shall sign.

ARTICLE IX STANDING COMMITTEES

SECTION 1

In addition to the audit, memorial, and election committees carried on by the Trustees, the President shall appoint a chairman for any other committee that he considers necessary. This shall be done before the first session of the annual meeting.

SECTION 2

The memorial committee shall prepare a list of Financial Secretaries who have died since the last annual meeting. This shall include **all** former Financial Secretaries, whether they held this office at the time of their death or previously. This shall be read at the annual meeting under committee reports. A prayer shall be offered for the repose of their souls. This report shall be made a part of the minutes of the annual meeting of the Association. The Secretary shall make a concerted effort to determine where to send a resolution of condolence to the family of the deceased immediately after the annual meeting.

SECTION 3

The election committee shall oversee the distribution and collection of the ballots for the elections. Upon the completion of the vote tally, the chairman shall report the results privately to the President. If no candidate receives a majority of the votes cast, a run-off election shall be held. The chairman shall destroy the ballots, without commenting on the results. After elections have been held, an elections report shall be prepared. This report shall be made part of the minutes of the annual meeting of the Association.

SECTION 4

A chairman for the next annual meeting committee shall be named before the close of the second session. The President shall appoint a Financial Secretary from the area of the State convention, to minimize travel. The chairman shall appoint a committee of other Financial Secretaries (in good standing) from the same area. He shall meet regularly with the State convention committee. He shall assure that the Association has adequate room for the meetings and the Sunday luncheon. Selected luncheon menus and prices made available by the caterer shall be given to the President. The selection shall be made at the Spring meeting of the officers of the Association.

SECTION 5

The resolutions committee shall be appointed by the President of the Association to review resolutions and proposed amendments to the By-Laws. For a resolution or amendment to the By-Laws to be presented at the annual meeting, the resolution or amendment must be submitted to the resolutions committee no later than 30 days before the annual meeting. The resolution committee shall make its recommendation on the resolution or amendment to the officers at the Spring meeting of the officers of the Association. If approved by the officers, the resolution or amendment shall be distributed to the membership of the Association prior to the annual meeting, and taken up at the annual meeting.

ARTICLE X QUORUM

The quorum for a general meeting of the Association for business to be conducted shall be a minimum of ten percent (10%) of the membership.

ARTICLE XI MISCELLANEOUS

SECTION 1

In lieu of dues, all past Association Presidents who are not active Financial Secretaries and are not eligible for membership shall be granted honorary membership without voting rights for their knowledge and experience. They shall be granted access to all meetings and functions. At the

discretion of the current President, he shall be allowed to participate on the president's advisory board if such exists.

SECTION 2

These By-Laws can be amended by an approving vote of two-thirds of the members voting at the annual meeting of the Association.

As amended at the Annual Meeting, May 7, 2017.