

Guidelines for Auxiliaries

This document is intended to provide some specific criteria for the Louisiana Ladies Auxiliaries to meet the requirements set out by the Knight of Columbus Supreme Council. The Knight of Columbus Councils and the Auxiliaries have been given specific instructions to ensure our organizations can continue to function together, but are protected from liability. This direction was provided by the Supreme council and directed to the Councils in Louisiana. As our mission, listed below, states we are here to work together with the Councils we are associated with. The working relationship of individual Councils and Auxiliaries should not change. There are however some measures that must be taken to protect the organizations.

Louisiana Ladies Auxiliary Association - Mission

The Louisiana Ladies Auxiliary Association was formed to assist, advise, and to help establish Ladies Auxiliaries associated with Knights of Columbus Councils in the state of Louisiana. These associations are recognized by the Louisiana State Council.

The aims and purposes of Auxiliaries associated with Knights of Columbus councils should be to assist in promoting the welfare of the Knights of Columbus; to unite, enhance spiritual growth and sociability among members; to engage in charitable and civic endeavors; to organize in Faith, Friendship and Service.

The Knights were recently provided with a list of implements that cannot be shared across organizations. We will address each item. All Councils were told that Auxiliaries must comply regardless of whether they are a member of the LLAA. The deadline the Knights have for any changes needed is April 30, 2023.

1. Auxiliaries are not to use or share your Council's Tax ID number – Per Federal Regulations.
 - Determine if your Council's EIN number was used to open the Auxiliary Checking account. If so, Request your own Tax ID number with the IRS. There is a selection for checking account only which should apply to most Auxiliaries.
 - An Auxiliary can register their organization with the Louisiana Secretary of State if they choose.
 - Use the new number in the future for any activities that require your Tax ID. Do not use the associated Council's Tax ID for any Auxiliary only purpose.
 - Your Auxiliary funds must remain separate from the Council's funds. They cannot hold your Auxiliary's money and write checks for your auxiliary.
 - It is perfectly ok to donate to the Knights, your local council or one of their fundraisers and vice versa.
 - If you have a joint fundraiser, determine how the funds will be allocated. It is ok to help each other at a fundraising event where either the Auxiliary or the Council is the beneficiary of the event and controls the funds raised.

2. Auxiliaries are not to use or share your Council's gaming License – Per State Law.
 - If your Auxiliary holds its own Bingo games, conducts its own Raffles or any other gaming endeavor, your Auxiliary will need to acquire its own gaming license.
 - Auxiliary members are still allowed to assist the Knights with their gaming events, as long as they are chartered with the LLAA and do not serve in a managerial capacity.
 - State gaming Laws and procedures take precedence.
 - Funds must be accounted for under the License holders tax ID. But again, the Council can make a donation to their associated Auxiliary if they choose.

3. Auxiliaries are not to use or share your Council's liability insurance.
 - Determine if the location of your meetings or events are covered by the owner's insurance. Many times, this is on church property and liability coverage may exist.
 - If you currently have a shared policy or hold a rider on of the local council's policy, you can stay until the policy expires. You would not be able to institute a new policy with the Knights.
 - LLAA has secured a general liability that allows a member Auxiliary to purchase coverage at a reasonable rate under this managed coverage policy, should an Auxiliary choose to do so.

4. Auxiliaries are not to use any part of the Knights of Columbus' brand name in any contracts or accounts.
 - Along with not entering into a direct contract that lists the Knight of Columbus as part of your Auxiliary name (example-block rooms at hotel), ensure it cannot be implied base on your By-Laws or Charter.
 - Examine your By-Laws to determine if updates are needed. There should be no reference that states your Auxiliary belongs to or is part of the Knights of Columbus. It is ok to say you are associated with the Knights of Columbus and your local Council.
 - If your Auxiliary Name has Knights of Columbus or KC in the name, you will need to rename your Auxiliary. Kaycee or Kaycettes is acceptable.
 - Examine your bylaws to see if there are direct references that indicate the local council has any authority over Auxiliary funds or functions. If so, these will need to be removed or reworded so that there is no way to interpret that the Council is in any way responsible for the Auxiliary or its actions. It is ok to mention that an auxiliary "coordinate", "work together", "collaborate", or something of that nature on functions or projects.
 - The LLAA will be replacing charters to correct wording.