

Table of Contents
Section Four – State Court

| | |
|--------------------------------------|----|
| State Regent | 1 |
| Vice State Regents | 3 |
| State Secretary | 3 |
| State Treasurer | 4 |
| State Board | 5 |
| Meetings | 5 |
| Quorum | 5 |
| Expenses | 5 |
| Spiritual Advisors/State Chaplains | 6 |
| District Deputy/State Representative | 6 |
| State Conventions | 7 |
| Delegates | 7 |
| Alternates | 8 |
| Voting Body | 8 |
| Expenses | 8 |
| Notice | 8 |
| Quorum | 8 |
| Committees | 9 |
| Special Meeting | 9 |
| Candidates for State Office | 9 |
| Time Table for State Convention | 10 |

| | |
|--|----|
| Call to Convention | 10 |
| Agenda | 10 |
| Convention Script | 11 |
| Amendments of Bylaws | 11 |
| Resolutions | 11 |
| Bid to Host a National Convention | 12 |
| Sec. 4 - Attachment 1 State Officers' List | 13 |
| Sec. 4 - Attachment 2 IRS Form 8822 Change of Address | 19 |
| Sec. 4 - Attachment 3 State Chairmen/District Deputy/Representative Lists | 15 |
| Sec. 4 - Attachment 4 Sample Board Meeting Agenda | 18 |
| Sec. 4 - Attachment 5 Annual Financial Review of State's Books | 19 |
| Sec. 4 - Attachment 6 State Court Financial Review Cover Sheet and Sample Report | 20 |
| Sec. 4 - Attachment 7 Tips for Writing Minutes | 22 |
| Sec. 4 - Attachment 8 Sample Dues Bill for State Secretary | 26 |
| Sec. 4 - Attachment 9 Sample Voucher | 27 |
| Sec. 4 - Attachment 10 Sample Receipt (from Treasurer to Secretary) | 25 |
| Sec. 4 - Attachment 11 Sample Quarterly Treasurer's Report | 26 |
| Sec. 4 - Attachment 12 Standing Rules Guidelines and Sample | 27 |
| Sec. 4 - Attachment 13 Sample Expense Sheet | 30 |
| Sec. 4 - Attachment 14 District Deputy/State Representative Reporting Sheet | 31 |
| Sec. 4 - Attachment 15 Suggested Procedure for Financial Review | 33 |
| Sec. 4 - Attachment 16 District Deputy/State Representative Survival Kit | 34 |
| Sec. 4 - Attachment 17 Duties of State Convention Committees | 35 |
| Sec. 4 - Attachment 18 First Call to the Convention by the State Regent | 42 |

| | |
|--|----|
| Sec. 4 - Attachment 19 Official Call to the Convention | 47 |
| Sec. 4 - Attachment 20 Sample Convention Agenda | 49 |
| Sec. 4 - Attachment 21 Convention Script | 50 |
| Sec. 4 - Attachment 22 Suggested Seating Charts | 60 |
| Sec. 4 - Attachment 23 Example Proposed Amendments to Bylaws | 62 |
| Sec. 4 - Attachment 24 Suggested Form for Resolutions | 62 |
| Sec. 4 - Attachment 25 Guidelines to Bid for a National Convention | 64 |
| Sec. 4 - Attachment 26 Sample Credentials Report | 65 |
| Sec. 4 - Attachment 27 Sample Delegate Sign In Sheet | 66 |
| Sec. 4 - Attachment 28 Sample Elections Report | 67 |

State Officers and Duties

This section addresses the duties of the State Officers as well as information regarding state meetings. Information regarding eligibility, term of office, and succession may be found in the Bylaws.

I. The State Regent shall

- A. Be the chief administrative officer of THE ORDER in the State, responsible to the National Regent and the National Board. She shall preside over all who help carry out the activities of her state:
 - 1. State Board
 - 2. District Deputies
 - 3. State Chairmen
 - 4. Local Court Officers
 - 5. JCDA
- B. Complete the form for the new state officers and give to the National Representative immediately following the convention. Also, complete the IRS Form 8822 "Change of Address" and mail as instructed on form. (See Attachments 1 and 2 - State Court Officers and IRS Form 8822 Change of Address)
- C. Complete the form for the new state chairmen and district deputies/state representatives and send to the National Office as soon as they are appointed. (See Attachment 3 – State Chairman and District Deputy/State Representative List)
- D. Compile a State Directory to include contact information for state clergy, national representative, state officers, state chairmen, district deputies/state representatives, and local court regents/officers.
- E. Preside at all meetings of the State Board and the State Court.
 - 1. Prior to each meeting prepare an agenda. (See Attachment 4 – Sample Board meeting agenda)
 - a. In advance, ask the members of the board if there is any item they would like to include on the agenda.
 - b. Provide a copy of the agenda to all officers prior to the meeting.
 - 2. Give correspondence to the Secretary in advance so she can become familiar with the items she will read.

3. Prepare documents in agenda order.
 4. Arrive early enough to organize surroundings.
- F. Appoint all committees and serve as an ex-officio member of all committees except the Nominating Committee.
- G. Appoint a parliamentarian who serves without a vote and cannot serve as a delegate at the State Convention.
- H. Appoint State Chairmen such as:
1. Circle of Love
 2. Newsletter
 3. Court Development
 4. Public Relations
 5. State Convention
 6. Financial Review Committee
 7. Any State Chairman needed for a special project.
- I. Appoint a District Deputy/State Representative for each district/area within the State. The State Regent shall have supervision of all District Deputies/State Representatives. They should attend the financial reviews and report on the well-being of the court.
- J. Visit local courts and/or direct the visitation and assessment of proceedings of courts by the District Deputies/State Representatives.
- K. Represent the State at National meetings; expenses will be paid by the State Court.
- L. May appoint a Secretary pro-tem to record/transcribe minutes of Convention.
- M. Grant permission for a local court to hold installation of officers other than in thirty (30) days after election.
- N. Write a report for the convention packet on the status of the State Court and present it orally at the Biennial Convention.
- O. Submit an annual state financial report to the national office following the review of the state court's books by the Financial Review Committee. (See Attachment 5 and 6 – Annual Review of State Treasurer's books, State Court Financial Review and Annual Report)
- P. Be responsible for filing of semi-annual financial review by local courts.
- Q. Prepare and sign all vouchers and countersign all checks issued by the State Treasurer. All five officers' signatures should be on the bank signature card. In the absence of the State Regent, any one of the state officers may countersign checks.

- R. Give permission for a new court to form in the state. (Only the State Regent has this authority.)
- S. Request a six- month reprieve from the National Office to try to revitalize a Local Court which has requested disbandment. Only the State Regent has the final authority to give permission to disband. Procedures for disbandment are located in Section Ten of the Procedures Manual.
- T. Ensure that the minutes of the State Convention are printed and distributed in a timely manner.
- U. Perform other such duties as the laws of THE ORDER require.

II. Vice State Regents (in order of rank) shall

At the discretion of the State Regent, and when not in conflict with the Bylaws, duties may be assigned to officers as needed. A system of checks and balances must remain in place where money received is transferred to a second officer who verifies and makes deposits.

- A. Assist the State Regent when requested.
- B. Assume the duties of the State Regent in her absence.
- C. Assume the office and duties of the State Regent or First Vice State Regent, whichever office is vacated due to resignation, removal, or permanent disability.
- D. Represent the state at meetings of the National Court. Expenses may be paid by the State Court.
- E. Be informed of all state and national matters.
- F. Perform other such duties as may be necessary for transaction of business of the State Court or as directed by the State Regent.

III. State Secretary shall

At the discretion of the State Regent, and when not in conflict with the Bylaws, duties may be assigned to officers as needed. A system of checks and balances must remain in place where money received is transferred to a second officer who verifies and makes deposits.

- A. Keep the minutes of the state board meetings, record and transcribe the minutes of State Court Biennial Convention, if a secretary pro-tem is not appointed, and send notice for meetings when directed by the State Regent. (See Attachment 7 – Tips for Writing Minutes)
- B. Issue notices to the state and local court officers at the request of the State Regent.
- C. Receive all membership changes from local courts and maintain state records on local court membership. (Not for purposes of billing.)

- D. Issue the notice of state dues based on membership for the periods ending March 31 and September 30 based on figures from the National Office. (See Attachment 8 – Sample Dues Bill)
- E. Receive all monies for the state including the state dues from the local courts; debit and credit each local court for same, transmit to the State Treasurer all funds collected.
- F. Approve and sign the vouchers from the State Regent for expenses of the State Court, State Officers, and State Chairmen. (See Attachment 9 – Sample Voucher)
- G. Represent the State at meetings of the National Court. Expenses may be paid by the State Court.
- H. Perform other such duties as may be necessary for transaction of business of the State Court or as directed by the State Regent.

IV. State Treasurer shall

At the discretion of the State Regent, and when not in conflict with the Bylaws, duties may be assigned to officers as needed. A system of checks and balances must remain in place where money received is transferred to a second officer who verifies and makes deposits.

- A. Receive all monies of the State Court and issue a receipt for same. (See Attachment 10 - Receipt)
- B. Pay all disbursements of the State Court and expenses of the State Officers and committee chairmen or bills authorized by the State Board upon receipt of a voucher from the State Secretary.
- C. Represent the state at meetings of the National Court. Expenses may be paid by the State Court.
- D. Prepare and present a treasurer’s report for each State Board Meeting and Biennial State Convention. (See Attachment 11 – Sample Treasurer’s Report)
- E. Perform other such duties as may be necessary for the transaction of business of the State Court or as directed by the State Regent.

V. State Board

- A. The State Board shall
 - 1. Exercise all executive and administrative functions between meetings of the State Court.
 - 2. Recommend dues or assessments on the Courts as may be necessary to meet expenses of THE ORDER to be ratified by vote of the state court at the biennial

convention.

3. Develop plans for advancement and business of the State Court.
4. Authorize payment of all expenses of the State Court.
5. Set registration fees for State Conventions.
6. Conduct business by mail, conference call, or advanced communication technology when necessary, which shall constitute the presence of a person at such a meeting. A report of any action taken shall be verified in written form to all members and attached to the minutes of the next State Board meeting.
7. Develop and update State Board Standing Rules. (See Attachment 12 - Sample State Board Standing Rules)
8. Examine the reports and conditions of the local courts and officers and take such action as may be necessary and consistent with the laws of THE ORDER.

B. Meetings

Meet no less than four (4) times a year or as often as necessary in order to discuss the program of THE ORDER in the State.

C. Quorum

A majority of the State Officers shall constitute a quorum.

D. Expenses

Reimbursable expenses must be submitted on an expense sheet with receipts attached. (See Attachment 13 – Sample Expense Sheet)

VI. Spiritual Advisors/State Chaplains shall

- A. Serve at the request of the State Regent with approval of the Ordinary of the Diocese.
- B. Conduct religious exercises of the State Board and State Court.
- C. Advise the State Regent on matters canonical, doctrinal, or ecclesiastical.

VII. District Deputy/State Representative shall

- A. Supervise local courts assigned by State Regent for a period of two years.

1. Contact regents of the assigned courts on a regular basis.
 2. Encourage and mentor assigned courts' growth, development and autonomy.
- B. Represent the State Regent at assigned courts' meetings
1. Attend at least two (2) meetings per CDA year.
 2. Extend greetings from the State Regent.
 3. Be knowledgeable of the State's agenda, Circle of Love Programs, and any special activities or charities. Share this information with local courts and encourage them to participate.
 4. Give suggestions on new ideas and any improvements that would help the court be more productive and organized.
 5. Encourage the courts' attendance and participation in state and national workshops, conferences, and conventions.
- C. Enforce the Rules of the Order
1. Promote the abilities of the court members and encourage them to run for office.
 2. Provide guidance in the enforcement of the National Bylaws and local standing rules.
 3. Act as an arbiter of all disputes and controversies before the need to appeal to State Board.
 4. Encourage the courts to pay state and national dues and liability insurance in a timely manner.
 5. Provide parliamentary and bylaw guidance.
- D. Report to the State Regent (See Attachment 14- District Deputy/State Representative Reporting Form)
1. Complete reporting forms on the status of each court.
 2. Attend and participate in state workshops, conferences, and conventions.
 3. Notify the State Regent of any situations that could become possible problems.
- E. Receive new members and install Officers
1. Work with the court ceremonial coordinator in preparing site for reception; ensure all necessary items and participants are in place.

2. Meet with celebrating clergy prior to ceremony making sure he has a copy of the ceremony.
 3. Rehearse with court members/ceremonial coordinator before reception.
 4. Ensure proper ceremonial dress code is enforced and that robes are worn with dignity.
 5. Remind the financial secretary that the forms need to be mailed promptly to the National Office as well as a copy to the State Regent.
 6. Perform any parts of the ceremony as needed.
- F. Supervise and sign financial reviews of assigned courts when present. (See Attachment 15 – Suggested Procedure for a Financial Review)
- G. Perform any other duties assigned by the State Regent (See Attachment 16 –District Deputy/State Representative Survival Kit)

VIII. State Conventions

- A. State Courts shall convene biennially between March 1 through May 31. At the request of the State Regent, the National Regent may authorize an alternate time of year for convening the State Convention.
- B. Delegates
1. National delegate as outlined in the Bylaws.
 2. State delegates as outlined in the Bylaws.
 3. Local Court delegates as outlined in the Bylaws.
- C. Alternates
1. Robert’s Rules of Order (Newly Revised) states, “Alternates normally are elected with a designated order in which they will be called to serve; if available, as vacancies arise in the delegation of their constituent unit. When a unit has more than one delegate, an elected alternate is not associated with any particular delegate. The vacancy that occurs first in point of time is filled by the first elected alternate or the ranking one available, and so on.” (Pg. 585)
 2. Even though it is unlikely that all alternates would be called upon to serve, we urge that each court elect the total number of alternates to which it is entitled. A local court may elect up to two (2) times the number of delegates as alternates. **Alternates MAY NOT be appointed after elections have taken place.**
- D. Voting Body
1. The voting body for State Conventions shall be all delegates present at

the State Convention.

2. Local Courts shall be entitled to representation at State Conventions after all State and National obligations prior to December 1 of the previous year are paid. State and National obligations shall be due and payable at the time of billing.

Note: If you have a current State Officer or a Past State Regent in your court, it is not necessary to elect her as a delegate as she is an automatic delegate.

E. Expenses

1. Expenses of the State Officers to attend State Conventions are determined by the State Board's Standing Rules.
2. Expenses of the Local Court delegates to attend State Conventions are determined by the Local Court's Standing Rules.

F. Notice

1. The dates and sites of the next State Convention shall be selected by the State Regent at least one (1) year in advance with the approval of the State Board, and notice of such shall be forwarded to the National Office at least six (6) months prior to the State Convention.
2. Notice of the time and place of the next State Convention shall be given to Local Courts in the State at least six (6) months prior to convention.

G. Quorum

A majority of the voting members registered at the State Convention shall constitute a quorum provided not less than one hundred (100) or ten percent (10%) of potential delegates, whichever is less, are present.

H. Committees

1. Prior to the Convention the State Regent shall appoint the following Committees. (Others may be appointed as needed.) (See Attachment 17 - Sample Duties of State Convention Committees)
 - a. Committee on Credentials
 - b. Committee on Resolutions
 - c. Committee to Approve Minutes
 - d. Committee on Elections

- e. Financial Review Committee
 - f. Convention Standing Rules
- 2. Members should be notified before the convention of an appointment to a committee, the date and time of any meetings, and be given an explanation of the duties.
- I. The National Regent may call a special meeting of any or all State Courts by and with the written consent of a majority of the National Board provided that fifteen (15) days' notice of the special meeting, from date of postmark, is given to the State Officers and Local Courts in the State.
- J. Candidates for State Office
 - 1. Members interested in running for a position on the State Board should refer to the Bylaws for information and instructions.
 - 2. A letter of endorsement by the Local Court of the candidate must be voted on at a court meeting and signed by a majority of the court officers.
 - 3. The State Nominating Committee (elected at the previous State Convention) shall consider the qualifications of **all** candidates.
All members of the Nominating Committee must be involved in the selection of the slate even if there is only one candidate for each office.

TIME-TABLE FOR STATE CONVENTIONS

- | | |
|---|---|
| ➤ One Year PRIOR to State Convention | Date and Site of convention defined |
| ➤ Six months PRIOR to State Convention | Send convention dates and site to National Office |
| ➤ Six months PRIOR to State Convention | Confirm dates and site to local courts |
| ➤ Six months PRIOR to State Convention | First Call to Convention |
| ➤ PRIOR to January 15 of convention year | Bylaw amendments to state chairman |
| ➤ Postmarked February 1 | Submission of packets by candidates for state office |
| ➤ PRIOR to February 15 of convention year | Elect delegates and alternates |
| ➤ Postmarked by February 15 | Deadline for delegate and alternates forms |
| ➤ Postmarked by February 15 | Resolutions to state chairman |
| ➤ Two months PRIOR to State Convention | Official call to convention with agenda |
| ➤ One month PRIOR to State Convention | Written script to national representative and parliamentarian |

IX. Call to Convention

- A. The First Call to Convention may be sent by the State Regent as an informal way to convey the dates and some information on the proposed agenda.
(See attachment 18– First call to Convention by State Regent)
- B. The Official Call to Convention is sent by the State Regent or the Convention Chairman at least two months prior to the State Convention.
(See Attachment 19 – Official Call to Convention)

Note: If only one call is sent, be sure to include all information as outlined in the two attachments.

X. Agenda

The State Regent MUST prepare a written agenda well in advance but no later than 30 days prior to the convention to allow for the printing of the agenda in the program book and in time for a tentative agenda to be included with the Official Call to Convention. National Representative and State Officers receive a copy. (See Attachment 20 – Agenda)

XI. Convention Script

- A. The State Regent **MUST** prepare a convention script well in advance of but no later than two weeks prior to the State Convention. Copies of the script must be given to the National Representative, Parliamentarian, and Convention Secretary as early as possible so as to allow time for the parliamentarian and the national representative to review the document. In addition, it is recommended all officers be given a copy prior to the opening session. Ensure that the order of the agenda and convention script match. (See Attachment 21 - Convention Script)
- B. Seating for conventions and other events are a matter of protocol. (See Attachment 22 – Suggested Seating Charts.)

NOTE: Immediately following state convention, the State Regent must complete the form for new state officers and give to national representative. She must complete the IRS Form 8822 “Change of Address” and mail as instructed on form. Additionally, State Chairmen and District Deputy/State Representative lists must be sent to National when appointments are completed. (See Attachments – 1, 2, and 3 - State Court Officers, IRS Form 8822 Change of Address State, Chairmen and District Deputy/State Representative)

XII. AMENDMENT OF BYLAWS

- A. Rules for amendments are explained in the Bylaws.
- B. Amendments to the Bylaws must be approved by a state board, a state court, local court, or a campus court.
- A. All approved amendments must be in proper form and signed by the State Regent and the State Secretary or by the Local Court Regent and the Court Recording Secretary, or by the Campus Court Regent and Court Recording Secretary. A copy of amendment and rationale proposed by a local court should be sent to the State Regent for her records. (See attachment 23 – Sample of Amendment to the Bylaws)
- B. Proposals to amend the Bylaws and rationale for the amendments should be mailed directly to the Chairman of the Bylaws Committee. Five (5) copies of each proposal and rationale (one on each page) **MUST BE RECEIVED BY JANUARY 15 OF THE CONVENTION YEAR.** The name of the current Chairman of Bylaws will be sent to each court in a National Newsletter.

XIII. RESOLUTIONS

By their nature, resolutions deal with matters that are often time specific. Therefore, between State Conventions, the State Board has the authority to adopt resolutions.

- A. A resolution may be submitted to the chairman of the State Committee for Resolutions (here-in referred to as the committee) by a State or Local Court.
- B. Five copies of each resolution must be submitted to the committee chairman. (The name of the State Chairman will be provided by the State Regent.)

- C. Resolutions will be reviewed by the committee for proper wording and form and may be corrected by the committee WITHOUT changing the intent of the resolution.
- D. Resolutions approved by the committee will be presented at the State Convention for adoption.
- E. In the year of a National Convention, resolutions POSTMARKED NO LATER THAN JUNE 15 will be addressed at the National Convention for adoption.
- F. Resolutions adopted by the National Board will be published in a timely fashion. Resolutions adopted at a National Convention will be published in the Convention Update.

NOTE: If resolutions are not submitted in proper format, they will not be considered by the Resolutions Committee. Be sure the written words say what is intended (not ambiguous or more than one issue). Check the grammar and spelling.

Resolutions must include the name, number, and state of the court, board, or committee, the date of the meeting at which it was passed, the signature of the Regent or the committee chairman, and contact information including e-mail address and phone number. (See Attachment 24 -Suggested Form for Resolutions)

XIV. BID TO HOST A NATIONAL CONVENTION

There are very specific guidelines to follow for State Courts that wish to bid for a National Convention. (See Attachment 25 - Guidelines to Bid for National Convention)



Sec. 4 - Attachment 1
State Officers' List

State: _____

STATE OFFICERS - TWO YEAR TERM OF 20__ to 20__

(Please Type or Print all information)

STATE REGENT:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

Web site address: _____

FIRST VICE STATE REGENT:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

SECOND VICE STATE REGENT:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

STATE SECRETARY:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

STATE TREASURER:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

STATE CHAPLAIN:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ FAX# _____

RETURN IMMEDIATELY AFTER ELECTION TO:

NATIONAL OFFICE MANAGER

10 WEST 71ST STREET
NEW YORK, NY 10023

Form **8822**
 (Rev. December 2008)
 Department of the Treasury
 Internal Revenue Service

Change of Address

▶ Please type or print.

OMB No. 1545-1103

▶ See instructions on back. ▶ Do not attach this form to your return.

Part I Complete This Part To Change Your Home Mailing Address

Check all boxes this change affects:

- 1 Individual income tax returns (Forms 1040, 1040A, 1040EZ, 1040NR, etc.)
 ▶ If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here

- 2 Gift, estate, or generation-skipping transfer tax returns (Forms 706, 709, etc.)
 ▶ For Forms 706 and 706-NA, enter the decedent's name and social security number below.

▶ Decedent's name ▶ Social security number

| | |
|--|---|
| 3a Your name (first name, initial, and last name) | 3b Your social security number |
| 4a Spouse's name (first name, initial, and last name) | 4b Spouse's social security number |

5 Prior name(s). See instructions.

6a Old address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. Apt. no.

6b Spouse's old address, if different from line 6a (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. Apt. no.

7 New address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. Apt. no.

Part II Complete This Part To Change Your Business Mailing Address or Business Location

Check all boxes this change affects:

- 8 Employment, excise, income, and other business returns (Forms 720, 940, 940-EZ, 941, 990, 1041, 1065, 1120, etc.)
 9 Employee plan returns (Forms 5500, 5500-EZ, etc.)
 10 Business location

| | |
|--------------------------|---|
| 11a Business name | 11b Employer identification number |
|--------------------------|---|

12 Old mailing address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. Room or suite no.

13 New mailing address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. Room or suite no.

14 New business location (no., street, city or town, state, and ZIP code). If a foreign address, see instructions. Room or suite no.

Part III Signature

Daytime telephone number of person to contact (optional) ▶ () _____

| | | | | | |
|------------------|-------------------------------------|------|---|--|------|
| Sign Here | Your signature | Date | ▶ | If Part II completed, signature of owner, officer, or representative | Date |
| | If joint return, spouse's signature | Date | ▶ | Title | |



Sec. 4 - Attachment 3
State Chairmen and District Deputy/
State Representative Lists

STATE CHAIRMEN 20 - 20

STATE: _____

EDUCATION

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

LEADERSHIP (MEMBERSHIP AND EXTENSION)

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

LEGISLATION

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

FAMILY

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____



Sec. 4 - Attachment 3
State Chairmen and District Deputy/
State Representative Lists

NEWSLETTER EDITOR

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

PUBLIC RELATIONS

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

QUALITY OF LIFE

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

SPIRITUAL ENHANCEMENT

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

YOUTH (Including JCDA)

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____



Sec. 4 - Attachment 3
State Chairmen and District Deputy/
State Representative Lists

DISTRICT DEPUTIES 20__-20__

STATE: _____

Check here _____ if your State does not have District Deputies.

DISTRICT DEPUTY

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

DISTRICT DEPUTY

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

DISTRICT DEPUTY

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

DISTRICT DEPUTY

Name: _____ Court No.: _____
Address: _____ Phone: _____
City, State _____ Zip: _____
Fax No.: _____ e-mail: _____

**Sec. 4 - Attachment 4
Sample Board Meeting Agenda**

Catholic Daughters of the Americas

_____ State Board Meeting

Proposed Agenda

Friday April 7 - Sunday April 9, _____

Call to Order: State Regent

Opening Prayer: State Chaplain

Minutes: State Secretary

Correspondence: State Secretary

Treasurer's Report: State Treasurer

Unfinished Business:

- DD Workshop recap
- State Fundraiser final planning
- Circle of Love State Reports to National
- Local Court Election News

New Business:

- Fall State Workshop Planning
- Invitations
- Membership drive planning
- Standing rules

Other business:

Next Board Meeting:

Closing Prayer: State Chaplain

Sec. 4 - Attachment 5
Annual Financial Review of State's Books

A financial review of the books of the State Secretary and the State Treasurer by a Financial Review Committee, should include, but not necessarily be limited to, the following procedures:

- ✓ Compare transmittals with deposit receipts and the deposit books.
Is there a deposit receipt for each transmittal? Do the dollar amounts match? These should match exactly.
- ✓ Compare the vouchers with the check register.
Were all items on every voucher paid correctly? Were there any checks written for items that did not appear on a voucher? Are all vouchers signed by the State Regent and State Secretary? These should match exactly.
- ✓ Compare vouchers to documentation requesting expenditure. Are all bills in order?
Is there documentation for every expense?
- ✓ Compare transmittals and vouchers to the General Fund register.
Do the total transmittals and vouchers match the total deposits and expenditures?
- ✓ Review bank statements of all accounts.
Are they ALL there? Have they been reconciled monthly? Do the dollars match? Are they paying bank fees and how are they recorded? Are the accounts within FDIC guidelines for account registration? Are the accounts properly titled to the state court?
- ✓ Review the monthly financial statements.
Do they properly reflect the financial position of each month? Are they inclusive of all financial information of all accounts of the state?

In addition, it is prudent of the Financial Review Committee to verify that all restricted funds are being kept properly and documented so as to reflect the different projects' balances.

It is the responsibility of the State Secretary and State Treasurer to whom the state's finances are entrusted, to keep track of all money and report on same. All money received must be accurately reported. An annual report listing the specifics of the source of all finances as well as listing all expenses by category must be prepared and submitted to the National Office. Be sure to attach the State Court Financial Review Cover Sheet to the report. (See Attachment – 6 State Court Financial Review Cover Sheet and sample Annual Report)

**Sec. 4 - Attachment 6
State Court Financial Review Cover Sheet
And Sample Annual Report**



**CATHOLIC DAUGHTERS OF THE AMERICAS
STATE COURT FINANCIAL REVIEW**

(Please complete and attach this form to your Annual State Financial Report and send to National Headquarters and National Supervisor **by June 30.**)

Name of State Court: _____

Name of State Regent: _____

Name of State Treasurer: _____

Date and Place of Financial Review: _____

The following questions are to be answered by the Chairman of the Financial Review Committee:

- * Were the Book Officers present? ___ Yes ___ No
- * Are the entries in the Treasurer's Book itemized? ___ Yes ___ No
- * Are the Secretary's minutes kept in a bound book? ___ Yes ___ No
- * When was the last time the State books were audited? _____

We, the undersigned, find the State Books to be in proper order and the state solvent.

Financial Review Chairman

Financial Review Committee Member

Financial Review Committee Member

Please keep a copy for your records.

**Sec. 4 - Attachment 6
State Court Financial Review Coversheet
And Sample Annual Report**

**Catholic Daughters of the Americas
State Court Treasurer's Report
May 1, 20__April 30, 20__**

| <u>CHECKING ACCOUNT</u> | | |
|-------------------------------------|------------------------------|-------------|
| <u>BALANCE AS OF MAY 1, 20 :</u> | | \$3,575.20 |
| | Transfer from Savings | \$1,215.00 |
| | Subtotal | \$4,790.20 |
| <u>INCOME:</u> | Dues | \$2,321.95 |
| | Delegate Assessment | \$571.75 |
| | Clergy | \$642.50 |
| | State Charity Fund | \$692.50 |
| | Membership Contest | \$700.00 |
| | Refund from National CDA | \$97.00 |
| | Miscellaneous | \$1,815.16 |
| | <u>TOTAL INCOME:</u> | \$6,840.86 |
| | <u>SUBTOTAL:</u> | \$11,631.06 |
| <u>EXPENSES:</u> | CDA National | \$65.70 |
| | Clergy | \$410.00 |
| | Education Contest | \$665.50 |
| | State Convention 20__ | \$5,065.43 |
| | State Officer's Conference | \$390.00 |
| | CDA National Convention 20__ | \$1,609.05 |
| | Legislative Chairman | \$30.54 |
| | Bank Service Fees | \$192.00 |
| | <u>TOTAL EXPENSES:</u> | \$8,428.22 |
| | Subtotal | \$3,202.84 |
| | Transfer to Savings Account | \$511.50 |
| <u>BALANCE AS OF APRIL 30, 20 :</u> | | \$2,691.34 |

| <u>SAVINGS ACCOUNT</u> | | |
|-------------------------------------|------------------------|------------|
| <u>BALANCE AS OF MAY 1, 20 :</u> | | \$7,264.07 |
| <u>INCOME:</u> | Transfer from Checking | \$511.50 |
| | Interest | \$30.54 |
| | Subtotal | \$7,806.11 |
| <u>EXPENDITURES:</u> | Transfer to Checking | \$1,215.00 |
| <u>BALANCE AS OF APRIL 30, 20 :</u> | | \$6,591.11 |

| <u>BREAKDOWN OF FUND BALANCES</u> | | |
|-----------------------------------|--------------------|------------|
| | Clergy Fund | \$3,219.50 |
| | Convention Fund | \$371.50 |
| | State Charity Fund | \$2,263.50 |

Sec. 4 - Attachment 7
Tips for Writing Minutes

The most important tip to remember is that the State Secretary is writing the history of the State Court during the time she is secretary. Minutes should be concise but informative. They should be written in third person. The minutes should be sent to the State Chaplain, the National Representative, and State Officers.

CONTENT OF MINUTES:

1. Kind of meeting - regular, special, annual, etc.
2. Name of assembly, organization, board, or committee
3. Date, time and place of meeting
4. Roll call of officers
5. The name of the presider
6. The fact that a quorum is present
7. Whether the minutes of previous meeting were approved
8. Name of maker of a motion, but not one who seconds the motion
9. All motions (except those withdrawn), point of order and appeals, and whether or not the motion is adopted. (Note: Each subject and each motion is recorded as a separate paragraph.)
10. When there is an election by ballot, the full report of tellers is entered in minutes.
11. Any other counted vote should be included stating number for and against the vote.
12. Minutes are signed by Recording Secretary (or Recording Secretary pro-tem).
Note: "Respectfully submitted" is no longer necessary.

One question that has been asked is "How are corrections to minutes of the last meeting to be handled?" Since these are to be accurate minutes which become history, they are not official until they are approved or they are approved with corrections. Therefore, it is the duty of the secretary to make the corrections and then file an official copy that is corrected. Typos may be corrected electronically. All other corrections must be hand-written in the margins. If they are being hand written, correct the copy as neatly as possible. The corrected and approved copy should be signed, dated, and filed.

Sec. 4 - Attachment 8
Sample Dues Bill for State Secretary

Catholic Daughters of the Americas
_____ State Court

Date _____

Court _____

City _____

Year _____

April 1, State Dues for _____ members as of March 31 \$ _____

October 1, State Dues for _____ members as of September 30 \$ _____

Please make check payable to "Catholic Daughters of the Americas" and in the lower left corner in the memo area write "State Dues."

Please mail to:

State Secretary _____

Street _____

City _____ State _____ Zip _____

Also please remit contribution for the state projects in the amount of \$ _____

Thank you!

**Sec. 4 – Attachment 9
Sample Voucher**

Catholic Daughters of the Americas

_____ State Court

Date _____

Pay to the order of _____

_____ Dollars

For _____

State Regent

State Secretary

State Treasurer

Date Paid _____

Check Number _____

Sec. 4 - Attachment 10
Sample Receipt (from Treasurer to Secretary)

Catholic Daughters of the Americas

_____ State Court

Date _____

Received of State Secretary _____

_____ Dollars

_____ Dues

_____ State Projects

_____ Other _____

State Treasurer

CATHOLIC DAUGHTERS OF THE AMERICAS
STATE COURT
TREASURER'S REPORT
APRIL 1, 20__ - JUNE 30, 20__

BALANCE IN CHECKING ACCOUNT April 1, 20__ \$2,305.62

RECEIPTS:

| | |
|---------------------------|--------------|
| Dues | \$3,725.00 |
| State Scholarship Fund | 745.00 |
| Habitat for Humanity Fund | 372.50 |
| Clergy Fund | 372.50 |
| Delegate Fund | 372.50 |
| State Fundraiser | 1,737.00 |
| Misc. Donation | 100.00 |
| Mass Fund | <u>37.00</u> |

TOTAL RECEIPTS: \$7,461.50

TOTAL FUNDS AVAILABLE: \$9,767.12

DISBURSEMENTS:

| | |
|--------------------------------------|----------------|
| State Court Expenses (Board Meeting) | \$ 753.25 |
| State Fundraiser costs | 251.75 |
| Masses | 35.00 |
| Newsletter Expenses | 558.75 |
| Bank Charges | 15.00 |
| Move to restricted funds account | <u>1899.50</u> |

TOTAL DISBURSEMENTS: 3,513.25

BALANCE JUNE 30, 20__: \$6,253.87

RESTRICTED FUND

| | |
|-------------------------|-----------------|
| Balance April 1, 20__ | \$5,932.50 |
| Second quarter receipts | <u>1,899.50</u> |
| Balance June 30, 20__ | \$7,832.00 |

State Treasurer

Sec. 4 - Attachment 12
Standing Rules Guidelines and Sample

The Standing Rules of the State Board is a very important document. It allows for continuity from board to board, year to year, regent to regent. As a compliment to the bylaws, it sets the rules and serves as a guideline for most of the dealings of the State Board. The Standing Rules must not contradict the bylaws.

The Standing Rules may contain any or all of the following:

- Guidelines for the running of the State Board; very general or very detailed
- Schedule for board meetings
- Outline of the rules for expense reimbursement
- Limits for honorariums and memorials
- Limits for stipends

The Standing Rules can contain any information which the State Board chooses to include. It may be changed by a vote of the State Board.

STATE BOARD STANDING RULES

MEETINGS

The State Board shall meet as often as necessary to conduct the business of the state and no less than quarterly

- A. To discuss the program of the Order in the State
- B. To develop plans for advancement of the Order
- C. To efficiently carry out the business of the State Court

MASS ENROLLMENTS

- A. Demise of State Officer - \$25.00 in Masses and a monetary donation in her name to her parish. Amount to be determined by the State Board
- B. Demise of State Chaplain - \$25.00 in Masses
- C. Demise of Past State Regent - \$20.00 in Masses
- D. Demise of Bishop/Archbishop in the State - \$25.00 in Masses
- E. Demise of member of a state officer's immediate family - \$10.00 in Masses
- F. Occasion of court's anniversary - 25th, 50th, 60th and every 5th year thereafter, \$5.00 Mass card to be sent by State Regent or designee with the names of all State Officers
- G. Newly Elected National Officers, \$5.00 Mass card

GIFTS

- A. Institution of new court - Gavel and crucifix and pay 1/3 of the bill from National for the new court's supplies
- B. Ordination of Bishop - \$100.00
- C. Christmas gift State Chaplain - amount to be determined by State Board
- D. SHARE subscription for all Bishops in the state and new State Chaplain

Sec. 4 - Attachment 12
Standing Rules Guidelines and Sample

WORKSHOPS

- A. Held annually in the fall
- B. Courts will be notified at least 3 months prior to event
- C. Registration fees will help defray costs of workshop
- D. Sunday obligation collection to be divided equally between the celebrant and the parish supplying hosts, etc.

EXPENSE REIMBURSEMENTS

- A. Expenses of State Officers, Immediate Past State Regent, and State Chaplain to attend State Convention will be paid by State Court.
- B. Expenses of State Regent and State Chaplain to attend National Convention will be paid by State Court. Registration of other State Officers and Immediate Past State Regent will be paid by State Court.
- C. State Officer and State Chaplain travel expenses for trips approved by the State Regent will be fully reimbursed at a rate of \$.32 per mile. If air travel is necessary, reservations must be made at the earliest possible time and for the least expensive ticket.

DUES

- A. Dues will be set by vote of the State Court at a State Convention.
- B. Current dues are \$6.00 per year billable twice a year at \$3.00 each billing.
The dues consist of: \$2.00 administration
 1.00 National Convention
 1.00 State Convention
 2.00 State Charity

Adopted 00/00/00
Amended 00/00/00 (List the dates of all amendments.)

**Sec. 4 - Attachment 13
Sample Expense Sheet
(Must be attached to a Voucher)**

Catholic Daughters of the Americas

_____ State Court

Expense Sheet

Name _____ Date _____

Address _____

State Court Office _____

| Date | Description of Expense (Please Attach all Receipts) | Amount |
|------|---|--------|
|------|---|--------|

| | | |
|--|--|--------|
| | | TOTAL: |
|--|--|--------|

Officer Signature: _____

State Regent Signature: _____

Date: _____

Payment made by State Treasurer:

Date: _____

Check No: _____

Sec. 4 - Attachment 14
District Deputy/State Representative Reporting Form

Suggested Format for District Deputy Reporting Form

Name of District Deputy _____

Assigned to Court _____

Date of this report _____

Purpose _____

Meeting

- 1. Was the court business meeting conducted according to proper procedure? _____
- 2. How many members were in attendance? _____
- 3. Were all officers in attendance? _____ If not, who was missing? _____
- 4. If officer was not present was she excused? _____
- 5. Was the chaplain present for any part of the meeting? _____
- 6. Did the Court Regent use a prepared agenda? _____
- 7. Did any Circle of Love Chairman report on her area? _____
- 8. Was there a speaker at the meeting? _____ If so, who and what was presented?

- 9. Did the members participate in any projects at this meeting? _____

Overall observation of this court. This information should be as accurate as possible.

Financial Review

1. Date of Review _____
2. Were the members of the Financial Review Team present? _____
3. Were the necessary books and materials at hand? _____
4. Were the books in proper order? _____
5. Overall description of Financial Review

Reception of New Members

1. Date held _____
2. Number of members received _____
3. Was Reception at Mass? _____ Court Room? _____
4. Was chaplain involved? _____
5. Were any guests present? _____

Installation of Officers

1. Date held _____
2. Were all officers present? _____ If not, who was absent? _____
3. Was installation at a Mass? _____ Court Room installation? _____
4. Did the court chaplain participate? _____
5. Were any guests present? _____

Sec. 4 - Attachment 15
Suggested Procedure for Financial Review Local Court

Distribute the Court's books to the Financial Review Committee.

All receipts should be read aloud to verify each entry in the Financial Secretary's voucher book, in the minutes book of the court's meetings, in the Treasurer's ledger, and in the checkbook.

All disbursements for each month should be read aloud to verify each entry in the treasurer's ledger, the minutes, and the cancelled checks.

Savings accounts, money markets, and certificates should have receipts of interest posted.

One member of the Team should keep a running tally of the disbursements for

- Charities
- National Dues
- State Dues
- CDA supplies, jewelry
- Other special accounts or charities

The closing balance in the Treasurer's checking account should agree with the most recent bank statement.

Financial Secretary's Membership book should be checked to see that the dues record has been kept up to date.

The receipt books of the Financial Secretary and Treasurer should be checked to see that the figures match.

All Court books that were examined should be signed by the Financial Review Team and the District Deputy.

The Financial Review is complete when all the correct figures are entered on the Financial Review Form.

The Financial Review Form is to be completed and signed **ONLY** by those who completed the review as well as the District Deputy.

Four copies of this form should be sent or given to:

| | |
|-----------------|---------------------------|
| National Office | Court Financial Secretary |
| State Regent | District Deputy |

Sec. 4 - Attachment 16
District Deputy/State Representative Survival Kit

For a District Deputy/State Representative to be successful, she should have in her possession the following items that will aid in the successful completion of her duty.

An up-to-date copy of the National Bylaws
Copy of Roberts Rules of Order, Newly Revised
Copy of the Tools of the Trade, Second Edition
Copy of the CDA Pledge
Copy of the State Directory
Copy of the State Reporting Forms
Copy of the Local Court Rosters
Copy of the Court Standing Rules
Copy of State and National Newsletter or Quarterlies
Copy of State and National Calendars
Copy of any directives from the State Regent
Copy of ceremonials for Reception of New Members and Installation of Officers.
Copy of the National Dues Timeline

For Financial Reviews:
Red pencils or pens and ruler
A supply of envelopes addressed to National Office and/or State Regent

Several prayers or prayer cards
Motivational quotes
Supply of note cards, birthday cards, etc.

Sec. 4 - Attachment 17
Duties of the State Convention Committees



Duties of the Credentials Committee

The purpose of this committee is to assist with registration and to count the number of credentialed delegates to determine voting strength.

As each delegate or alternate registers at the convention, she receives her delegate badge from the credentials committee. State Officers, Past State Regents, Local Regents, Campus Court Regents, and elected delegates are put in groups so they can be easily counted. Each delegate signs the delegate sheet. (See Attachment 27 – Sample Delegate Sign in Sheet)

If an alternate is replacing a delegate at the convention, she must report to the credential table to be changed from alternate status to delegate status.

Just before the opening of the convention and after registration is closed for the morning, the committee should count and verify the number of registered delegates. At the opening of the convention, a roll call of delegates will be taken by the State Secretary. **(Secretaries should practice before-hand.)** Then, after roll call, the committee will retire outside the convention hall to count the number of delegates for voting strength. The number of delegates counted from the roll call should match the number of signatures from the delegate list. If not, the numbers must be reconciled.

Once an accurate count is determined, the chair is asked for her report. She then reports the number of voting delegates (number allotted, potential, and actual) by title: i.e. National Representative –1, State Officers-5, Immediate Past State Regent-1, Past State Regents, Local Court Regents and delegates for a total of __. She then states the number needed for a quorum- which is majority equal to one half plus one of the total number of delegates.

At the opening of each subsequent session whereby more delegates could have registered changing the count, the Credential Committee will recount delegate signatures and report as above. Only one roll call of delegates will be taken.

Sec. 4 - Attachment 17
Duties of the State Convention Committees



Duties of the Resolutions Committee

The purpose of this committee is to examine all proposed resolutions. Then the committee decides which ones to accept and recommend to the body of the convention and which ones to reject.

The Resolutions Committee should meet the evening before the opening of the convention. (The chair should notify each member of the time and place of the meeting.) Each member will have received copies of the proposed resolutions and the duties of the committee-all to have been read prior to coming to the convention. (The current bylaws may also be used as a reference for resolutions pertaining to the good of THE ORDER.)

When the committee meets, the members should examine the merits of the resolution. Then, as a committee, they recommend whether or not to bring the resolution to the floor of the convention.

The Chair will be called upon for her report at the convention. If the committee is recommending adoption of a resolution, she should read the resolution aloud and state: "The committee moves the adoption of this resolution." (As it is a motion from committee, no second is necessary.) The State Regent will then take over for discussion and a vote on the resolution.

After the vote is taken, the Chair is again called upon to present the next resolution. If the committee does not recommend bringing a resolution to the floor, the chairperson simply states: "The committee does not recommend this resolution." She then moves on to each of the next resolutions continuing to either recommend or not recommend each resolution until she has gone through all resolutions that have been sent to the committee. (A delegate could move that a resolution be reconsidered, and it would take a 2/3rds majority to have it come to the floor.)

Sec. 4 - Attachment 17
Duties of the State Convention Committees



Duties of the Convention Minutes Committee

The purpose of this committee is to actively take notes at this convention so that they can receive, read, and suggest revisions or corrections to the State Convention minutes that will be forwarded to them by the State Secretary or Secretary Pro-tem.

The State Secretary or Secretary Pro-tem will provide each member with the drafted minutes as soon as possible but no later than 90 days after the convention.

They are to be read carefully, and any corrections noted in red pen or highlighted in red if sent electronically. The draft copy should then be returned to the State Secretary or Secretary Pro-tem with the corrections or additions within 30 days.

The State Secretary or Secretary Pro-tem will then make the corrections and prepare copies to be distributed to all courts and State Officers preferably within 4 months of the convention.

**Sec. 4 - Attachment 17
Duties of the State Convention Committees**



Duties of the Elections Committee

The purpose of this committee is to oversee the election and count the ballots to determine the winners in the election for state officers and the next convention's Nominating Committee.

When nominations are being taken from the floor, the Elections Chair will write the names of all nominees on the whiteboard or chart paper.

The State Secretary will see that a ballot is prepared for the election.

On the day of the election, all members of this committee should be at the polling place one-half hour prior to the polls opening. Voting may take place in a separate room or on the convention floor (recommended).

The roster is supplied by the State Secretary. The voting delegates will have a specific mark on their name tags identifying them as voting delegates. Check the name on the badge and then with a colored marker check the badge as having voted.

All ballots go into the ballot box. When the voting is finished, count all ballots. When the Chair is called upon for her report, name each person nominated and the number of votes received. The State Regent then declares the persons with the highest number of votes as elected. A report should also go to the State Secretary for the minutes.



Duties of the Financial Review Committee

The purpose of this committee is to review the books of the State Secretary and State Treasurer to determine that income has been received and the bills paid accurately. For maximum efficiency, the Financial Review Committee should be made up of three to six members. The State Secretary and State Treasurer should be present also, but in supportive and advisory capacities only, to answer questions and explain entries. The Financial Review should be conducted prior to the official opening of the convention.

The following items are needed for the purpose of the Financial Review:

1. State Secretary's account & minutes books
2. State Treasurer's account book
3. Treasurer's receipts
4. Deposit slips
5. Bank receipts
6. Bank statements
7. Checkbook register
8. Canceled checks
9. Expense sheets, vouchers, bills, and/or paid receipts
10. State Board's Standing Rules
11. State budget
12. Calculator (Committee Chair responsible for bringing)

Helpful Hints;

- a. The Secretary's Minutes Book is used regarding any bill in question.
- b. Entries may vary between the Secretary and Treasurer's books due to grouping of checks to save postage.
- c. Corresponding expense sheets, vouchers, bills and/or receipts should be on file for each order and check written.
- d. Checks issued to State Officers, State Chairs or District Deputies/State Representatives need accompanying expense sheets.
- e. Expenditures voted upon at a state meeting should have a receipt or bill presented or be referenced in the standing rules. A voucher must still be created.
- f. If there is no receipt available, the state board must vote to reimburse.

Sec. 4 - Attachment 17
Duties of the State Convention Committees

A financial review of the books of the State Secretary and the State Treasurer by a Financial Review Committee, should include, but not necessarily be limited to, the following procedures:

- ✓ Compare transmittals with deposit receipts and the deposit books. Is there a deposit receipt for each transmittal? Do the dollar amounts match? These should match exactly.
- ✓ Compare the vouchers with the check register.
Were all items on every voucher paid correctly? Were there any checks written for items that did not appear on a voucher? Are all vouchers signed by the State Regent and State Secretary? These should match exactly.
- ✓ Compare vouchers to documentation requesting expenditure.
Are all bills in order? Is there documentation for every expense?
- ✓ Compare transmittals and vouchers to the General Fund register.
Do the total transmittals and vouchers match the total deposits and expenditures?
- ✓ Review bank statements of all accounts.
Are they ALL there? Have they been reconciled monthly? Do the dollars match? Are they paying bank fees and how are they recorded? Are the accounts within FDIC guidelines for account registration? Are the accounts properly titled to the state court?
- ✓ Review the monthly financial statements.
Do they properly reflect the financial position of each month? Are they inclusive of all financial information of all accounts of the state?

In addition, it is prudent of the Financial Review Committee to verify that all restricted funds are being kept properly and documented so as to reflect the different projects' balances.

It is the responsibility of the State Secretary and State Treasurer to whom the state's finances are entrusted, to keep track of all money and report on same. All money received must be accurately reported. An annual report listing the specifics of the source of all finances as well as listing all expenses by category must be prepared and submitted to the National Office. Be sure to attach the State Court Financial Review Cover Sheet to the report. (See Attachment – 6 State Court Financial Review Cover Sheet and sample Annual Report)

When the committee determines that the books are in order, each member shall sign her name with the current date. The Financial Review Committee Chair shall report at the business meeting when requested. The report consists of one statement: "The books have been reviewed and found to be correct."

Sec. 4 - Attachment 17
Duties of the State Convention Committees



Duties of the Standing Rules Committee

The purpose of this committee is to review the general recommendations for Convention Rules which were developed by the Convention Standing Rules Committee. The committee should then have a meeting or a conference call to discuss whether they propose adopting these rules as they are written or if they propose changes. If changes are proposed, the committee chair should type the newly proposed rules and send a copy to the State Regent for review at least thirty days prior to the convention's convening.

If NO changes are proposed, the Standing Rules Committee Chair should notify the State Regent that the standing rules are ready for printing in the convention program.

At the convention, the Standing Rules Committee Chair is called upon to present the convention rules. She should come to the podium, read the rules and then state: "I move that these Convention Standing Rules be adopted."

The motion needs no second since it is coming from a committee. The State Regent then takes over, asks for discussion and then a vote is taken on the motion. The rules are then adopted, or changes are made as suggested and voted upon from the floor.

Sec. 4 - Attachment 18
First Call to Convention by State Regent

A First Call to Convention should be inviting as well as informative. The First Call below is included to present you with ideas and suggestions. Add any details that pertain to your state's convention and omit what does not.

December ____

To: State Chaplain
 State Clergy Consultant
 National Regent
 National Representative
 State Officers
 Past State Regents
 State Chairmen
 District Deputies
 Court Regents

Re: ____ Biennial ____ State Convention

From: _____, State Regent

It is my pleasure to issue this first call to the ____ Biennial ____ State Convention.

Date:
Place:
Theme:

The convention promises to be informative and productive. A detailed convention packet from the convention chairman, _____, will be mailed out in early January. The packet will contain registration and meal forms, hotel information, and specifics about convention activities.

Attendance: All CDA members are invited and encouraged to attend the state convention. In addition to delegate seating, there will be areas for non-delegates to observe convention proceedings and workshops that are open to all registered members. Spouses and guests are invited to attend all liturgies and convention activities except the business meetings and workshops.

Opening Mass: The opening Mass will be held _____ Cathedral on _____ at _____ PM. All clergy in attendance are invited to concelebrate all convention Masses. Court chaplains should bring their albs and stoles. The Cathedral is only two blocks from the hotel, but they are long blocks and walking in white shoes could be difficult. Bus service will be offered in the convention packet.

Sec. 4 - Attachment 18
First Call to Convention by State Regent

Procession: National and state officers, district deputies, and all court officers will wear robes and will assemble at the Cathedral to begin the opening procession promptly at ____ PM. Past state regents and state chairmen wearing white are invited to participate in the procession. (Optional per state regent.) The procession will be in reverse order. The Opening Mass is one of the most beautiful and most impressive events of the convention, so, all officers are requested to observe proper robe protocol. Robes must be clean and pressed and must measure eleven (11) inches from the floor when wearing white shoes. Small earrings may be worn with robes, but nothing is carried in procession including purses and cameras/bags. Slacks/shorts are not worn with robes. Wearing hose with robes is optional (skin-toned or nude hose only). Robes are only worn in procession; please carry robes before and after Mass. Robes will not be worn for the other liturgies of the convention.

Delegates/alternates: Each court regent should have received from the National Office a delegate sheet along with instructions for electing the number of delegates and alternates to which the court is entitled. If a regent did not receive this packet, she should contact the National Office immediately. Courts must elect delegates to the convention in time to send the delegate list to the State Regent by _____. Please read the National Convention Mailing carefully to ensure that your court has the proper representation at the state convention.

Courts are allowed one (2) delegate, the regent, if she attends, and an additional delegate for every twenty-five members or major fraction thereof. Expenses to the state convention may be paid by the court.

Delegates and alternates are elected, not appointed. It is wise to elect all the delegates and alternates to which your court is entitled, even if it appears that they cannot attend the convention. Sometimes delegates are able to attend after all. Courts instituted after September 30, 20____, will be entitled to send only the regent or her alternate as a delegate to the convention. **No delegate sheets will be accepted after _____.**

Credentials: Credentials statements for all delegates and alternates will be included on the registration forms and mailed to court regents. Delegates must have their credentials in order to vote.

Dues/Assessments: All state and national dues and assessments must be paid in order for a court to have delegates seated at the convention. If you have any questions regarding your state or national assessments, please contact the national office at CDofANatl@aol.com or _____, State Secretary, as soon as possible.

Bylaw Amendments: Local courts may submit proposed amendments to the CDA Bylaws. Any proposed bylaw amendments approved at the state convention must be sent to the national committee for final presentation at the 20____ National Convention. Local courts must vote on a proposed bylaw amendment at a local court meeting. Submit proposed bylaw amendments to the State Regent by _____.

Sec. 4 - Attachment 18
First Call to Convention by State Regent

Resolutions: Local courts may submit proposed resolutions. Any resolutions passed at the state convention that do not pertain solely to the state of _____ will also be sent to the chairman of the National Resolutions Committee for consideration. For your convenience, a resolution format will be included in the convention packet. Resolutions proposed by a local court must be approved by a vote of the members at a regular meeting and sent to the State Regent by _____.

Clergy/Men's Luncheon: All court chaplains and men attending the convention are invited to the Clergy/Men's luncheon. The luncheon will take place on _____. There is no registration fee for chaplains or spouses attending the convention. It is customary, if at all possible, for the courts to pay for their chaplain's expenses.

Memorial Mass for Deceased Members: Send in your list of deceased members by _____, to _____. Complete instructions for mailing and for participation in the memorial service will be found in the convention packet.

Convention Sales: Any court wishing to offer items for sale at the convention must send a request to the State Regent by _____. The letter must contain a list of all items to be sold and the proposed prices of the items. Following approval, Convention Chairman, _____, will assign a table for the court's sales. Proceeds from all sales will be counted with a state representative prior to leaving the convention. There is no charge for a sales table, but the state court will receive fifteen (15) percent of the total proceeds payable at the end of the convention.

Fundraising: This administration was able, thankfully, to maintain state operations without having to run a mid-term fundraiser! This was due, in great part, to your generosity and support of the fundraisers at the last state convention. This convention we will again have the state raffle, the jumble auction, the special quilt raffle, and the Lot's 'O Luck Lotto. Please consider donating prizes and participating in all the "FUNdraising" at the convention. You will have a great time, and you may win some great prizes! At the same time, you will help ensure that the state has the funds to run efficiently and effectively in the future without having to do extra fundraisers and without having to raise dues.

Candidates for State Office: Anyone wishing to be considered as a candidate for state office by the nominating committee must submit her name and the office sought by Feb. 1. All positions are open for nomination. Candidates must submit five (5) copies each of the following: a statement of qualifications, a statement of endorsement from your local court signed by a majority of the officers, a current picture, and a signed consent to serve statement. Send all packets for the nominating committee to _____.

Scrapbooks: Judging of court scrapbooks will take place at the convention. Scrapbooks are to be delivered to the exhibit room at the hotel. For specific information about scrapbook rules, please consult the regents' packet sent out in September _____. If you have additional questions, contact _____.

Sec. 4 - Attachment 18
First Call to Convention by State Regent

Contests/Awards: Courts will be receiving Circle of Love Forms in _____. All contest deadlines are listed in the State Newsletter and in the calendar included with this letter. State chairmen will announce first, second, and third place winners in all categories during the convention. No reports will be given during the business meetings as they will be placed in the convention bags for all attendees to read.

Reports of State Chairmen: All state officers and state chairmen are asked to submit a one-page report highlighting their activities for the past two years. Send reports in time to be received by the State Regent no later than _____. Reports will be copied and inserted into the convention bags. Reports must be “camera-ready.”

State Projects: If you have not made your contribution to the state projects, please do so as soon as possible. Representatives from _____ and _____ will attend the convention, and monies collected from the courts will be presented at that time.

20__ Convention bids: Representatives from areas interested in hosting the 20____ State Convention should come to the convention prepared to make a bid for the convention. Notify the State Regent of your intention to make a bid by _____ so that the bid presentation can be placed on the agenda.

Workshops: Several workshops open to all registered attendees will be presented at the state convention. Workshops will be presented twice on _____ afternoon, and each person will be able to attend two workshops. Because of space requirements, we are asking that all members select a first, second, and third choice of workshops. Selection forms will be placed in the convention registration packet. In order for your court to receive as much information as possible, we suggest that members from the same court attend different workshops. Workshops with low registration may be presented only once.

| Workshop Title | Presenter |
|--|-----------|
| Spirituality | |
| CDA 101 – for new courts/members | |
| Membership, Recruitment, and Retention | |
| Protocol and Ceremonials | |
| FUNdraising – Fun and the IRS | |
| National, State, and Local Projects | |
| JCDA—Why and how to start a court | |
| Leadership and Teamwork | |
| Circle of Love Forms and Documentation | |
| Campus Court Forum | |

Sec. 4 - Attachment 18
First Call to Convention by State Regent

Tentative Convention Agenda: A tentative convention agenda will be included in the registration and information packet that will be mailed to you by Convention Chairman, _____. A calendar of due dates is included with this mailing for your convenience.

Committee members are expending a great deal of time, effort, and energy to ensure that you will have a wonderful and productive time at the _____ convention. This is the time for you to renew old friendships and to make new CDA friends. It is also the time to celebrate the gift of sisterhood. I sincerely hope that all courts will do their best to make sure their delegates and as many members as possible attend the convention to vote, to learn, and to take back and share what they've experienced with the rest of the court's membership.

May you have a blessed and peaceful Christmas season and a joyful New Year!

Encl. Voting procedure
Calendar of due dates

Sec. 4 - Attachment 19
Official Call to the Convention

Date

To: State Chaplain
State Clergy Consultant
National Regent
National Representative
State Officers
Past State Regents
State Chairman
District Deputies
Court Regents and Members

From: _____
Convention Chairman or State Regent

This is the official call to the ____th Biennial _____ State Convention of the Catholic Daughters of the Americas.

Date: April _____, 20__
Place: _____
Theme: _____

The Courts of (area) have been busy planning and working to bring you a most memorable, spiritual, fun, and rewarding experience. Please share the following information with your delegates and court members. All members are cordially invited to attend the convention. You do not have to be a delegate or an alternate to attend the convention.

Enclosed you will find the following:

- Convention Registration
- Hotel Registration Information
- Meal Registration
- Workshop Choice Sheet
- Robe Protocol
- Tentative Convention Schedule
- Dates to Remember
- Chairmen addresses
- Memorial Mass for Deceased Members Letter
- Friday Fun Night Flyer
- Saturday Night Banquet
- Hotel Occupancy Tax Exemption Certificate
- Sales and Use Tax Exemption Certificate
- Directions to the Cathedral for Opening Mass
-

Sec. 4 - Attachment 19
Official Call to the Convention

- Directions to the convention hotel from MapQuest and a map furnished by the hotel detailing major freeways
- Pre and Post Convention Tours/Points of Interest
- Menu for Cash Food Sales
- Parking Information
- (Other information such as voting procedure and fundraising activities may also be included.)

The opening Mass will take place at the _____ Cathedral in _____, _____. Transportation to Cathedral will be provided. Remember to sign up for transportation on the registration form. Please plan to be at the Cathedral by _____. We will gather in the _____ room to line up and to robe. The procession will begin promptly at _____ PM. There will be a collection taken up at all Masses during the convention.

Forms for registration, meal reservations, and workshops are enclosed. Please copy these forms as needed and mail to the proper chairman. DEADLINE FOR ALL REGISTRATION (WITHOUT PENALTY) IS _____, _____. No refunds will be made after _____. Please note: there is a \$_____ late fee on all convention registration and meal forms postmarked after _____, 20_____.

Photographers will be available to take individual or group pictures. The prints will be available for purchase the following day at the convention with the exception of the Installation Mass on Sunday.

Remember to get your ads in for the convention program; you have until _____, 20____. Please make copies and ask friends and business owners to purchase a program ad. This program helps with cost of the convention and State Court's operating expenses.

If you have items that can be included in the tote bags, please send them to _____ by _____, 20_____.

Don't forget to extend an invitation to the convention to your chaplains and spouses. There will be seating for clergy on the convention floor, and all are invited to the Clergy/Men's luncheon on _____. Several activities have been planned for spouses, and they will have a great time at the convention, too!

We hope that the information contained in this packet will help you with your plans for the convention. We look forward to seeing you all in _____. Come and renew old friendships and make new ones. Our hope is that you will leave the convention with a renewed spirit of commitment to service and a renewed appreciation for the gift of sisterhood. Should you have any questions, please don't hesitate to contact me at (phone) _____ or at -----@internet.com.

Sec. 4 - Attachment 20
Sample Convention Agenda

Note: It is permitted to adjust the order of the agenda to fit the schedule, accommodate the election process, and to meet the needs of your presenters.

Suggested Agenda for State Biennial Convention

Seating of Delegates and Roll Call
Briefing of Delegates
Call to order
Opening Prayer
Presentation of Colors
Pledge of Allegiance to the Flag of the United States of America
National Anthem
Opening Ode
Introductions
Welcomes by Civic Representative, Convention Chairman, and National Representative
Appointment of Committees

- a. Minutes Approval Committee
- b. Timekeepers and Pages
- c. Other committees as needed (Credentials, elections, resolutions, financial review committees, etc. are appointed ahead of time and listed in the program.)

Report of Credentials committee (made at least once a day for the duration of the convention)
Presentation of Convention Standing Rules
Adoption of the Printed Program
Report of Minutes Approval Committee
Keynote Speaker
Report of Nominating Committee and nominations from the floor
Report of the Financial Review Committee
Address by the National Representative
Report of State Regent
Reports of State Officers (may be presented in printed form only)
Report of State Treasurer (not optional – should be oral and printed)
Reports of State Chairmen
Election of Officers and Nominating Committee
Report of Resolutions Committee
Report of Bylaws Committee
Report of Elections Committee
New Business
Bids for Convention
Invitation to next convention
Motion to destroy ballots
Report of Courtesy Committee
Report of Registration Committee
Retiring of Colors
Closing Prayer and Ode

**Sec. 4 - Attachment 21
Convention Script**

Note: Convention liturgies, prayer services, workshops, luncheons, recesses, and meals are not shown in the agenda.

State Regent's Script for State Convention

This script has been prepared in a three-day format. As lengths of conventions vary, State Regents will have to use their judgment and divide the script into the actual number of days for individual conventions. Meals and breaks are not shown in the script; remember to include short breaks for the comfort of the delegation.

Words of introduction are meant as examples only. State Regents are free to personalize introductions in order to make the script their own.

Before recessing for meals, it is a good idea to include in the agenda a short amount of time to make necessary announcements or give any specific instructions regarding activities to take place during the meal break. That is also a good time to award door prizes, announce lost and found items, etc,

Procedures for nominations and elections may be held at different times other than those that are shown in the script, but nominations should be made early in the convention proceedings in order to allow time for committee members to prepare for elections early on the second day.

Note: All items in parenthesis () are instructions only.

Day 1

(The credentials table is closed for a brief time in order to prepare for roll call and for the first credentials report. (See Attachment 26 – Sample Credentials Report)

Delegates assemble for roll call fifteen to forty-five minutes before the opening of the convention (depending on the size of the delegation). Roll call may be done using the delegate sign-in sheet. (See Attachment 27 – Sample Delegate Sign-in Sheet) Convention Parliamentarian briefs delegates.

State Regent: (One sharp rap of the gavel) The ____ Biennial____ State Convention of the Catholic Daughters of the Americas will please come to order. Please rise. (Three raps optional)

Opening ceremonies

State Regent: Our State Chaplain, _____, of _____ will lead us in the Opening Prayer.

State Regent: Please remain standing for the presentation of the State Court Banner by _____ and the presentation of the colors by _____.

**Sec. 4 - Attachment 21
Convention Script**

State Regent: Please join us in the Pledge of Allegiance to the Flag of the United States of America led by _____.

State Regent: One stanza of the National Anthem will be led by _____.

State Regent: The Opening Ode will be led by _____.

State Regent: Now, Reverend _____, State Clergy Consultant (or other title) will bless the convention floor shrine. (Optional, but nice.)

Opening Litany and Introductions

State Regent: Your Excellency (ies), Reverend Fathers, Your Honor, Worthy National Regent, Worthy National Director and Past National Directors, Worthy State Officers, Worthy Immediate Past State Regent and Past State Regents, State Chairmen, District Deputies, Officers, members of the Catholic Daughters of the Americas, and distinguished visitors and guests. The State Board and the convention committee have eagerly looked forward to this day, and it is hard to believe that it is actually here. It seems like just yesterday that this site was chosen for the convention and that committees began to work to ensure that you would have an enjoyable and productive convention. Now we are here, and it is the chair's honor and privilege to welcome you to the ____ Biennial _____ State Convention and to introduce those seated at the head table. (Chair introduce far left to podium then far right to podium and then herself. For suggested seating see Attachment 22 – Seating)

State Regent: Special Guests today are our Court Chaplains and visiting clergy. Would you please stand when your name is called (Call names.)

Welcome and thank you so much for joining us today.

It is now an honor to introduce women who have paved the way in (state). They have inspired us with their dedication to service, and they are still faithfully serving God through our organization—the past state regents of _____. Would you please stand and remain standing when your name is called (Call names.)

Please help me welcome the Past State Regents of _____(state).

Official Welcomes

State Regent: We are honored to have the official “Civic Welcome” from the number one citizen of the City of _____, the Honorable _____ Mayor of _____. (A slightly longer introduction is encouraged if one is provided.)

Sec. 4 - Attachment 21
Convention Script

State Regent: Now, First Vice State Regent _____ will give the state's response. (She gives a brief thank you to the Mayor and the city for their hospitality.)

State Regent: Now, to bring us greetings from the National Board, would you please welcome National Regent/Director/Representative _____. (This is not the official address to the convention. It is greetings and best wishes only.)

State Regent: At this time, it is the Chair's pleasure to present to you a lady who with no exaggeration has truly lived the _____ State Convention for the past two years. She has worked tirelessly to ensure that everything and everyone was on track. No stone was left unturned and no detail was omitted in order to ensure that everything would be ready for our arrival and our stay in the city of _____, State Convention General Chairman, _____.

(She gives a brief welcome.)

(The State Regent or the First Vice State Regent gives a response to the welcome.)

Introductions Continued

State Regent: The state has been truly blessed by the women who accepted appointments as State Chairmen and District Deputies. They have been the backbone of this organization for two years, and it is an honor to introduce them to you at this time. Please stand as your name is called and remain standing. If you would please hold your applause so that we can hear all of their names, we will give them a huge round of applause when all are introduced.

(Introduce State Chairmen.)

State Regent: Please help me thank these ladies for accepting their appointments and for doing so much for CDA. (Lead applause.)

State Regent: It is now my honor to introduce the district deputies of (state). Our work would be impossible without their help and support—and they have truly done an amazing job.

(Introduce District Deputies.)

State Regent: At this time, the chair declares a two-minute recess to allow those who cannot remain on the dais to be excused. (The mayor and other civic guests and the convention chair may leave at this time.)

State Regent: The recess has expired.

BUSINESS MEETING

State Regent: We will now proceed to the business meeting. The first business in order is the appointment of the Minutes Approving Committee for this convention. They are...

Thank you, ladies, for accepting this appointment.

Convention Reports

State Regent: Will the chairman of the Credentials Committee please give the Credentials Report. (The credentials table should be closed for a brief time prior to roll call so that the State Secretary and the Credentials Chairman can prepare the report. (See attachment 26 - Sample Credentials Report.)

State Regent: The question is on the adoption of the Credentials Report. Are you ready for the question? Those in favor say "Aye." Those opposed say "No." The Ayes have it, and the report is adopted. A quorum for this Convention is a majority of the voting members of the State Court who have registered at the convention. The Chair declares a quorum present.

State Regent: Will the chairman of the Standing Rules Committee _____ please give the report of the Standing Rules Committee. The Convention Standing Rules are printed in your Program Book on page ____.

(The rules are read in their entirety and then the chairman moves for their adoption. No second necessary as this comes from a committee.)

It has been moved that the Standing Rules be adopted as read. Is there any discussion? This motion requires a 2/3 vote. Those in favor of the adoption of the Convention Standing Rules as read/amended please rise. Be seated. Those opposed, please rise. There are 2/3 voting in the affirmative, and the convention Standing Rules are adopted as read (as amended). (If there are amendments, they must be voted on individually and in the order presented before the final adoption of the Standing Rules.)

State Regent: The next business in order is adoption of the printed program. Program Chairman, _____ will report. (She makes corrections if needed. The chairman moves to adopt the Program as printed (as corrected) SUBJECT TO NECESSARY CHANGES. (Pause....if there is no second say...) Is there a second? It has been moved and seconded to adopt the Program as printed (as corrected) subject to necessary changes. Are you ready for the question? Those in favor say "Aye." Those opposed say "No." The "Ayes" have it, and the Program is adopted as printed (as corrected) subject to necessary changes.

**Sec. 4 - Attachment 21
Convention Script**

State Regent: All Committee Appointments are found in your printed Program. Appointments that must be announced at this time are the appointments of the Convention Timekeepers and Pages.

Timekeepers for this morning are (read names)

The Pages for this convention are (read names).

This morning's pages are (read names)

State Regent: To avoid confusion we ask that only pages bring messages to the head table during meetings. All messages to the head table must be delivered in writing to a page who will then deliver the message to the Parliamentarian.

State Regent: The next item of business is the Report of the 20__ Minutes Approving Committee. The Chairman of the Approving Committee will report. (She reports that the Committee approved the minutes of the previous convention. If there are any additional corrections to the minutes from the floor, the minutes may be amended by a 2/3 vote.)

State Regent: Thank you for your report and thank you to all of the members of the minutes approving committee.

State Regent: First Vice State Regent_____ will introduce the Keynote Speaker. (He/She speaks.)

Note: In the event that you are introducing a member of the clergy who is a Bishop or above, the delegation is always presented to the Bishop. After saying a few words about the speaker, then say, "Your Excellency, I present to you the Catholic Daughters of the Americas."

State Regent: Thank you, _____ for that wonderful and inspiring message. On behalf of the Catholic Daughters of _____, I would like to present you with a small token of our appreciation.

Business Meeting continues

State Regent: The next item of business is the report of the Nominating Committee. Chairman, _____, will report. (She gives her report.)

State Regent: The nominating committee has reported the following slate of officers:

State Regent: Nominations from the floor for State Offices are now in order. I will ask twice if there are any other nominations. (If a candidate is unopposed, she may be elected by voice ballot. If nominations are made from the floor for any office, the chair needs to have received their consent to serve and other necessary papers prior to the convening of the convention. If no paperwork was received from a candidate before this convention was called to order, the nomination is out of order. If a candidate on the slate is opposed, the regent or another delegate from her court shall read a one-minute statement of qualifications.

**Sec. 4 - Attachment 21
Convention Script**

All Candidates from the floor need to be presented...have them come to the front and stand with those on the slate.)

State Regent: _____ has been nominated for the office of State Regent, are there any other nominations for the office of State Regent? Are there any other nominations? Pause. Hearing none, the Chair declares nominations for the office of State Regent closed.

State Regent: All in favor of _____ for the office of State Regent, please say, "Aye." All opposed, please say, "No." The Ayes have it; you have elected _____ for the office of State Regent.

(Use the same wording for the rest of the state offices. It is also permissible for all unopposed candidates to be elected after all nominations have closed thereby requiring only one voice vote.)
(Use the following wording if a candidate is opposed.)

State Regent: _____ has been nominated for the office of _____. Endorsement, consent to serve, and other necessary papers have been received by the Chair. Are there further nominations from the floor for the office of _____?

According to the By-Laws, if a candidate on the slate is opposed, the local Court Regent or another delegate from the Court of the candidate shall read a one-minute statement of qualifications. (Delegates go to a microphone, wait to be recognized, and read one-minute statements.)

State Regent: Will those running for state office please come to the front to be recognized. Elections for these offices will be held at (give time and place of elections). Thank you ladies, you may be seated.

State Regent: If you have no one opposed you can say: You have elected your state officers for _____ Congratulations, would you please stand and be recognized.

State Regent: Nominations are now open for members of the nominating committee. No member who served on this committee this year is eligible for re-election. No two members from the same court may be elected. Members of the State Board are not eligible. Please go to a microphone if you wish to make a nomination. (Nominations may also be made by roll call of the courts.) Make sure that you state your name, your court's name, number, and location before you nominate. Please speak clearly and spell your candidate's name.

(State Regent repeats names, and members of the Election Committee write names on a chart tablet or on a laptop for screen display.)

State Regent: Are there any further nominations for members of the Nominating Committee? Pause. Hearing none, the Chair declares the nominations closed. According to the By-laws, the

nominee receiving the most votes will be chairman. (If there is time, ask the nominees to come forward.)

State Regent: Time set for opening of polls is _____ AM. A review of the election procedure will be given this afternoon before adjournment.

Continuation of Business

State Regent: The next business in order is the Report of the Financial Review Committee. _____ Chairman of the Financial Review Committee will report.

The question is on the adoption of the report of the Financial Review Committee. Are you ready for the question? Those in favor of the adoption of the report of the Financial Review Committee say "Aye." Those opposed say "No." The Ayes have it and the report of the Financial Review Committee is adopted.

State Regent: Will the Chairman of the Resolutions and Bylaws Committee please present the Report of the Resolutions and Bylaws Committee.

(If there are several resolutions and/or bylaws, the report of the chairman may be scheduled after the reports of the other chairmen.)

State Regent: The next business in order is the report of the State Regent (read report).

State Regent: The next item of business is the report of the State Treasurer.

State Regent: Are there any questions on the Treasurer's Report? The report will be printed with the minutes of this convention. Additionally, one copy per court will be available to be picked up after we adjourn today.

State Regent: The State Secretary will now give the report of the State Board and will then read the communications that have been received. (State Board report is optional.)

State Regent: The elections will take place tomorrow at _____ AM.

Day 2

State Regent: Good morning, we will begin this new day with Morning Praise led by _____.

State Regent: The ___ Biennial State Convention is now reconvened.

State Regent: The chair will introduce those who have joined us at the head table.

**Sec. 4 - Attachment 21
Convention Script**

State Regent: The State Secretary will continue the reading of communications (if there are any).

State Regent: The Chairman of the Credentials Committee will give the report of the credentials committee. The question is on the adoption of the Credentials Report. Are you ready for the question? All in favor say "Aye." All opposed say "No." the "Ayes have it and the report is adopted. Thank you for the report. (Report does not have to be adopted if there has been no change.)

State Regent: The next item on the agenda is the message from our National Regent/Director/Representative. (Give a short introduction.)

State Regent: The next business in order is the announcement of contest winners by the State Chairmen. The state chairmen have worked diligently the last two years and their complete reports can be found in your convention bags. In the interest of time, chairmen will only announce contest winners at this time. Award certificates will be available to be picked up after all awards are presented tomorrow starting at _____ in room_____.

State Regent: The next order of business is the presentation of the Top Five District Deputy Awards. (Optional, but nice.)

State Regent: The next business in order is the presentation of the Court Development awards. (Optional, but nice.)

State Regent: Next business in order is a Message from JCDA. (Optional)

State Regent: At this time _____, Chairman will give the report of the Elections Committee.

The Chair is handed the report and reads it again. (See Attachment 28 – Sample Elections Report)

(If a majority is reached)

_____ having received a majority of votes cast is elected to the office of _____.

Or

Since no candidate has received a majority of the votes cast for the office of _____ there is no election. It will be necessary to re-ballot for that office.

This will take place _____ (time and place).

The Elections Chairman then reads the results of the voting for members of the Nominating Committee.

State Regent: The Chair rereads and declares the first five (read names)—are elected. The rest will serve as alternates in the order in which they have been elected. _____ having received the most votes, will be chairman.

State Regent: Thank you to the elections committee—and thank you to all of you who ensured that this would be a successful election process!!

State Regent: Will the members of the newly elected Nominating Committee please come forward to receive their charge. (They are addressed by the National Representative.)

The rest of the convention time on this day is devoted to the business of each particular convention. It can be used for workshops, for the continuation of discussions on bylaws and resolutions, for programs and guest speakers, etc.

Day 3

State Regent: Good morning—I hope you had a wonderful Saturday evening and that you enjoyed the dinner and reception. Now we begin with Morning Praise led by _____.

The ___ Biennial State Convention is now reconvened

State Regent: The chair will introduce those who have joined us at the head table.
The State Secretary will continue the reading of communications (if there are any).

State Regent: The Chairman of the Credentials Committee will give the final report of the credentials committee. The question is on the adoption of the Credentials Report. Are you ready for the question? All in favor say “Aye.” All opposed say “No.” the “Ayes have it and the report is adopted. Thank you for the report. (Report does not have to be adopted if there is no change.)

State Regent: The next item of business is the report of the Registration Committee by Chairman, _____.

State Regent: Chairman, _____ will now give the report of the Courtesy Committee. (A motion to adopt the courtesy resolution is required by a delegate, and it will require a second.) It has been moved and seconded to adopt the courtesy committee report. All in favor say, “Aye.” The courtesy committee report has been adopted.

State Regent: Is there any new business?

**Sec. 4 - Attachment 21
Convention Script**

State Regent: If there is no objection, the ballots will be destroyed at the conclusion of this convention.

State Regent: Are there any bids for the 20____ convention?

State Regent: Next on the program is the Invitation to the 20____ (next) State Convention

State Regent: We will now have the message from State Regent Elect,_____.

State Regent's Final Remarks.

State Regent: Is there any further business to come before the assembly?

State Regent: The colors will be retired by _____ (1 rap) Please Stand.

State Regent: The closing prayer will be led by_____.

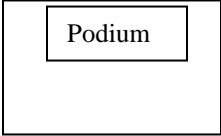
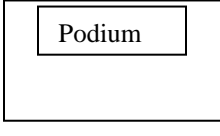
State Regent: Please join me in the closing ode found on page ____ of your program.

State Regent: If there is no objection, the ____th Biennial _____ State Convention of the Catholic Daughters of the Americas is adjourned. Sini Die (Sign-ee dye -ee)

**Sec. 4 - Attachment 22
Suggested Seating Charts**

Seating Option for Convention Dais

Two-Tiered Option for Banquets

| | | | |
|--|---|---|-------------------|
| | | Escort/Spouse | Escort/Spouse |
| | | State Treasurer | Convention Chair |
| | | Escort/Spouse | Escort/Spouse |
| Immediate Past State Regent | | State Secretary | Past State Regent |
| National Regent / rep | | Escort/Spouse | Escort /Spouse |
| State Treasurer | | 2 nd Vice St. Regent | Past State Regent |
| 2 nd Vice State Regent | a | Escort/Spouse | Escort /Spouse |
| 1 st Vice State Regent | u | 1 st Vice St. Regent | Past State Regent |
|  | d |  | |
| State Regent | e | State Regent | Immediate Past SR |
| Convention Parliamentarian | n | Escort/Spouse | Escort/Spouse |
| State Chaplain | c | State Chaplain | K of C Rep |
| State Secretary | e | Other Clergy | Escort/Spouse |
| National Representative | | Banquet Speaker | DCCW Rep |
| Key Note Speaker | | Spouse | Escort/Spouse |
| | | National Reg/rep. | Past State Regent |
| | | Escort/Spouse | Escort /Spouse |

(This is suggested seating and may be adjusted to fit your needs.)

**Sec. 4 - Attachment 22
Suggested Seating Charts**

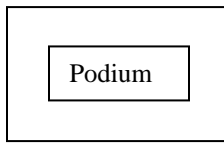
District Meeting

Treasurer

Recording Secretary

Vice Regent

Regent (if she is not Mis. of Cer.)



Regent/Mistress of Ceremonies

Chaplain

Other Clergy

State Regent/Representative

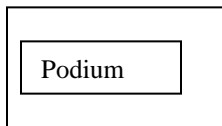
District Deputy

Option

Officers in Rank Order

Clergy

Regent



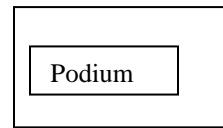
Court Meeting

Treasurer

Financial Secretary

Vice Regent

Recording Secretary



Regent

Chaplain

Guest Speaker

District Deputy

a
u
d
i
e
n
c
e

Note: There is no parliamentary authority for seating. It is advisable to keep seating as simple as possible and in rank order whenever possible so that the audience/delegates can put faces with names and know the duties of each in case they have questions.

Sec. 4 – Attachment 23
Example of Proposed Amendments to the Bylaws

The following is an example of how proposed Amendments to the Bylaws are to be worded:

Example

Article V The Order
Sec. 2 National Court Composition

CURRENT WORDING

The National Court shall be composed of five (5) National Officers, nine (9) National Directors, Past National Regents, five (5) Officers of each State Court, Immediate Past State Regent, Local Court Regents and delegates from the Local Court.

IF ADOPTED WILL READ

Article _____ Title _____
Sec. _____

State new wording that you wish to submit for inclusion in the Bylaws. (**PRINT THE NEW WORDING IN CAPS AND IN BOLD PRINT SO AS TO STAND OUT.**)

EXAMPLE

IF ADOPTED WILL READ

Article V The Order
Sec. 2 National Court Composition

The National Court shall be composed of five (5) National Officers, Nine (9) National Directors, **AND MEMBERS OF THE LOCAL COURTS.**

Rationale: This will clarify the composition of the National Court.

Regent

Recording Secretary

Local Court Name, Number, and City

Date of Meeting in which the proposed amendment passed

Contact Information: e-mail address or phone number _____

Sec. 4 - Attachment 24
Suggested Form for Resolutions
(Only one topic is considered in each resolution)

WHEREAS, in this paragraph state the issue of concern, and
WHEREAS, continue with reasons for consideration, and
WHEREAS, there could be a third and fourth paragraph to further illustrate; therefore, be it
RESOLVED, sum up action to be taken, and if the purpose is grave, a second “resolving clause” might be in order and would require a separate paragraph.

EXAMPLE

WHEREAS, there is a tremendous need in the world today for more vocations to the Priesthood and religious; and
WHEREAS, the future of the Church is dependent upon these vocations; therefore, be it
RESOLVED, that the Catholic Daughters of the Americas initiate a program of prayer for an Increase in vocations as part of their monthly meetings.

Submitted by: Name of Court or Committee
Date: Date of meeting at which resolution was passed
Signature: Signature of Regent or Chairman
Contact Information: e-mail address or phone number

Bidding Procedures for National Convention

While it is a worthwhile experience, hosting a National Convention can be expensive. State might want to consider a fundraiser for national convention.

The following is a list of letters that are needed when bidding to host a National Convention:

1. Letter of Intent to host the Convention from the State Regent.
2. Letter of Invitation from the Bishop of the Diocese.
3. Letter of Invitation from the Convention Bureau, indicating:
 - a. Bureau Services
 - b. Public Meeting Space
 - c. Accommodations
 - d. Attractions
 - e. Affordability
 - f. Accessibility
4. Message from Governor (if possible)
5. Message from Mayor (if possible)
6. Letters and Proposals from Hotels

All of the above items should be attractively packaged. Send fifteen (15) copies of the entire proposal four years prior to the year of the Convention for which you are bidding. It would be feasible to send the fifteen copies to the hotel at which the Board will be holding their February Board Meeting – check with the National Office for this information.

Sec. 4 - Attachment 26
Sample Credentials Report

Worthy State Regent,

The credentials report is as follows:

| Voting strength: | Number allotted | Potential (Elected and Submitted) | Actual |
|-----------------------------|-----------------|--------------------------------------|--------|
| National Officer | 1 | | |
| State Officers | 5 | | |
| Immediate Past State Regent | 1 | | |
| Past State Regents | 4 | | |
| Delegates | | | |
| Total Voting strength: | _____ | _____ | _____ |

Worthy State Regent,

This concludes my report.

Chairman's Signature

Date and Time

Sec. 4 - Attachment 27
Sample Delegate Sign In Sheet

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|-----|--------------------|-------|---------|-----------|------------------|-----|-----|-----------------|------------|----------|-----------------|------------|
| 1 | Ct | Court Name | City | Del. | Del. | Actual Delegates | | | Delegates | Delegates | voting | Alternates | Alternates |
| 2 | No. | | | Allowed | Submitted | Fri. | Sat | Sun | Names | Signatures | initials | Names | Signatures |
| 3 | | | | | | | | | | | | | |
| 4 | | Nat'l Regent | | | | | | | | | | | |
| 5 | | (or Rep) | | 1 | 1 | 1 | | | Libby Ramirez | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | State Regent | State | 1 | 1 | 1 | | | Jane Doe | | | | |
| 8 | | 1st Vice State Rg. | State | 1 | 1 | 1 | | | | | | | |
| 9 | | 2nd Vice State Rg. | State | 1 | 1 | 1 | | | | | | | |
| 10 | | State Secretary | State | 1 | 1 | 1 | | | | | | | |
| 11 | | State Treasurer | State | 1 | 1 | 1 | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | 152 | Mother of Hope | City | 5 | 5 | 5 | | | Jane Smith | | | Sheila Franz | |
| 16 | | | | | | | | | Elizabeth Jones | | | Minnie Roberts | |
| 17 | | | | | | | | | Carolyn Baker | | | Amy Schultz | |
| 18 | | | | | | | | | Peggy Marcus | | | Candy Phillips | |
| 19 | | | | | | | | | Eve Washington | | | Roxie Santos | |
| 20 | | | | | | | | | | | | Sophie Anthony | |
| 21 | | | | | | | | | | | | Toni Charles | |
| 22 | | | | | | | | | | | | Mary Izzard | |
| 23 | | | | | | | | | | | | Alicia Perez | |
| 24 | | | | | | | | | | | | Fannie Martin | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | 189 | Daughters of Mary | City | 3 | 3 | 3 | | | Debra Albertsen | | | Frances Lovejoy | |
| 30 | | | | | | | | | Trudy Jacobs | | | Becky Lawler | |
| 31 | | | | | | | | | Lisa Lawrence | | | Tisha Davis | |
| 32 | | | | | | | | | | | | Sylvia Potter | |
| 33 | | | | | | | | | | | | Cindy Max | |
| 34 | | | | | | | | | | | | Thelma Devon | |
| 35 | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | |

Sec. 4 Attachment 28
Sample Elections Report

Note: The chairman of the Elections Committee reads the following reports separately. After reading each report, the State Regent will repeat the results and declare the election or declare that a run-off must take place. The chairman only reads, she never declares the results of the election.

Worthy State Regent,

The Elections Committee, consisting of _____, _____, and _____, chaired by _____, and advised by _____ (usually the Parliamentarian) submits the following report:

Number of votes cast: _____
Number necessary for election: _____

For the office of State Regent:

Jane Doe received _____
Mary Smith received _____
Illegal votes _____

Note: Continue the same format for all contested seats. For the Nominating Committee results, list the candidates in numerical order starting with the one who received the most votes. List all candidates, not just the top six. The State Regent will repeat the results and declare the first five elected and the rest will be alternates.

For the Nominating Committee, the results are as follows:

| Candidate | Number of votes |
|-----------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Illegal Ballots | _____ |

Worthy Regent, this concludes my report.

Chairman's Signature