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Miscellaneous

I. Communication

- A. No one, without the written permission of the National Board, shall provide names, addresses, telephone numbers, or e-mail addresses from the general membership to non-members in order to engage in solicitation of activities involving the general membership or any part thereof, for any purpose.
- B. Local Courts may include names, addresses, telephone numbers, and e-mail addresses of members in their yearbooks, directories, or programs for distribution to members only. For the confidentiality of members, yearbooks, directories, or programs for local courts should never be published on a website or social media site. State and local directories of officers, chairmen, and district deputies published online should only include the names and email addresses of those individuals.
- C. All approved official program material, supplies, robes, jewelry, forms, and publications pertaining to THE ORDER must be obtained from the National Office. No material received from the National Office can be reproduced unless specified.

II. Improper Conduct

- A. Members or courts violating the Bylaws and rules of THE ORDER may, after a hearing, be suspended or expelled.
- B. Violations on the part of the courts or the membership are primarily a local responsibility, i.e., they are dealt with at the jurisdictional level at which they occur. Appeals are to be made to the next highest jurisdictional body. The National Board is the final arbiter of all disputes and interpretations. (See Attachment 1 – Conflict Resolution)
- C. Political campaigning on the federal, state or local level by a Catholic Daughter and in the name of Catholic Daughters of the Americas is not permitted.

III. Campaigning for Office within THE ORDER

- A. Candidates for National or State Office or anyone on her behalf with candidate's knowledge and consent shall not, prior to convening of convention, solicit the courts and/or members, orally or in writing seeking, support for the election of the candidate.
- B. No campaigning shall take place at convention except at the noted time and place.
- C. A one-page resume, sheet of the candidate's qualifications, shall be prepared by the candidate running for a National/State Office and distributed at the National/State Convention at the designated time and place.

- D. A candidate's name may be removed from the slate if the rules are not followed.
- E. Clarification of permissible activities:
 - a. It is permissible to announce to the home State of the State's endorsement of a candidate for National office.
 - b. If a member is asked if she intends to run for office, she may answer the question truthfully.
 - c. An announcement may be made to the Local Court of a member's intent to run for State or National Office.
 - d. Newsletter articles are limited to announcements of endorsement and must not include solicitation of votes.
 - e. Ads may be placed in the convention program book that do not solicit support for a candidate.
 - f. Follow the National and State guidelines regarding giveaways and printed material.

Note: Remember that campaigning for a candidate or soliciting votes or support in any way is grounds for disqualification of the candidate.

IV. Insurance Programs

Catholic Daughters no longer offers new Insurance Policies. However, RKI still services existing policies. For more information on any of these plans you may contact our Insurance Administrator at 1-800-336-3316.

V. SHARE Magazine

- A. Official publication of THE ORDER that informs the membership of the activities of the organization, activities of states, and court members
- B. Sent to each member quarterly
- C. Subscription for State and Court Chaplains should be ordered by the State or Local Court (See Attachment 3 - SHARE Order Form)
- D. All articles and pictures are to be sent to the National Office. Guidelines must be followed (See Attachment 4 – SHARE Magazine)

VI. Priest Appreciation Day

Priest Appreciation Day is a day set aside by the Catholic Daughters of the Americas to honor our priests. It is the first Sunday in June, and it is suggested that Courts show appreciation to their priests on that day. Cards may be ordered from the National Office.

VII. CDA Website

The Catholic Daughters of the Americas National Website is an informational website about the Catholic Daughters. The address is www.catholicdaughters.org. Complete information is available regarding the Catholic Daughters, their programs, and charities. The forms used most often by courts, information on Catholic Daughter contests, the Circle of Love, SHARE Magazine, the Quarterly Newsletter, Tools of the Trade, how to join, and how to institute a new court can all be found on the Website as well as the latest information on what is happening in CDA.

VIII. 1903 Society

The purpose of this Society is to ensure the preservation of the Catholic Daughters of the Americas' National Headquarters, located in a National Historic Landmark District. (See Attachment 5 – 1903 Society)

IX. Flag Etiquette

The flag of the United States of America is a living symbol that adds to our spirit reminding us of the greatness of America. We cherish and uphold it because it is the standard of honor under which we live.

Our flag is a symbol that makes our past one with the present and makes the present a prophecy for tomorrow. It signifies a people dedicated to liberty, justice, and freedom for all.

We give homage to the flag because it stands for the courageous, earnest, and unselfish experiences of our people who have given us strength as a nation and pride as citizens. We respect our flag because we have respect for our countrymen and because our love for country finds its center in our flag.

A. Displaying the Flag

1. Display the flag from sunrise to sunset, weather permitting.
2. It may be displayed around the clock providing a light is shining on the flag.
3. At a Court meeting, it is placed to the Regent's right .
4. In Mass, it is placed to the right (facing congregation).
5. When grouped with other flags, place in center and higher than other flags.
6. When against a wall, Flag's union (stars) is at the top to observer's left.
7. When passes in procession or when hoisted or lowered
 - a. All face flag
 - b. Stand at attention and salute
8. Placing at half staff
 - a. Hoist to peak for a moment then lower to half-way position
 - b. Hoist flag to peak for a moment before it is lowered
 - c. Memorial Day flag is displayed at half-staff until noon and at full-staff from noon to sunset

B. The Salute

1. All persons come to attention.
2. Those in uniform give appropriate formal salute.
Effective October 2008, all U.S. veterans and military personnel not in uniform can render the military-style hand salute.
3. Non-veterans, both men and women, place right hand over heart. Men with hats on, remove and hold it over left shoulder.

C. Standards of Respect for Flag

1. Flag should never be dipped to any person or thing or touch the floor.
2. Should not be used as a drapery or covering for speaker's desk, etc. (Red, white and blue stripe bunting available.)
3. Never use for advertising purposes.
4. Never used as part of a costume or athletic uniform (Flag patch may be used on uniforms of military personnel, firemen, policemen and members of patriotic organizations.)
5. Never have anything placed on it or attached to it.
6. Never used as a receptacle.
7. Should be cleaned and mended when necessary.
8. When flag is so worn it can no longer be used, it should be destroyed in a dignified manner.

D. Pledge of Allegiance to the Flag of the United States of America should be rendered by standing at attention, facing flag, and saluting.

E. National Anthem

1. When National Anthem is played or sung
 - a. Stand at attention and salute at first note and hold salute through last note.
 - b. If flag not present, face towards music and hold salute.

Note: Always consult with Chaplain/Clergy for permission to use Color Guard with flag prior to conducting CEREMONIALS in Church.

X. National CDA Day

- A. Celebrated the 3rd Sunday in October
- B. Proclamation supplied by the National Office

Steps Toward Resolution of Conflict

1. When a conflict arises, contact the Court Regent; if the Regent is involved, contact the District Deputy/State Representative to assist in determining the nature of the conflict and the members involved (names, addresses and phone numbers).
2. The Regent or the District Deputy/State Representative will contact the alleged source(s) of the said conflict to set up an initial fact-finding meeting to gather data from the various sides of the alleged conflict.
 - a. Speak with the parties involved to establish the date/time and place of the meeting.
 - b. Prepare a portfolio of specified points of the conflict – include dates, times, places where conflict arose and proposed points of resolution.
 - c. At the meeting with all parties present, let each party speak, without interruption, on what they are looking for in resolution of conflict.
 - d. All parties come to a consensus as to resolution.
 - e. After the meeting, follow up, in writing, with all parties detailing the agreed upon results and consequences (Note: A tape recorder or a laptop may only be used for the meeting, if everyone agrees to it).
3. If the conflict is not resolved within the designated timeframe, the Regent or District Deputy/State Representative will follow up with the parties involved on action taken and of the progress or lack thereof.
4. If the situation continues, then a formal hearing is called at the next level, as indicated in the CDA Bylaws. If it reaches the national level, the National Regent, the National Board or a National Representative will hear the case and advise the State or Local Court of the outcome of the hearing/resolution.

Note: Resolution means arriving at an acceptable peaceful solution as soon as possible while everyone saves face and the conflict is resolved.

Confidentiality must be assured or there could be a defamation of character suit filed. Be it further noted that National keeps no record about the case unless directly involved in the hearing. It is important to know that National will stand by its criteria for proper conduct of its members at all levels of the organization.

Section 11 Attachment 2
Share Order Form



Catholic Daughters of the Americas®
National Headquarters
10 West 71st Street
New York, NY 10023
212-877-3041

Dear State and Local Court Regents:

Are your State and Local Court Chaplains and/or Spiritual Advisors receiving Share magazine? Are the Bishops of your Diocese receiving Share magazine? If not, why not send in a subscription to have his/their name(s) added to our list so that they don't miss out on all the important news about our wonderful organization.

Just complete and submit this form and your Chaplains and Spiritual Advisors can start receiving Share. The subscription rate for Chaplains, Spiritual Advisors or any other member of the clergy is just \$4 per year. A 3 year subscription is \$10, for 5 years the cost is only \$17.

If you would like to have a subscription for your local library or schools the cost for a one year subscription is \$8.

(Please Type Or Print Clearly)

State _____ Court Name _____ No. _____

Please send a subscription of Share to: Name _____

Address _____

If you have a change of Chaplain or a change of address for the chaplain or clergy please remember to advise the National Office.

I have enclosed check # _____ in the amount of \$ _____ payable to Catholic Daughters of the Americas.

Please return this form, with payment, to the National Office:

Catholic Daughters of the Americas
Share Magazine Subscription
10 West 71st Street
New York, NY 10023

Procedures to submit to Share

The stories you send to SHARE are printed in the Court News section of SHARE. There are five sections in Court News: Anniversaries, CDA in Action, Focus on Youth, News & Notes, and People. When you send a story, you can indicate your preference for which section you would like your story to be included, but you don't have to, we can make that determination.

Please submit one story and one photo only per court per issue to SHARE.

How to Write Your Story

You should write a succinct story that includes basic information about the event or person that explains: Who-What-When-Why-Where.

Be sure to include your court name, number, city and state.

For example: Court San Luis Obispo #1162, San Luis Obispo, California

(*Note: If the town or city where the court currently meets is different from the town or city where the court was chartered, use the town or city where the court was chartered as the court location.*)

The staff is not responsible for factual errors submitted.

Leave room for a photo caption, mentioned below under "How to Send Photos."

Proper Grammar and Titles:

Names of clergy and speakers should be written as follows:

When referring to clergy, a celebrant or speaker, please use the **FULL NAME**, e.g., Reverend James Smith, **NOT** Father Smith. Use Ida Brown, **NOT** Mrs. Brown. Be sure to include correct titles where appropriate e.g., Dr. Jane Doe.

National Officer titles should be written as follows:

National Regent (e.g., National Regent Jane Doe)

National Regent-Elect (e.g., National Regent-Elect Jane Doe)

First Vice National Regent (e.g., First Vice National Regent Jane Doe)

Second Vice National Regent (e.g., Second Vice National Regent Jane Doe)

National Secretary-Treasurer (e.g., National Secretary-Treasurer Jane Doe)

State Officer titles should be written as follows:

State Regent (e.g., New York State Regent Jane Doe)

First Vice State Regent (e.g., Iowa First Vice State Regent Jane Doe)

Proper Description of Installation and Reception

Remember: Officers are installed. Thus, your court has an Installation Ceremony.

Members are received into your court. Thus, your court has a Reception of New Members.

A new court is *Instituted*: thus, you may write of the *Institution* of a New Court.

Below is a sample of how an Anniversary submission might be written:

(Name of the Court) # (Court Number), (City), (State), celebrated its (year) anniversary.....then, describe the court's anniversary celebration – for example....with a Mass and dinner dance. Court Chaplain Reverend George White was the celebrant. National Regent Mary Smith was in attendance, as was State Regent Theresa Jones. The guest speaker for the occasion was (name and title).

Send your story as a Word attachment or in the body of your email to:
cdashare@aol.com. We can no longer accept stories sent by mail via U.S. Postal Service.
Include your name and phone number.

How to Send Photos

You must include a photograph with your story. Photos should be in "JPEG" format. Please do not send blurred or unfocused pictures; or where people are blocked or cut off.

Photos should be sent as an attachment with your email – they should not be in the body of your email, embedded in the Word document with your story, or from a magazine or newspaper or screen shot.

Write a caption of who is in the photo as follows:

Identify each person in the photo "from left to right...." Include their first and last names, and, if it applies, their court, state or national titles; committee positions; chairmanships, etc. For example: National Regent, Olga Samaniego; Linda Smith, [Name of State] State Treasurer; Jane Jones, Scholarship Committee Chairman, etc.

If some are seated and some standing, or people are standing in rows, captions should be written as follows:

- Front row, left to right:
- Standing, left to right:
- Seated, left to right:

You can also include a brief sentence as to what the people in the photo are doing -- for example, "seen serving breakfast at the holiday soup kitchen are, from left to right..."

Photos of officers wearing slacks, sneakers or dark shoes with robes at ceremonials will be disqualified.

Deadlines for Submitting Your Story

Issue	Story Deadline	Mailing Date
Fall	September 1	November 15
Winter	December 1	February 15
Spring	March 1	May 15
Summer	June 1	August 15

If you have questions, send an email to National Public Relations Director Tom Panas at cdashare@aol.com

**Sec. 11 – Attachment 5
1903 Society**



The 1903 Society – Are you a member?

The purpose of this Society is to ensure the preservation of the Catholic Daughters of the Americas National Headquarters located in a National Historic Landmark District.

In 1903, the Catholic Daughters of the Americas instituted its first court in Utica NY. The rich history of this organization is kept alive by the works of its many members and is orchestrated by the National Board through the working of the staff in our New

York Office.

This headquarters at 10 West 71st St. in New York City is a five-story brownstone building purchased in the 1920's. Your membership in this Society will help in the upkeep of this beautiful historic building which not only contains the offices of the Catholic Daughters of the Americas but an apartment as well. The apartment is used to house the National Officers while working in New York. It is a beautiful building and a valuable asset.



1903 Society members understand the importance of historic preservation and take pride in supporting CDA National Headquarters.

There is a payment plan for everyone. Contact the National Chairman for more information.

MEMBERSHIP: \$1903.00 +,entitles member to a membership card, a certificate of recognition and a membership pin

(return bottom portion)

Checks should be made payable to "CDA – 1903" and forwarded to:

CDA Headquarters
10 West 71st St.
New York, NY 10023

Thank you for inviting me to join the 1903 Society.

Name: _____ Date: _____

Address: _____

Amount of Contribution: _____