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## 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 Secretary 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 71<sup>ST</sup> STREET  
NEW YORK, NY 10023



**Sec. 4 – Attachment 2  
IRS 8822 Change of Address Form**

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

**Change of Address**

▶ Please type or print.

OMB No. 1545-1163

▶ 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 \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

Cat. No. 12081V

Form **8822** (Rev. 12-2008)



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 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__	<u>\$7,832.00</u>

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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 - 25<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup> and every 5<sup>th</sup> 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

**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.

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

**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.



### 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 \_\_\_\_\_.

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**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 \_\_\_\_\_.

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**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 \_\_\_\_\_<sup>th</sup> 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.

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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.

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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 \_\_\_\_<sup>th</sup> 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**

Immediate Past State Regent

National Regent / rep

State Treasurer

2<sup>nd</sup> Vice State Regent                      a

1<sup>st</sup> Vice State Regent                        u

A rectangular diagram representing a dais. Inside the rectangle, on the left side, is a smaller rectangle labeled "Podium".

State Regent                                      e

Convention Parliamentarian                n

State Chaplain                                   c

State Secretary                                 e

National Representative

Key Note Speaker

Escort/Spouse                      Escort/Spouse

State Treasurer Convention Chair

Escort/Spouse                      Escort/Spouse

State Secretary Past State Regent

Escort/Spouse                      Escort /Spouse

2<sup>nd</sup> Vice St. Regent                      Past State Regent

Escort/Spouse                      Escort /Spouse

1<sup>st</sup> Vice St. Regent                      Past State Regent

A rectangular diagram representing a dais. Inside the rectangle, on the left side, is a smaller rectangle labeled "Podium".

State Regent                      Immediate Past SR

Escort/Spouse                      Escort/Spouse

State Chaplain                      K of C Rep

Other Clergy                      Escort/Spouse

Banquet Speaker                      DCCW Rep

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**

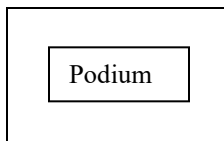
**District Meeting**

Treasurer

Recording Secretary

Vice Regent

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



Regent/Mistress of Ceremonies

Chaplain

Other Clergy

State Regent/Representative

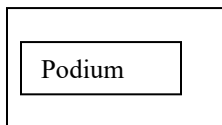
District Deputy

**Option**

Officers in Rank Order

Clergy

Regent



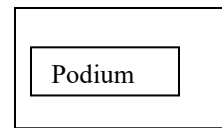
**Court Meeting**

Treasurer

Financial Secretary

Vice Regent

Recording Secretary



Regent

Chaplain

Guest Speaker

District Deputy

a  
u  
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**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**

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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:	<hr style="width: 100px; border: 0.5px solid black;"/>	<hr style="width: 100px; border: 0.5px solid black;"/>	<hr style="width: 100px; border: 0.5px solid black;"/>

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													

**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

Retention of Records

Office of Regent

All Contracts and Agreements	Seven Years
Files and fidelity bonds for Financial Secretary and Treasurer	Permanently
All insurance records including policy numbers and notices of changes/cancellations of such policies	Three years
Tax records including Federal ID numbers	Permanently
All documents substantiating claims for settlement and/or rejection including conflict resolution	Seven years
Correspondence:	
National Quarterly and/or State Newsletters	
Circle of Love Biennial Reporting Forms	
All other important documents	Three years

Office of Vice Regent

Record of paraphernalia	
Flag and Banner	
Blessed Mother Statue	
Record of robes (condition of robes and in whose possession)	Permanently

Office of Recording Secretary

Record of minutes of meetings (very important-history of court)	Permanently
Record of Treasurer's monthly financial report	Three years

Office of Financial Secretary

Membership record book	Permanently
Copies of change of addresses, additions, deletions, transfers, and dues receipt book	Three years
Cash Book	Seven years

Office of Treasurer

Record of Treasurer's book/ledger	Permanently
Cancelled checks and checkbook registers	Seven years
Savings Account books	Seven years
Bank statements, deposit slips, and paid bills	Five years
Stop payment orders	Three years
Monthly Treasurer's financial report	Three years

NOTE:

Deeds, mortgages and/or other property for courts owning house Or other real property	Permanently
--	-------------

Find messages, documents, photos or people

Home

Compose

+ Back

(4' +

ii Archive

h

Move

iii Delete

C, Sp, l-11

ED CJ

i)

- Inbox 999•
- Unread
- Starred
- Drafts ..
- Sent

Re: RETENTION OF RECORDS 3 Yahoo/Sent

ii Helen Johnson <helenj30@yahoo.com>, ii Mar 1, 2017 at 5:03 PM  
Tr. cdofanat@aol.com

Hi, Theresa:

With the new Tools of the Trade coming up, can you check to be sure that "Cash Book" kept for "Seven years" is included under Financial Secretary. Several years ago I questioned why Cash Book was not shown - you indicated the 7 years; it was just an oversight.

Thx.

Helen.



Order Dept O.  
,dofanat@aol.

O • Theresa Duran <cdofanat@aol.com>, ii Mar 2, 2017 at 9:34 AM  
To: helenj3D@yahoo.com  
Cc: misshelene2000@yahoo.cc

I will forward this to the National Regent.

In Unity & Charity,  
Th=DUnlll Administrative  
Assistant

...Catholic Daughters  
of the Americas

10 West 71st St  
New York, NY 10023  
212/B77/J041  
[cdofanat@aol.com](mailto:cdofanat@aol.com)

For: Rosten - w.t.l.wn Invoices - CDA Store  
questions or orders - f1WwlfEII@ll2W!lll

> s/low Ofivinal message

-4' <+f0 +

H Helen Johnson <helenj3D@aol.com>, ii Mar 2, 2017 at 1:19PM  
Tr. cdofanat@aol.com

Thx.

> Show original message