

STANDING RULES**2022-2023****Meetings & Events**

1. Meetings are held monthly, September - June, on the 4th Monday of each month at 7:30 pm (doors open at 7:00 pm) in Travis Hall, St. Joseph Church, Kings Park (except when holidays or facility use are prohibited).
2. Special liturgical events will include but are not limited to: attendance at Mass as a group on Catholic Daughter Sunday; Election Eve Prayer Vigil (with the approval of the Pastor) for Presidential and Gubernatorial elections; Advent and Lent services; Wake and Funeral services for deceased members, Mass before Christmas luncheon and End of Year Mass before June meeting.
3. The Regent will, upon request of the Pastor or his delegate, request volunteers to assist and/or participate in Parish events, which can include but are not limited to: Parish Festival, Christmas Concert & Tree Lighting, the May Crowning and the Oktoberfest.

Membership & Dues

1. A completed Membership application and dues payment must be submitted to the Financial Secretary before an applicant can take the Membership pledge.
2. Dues of \$30.00 a year should be paid to the Financial Secretary in January of the current year. Collection of dues will commence at the September meeting and continue throughout the year. However, to be considered a member in good standing, one must have current years dues paid in full by March 31st and must have attended at least four (4) meetings per year. (Unless medical restrictions prohibit them from attending.)
3. The Court will pay for Members who reside in a nursing home full time, 50+ year members, and religious. In case of emergency, the Regent, with approval of the Court Officers, may allow the Court to pay the dues of a dedicated member for a maximum of 2 (two) years. After taking the Membership pledge, each new member will be assigned and introduced to a Welcoming Angel (a member who will guide them, assist them & familiarize them with CDA policies, procedures, events & activities), for the first twelve months and will be given a new member informational brochure by the Membership Committee.
4. New CDA Board Officers will be Installed at a Mass date and time to be determined. Invites will be sent to all dignitaries of CDA. (During even years only).
5. New CDA Members will be received into the Court at the evening CDA Reception Mass just prior to the June meeting. (During odd years only) At a date and time approved by our Pastor.
6. During the CDA Reception Mass, each new member will receive a CDA medallion on a chain w/Blessed Mother emblem on the reverse side as a gift from the Court.
7. The Installation and/or Reception Masses will include a fully Robed Board/ Color Guard / Honor Guard/ and procession of all new CDA Officers and JCDA Officers. We will encourage all CDA/JCDA Members to attend and participate.

Motions & Discussions

1. All motions must be made using Robert's Rules of Order.
2. All motions with a second will be open to the floor for debate for a maximum of 5 (five) minutes with each speaker limited to 1 minute, timed. All speakers must be recognized, and must speak into the microphone, identify themselves, and offer their opinion. Following the five-minute discussion, the Regent will re-state the motion and a vote of the membership will be taken. Majority will rule. If more information is required to allow a vote to take place, the motion will be tabled for the next scheduled court meeting.

Fees & Courtesies

1. The Court will donate \$100.00 to St Joseph's Church for the use of Travis Hall before all fundraisers. We will also make a goodwill donation of \$100.00 to be given to St. Joseph's Church.
2. The Court shall invite the District Deputy/State Representative to all Court Functions with the Court covering the cost for private parties (i.e.: Christmas, Fundraisers, etc.) The Court shall also invite the Court Chaplain or his Representative at the expense of the Court.
3. The Court shall give \$30 to the DD at the time of each audit & at the Installation of Officers.
4. Invite all State officers as guests to major special events (Anniversary Celebration, Installation Mass....)
5. The Regent shall have at her disposal a Discretionary Fund of \$200.00 per year, July 1 to June 30, which she can disperse as necessary. This expenditure will be reported under New Business at the next meeting.

Chaplain/Clergy

1. The Court shall send a NYS CDA Mass Card to the Chaplain and staff Clergy for their birthdays and Christmas.
2. A monetary Christmas gift of \$50 for our Chaplain and \$25 for our principal clergy will be given
3. One Mass Guild Card to include all principal clergy who serve at St. Joseph in honor of Priest Appreciation Day.
4. A monetary gift of \$50 for our Chaplain and \$25 for our clergy for Priest Appreciation Day, usually on the first Sunday in June.

Special Funds

1. A separate account shall be held for funds to provide financial assistance for members to attend Conventions as Delegates of the Court. This account will be funded by transferring 20% of net income from fundraising events after the expenses of the event have been paid, including but not limited to the fees for using Travis Hall, unless the fundraiser is designated for a specific cause/charity...in which case, the 20% shall NOT be transferred to the Convention account. Remaining funds from the fundraising activity may then be assigned to the Courts charitable projects. The Court will pay all registration fees for all Delegates, and assist with hotel costs and convention affiliated dinners, as funds allow. If funds in the Convention Account are not sufficient to cover the required Convention costs, a vote shall be taken by the Membership for approval to transfer the needed funds form the General Account, if funds allow.
2. The monthly dark horse raffle will be divided into thirds as follows: 1/3 to the winner, 1/3 to

the Dominican Sisters of Amityville, and 1/3 to worthy Veterans organizations (these last two amounts to be distributed in January and June)

3. An amount of \$2,000.00 will be held in the Scholarship Account each year for payment of the two-\$1000 scholarships from our 2 major fundraisers. \$1,000.00 to the Court Ave Maria Scholarship & \$1000.00 to the Katherine Martell Memorial Nursing Scholarship. If necessary, a vote will be taken to allow a transfer from the General Fund to provide monetary payment to the Scholarship recipients.
4. The Court will follow the approved budget to an effort to continue to be financially stable in all areas
5. The Budget Committee will provide the budget that will be sent to membership review along with the Standing Rules prior to the September meeting. The standing rules and budget approval vote will be at our September meeting.
6. An amount of \$3000.00 will be used to fund 2 of the Spokes in the Circle of Love, which is the foundation of our Organization.
 - a. Family: Adopt a Family or Assist a Family (\$125.00 per month x 12 months)
 - b. Quality of Life: Women Helping Women (\$125.00 per month x 12 months)

Court Calendar

<u>September</u>	Welcome Back. Vote on standing rules & budget. Start collection of 2023 dues.
<u>October</u>	Oct 8 is Fr. Adrian's birthday CDA Sunday with Memorial Service, Financial Review/Audit, and Annual Baby Shower to benefit Life Center, Oktoberfest.
<u>November</u>	Vote on the amount to be donated for Nat'l. Charities & Projects, Fr. Peter Advent Talk, Anniversary Pins, start selling Fall Raffle, Toys for Life Center, BINGO fundraiser.
<u>December</u>	Advent and Christmas
<u>January</u>	Payment of Yearly Dues, mail fall raffle winners, mail scholarship checks
<u>February</u>	Lenten Guest Speaker
<u>March</u>	Presentations of the Stations of the Cross
<u>April</u>	4/13 is Fr. Thomas Tassone's Birthday. Financial Review/Audit. Guest Speaker, Spring Tea.
<u>May</u>	5/11 is Fr. Francis Vattakudiyil's Birthday, Presentation of our scholarship winners, Presentation of education contest awards & May Crowning.
<u>June</u>	6/21 Fr. Patrick's Birthday, Priest Appreciation Day.
<u>July/July</u>	Parish Festival, Officers & chairman meeting. Board reviews Standing Rules to be voted on at September meeting.

Our Standing Committees are as follows:

1. Ave Maria Visitors: send cards to our ill & homebound. Outreach to members that do not attend meetings by phone visits.
2. Ave Maria Welcoming Angels: will be assigned a new member to orient to the Organization, introduce them to other members, answer questions, etc....
3. Blessing Baskets: Chairwoman will visit members ill or post op with a small gift from the Court.
4. Education Contests: The Chairwoman will inform members & other appropriate organizations of the CDA Education Contests available and will follow guidelines for choosing the winners and submitting the proper paperwork to the State Chairman. After local judging, inform the winners and invite them to an Award Ceremony in May.
5. Executive Committee: Past Regents of CDA Court Ave Maria, in good standing, attend meetings, if possible.
6. Hospitality: Hospitality committee is responsible for set up and clean up as well as ensuring that light refreshments are available at meetings.
7. Legislation: Chairwoman will receive and research information regarding laws that may influence our faith at the local, state, and national levels. She will share this information with the Membership and advise us of how to take appropriate action. Offer information for a newsletter.
8. Membership: Chairwoman or her representative will call any prospective members and share her love and pride of the Catholic Daughters. She will answer any questions the potential member may have and invite her to the next meeting. The chairman fills out applications and stays in contact with the women, welcomes them at meetings and functions, and keeps records of their reception.
9. Parliamentarian: guides the Regent and the membership at meetings to properly follow Robert's Rules of Order, the CDA By-Laws and the Court Standing Rules.
10. Circle of Love: Chairwomen gives updates on monthly theme for the Courts two separate projects:
 - a. Adopt-A-Family: Chairwoman is liaison between St Vincent DePaul and Court Shoppers.
 - b. Woman Helping Women Program: Chairwoman will have a committee to help purchase and collect donations for domestic abused women and children in shelters.
11. Respect Life: Chairwoman shares information about Pro-Life activities.
12. Scholarship: Chairwoman shares information regarding the Scholarships offered by the CDA Court on the County, State and National levels, takes care of the Court Ave Maria Scholarships and provides interested members with the necessary applications.
 - i. Katherine Martell Memorial Nursing Scholarship: will follow pre-approved eligibility guidelines & procedures in an effort to provide financial assistance to one worthy Kings Park High School Senior
 - ii. Court Ave Maria Scholarship: Scholarship for child/grandchild/dependent of CDA member, or a JCDA member. See pre-approved eligibility guidelines & procedures for further information.

2. Veterans Assistance : Chairwoman will determine Veteran organizations requiring needed aid to comfort our Veterans. They will provide a list of items needed. Chairwoman and/or Committee members will collect and deliver items to appropriate locations.
3. Spiritual Enhancement: Committee will initiate programs that will help us to build upon our spiritual life and provide personal enrichment in our holy Faith, as well as enable us to participate in the religious and charitable ministries of our Parish.
4. St. Vincent DePaul Pantry: Chairwoman will report on the needs of the Parish organization. A list will be provided of items needed which will be shared in the newsletter, and will be collected at meetings.
5. Website: Chairwoman will maintain Court website by adding newsletters, updated forms, pictures, upcoming events, etc.
6. Youth: Chairwoman is the Senior Advisor of our JCDA Court and will keep us informed of the events of the girls.

Telephone Calling Post

The Calling Post will be instituted by the Regent and will be used to share information in the event of the death of a member or the death of an immediate family member (spouse, parent, or child) to cancel a meeting, or for any other emergency at the discretion of the Regent.

Deceased Member Services

1. A prayer service will be conducted at the wake of deceased members (whenever possible) with the time to be arranged with the funeral home by the Regent. A Candle Service will take place at the Funeral Mass of deceased members, and a Mass Guild Card will be purchased and sent. The Calling Post as well as an email will be instituted to share information.
2. Upon the death of an immediate family member (spouse, parent, child, grandchild), the Wake and Funeral arrangements will be shared with members using the Calling Post, and a NYS CDA Mass Card will be sent from the members.

Court Ave Maria Budget : See attached Budget

Explanation of the Financial Management of the Court Ave Maria Budget 2023: Membership dues in the amount of 30.00 cover the annual period of January 1-December 31. Membership Dues cover the following based on 175 members.

Court gives gifts to all clergy for Priest Appreciation Day. Mass Cards are purchased for members who pass away at a current cost of \$15.00 each. There are costs for Hospitality, Education contest prizes, Spirituality, Calling Post, Installation/Reception Expenses, supporting our Circle of Love projects, Supplies, Mass Guild Special Intentions, Special Services, May Crowning, Financial Reviews, many other miscellaneous donations that we vote on.

- Members with email will receive an electronic copy of these proposed standing rules and the budget prior to the September meeting. Hard copies will be mailed out to those without email. Approved Standing Rules will be delivered the same way with the October newsletter. Several copies will be available at the October meeting for those without printers.
- These rules will be reviewed every year, and revised, if necessary. All policies are flexible and can be changed at any time by the Membership, if the need arises.
- All expenses itemized in our approved Standing Rules need not to be voted on for payment.

These standing rules were reviewed and revised by the officers of
Court Ave Maria #832 at a meeting held on September 14, 2022
Voted and approved by the attending Members of
Court Ave Maria #832 at our monthly meeting,
Held September 26, 2022