

CATHOLIC DAUGHTERS OF THE AMERICAS®

TEXAS STATE COURT

2017 STATE CONVENTION WORKSHOP

**Bylaws, Budgets, and Standing Rules:
“The Nuts and Bolts”
Required Court Documents**



Presenters

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Catholic Daughters of the Americas
 (Insert Court Name and Number)
 Budget 2017 - 2018

Bank Balance as of Aug 31, 2017			\$500.00
Projected Income:			
Dues (50 members at \$30.00 per member)		\$1,500.00	
Fundraisers		\$2,500.00	
Total Projected Yearly Income			\$4,000.00
Total Projected Income Balance			\$4,500.00
Projected Expenses:			
Dues:			
National Dues (50 members @ 15.00)	\$750.00		
State Dues (50 members @ 3.00)	\$150.00		
Theological Fund (50 members @ 1.00)	\$50.00		
JCDA Assessment (50 members @ .10)	\$25.00		
Campus Court Assessment (50 members @ .25)	\$12.50		
Liability Insurance	\$30.00		
Total Projected Dues		\$1,017.50	
Fundraisers:			
Fundraiser expenses	\$250.00		
Total Projected Fundraiser Expenses		\$250.00	
Administrative:			
Regent expenses	\$100.00		
Total Projected Administrative Expenses		\$100.00	
Charities:			
National Charities (5 @20.00)	\$100.00		
State: Texas Habitat for Humanity	\$500.00		
State: Coalition for Life (Blue Bus)	\$500.00		
Local: Food Pantry	\$500.00		
Local: St. Vincent dePaul Society	\$500.00		
Total Projected Charity Donations		\$2,100.00	
Other Expenses:			
Gifts to Priests/ Religious/ Seminarians	\$500.00		
Bereavement: Food for Meals	\$250.00		
State Regent gift	\$50.00		
Total Projected Other Expenses		\$800.00	
Total Projected Expenses			\$4,267.50
TOTAL BUDGET BALANCE			\$232.50

CATHOLIC DAUGHTERS OF THE AMERICAS COURT

STANDING RULES

(Court Name _____ #)

1. COURT MEETINGS

*** Date & Time**

Example: Court San Roberto Bellarmine meets the first Monday of the month at 6:00 in the parish hall

2. DUES

*** Due date and amount**

Example: Dues are \$30.00 per year from January 1 – December 31st

3. BUDGET

***Reviewed and approved each term or as needed**

Example: The budget committee consisting of the five officers and 5 members will meet in August to review the budget and bring to the September meeting for adoption

4. FUNDRAISERS

***Decide on type of fundraisers and how many**

Example: A raffle will be held in November the funds will go towards the towards the National, State and Local projects. A meal fundraiser will be held in April these funds will go towards the general fund for the operating expenses.

5. AUTHORIZATION OF COURT FUNDS

***Voted on at meetings unless listed in budget**

Example: The court Regent is authorize to spend \$100.00 for expenses not covered in the budget or in the standing rules

6. CHARITIES

Example: The court will donate \$20.00 per five national projects per year not to exceed \$100.00.

Example: The court will donate to state projects and charities if funds are available

Example: The court will donate to local projects and charities as funds are available

Amendments to the Standing rules presented to membership, read and adopted at the CDA (January), (Year) meeting.
Revised (month), (year), meeting, revised (month), (year) meeting.

Revised: January 12, 2017 ♥ Revised: April 9, 2017

****Standing Rules, not to go against the National Bylaws****

****Items not listed in the adopted Budget must be approved at the monthly meeting****

**TEXAS CDA Charitable
Report Form
2015-2017**

	Account # (for State Use)	\$\$ Sent Directly to State	Supplies/Misc.	\$\$ Sent Directly to Projects
STATE PROJECTS:				
TEXAS Habitat for Humanity	4030			
Coalition for Life - Blue Bus	4035			
TEXAS Disaster Relief Fund	4038			
American Wheelchair Mission	4039			
MOM PROJECTS:				
Annunciation Maternity Home, Georgetown	4037-A			
Casa Juan Diego, Houston	4037-CJ			
Cameron Colonias, Brownsville	4037-CP			
Missionaries of Charity, Dallas	4037-M			
TOTAL DONATIONS FOR STATE				
NATIONAL PROJECTS:		\$\$ Sent Directly to State	Supplies/Misc.	\$\$ Sent Directly to Projects/Charities
Holy Cross Family Ministries-Father Peyton	4040-FP			
Habitat for Humanity	4040-H			
Laboure Society	4040-L			
SOAR-Support Our Aging Religious	4040-S			
Smile Train	4040-ST			
NATIONAL CHARITIES:				
Apostleship of the Sea	4041-AS			
Covenant House	4041-CH			
Catholic Relief Services (International)	4041-CR			
Disaster Fund	4041-DR			
Misericordia	4041-M			
National Center on Sexual Exploitation ***	4041-MM			
Mother Teresa	4041-MT			
North American College	4041-NA			
Project Handclasp	4041-PH			
Tutwiler Clinic	4041-T			
TOTAL DONATIONS FOR NATIONAL				

Juarez Mission is not on the list for State Projects because of security issues and no contact person is available.
Money donated to Juarez Mission will be spent for Texas Habitat for Humanity.

"Everything is possible to the one who has Faith." Mark 9:23

Latest Revision Date:
1/30/2016

Court Name: _____
Court Number: _____
City: _____
District Number: _____

RETURN TO:
 Rebecca Brown; State Secretary
 P.O. Box 1478
 Angleton, TX 77516-1478

*** FORMALLY MORALITY IN THE MEDIA ***

National Bylaw Changes

As of July 2016

ARTICLE III MEMBERSHIP

Sec. 2 CLASSES OF MEMBERSHIP

A. Regular members are those who have been admitted ...

1. A candidate who filled out a membership application, paid membership dues, and planned to be present at the Institution Ceremony will be considered a charter member if she takes the pledge at the next meeting or within 30 days of the institution ceremony.

B. Campus Court members are full or part time students, faculty, faculty wives and staff who are affiliated with a court established on campus.

E. Members may hold Dual Membership in 2 different states; 2 different cities in one state; or 2 courts in one city if a new court is instituted in their area or when a member moves.

ARTICLE IV DUES

Sec. 1 LOCAL COURT DUES

C. Termination of Membership

1. Membership may be terminated when dues are more than 6 months in arrears provided 30 days written or electronic notice has been given to the member.

D. Members with Dual Membership in 2 different cities or the same city will pay dues in both courts.

ARTICLE VI NATIONAL COURT

Sec. 3 Eligibility

B is split into B and C and C has become D: no change in wording.

ARTICLE VII NATIONAL CONVENTIONS

Sec. 5 Local and Campus Court Delegates

B. 1. Representation shall be:

- a. Two delegates for the first 75 or fewer members.
- b. And one delegate for each additional seventy-five (75) members or major fraction thereof.
- c. If she attends, the highest-ranking officer (in office at the time of the convention) shall automatically be one of the court's delegates.

C. The Local and Campus Court may elect up to two (2) times the number of alternates for elected delegates.

ARTICLE X STATE CONVENTIONS

Sec. 5 Local and Campus Court Delegates

B. 1. Representation shall be:

- a. Two delegates for the first 25 or fewer members.
- b. And one delegate for each additional Twenty-five (25) members or major fraction thereof.
- c. If she attends, the highest-ranking officer (in office at the time of the convention) shall automatically be one of the court's delegates.

ARTICLE XII LOCAL COURTS

Sec. 3 Eligibility

C. A member with Dual Membership in the same state may hold office in only one court at a time.

Sec. 4 Term of Office

A.2. Officers of newly instituted courts serving nine (9) or fewer months or officers elected to fill a vacancy midterm may serve an additional two (2) consecutive terms or four (4) additional years in any one office.

ARTICLE XIV CAMPUS COURT

Sec. 1 Composition

The composition of Campus Court is at least fifteen (15) members at institution made up of full or part-time students and may include faculty, faculty wives and staff, if the College or University allows, and which maintains a membership of no fewer than eight (8) members who have been received into a Catholic Daughters of the Americas court on a College or University campus.

Sec. 3 Eligibility

C. Students will hold the office of Regent, Vice Regent, and at least one other office.

Sec. 12 Dues

A Campus Court shall pay National and /or State dues on all members. Dues will be billed on April 1 and October 15 of each year. Campus Courts will be assessed a flat rate for students. Non-students will pay individual dues at a rate determined by the Campus Court.

ARTICLE XV INSTITUTING A COURT

Sec. 1 Requirements for a New Court

F. Members actually present at the institution are considered Charter Members. A candidate who filled out a membership application, paid membership dues, and planned to be present at the institution ceremony will be considered a Charter Member if she takes the pledge at the next meeting or within thirty (30) days of the Institution Ceremony.

Includes amendments adopted thru July, 2016