



Reviewing Tools of the Trade & CDA Bylaws

TOOLS OF THE TRADE

SECOND EDITION



JULY 2010

Why should I open Tools of the Trade?

The Reasons are:

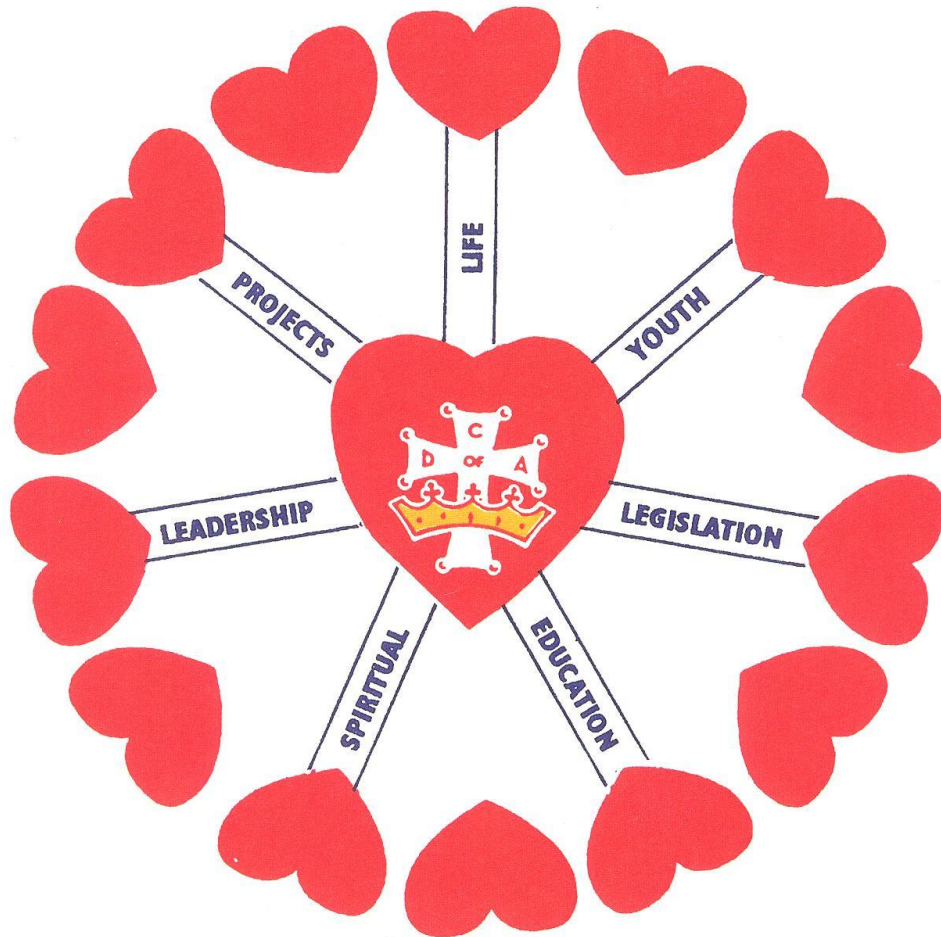
1. You need an answer to a question at your meeting.
2. Your District Deputy is unavailable.
3. Do I really want to call the State Regent?
4. Writing your court newsletter...
5. A member is questioning “why/what”!

Procedures Manual

Table of Contents

Section I	Membership/Extension
Section II	Dues
Section III	National Court
Section IV	State Court
Section V	Local Court
Section VI	Campus Court
Section VII	Parliamentary Procedure
Section VIII	Protocol
Section IX	Instituting a Court
Section X	Disbanding a Court
Section XI	Miscellaneous

Circle of Love



Why look at the Circle of Love Section?

- Ideas
- Circle of Love Reports
- Hey, where do we report this?
- Guide to help you fill out Circle of Love Forms
- Can we do that?
- How we arrived at the “Circle of Love”

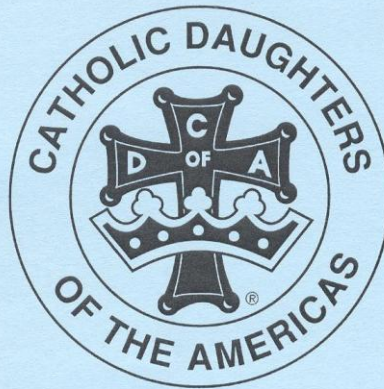
Ceremonials

- Instructions
- Various Ceremonies
- Participants
- Ceremonial Dress Code
- National, State & Local Court Officer
- Ceremonial Coordinator/Membership
- Color Guard & Banner Bearers

Prayer Services

- Major focus of CDA
- Collection of Prayers & Prayer Services
- Make your meetings more spiritual gratifying
- Use God-given talent of imagination
 - Re-structure, Refine
 - Add music, flowers, statues, candles, poems
- A collection from across the country
- Involve your members in prayer services!

CDA BYLAWS



Bylaws

**CATHOLIC DAUGHTERS
OF THE AMERICAS**

Amended July, 2010

Bylaws

- Who are these bylaws for?
- What are these bylaws for?
- Why do we need bylaws?
- What if we want to change a bylaw...
- Difference between bylaws & procedures
- Hey, these are dated July 2010...

So why all this information about Tools
of the Trade and Bylaws?

Chain of Information...

- Go to...
- Email...
- Call...

Test!!!

1. Wow! Membership Drive – we got 10 new members!
2. This lady moved from Colorado to my town in Texas. She holds a current membership in her Colorado court .
3. I was elected to sit on the Court Nominating Committee – what duties are the various court officers?
4. We are a new court – Standing Rules...?
5. Okay, I'm the Regent of my Court – Parliamentary procedures scare me! HELP!!!!
6. We are celebrating our court's 10th anniversary – HELP!!!!
7. I got this envelope with a stamp on it "Circle of Love"
8. We are wanting to put spirituality in our meetings.
9. National and State dues! But it's June and we have already met for June – I'll just hang on to this until we come back in September!
10. We are having a monthly business meeting it is 15 minutes past our start time and there are only 7 women here.

BONUS – An envelope comes from the State Regent in September.