



Standing Rules

Catholic Daughters of the Americas

Court Our Lady of Mercy, #2726

Table of Contents

1. ARTICLE I. Name	3
2. ARTICLE II. Purpose	3
3. ARTICLE III. Circle of Love	3
4. ARTICLE IV. Membership.	3
A. Eligibility.	3
B. Composition.	3
C. Induction.	4
D. Leadership.	4
5. ARTICLE V. Meetings.	4
A. Frequency	4
B. Board of Officers	4
C. Court.	4
D. Cancellation / Reschedule	4
E. Dress Code.	5
F. Agenda.	5
G. Protocol	5
6. ARTICLE VI. Financial Affairs.	5
A. Dues	5
B. Fundraising.	5
C. Semi-Annual Review.	6
G. Expenses	6
7. ARTICLE VII. Benevolence.	6
A. Honors for Deceased Members	6
B. Respect for Deceased Family Members.	6
8. ARTICLE VIII. Court Activities and Projects	7
A. General.	7
B. Standard Activities/Projects.	7
C. Special Activities/Projects	8

STANDING RULES OF THE COURT

I. ARTICLE I. NAME

- A. Name. Court Our Lady Queen of Peace, #2726, Fairbanks, Alaska.
- B. Motto. "Unity and Charity".

II. ARTICLE II. PURPOSE

A. These standing rules shall set forth the standard operating procedures of the Court in the conduct of business meetings, recurring and periodic events, and special activities and projects.

B. The standing rules of the Court shall be in addition to, but not in conflict with, the Bylaws and the "Tools of the Trade" of the Catholic Daughters of the Americas ("CDA").

C. The Regent will appoint a committee to review the Standing Rules annually and propose changes, if any. The Standing Rules may be updated as needed by vote of the Court.

III. ARTICLE III. CIRCLE OF LOVE

Description. The Circle of Love Program provides guidelines to the CDA in working with the Church and community. The seven-point program includes Life, Legislation, Education, Spiritual, Leadership, and Projects. Details pertaining to the Circle of Love Program are set out in the CDA "Tools of the Trade."

IV. ARTICLE IV. MEMBERSHIP

A. Eligibility. Catholic women, in good standing with the Church, from 18 years of age, who love and support the Church and desire to participate in social and charitable activities.

B. Primary Composition. The Court is composed of Catholic women attending from the Catholic parishes in the Fairbanks North Star Borough.

C. Induction. New members are received informally into the Court in a short ceremony during a business meeting. However, if a formal ceremony will be conducted, inductees will wear a white shirt or blouse (short or long sleeves) and dark blue or slacks or skirt. The time and date of the Induction Ceremony is designated by the Regent. At the ceremony, new members are given the CDA membership pin (purchased by the court).

D. Leadership. Officers are elected biennially. Requisite duties and responsibilities are set forth in the "Tools of the Trade." Interim vacancies are filled in accordance with the CDA Bylaws, art. XII, sec. 6.

V. ARTICLE V. MEETINGS

A. Frequency. The Court will hold a minimum of nine business meetings per calendar year.

B. Board of Officers ("Board")

1. Date and Time. The Board will meet on the second Wednesday of the month at 5:00 p.m. During the holidays, the Board will meet at a mutually-agreed upon date and time.

2. Place. Location of the meeting will be the same as the scheduled court meeting or to be determined by the Board.

C. Court

1. Date. The regular business meetings shall be on the second Wednesday of each month.

2. Time. Business meetings begin at 6:00 p.m. for one hour.

3. Place. Business meetings will be rotated between Sacred Heart Cathedral, Saint Raphael Catholic Church, and Immaculate Conception Catholic Church.

4. Refreshments. Members are encouraged to volunteer at the prior meeting or on-line to bring light refreshments to the next meeting sufficient to serve as a light evening meal.

D. Cancellation or Reschedule. At least two (2) hours prior to a scheduled meeting, the Regent will confer with the Board to determine whether the business or regular meeting will be canceled or rescheduled due to inclement weather or another

event. Announcements will be posted on the Court's website, Facebook page, via email, and by telephone. Meetings will be cancelled automatically when the temperature is -30 degrees below zero at 3:00 p.m. on the day of the meeting or event.

E. Dress Code.

1. Meetings and Recurring Events or Projects. Members may choose to wear variations of official CDA clothing items, their CDA jewelry/pins, at meetings or other recurring events. For special projects, members should wear CDA-identifying items of clothing, their personal CDA pins/jewelry, and any Court-created identification badges. This serves to highlight the Court's hosting or participation in the project or event.

2. Special Events. Members shall wear white clothing (e.g., dress or skirt suits) to special events such as, induction of new officers and new members. See Tools of the Trade, "Ceremonials," p. 3-4

F. Agenda. The agenda for the business meeting is prepared by the Court Regent.

G. Protocol. Members shall raise their hand for recognition by the Regent before speaking. Once called upon, members should stand, if possible, when addressing the Court during the meeting. The Regent should be addressed as "Madam Regent." After the officer and committee reports and before Court new business, the meeting will continue under informal proceedings. See Tools of the Trade, "Local Court," Section 5, Attachment 2.

VI. ARTICLE VI. FINANCIAL AFFAIRS

A. Dues. The annual membership fee is \$20.00 due by the end of February each calendar year. This includes local and national dues, which must be paid by invoices sent in May and November of each year.

1. Prorated Dues. The Court does not prorate dues. Members joining the Court in the last quarter of the calendar year, however, shall pay the dues at Induction, and the dues will count for the following Court year.

2. Late Dues. A member is considered to not be in good standing if her dues have not been paid for more than three months. Membership may be terminated when dues are more than six (6) months in arrears provided thirty (30) days written or electronic notice has been given to the member. Membership will be terminated by the Financial Secretary.

B. Fundraising. To increase funds for operating expenses, the Court may conduct internal and external fundraising activities from time to time. All Court fundraising shall comply with all state and local laws, regulations, and rules. Court fundraising will be conducted in such a way as to not conflict with other fundraising projects by any of the three parishes (Sacred Heart Cathedral, Saint Raphael Catholic Church, and Immaculate Conception Catholic Church) and other Parish-affiliated groups.

1. Internal Fundraising. At each business meeting, Court members voluntarily may donate personal funds through various means such as donation baskets passed around the membership, "fifty-fifty" type drawings, and other donation opportunities from the community through collection buckets present at Court events and projects.

2. Formal (External) Fundraising. The Court conducts external fundraising activities throughout the year includes the general public.

C. Semi-Annual Review. Court financial records shall be reviewed twice a year pursuant the Financial Review Guidelines in the Procedures Manual, Tools of the Trade, "Local Court," sec. 5.

D. Expenses. All expenses shall be presented to the Court for approval by vote before the Treasurer makes payment. The following expenses are exceptions: National Dues and Liability Insurance.

VII. ARTICLE VII. BENEVOLENCE

A. Honors for Deceased Members. Honors are rendered as follows:

1. Wake. Members are encouraged to attend the wake service, wearing white attire, and sitting as a group. The Court may lead a Prayer Service (provide by National CDA) for deceased members before, during, or after the wake, as permitted by the Deacon or Priest officiating.

2. Funeral Mass. Members are encouraged to attend the Funeral Mass of the deceased member's parish and offered for the deceased member. A donation may be made from Court funds by vote and approval of the Court.

3. Memorial Mass. A Memorial Mass will be sponsored by the Court at the deceased member's parish and offered for the deceased member. Members should wear white and sit as a group.

B. Respect for Deceased Family Members.

1. Wake/Funeral. Court members are encouraged to attend the wake and funeral for deceased family of the Court member.

2. Dress. Member attire shall be appropriate funeral attire with the CDA pin or other jewelry.

VIII. ARTICLE VIII. COURT ACTIVITIES AND PROJECTS

A. General. The Court conducts recurring activities on a monthly or yearly basis. In addition, the Court may participate in special projects on a case-by-case basis.

B. Standard Activities/Projects.

1. Recurring Activities.

(a) Support each parish Hospitality Committees to include post-mass socials, pre-mass greetings, and/or special events to include kitchen and pantry care.

(b) Co-Sponsor and support each parish Knights of Columbus events as requested to include socials, fund raisers, and/or special events.

2. Annual Events.

(a) Priest Appreciation Day. The first Sunday of June is Priest Appreciate Day. A committee will work with the Saint Nicholas Court to plan events to commemorate the event.

(b) Confirmation and First Communion Receptions. In coordination with the Religious Education Director, the Court will host receptions for Sacred Heart Cathedral, Immaculate Conception, and Saint Raphael's Confirmation and/or First Communion. A committee will be created to coordinate these events.

(c) National Catholic Daughters Day. The third Sunday of October is designated National Catholic Daughters Day. In commemoration, the Court may form a

committee to discuss hosting an appropriate event or activity for recognition of this special day.

(d) Court Anniversary Social Event. Each August, the Court will hold an appropriate event or activity to commemorate the founding of the Court Our Lady of Mercy in Fairbanks, Alaska. The Court may form a planning committee to plan and arrange the details. The social event or activity may be combined with a business meeting.

(e) Special Activities - Holy Season. The Court may sponsor special activities during holy seasons such as Lent and Advent. Activities such as "Secret Sister," Rosary chain, or gift exchanges may be reserved for Court members or open to the parish. The Court may form a planning committee to plan and arrange the details.

C. Special Activities/Projects.

1. Seminarian Support. The Court may choose to sponsor a local Seminarian. The Court may form a committee to ensure ongoing support to the Seminarian. Such support may include monetary gifts, correspondence, prayers, and other appropriate support.

2. National Projects and Charities. Annually, the Court will make a monetary donation to National CDA Projects and/or charities approved by the National CDA. The selection of the project and/or charity and the amount will be made by the Court after discussion and a majority vote.

3. Court Spiritual Advisor/Chaplain. The Court will buy an annual subscription of the National CDA "Share" magazine for Court's Spiritual Advisor / Chaplain. In addition, the Court may purchase gifts for the Spiritual Advisor / Chaplain for such special occasions as Christmas, birthday, anniversary of ordination, Priest Appreciation Day, etc. The Court will decide the occasion and amount after discussion and a majority vote.

4. Local Projects and Charities. The Court may support local projects and charities such as Right-to-Life, Care Net Pregnancy Center, Love Inc., Fairbanks Food Bank, and/or Trouble Teens Programs. A committee may be created with coordination with the Knights of Columbus parishes.

5. Regent Recognition. As recognition of service, the Court will purchase a Past Regent pin and present it to the outgoing Regent at the end of her term of office.

REGENT: _____

DATE: _____