



Catholic Daughters of the Americas

Court Our Lady of the Holy Trinity #2661

Since August 12, 2012

Holy Trinity Catholic Church, 20523 Huebner Road, San Antonio, TX 78258

Email: holytrinitycda@gmail.com

Standing Rules **As of: September 27, 2018**

1. Membership and Meeting Management:

a. Membership Meetings. Membership meetings will be held the last Thursday of the month from 6:30PM to 8:30PM. No routine membership meetings will be held in the months of December, June and July. The primary meeting location is the Faith Formation Building, Gathering Area. If a conflict arises in the date or location of a meeting, the meeting will be scheduled for the most practical date and location. Members will be notified as soon as possible. Each meeting will begin with a communion service or a Spiritual Activity, followed by light refreshments and a business segment. Deceased members will be memorialized in the spiritual activity at the November meeting.

b. Dues. Dues will be paid annually, no later than the August Membership Meeting. New members will pay their dues upon administration of the pledge. As an exception, new pledges will have their dues pro-rated based upon the 10-month CDA year (August-May) and the month they join (i.e. Join in January pay half). Any change in dues amount will be voted by the membership.

c. Pledge New Members: New members may pledge at any time. When possible, new members should pledge at a Membership Meeting. Each new member will be recognized, asked to introduce themselves to the Court and presented a member pin.

d. Membership Meeting Minutes. Monthly membership meeting minutes will be emailed to members for review prior to each meeting. Prior to a vote for approval members may present items for addition, correction or deletion. Approved minutes will be filed electronically in the Court archives.

2. Liturgical Activities:

a. Court Anniversary Mass. An anniversary mass and reception will be held every five years during the month of August, to commemorate the August 12, 2012 establishment of the Court.

b. National CDA Sunday. A mass will be requested annually, the third Sunday in October in recognition of the CDA and its members. A request will be made for Court

members to serve as Greeters, Readers and Lay Eucharistic Ministers. A contribution will be made by the Court for flowers. Members of the congregation interested in the CDA will be invited to a reception following the mass.

c. Death of a CDA Member. Upon the death of a member, the Court will provide the immediate family a Memorial Mass Card. The Court will also offer to pray the rosary at a memorial service or wake.

3. Budget, Funds Management and Fund Raising:

a. Court Budget. The Court budget year will be June 1st through May 31st. A proposed budget with documentation describing each line item will be emailed to members prior to the May membership meeting. The proposed budget will be presented at the May membership meeting for approval. An annual mid-year review will be conducted to identify line items for re-distribution of funds. Funds may not be re-programmed or expended on items not included in the approved budget without membership approval. The only exception is the General Fund which is for discretionary use by the Regent for emergency purposes. Treasurer's Reports will reflect real-time expenditures and will be validated with end of month bank statements. The reports will be emailed to members prior to monthly meetings. The reports will ensure member visibility on all expenditures and drive accurate accounting.

b. Non-Profit Funds Management. As a 501 (c) (3) organization, the Court will have no more than \$4000.00 in unspecified funds in the approved budget. The General Fund line item will be maintained for this purpose. The Regent will have discretionary authority to spend up to \$200.00 in an emergency (i.e. Member disaster, fire). Expenditures will be documented in the Treasure's Report.

c. Catholic High School Scholarship. The Court will allocate funds for one or more scholarships to a Catholic School eight grader for their freshman year tuition to a San Antonio Diocese Catholic High School. Scholarships will be administered by Hope for the Future Program. Funds will be contingent upon the approved budget.

d. Charitable Giving. Funds approved in the budget for Charitable Giving are restricted for use as specified in the approved Charitable Giving Policy. The Charitable Giving Policy will be reviewed and approved by the membership every two years.

- **Supported Charities Review.** Annually at the April Membership Meeting all charities included in the Court budget will be reviewed and validated for continued

monetary and/or volunteer/service support. A two-year support cycle for monetary contributions may be considered.

e. National and State CDA Convention. The Court will budget funds for the Regent, up to four delegates and Chaplain Spiritual Advisor to the National and State CDA Conventions. Funds will be used for established convention requirements/cost (i.e. registration, rooms, required meals, required events). A program advertisement may be purchased, if in the best interest of the Court. Funds will be contingent upon the approved budget.

f. Fundraising. An annual review of Court fundraising activities will be conducted in Apr of each year. For planning and budget purposes, a Court vote will determine the primary fundraiser(s) for the next year. The Court will also determine what secondary fundraisers will be planned for the next year (i.e. Bake Sales in October, February and May).

4. Miscellaneous:

a. Committees. Annually at the April Membership Meeting all committees will be validated to include: budget requirements, identify required actions, confirm chairs and members.

b. Christmas Party. A Christmas party will be held in December. Low cost venues will be voted on by the membership. Contingent upon available funds, budgeted funds may be used to offset members' cost. When funds are available members attending may be presented a memento.

c. Christmas Gifts. The District Deputy and Chaplain Spiritual Advisor will be given a Christmas gift in recognition of their service and support to the Court. When feasible a Christmas gift/memento may be presented to the parish clergy.

d. State Officer Invitations. CDA State Officers will be invited to Court special events.

e. Court Newsletter. Court newsletters will be sent to the CDA State Regent and District Deputy.

f. Share Magazine Subscription. The Court will provide a subscription for SHARE magazine to the Parish office and the Chaplain Spiritual Advisor, if not receiving a copy through a member.

g. Installation Ceremony. The Installation Ceremony for newly elected Officers will be held in the month of August. At the discretion of the newly elected Officers, the ceremony may be held at the August Membership Meeting or during a mass coordinated with the Pastor.

h. Records Retention. Permanent records will be retained in a digital format.