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A Local Court may find that they are having difficulty obtaining new members, retaining membership at meetings, or finding officers. The officers at the State and National levels of THE ORDER are ready to help. They do not want to lose a Court. A six (6) month reprieve may be all that is needed to help resolve issues. **Local Court Officers do not have the authority to disband their Court.** Local Court Regents must contact the District Deputy or State Representative to ask for help before disbandment is agreed upon. Below are the guidelines the State Officers use for Reprieve or Disbandment.

### **Disbanding A Local Court**

#### **I. Reasons the National Board may disband a Local Court**

- A. The Court has not complied with the Bylaws.
  - 1. The Court has a membership of fewer than fifteen (15) members.
  - 2. The Court failed to elect officers or send officers list to the National Office by December 31 of the election year.
  - 3. The court failed to function as a Court – holding no meetings.

#### **II. State Court to Request a Six Month Reprieve**

- A. Upon notification that a Court is considering disbanding, the State Regent must notify the National Office asking for a six month reprieve and requesting a current roster of the Court as well as a list of any monies due to the National Office. ( See Attachment 1 – Asking for Reprieve) Unless otherwise notified, a court will be returned to active status and billing will resume at the end of six months.
- B. A six month reprieve should be used to give the state time to rebuild the court. National and State dues will not be charged during the time the court is on reprieve. However, any prior debts to National and State must be paid. Courts should be encouraged to continue to collect dues from their members.
- C. The disbandment process requires at least two meetings. The first meeting is to discuss the future of the court. The second meeting is for the purpose of voting to disband, transferring members, and disbursing of court funds.
- D. An invitation to attend a special meeting to discuss the future of the Court must be sent to every member of the Court by the local Court Regent. The State Regent should send a copy of the roster received from National. The State Regent or her designee must attend this meeting. The postmark shall be at least fifteen (15) days prior to the date of the meeting. A quorum of eight (8) must be present. (See Attachment 2 – Future of Court Letter to Members)

- E. The State Regent is the only person authorized to disband a Local Court within her State. The State Regent may appoint someone in her state such as a District Deputy/State Representative or another State Officer to handle the actual activities for disbanding a Local Court.
- F. It is important to inform the National Office in writing regarding the status of this court. Be sure to send a copy to the National Supervisor.

### **III. Disbanding – Prior to Meeting**

- A. State Officers should have sufficient transfer forms on hand before beginning the disbandment procedure. (See Attachment 3 – Application for Transfer) Transfers are good for only 120 days from effective date of disbandment. After the transfer period expires, the member must then come in as a “Renewal” member, which involves attending a business meeting and taking the membership pledge. (See Attachment 4 – Application for Renewal)
- B. State Regent may send a letter of invitation to the Local Court members. (See Attachment 5 – State Regent Letter to Local Court Members) If the State does not do this, then the Local Court Regent must send a letter to all members on the roster asking them to attend a special meeting. The postmark shall be fifteen (15) days prior to the date of the meeting. A quorum of eight (8) must be present.
- C. If the State Regent is not available for the meeting, the State Regent should send a memo to State Representative advising what is expected at the disbanding meeting. (See Attachment 6 – Letter to State Representative)
- D. It is wise for the Court Officers to be last to transfer out of the disbanding court as they will have to conduct the last of the business in disbanding the court and must remain a court member until the end.
- E. Have a list of names and addresses of Local Courts to which members might want to transfer. Have the name and address of the State Regents for those members who reside outside of your State.

### **IV. Disbanding Meeting**

- A. Obtain a motion to disband. It must be adopted by two-thirds (2/3) vote of the members present and in good standing.
- B. All outstanding debts to National and State must be paid.

### C. Remaining Assets

1. A vote must be taken to disburse all remaining assets of the Court to a charity. When the treasury is being disbursed, it would be in order to include a donation to National and State charitable endeavors.
2. Exact amount to be distributed to each charity should be decided by vote of those present. (Note: It is advisable to leave the final disbursement amount for at least one of the charities unspecified, so as to allow for the costs of shipping the books to National and paraphernalia to State. Sample motion – “...balance of funds remaining after shipping supplies to National and State are to be given to \_\_\_\_\_”
3. The State Court SHALL BE RESPONSIBLE financially if the Local Court has no funds available to pay bills to National.
4. A report of the final meeting and attendance, signed by the Regent and the Financial Secretary, shall be prepared. (See Attachment 7 – Final Meeting and Attendance)
5. Send check to National Office for dues and all outstanding bills due to National. Send check to State for any outstanding bills.
6. Set a final disbandment date. This date should be at least one month from the meeting date to allow enough time for all outstanding checks to clear and to receive a final bank statement.
7. State Regent must send an official letter to the National Office advising that she has given permission to the Court to disband, and it must include the exact disbandment date. (See Attachment 8 - Letter to National Office regarding Court Disbandment) Failure on the part of the State Regent to send the official disbandment letter may cause continued billing to this court.
8. Only the following items are to be returned to the National Office:
  - a. Final bank statement showing a zero balance
  - b. The Treasurer’s Book which includes the past 5 years
  - c. The Minutes of the Court since 2002

### **NO OTHER ITEMS ARE TO BE RETURNED TO NATIONAL**

9. The following items should be given to the State:
  - a. Robes – if they are in poor condition, please dispose of them. If they are in decent condition bring to next State Board Meeting for another Court to use.

- b. Banners and Flags – If a banner has a court’s name on it, please dispose of it. Any banner or flag without Court name and in decent condition should be brought to the next State Board Meeting for another Court to use.
- c. Gavel – Please save and bring to next Board Meeting for another Court to use.
- d. Charter – If there is no interest in keeping the charter, it should be destroyed.

Timing and communication are of the utmost importance in rebuilding or disbanding a Local Court. The person assigned to oversee the process should be in constant communication with the State Regent.

**Sec.10 - Attachment 1  
Asking for Reprieve**

LETTERHEAD

(insert date)

\_\_\_\_\_  
Executive Director  
Catholic Daughters of the Americas  
10 West 71<sup>st</sup> Street  
New York, NY 10023

Dear \_\_\_\_\_,

I am writing asking that you place Court \_\_\_\_\_ # \_\_\_\_\_ in \_\_\_\_\_  
on reprieve for a 6 month period from \_\_\_\_\_.

I have assigned a State Officer or Representative to meet with the court during this time.

Sincerely,

State Regent

**Sec 10 – Attachment 2  
Future of Court Letter to Members**

LETTERHEAD

Date

Dear Members of Court \_\_\_\_\_:

I must invite you to a meeting on \_\_\_\_\_ where we need to talk about the future of our Court. The meeting will take place at \_\_\_\_\_ at \_\_\_\_ p.m.

At this meeting, all members need to try to be present to sign the official attendance record and to voice your opinions and concerns. Every member is an asset to the court, and we value your opinions.

The State Officers will attend the meeting to help our court so that we may continue the good works that we do. We will be asking for your input concerning the issues facing the court.

We hope that you will attend this meeting to assist us in finding solutions so that we may be able to rebuild our court. We look forward to seeing you there.

Sincerely,

Local Court Regent

(This letter is to be sent by the Local Court Regent to all members of the Court)

Sec. 10 - Attachment 3  
Application for Transfer

TRANSFER CARD  
CATHOLIC DAUGHTERS OF THE AMERICAS  
**NOTE: TO BE COMPLETED BY FINANCIAL SECRETARY OF COURT FROM WHICH  
MEMBER IS TRANSFERING. MUST BE SIGNED BY REGENT AND FINANCIAL SECRETARY**

THIS IS TO CERTIFY THAT  
Print or Type:

(Miss) \_\_\_\_\_  
I, (Mrs.) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
WAS ADMITTED TO MEMBERSHIP IN \_\_\_\_\_

Court \_\_\_\_\_ No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

ON \_\_\_\_\_, \_\_\_\_\_ (date joined)

SHE HAS PAID ALL INDEBTEDNESS UP TO \_\_\_\_\_  
THIS TRANSFER CARD IS GRANTED BY:

\_\_\_\_\_, REGENT

\_\_\_\_\_, FINANCIAL SECRETARY

**TO BE COMPLETED BY TRANSFERRING MEMBER:**

Herewith is my transfer card from:

Court \_\_\_\_\_, No. \_\_\_\_\_

Requesting membership in Court \_\_\_\_\_ No. \_\_\_\_\_

Signature of transferring Applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**TO BE COMPLETED BY FINANCIAL SECRETARY OF NEW COURT TO WHICH THE MEMBER TRANSFERS, THE  
FINANCIAL SECRETARY OF THE NEW COURT SEND THE APPLICATION TO NATIONAL OFFICE:**

RECEIVED IN COURT \_\_\_\_\_, NO. \_\_\_\_\_ ON \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
FINANCIAL SECRETARY

**PLEASE NOTE:**

Pink Original copy to be sent to the National Office

Send a copy the State

Keep a copy for your records

CATHOLIC DAUGHTERS OF THE  
AMERICAS

APPLICATION FOR

**TRANSFER CARD**

\_\_\_\_\_  
(name)

TRANSFER OF MEMBERSHIP FROM

COURT \_\_\_\_\_ NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

TO:

COURT \_\_\_\_\_ NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

\_\_\_\_\_  
(Signature of Regent)

**IMPORTANT:** TRANSFER CARDS ARE VALID ONLY FOR  
NINETY (90) DAYS FROM THE DATE ISSUED.

**NOTE:** The Financial Secretary shall forward this Transfer Card  
properly filled out to the National Office at 10 West 71<sup>st</sup> Street, New  
York, NY 10023 within five days after the transfer member is received  
into the Court.

Order #102 (Rev. 2002)



Sec. 10 – Attachment 4  
Renewal application

NOTE: Applications must be filled out in ink or typed.  
COMPLETE ALL BLANKS  
Please read over carefully before signing

Print or Type  
(Miss)  
I, (Mrs.) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

hereby apply for reinstatement in the CATHOLIC DAUGHTERS OF THE AMERICAS through

Court \_\_\_\_\_ No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

And do declare and say:

1. I am a member of \_\_\_\_\_ Catholic Church
2. (a) I previously joined Court \_\_\_\_\_ No. \_\_\_\_\_  
on \_\_\_\_\_ (date joined)  
(b) Surname at time of application \_\_\_\_\_  
(c) Date Membership Terminated \_\_\_\_\_  
(d) Membership terminated by Forfeiture \_\_\_\_\_ Resignation \_\_\_\_\_
3. I will abide by the Bylaws and Rules and Regulations of said Order.
4. I am over eighteen (18) years of age.

Applicant's Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicants legal signature \_\_\_\_\_

**PLEASE NOTE:**

Yellow Original copy to be sent to the National Office  
Send a copy to your state  
Keep a copy for your records

CATHOLIC DAUGHTERS OF THE  
AMERICAS

APPLICATION FOR

**RENEWAL**

\_\_\_\_\_  
(name)

Date of Renewal \_\_\_\_\_ 20\_\_\_\_

COURT \_\_\_\_\_ NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

\_\_\_\_\_  
(Signature of Regent)

**NOTE:** The Financial Secretary within five (5) days after the renewal of the applicant shall forward this form properly filled out to the National Office at 10 West 71<sup>st</sup> Street, New York, NY 10023

Order #100 (Rev. 2002)

**Sec. 10 Attachment 5**  
**State Regent Letter to Local Court Members**

LETTERHEAD

Date

Dear Members of Court \_\_\_\_\_:

It is with regret that I invite you to a meeting on \_\_\_\_\_ to discuss the status of your Court.

The meeting will take place at \_\_\_\_\_ at \_\_\_\_ PM.

All members need to be present to sign the official attendance record and to cast their vote regarding disbandment. **No checks** may be issued or money removed from the bank accounts until this meeting. **If disbandment is the choice, all bills will be paid and funds** will be dispersed at this meeting.

All current officers are to bring the following materials as well:

Regent	Banners, Gavel, Charter, Flags, Robe
Vice Regent	Robe
Recording Secretary	Robe and Minutes Book since 2002
Financial Secretary	Robe
Treasurer	Robe, Reconciled bank statements, Treasurer's Book for the past 5 years

**NO OTHER ITEMS ARE NEEDED.**

Any member wishing to transfer their membership to another Catholic Daughters of the Americas Court must be present to fill out the Transfer Form. This form is then taken to the new Court within 120 days. The new Court is responsible to send the transfer form to the National Headquarters so the member doesn't lose her membership.

Sincerely,

State Regent

**Sec. 10 Attachment 6**  
**Letter to State Representative**

**Memorandum**

To: Officer representing State at the disbandment meeting

From: \_\_\_\_\_, State Regent

Date: \_\_\_\_\_

Re: Disbandment of Court # \_\_\_\_\_

You will be representing all Officers and Members of \_\_\_\_ State Catholic Daughters at the disbandment meeting for the enclosed Court. At the meeting, please be sure to have all officers and members sign the attendance sheet. You will be responsible to lead the meeting and ask if there are any motions to be made. Be sure to record who presented the motion and the number of votes cast.

Enclosed is the current court roster from the National Office as well as any money that is owed to National or to the State of \_\_\_\_\_. Look at the most recent bank statement(s). If any money is owed to National or to the State, they must write the check immediately. If any members plan to transfer, they can use some of the court's remaining money to give to the new Court(s) to pay one year's dues.

Please have Transfer Forms and the names and locations of the nearest courts with you. You can always download one from the National website and make copies. The transfer forms must be completed at the meeting, signed by the Regent and Financial Secretary, and given to the members. The member is responsible to take it to the next meeting of the new Court and to have the new court complete it and send it to National within 120 days.

It is permissible to take out money from the court's funds for the postage to send back the Minutes Book and Treasurers Book to the National Office.

Please collect the following materials:

1. Robes – if they are in poor condition, please destroy them. If they are in decent condition, bring to next State Board Meeting for another Court to use.
2. Banners and Flags – If any banner has a name on it – it, too, must be destroyed. Any banner or flag without Court name and in decent condition should be brought to the next State Board Meeting for another Court to use.
3. Gavel – Please save and bring to next Board Meeting for another Court to use.
4. Charter – If there is no interest in retaining the charter, please destroy it.
5. Minutes since 2002
6. Treasurer Book for the past 5 years

No checks are to be written after the disbandment date. At the end, please advise the Treasurer that a final bank statement showing a zero balance must be sent to the National Office to close out their file.

**Sec. 10 Attachment 7  
Final Meeting and Attendance**

Court: \_\_\_\_\_ No.: \_\_\_\_\_ Date: \_\_\_\_\_

Regent: \_\_\_\_\_ Recording Secretary: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Vice Regent: \_\_\_\_\_ Financial Secretary: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Motion to disband Court was made by \_\_\_\_\_

Motion: I move that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote Results: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ total

Banner, Flag, gavel and robes will be collected for use by the State.

Last 5 years of Treasurer's Book and Recording Secretary's Book since 2002 will be sent to the National Office.

The final bank statement showing a zero balance will be sent to the National Office when received.

Check for State dues: check # \_\_\_\_\_ amount \$ \_\_\_\_\_ sent to State Secretary

Check for National dues: check # \_\_\_\_\_ amount \$ \_\_\_\_\_ sent to National Office

Attached is copy of letter sent to all members concerning disbanding of Court.

Attached is the attendance sheet of all those members at meeting.



**Sec. 10 Attachment 8**  
**Letter to National Office regarding Court Disbandment**

LETTERHEAD

(INSERT DATE)

\_\_\_\_\_, Executive Director  
10 W. 71<sup>st</sup> Street  
New York, New York 10023

Dear \_\_\_\_\_:

This is to inform you that I have given permission to Court \_\_\_\_\_ No. \_\_\_\_ to disband effective \_\_\_\_\_. Please see enclosed Final Meeting and Attendance Sheet.

(Please initial each item as it is completed. All items must be initialed and this form must be sent to National as soon as possible.)

1. \_\_\_\_\_ I understand and I have informed the Court that transfers must be issued before the Court disbands and that the transfers must be completed within 120 days.
2. \_\_\_\_\_ I have checked with National to see if there are any outstanding debts.
3. \_\_\_\_\_ I understand that all debts owed to National will be the responsibility of the State Court if funds are not available from the Court.
4. \_\_\_\_\_ I understand and have informed the Court that no checks should be written by the Court after the disbandment date.
5. \_\_\_\_\_ I understand and have informed the Court that they must return the following items to the National Office:
  - a. Final bank statement showing a zero balance
  - b. The Treasurer's Book which includes the past 5 years
  - c. The Minutes of the Court since 2002
  - d. **NO OTHER ITEMS ARE TO BE RETURNED TO NATIONAL.**
6. \_\_\_\_\_ I understand it is my responsibility or the responsibility of those assigned by me to follow up with the Court within 4 to 6 weeks after disbandment, to be sure they have sent all required materials to National.

Sincerely,

State Regent