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**THE ORDER**

**COURT COMPOSITION**

**NATIONAL COURT**

**5 National Officers  
9 National Directors  
Members of all Local Courts**

**STATE COURT**

**National Regent or her Representative  
5 State Officers  
Members of the Local Courts**

**LOCAL COURTS**

**5 Local Court Officers  
Members of the Local Court**

**CAMPUS COURTS**

**5 Campus Court Officers  
Advisor  
Student Members of the Campus Court**

## Duties of National Officers

This section addresses the duties of the National Officers and Directors as well as information regarding national meetings. Information regarding eligibility, term of office, and succession may be found in the Bylaws.

### I. Duties of the Officers

#### A. The National Regent shall

1. Be the chief administrator and executive officer of THE ORDER.
2. Enforce the laws of THE ORDER and the regulations of the National Board.
3. Preside at sessions of the National Court and the National Board.
4. Visit state courts or direct the visitation and assessment of the proceedings of courts.
5. Sign all charters.
6. Approve and counter sign all checks. All officers' signatures must be on bank signature card for signing Court checks in case someone is not available. All checks require **two signatures**. (CDA requirement.)
7. Be an ex-officio member of all committees except the Nominating Committee.
8. Appoint all committees and chairmen, standing or special, as are necessary for the conduct of the business of THE ORDER, including a Committee on Ceremonials, Finance, and Bylaws. The committee on Bylaws shall review and formulate, for presentation at the biennial convention, all amendments submitted by the National Board, state, and local Courts.
9. Appoint a Parliamentarian who serves without a vote and cannot serve as a delegate at the National Convention.
10. Appoint Chairmen for all National Committees following the Biennial National Convention.
11. Recommend and sign a contractual agreement with an Office Manager for administration of the National Office with the approval of the National Executive Committee.
12. Assign National Officers and Directors to supervise state and territorial courts.
13. Prior to the National Convention submit all recommendations to be presented to the National Court for consideration.

14. Appoint a Secretary pro-tem to record and transcribe minutes of the Biennial National Convention and to assist the National Secretary-Treasurer.
  15. Perform such other duties as are consistent with the office and laws of THE ORDER, or as directed by the National Court or National Board.
  16. Be allowed expenses for clerical assistance.
- B. The National Regent-Elect shall
1. Assist National Regent in protecting the welfare and advancement of the Order.
  2. Develop and coordinate the National Program for the ensuing term.
  3. In the absence of the National Regent, assume her office and duties.
  4. Perform such other duties as may be designated by the National Regent.
- C. The Vice National Regents, in order of rank, shall
1. Assist the National Regent when requested.
  2. Perform such other duties as may be designated by the National Regent.
- D. The National Secretary-Treasurer shall
1. Record the minutes of the meetings of the National Board and the Executive Committee. A Secretary Pro-Tem is assigned by the National Regent to record the minutes of the Biennial National Convention.
  2. Present a written financial report at the meetings of the National Court and National Board.
  3. Serve on the Finance Committee.
  4. Perform such other duties as may be assigned by the National Regent.
- E. The National Directors shall
1. Supervise state and territorial courts assigned by the National Regent.
  2. Provide a written report on all assignments at board meetings.
  3. Attend state meetings as required by the National Regent. Consent of the National Regent is always required before travel.

4. If asked to speak about the Order at any function, permission must be granted by the National Regent.
5. Be appointed to serve on National Committees.
6. Perform such other duties as may be assigned by the National Regent.

## **II. Duties of the National Board**

The National Board shall

- A. Execute and have full power and authority to interpret the laws of THE ORDER.
- B. Review all cases and controversies of state courts, local courts, and/or individual members submitted in the form of an appeal. By a two-thirds (2/3) vote, the determination of the National Board shall be final.
- C. Review the reports of the state and territorial courts and take such action as may be necessary and consistent with the laws of THE ORDER.
- D. Have the power to organize new state or territorial courts.
- E. Establish, modify, and adopt the ceremonials for THE ORDER.
- F. Recommend dues or assessments on the courts as may be necessary to meet expenses of THE ORDER to be ratified by vote of the National Court.
- G. Disband any Local Court in conflict with the rules of THE ORDER.
- H. Provide for the legal, necessary, or incidental expenses, and direct the manner of paying all claims against THE ORDER.
- I. Select the date and site for the Biennial National Convention for a period of four (4) years prior to the time of the convention.
- J. When necessary, conduct business by mail, conference call, or advanced communication technology which shall constitute the presence of a person at such a meeting. A report of any action taken shall be verified in written copy to all members and attached to the minutes of the next Board Meeting.
- K. Adopt an annual budget.

### **III. National Board Meetings**

- A. The National Board shall meet semi-annually at such time and place as determined by the National Regent.
- B. The National Board may be convened at any time by the National Regent with proper notification.
- C. A majority of the National Board shall constitute a quorum providing three (3) National Officers and five (5) National Directors are present.

### **IV. Expenses**

- A. The National Officers shall be allowed, in addition to the salary approved by the National Board, necessary expenses when traveling in connection with the business of THE ORDER.
- B. National Directors shall be allowed expenses when traveling in connection with the business of THE ORDER and shall receive a per diem only when in attendance at meetings of the National Board.

### **V. Executive Committee**

#### **A. Composition**

- 1. National Officers shall constitute the Executive Committee.
- 2. The National Chaplain, the National Clergy Consultant, and the National Office Manager are ex-officio members of the Executive Committee.

#### **B. Duties**

The Executive Committee shall

- 1. Meet at the call of the National Regent.
- 2. Conduct such business as contained in the call to the meeting.
- 3. Approve the selection of the National Chaplain and the Clergy Consultant to the National Regent.
- 4. Investigate and approve every place of deposit of the national funds of THE ORDER and fix the maximum amount that may be deposited in each depository.
- 5. Set registration fees for the Biennial National Convention.

## **VI. National Office Manager**

The National Office Manager shall

- A. Be directly responsible to the National Regent.
- B. Employ and terminate the services of office employees after consultation with the National Regent.
- C. Manage and direct all functions and activities of the National Office.
- D. Attend all meetings of the National Board and National Court.
- E. Perform other such duties as specified by the employment contract or by the National Regent.
- F. Be custodian of the Seal which shall be kept at the National Office and affix same to corporate documents which require a seal.
- G. Be custodian of all bonds, notes, mortgages, deeds, and other papers of the order for which custody is not otherwise provided.
- H. Accept state or local court payments in the form of a court check, money order, or draft payable to the Catholic Daughters of the Americas.

## **VII. Spiritual Advisors**

- A. The National Chaplain and/or Clergy Consultant to the National Regent shall be invited to serve by the National Regent with the approval of the Executive Committee.
- B. They shall
  - 1. Conduct the religious exercises of the National Board and the National Court.
  - 2. Advise the National Regent on matters canonical, doctrinal, or ecclesiastical.

## **VIII. National Convention**

- A. Delegates
  - 1. National delegates as outlined in the Bylaws.
  - 2. State delegates as outlined in the Bylaws.
  - 3. Local Court delegates as outlined in the Bylaws.
  - 4. Campus Court delegates as outlined in the Bylaws.



## B. Alternates

1. Robert's Rules of Order (Newly Revised) states, "Alternates normally are elected with a designated order in which they will be called to serve; if available, as vacancies arise in the delegation of their constituent unit. When a unit has more than one delegate, an elected alternate is not associated with any particular delegate. The vacancy that occurs first in point of time is filled by the first elected alternate or the ranking one available, and so on." (Pg. 585)
2. Even though it is unlikely that all alternates would be called upon to serve, we urge that each court elect the total number of alternates to which it is entitled. A local court may elect up to two (2) times the number of delegates to serve as alternates.  
**Alternates MAY NOT be appointed after elections have taken place.**

## C. Voting Body

1. The voting body for National Conventions shall be all delegates present at the National Convention.
2. State, local, and campus courts shall be entitled to representation at the National Convention only after their National and State obligations prior to December 1 of the previous year have been paid. State, local, and campus courts obligations shall be due and payable to the National Office by June 15 of the National Convention year.

**Note:** If you have a current State Officer or Immediate Past State Regent in your court, it is not necessary to elect her as a delegate as she is an automatic delegate.

## D. Expenses

1. The expenses for attendance at meetings of the National Court by State Regents shall be paid by the State Court if funds are available.
2. The expenses for attendance at meetings of the National Court by Vice State Regents, State Secretary, and State Treasurer MAY be paid by the State Court.
3. The expenses for attendance at meetings of the National Court by Regents, delegates, or alternates from Local Courts MAY be paid by the Local Court.

## D. Candidates for National Office

1. Members interested in running for a position on the National Board should refer to the Bylaws for information and instructions.
2. A letter of endorsement by the state board of the candidate must be signed by a majority of the state officers.

3. The National Nominating Committee (elected at the previous National Convention) shall consider the qualifications of **all** candidates. **All** members of the Nominating Committee must be involved in the selection of the slate even if there is only one candidate for each office.
4. A State Board may endorse only one (1) candidate for National Officer and one (1) for National Director.

### **TIME TABLE FOR NATIONAL CONVENTION**

- |   |  |
|---|--|
| ➤ POSTMARKED BY JANUARY 15                    | Deadline for Bylaw amendments to national chairman   |
| ➤ PRIOR TO MARCH 1                            | Election of delegates and alternates   |
| ➤ POSTMARKED BY MARCH 1                       | Submission of packets by candidate for national office.  |
| ➤ POSTMARKED BY MARCH 15                      | Deadline for delegate and alternate forms. Forms received after this date may be subject to a late fee of \$25.00.           |
| ➤ PRIOR TO JUNE 1                             | Deadline for hotel reservations to group rate. Be aware that there are a limited number of rooms available at the group rate |
| ➤ POSTMARKED BY JUNE 1<br>subject to late fee | Deadline for advanced registration. Late registration  |
| ➤ POSTMARKED BY JUNE 15                       | Deadline for resolutions to national chairman  |

#### **IX. Resolutions**

By their nature, resolutions deal with matters that are often time specific. Therefore, between National Conventions, the National Board has the authority to adopt resolutions.

- A. A resolution may be submitted to the chairman of the National Committee for Resolutions (here-in referred to as the committee) by a State Court, Local Court, Campus Court, the National Board, or a National Committee. (See attachment 1 – Suggested form for Resolutions)
- B. Five copies of each resolution must be submitted to the committee chairman. (The name of the National Chairman will be provided in the National Newsletter). Local courts must send a copy to their State Regent.
- C. Resolutions will be reviewed by the committee for proper wording and form and may be corrected by the committee WITHOUT changing the intent of the resolution.

- D. Resolutions approved by the committee will be presented at a National Board Meeting for adoption.
- E. In the year of a National Convention, resolutions **POSTMARKED NO LATER THAN JUNE 15** will be considered by the committee and addressed at the National Convention for adoption.
- F. Resolutions adopted by the National Board will be published in a timely fashion. Resolutions adopted at a National Convention will be published in the Convention Minutes.

**X. Bylaws**

- A. Rules for amendments are explained in the Bylaws. Amendments to the Bylaws must be approved by a state board, a state court, a local court, and campus court.
  - 1. All approved amendments must be in proper form and signed by the State Regent and the State Secretary, by the Local Court Regent and the Court Recording Secretary, or by the Campus Court Regent and the Court Recording Secretary. A copy of the amendment and rationale proposed by a local court or campus court must be sent to the State Regent for her records. (See attachment 2 – Sample of Amendment to the Bylaws)
  - 2. Proposals to amend the Bylaws and rationale for the amendments should be mailed directly to the Chairman of the Bylaws Committee. Five (5) copies of each proposal and rationale (one on each page) **MUST BE RECEIVED BY JANUARY 15 OF THE CONVENTION YEAR.** The name of the current Chairman of Bylaws will be sent to each court in a National Newsletter.

**Sec. 3 – Attachment 1**  
**Suggested form for Resolutions**

**Suggested Form for Resolutions**  
**(Only one topic is considered in each resolution.)**

WHEREAS, in this paragraph state the issue of concern, and

WHEREAS, continue with reasons for consideration, and

WHEREAS, there could be a third and fourth paragraph to further illustrate; therefore, be it

RESOLVED, sum up action to be taken, and if the purpose is grave, a second “resolving clause” might be in order and would require a separate paragraph.

**EXAMPLE**

WHEREAS, there is a tremendous need in the world today for more vocations to the Priesthood and Religious; and

WHEREAS, the future of the Church is dependent upon these vocations; therefore, be it

RESOLVED, that the Catholic Daughters of the Americas initiate a program of support (financially and spiritually) for an increase in vocations as part of their monthly meetings.

Submitted by: Name and number of Court or Committee (include the name of the State)

Date: Date of meeting at which resolution was passed

Signature: Signature of Regent or Chairman

Contact info: E-mail address and/or phone number

Note: If resolutions are not submitted in proper format, they will not be considered by the Resolutions Committee. Be sure written words say what is intended (not ambiguous or more than one issue). Check the grammar and spelling.  
Resolutions must include the name and number of the court, board, or committee, the date of the meeting at which it was passed, the signature of the Regent or the chairman, her e-mail address and/or phone number.

**Sec. 3 – Attachment 2  
Sample of Amendments to the Bylaws**

The following is an example of how proposed Amendments to the Bylaws are to be worded:

**Example**

Article V The Order  
Sec. 2 National Court Composition

**CURRENT WORDING**

The National Court shall be composed of five (5) National Officers, nine (9) National Directors, Past National Regents, five (5) Officers of each State Court, Immediate Past State Regent, Local Court Regents and delegates from the Local Court.

**IF ADOPTED WILL READ**

Article \_\_\_\_\_ Title \_\_\_\_\_  
Sec. \_\_\_\_\_

State new wording that you wish to submit for inclusion in the Bylaws. (**PRINT THE NEW WORDING IN CAPS AND IN BOLD PRINT SO AS TO STAND OUT.**)

**EXAMPLE**

**IF ADOPTED WILL READ**

Article V The Order  
Sec. 2 National Court Composition

The National Court shall be composed of five (5) National Officers, **Nine (9) National Directors, AND MEMBERS OF THE LOCAL COURTS.**

Rationale: This will clarify the composition of the National Court.

\_\_\_\_\_  
State Regent/Regent

\_\_\_\_\_  
State Secretary/Recording Secretary

\_\_\_\_\_  
State Court/Local Court Name, Number, and State

Date of Meeting in which the proposed amendment passed \_\_\_\_\_

Contact Information: e-mail address or phone number \_\_\_\_\_