

Table of Contents (Revised)

Section Two – Dues

National Dues	2
State Dues	2
Local Court Dues	2
Campus Court Dues	3
Timeline for National Dues	3
Liability	3
Attachment 1 Sample of Invoice Membership	4
Attachment 2 Timeline for National Dues	5

Dues

I. NATIONAL DUES

- A. Paid on every member according to national records. This includes members in convalescent homes, any Religious in the court and Life Members.
- B. Set by National Court at National Convention.
- C. Billed by the National Office (See Attachment 1 –Sample Invoice)
 - 1. Such dues shall be billed every six (6) months, on March 31 and September 30.
 - 2. In order to avoid discrepancies in the number of members in the court for billing, all changes in membership must be in the hands of the National Office no later than March 31 and September 30.
- D. Does NOT require Court vote to be paid.

II. STATE DUES

- A. Paid on every member according to national records. This includes members in convalescent homes, any Religious in the court, and Life Members.
- B. Set by State Court at State Convention.
- C. Billed by State Board every six (6) months.
- D. Must be paid within 30 days by court check.
- E. Does NOT require Court vote to be paid.

III. LOCAL COURT DUES

- A. Dues should be sufficient to cover National and State dues, liability insurance, and the court's annual operating expenses. Dues are determined by vote of each local court.
- B. A member in good standing is one whose dues are no more than three (3) months in arrears.

- C. Failure on the part of any member to pay dues for a period of six (6) months may terminate membership after a notice has been sent thirty (30) days in advance. Notification of termination is sent to the National Office, State Secretary, and member. **No officer will terminate members from the rolls without the permission of the Regent.**

IV. Campus Court Dues

- A. National will assess Campus Courts a flat rate for all members. States MAY assess Campus Courts a flat rate.
- B. Dues are billed on or about October 15 of each year.

Note: New courts do not pay National and State dues for the first six months or until second review period.

V. Timeline of National Dues (See Attachment 2- Timeline for dues)

VI. Liability Insurance – (See Attachment 3 – Sample Certificate of Liability Insurance)

- A. Billed once a year in March by the National Office in accordance with the number of members as of September 30
- B. Court check with **two** signatures should be made payable to the Catholic Daughters of the Americas and sent to the National Office
- C. Does NOT require a vote of the court to be paid
- D. Mandatory

Note: Courts who carry separate liability insurance coverage must provide the National Office each year with a current Certificate of Insurance naming Catholic Daughters of the Americas as “Additional Insured” in order to be exempt from this fee.



National Headquarters
10 West 71st Street
New York, NY 10023
212-877-3041
Fax 212-724-5923
cdaorders@aol.com

Invoice

Invoice # 29098
Date 4/16/2021
Amount Due 262.50

TX000234 Our Lady of Victory

Bill To

Cynthia F. Jones
86 Breezy Point Place
The Woodlands TX 77381

Item	#	Description	Rate	Amount
Semi Annual Billing	31	Semi Annual Billing	7.50	232.50
Liability Insurance Local Courts	31	Liability Insurance	0.96...	30.00

Dues from October 1 - March 31. Dues invoice must be paid as is. No changes may be made. If you dispute the member total, please request an updated roster from cdaroster@aol.com or call 212-877-3041.

Subtotal 262.50
Shipping Cost (Standard Shippi... 0.00
Total 262.50
Amount Due \$262.50

Please make all checks payable to: Catholic Daughters of the Americas

**Sec. 2 – Attachment 2
Timeline for National Dues**

TIMELINE FOR NATIONAL DUES PAYMENT

Reminder to Courts: The national dues assist the National Office in paying our financial obligations and giving to worthwhile charities. It is always very important to make your dues payments in a timely manner.

National Dues:

- Billed March 31 and September 30 due within 30 days of date of billing.
- If dues have not been received within 60 days, the National Office will notify the State Regent and the National Representative that the specific court's dues have not been paid.
- The State Regent will notify the local court within 15 days of the National notification.
- The State Regent will notify the District Deputy / State Representative at the same time that she notifies the local court.
- The District Deputy / State Representative will verify within 30 days that the dues have been paid and notify the State Regent of the status.
- If dues are still unpaid within 120 days, the National Office will again notify the State Regent and the National Representative.
- If the dues have not been submitted, the District Deputy / State Representative and the State Regent will consult with the local court Regent to verify the status of the dues payment and determine the course of action that might be needed to ensure that the dues are paid.

The goal is to make sure that the dues are all paid no later than six (6) months after they have been billed to the local courts and to ensure that the State Court is not left in a position of having to pay the dues if the court disbands.