



**REGENTS**  
*STATE OFFICER'S WORKSHOP*  
*JULY 2021*

# STATE REGENTS

- Set the tone of the court
- Be a good example
  - Share spirituality
  - Be organized
  - Be responsible
  - The four P's
    - Prayerful
    - Punctual
    - Procedures
    - Positivity

# STATE REGENTS

## *DUTIES*

- Chief administrative officer, responsible to the National Regent
- Create agendas
- Preside at meetings
- Name chairman for Circle of Love
- Appoint and train District Deputies
- Appoint a parliamentarian if possible
- Appoint all committees/ex-officio member (except for the Nominating Committee)

# STATE REGENTS

- Ensure that the board/courts follow the **Bylaws and Tools of the Trade**
- Follow money procedures
  - Budgets
  - Standing Rules
  - Money donated or allocated for charity must be spent on charity
- Ensure that State and Local Courts Financial Reviews are conducted by the due date and submitted to the National Office

# STATE REGENTS

- Share information and ideas for projects
  - Regents do not make motions
  - A motion must be made and seconded prior to discussing
  - Regents do not make decisions unilaterally
  - Regents do not enter into discussion once the motion is made and do not vote
  - A regent must relinquish the chair to enter into discussion

# STATE REGENTS

- Maintain confidentiality
- Work as a team regardless of your differences
- Conflict resolution must be followed ensuring a member receives due process

# STATE REGENTS

- Payment Vouchers
  - Regent starts the payment voucher
  - Secretary receives voucher from regent and records transactions
  - Treasurer receives voucher from secretary, records transaction and sends check
  - All checks must have two signatures

## STATE REGENTS

- At least four board meetings are required per year
- Only board members attend board meetings
- Only four officers vote

First Vice Regent

Second Vice Regent

Secretary

Treasurer

*Regent may vote if there is a tie*

## LOCAL REGENTS

- Planning meetings are allowed, but not board meetings
- Court meetings are held monthly (at least nine)
- All members have a vote



## STATE REGENTS

- Courts must be supported and well supervised
- Regent should be aware of courts that are struggling and in danger of disbanding
- Only State Regent can give permission for a six-month reprieve or disbandment
- Raising of state dues and state-wide assessments/projects can only be voted on at State Convention
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## LOCAL REGENTS

- All members must have a voice in decisions in plans/finances
- Check on members that have not been attending meetings
- All members have a vote
- Ensure that all members are involved in some aspect of the court


# STATE AND LOCAL REGENTS

- Common courtesies
  - Chaplain, National Regent, National Supervising Officer
- Return phone calls, emails, and written correspondence in a timely manner
- If you have questions/issues, follow the chain of command. *A member has the right to contact any local, state, or national officer or board member*

# FINAL THOUGHTS

- You have been elected by the membership of your state:
  - to ensure that CDA grows in your state
  - to build on successes
  - to move your state forward
  - to work on problems

You are the present leadership of the state, BUT you can also affect the future.

The background is a dark teal gradient. In the four corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines connecting to small circles.

“I’ve learned that people will forget  
what you said,  
people will forget  
what you did,  
but people will NEVER forget  
how you made them feel.”

-Maya Angelou