

Court Our Lady of the Holy Trinity #2661
Standing Rules
2016-2017

- I. Meetings:** The regular business meeting of the Court will be on the last Thursday of each month except for November. The November meeting will be held on the third Thursday. If there is an unavoidable scheduling conflict, members will be notified as soon as possible through email and church bulletin postings. If a member does not have email, they will receive a phone call. The location will be the Gathering Area in the Faith Formation Center unless there is an unavoidable scheduling conflict. Members will be notified as soon as possible through email and church bulletin postings. If a member does not have email, they will receive a phone call.
- A. The meeting time will be 6:30 p.m. for a spiritual activity and 7:30 p.m. for the business meeting with refreshments served in the interim.
- B. There will be no meeting in December, June or July
- II Spiritual Activity:** There will be a communion service or spiritual activity at 6:30 before each business meeting.
- III Special Liturgical Events:**
- A. An anniversary mass and reception will be held every five (5) years.
- B. The installation of officers will be held in August.
- C. Religious Appreciation Mass for CDA Day will be held on the third (3rd) Sunday in October for which a mass offering will be made by the Court. A membership drive and reception will be held in conjunction with CDA Sunday, if an anniversary mass is not celebrated.
- IV Socials:** A Christmas party will be held in December.
- V Fund Raiser:** A primary fund raiser will be held annually. Three bake sales will be held in October, February and May, if scheduling allows.
- VI Minutes:** Meeting minutes will be emailed to members prior to meetings. The minutes will be approved by court members at the monthly meetings. Approved minutes will be posted in the CDA section of the church website.
- VII Proposed Budget and Treasurer's Reports:** A proposed budget will be emailed to members for their review prior to the budget approval meeting. Treasurer's reports will be emailed to members prior to meeting for their review.
- VIII Dues:** All CDA members of this court pay dues every August. All new CDA members will pay dues upon their pledge with the exception of item B below.
- A. All new CDA members pledged in April through September will have their dues applied through *August of the following club year*.
- B. All new CDA members pledged in October through March of the current court year, will pay one half membership dues upon their pledge and full payment of membership dues in *August of the current court year*.

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- IX. **Pledge of New Members:** New members will be pledged and given their pin at each monthly meeting.
- X. **Benevolences: Members**
- A. The Court will have the opportunity to receive communion or participate in a spiritual activity at each monthly meeting.
 - B. A mass offering for all members of Court #2661 living and deceased will be made annually during the third (3rd) week of October in CDA Day.
 - C. Following the death of a CDA member, the Court shall offer the family a memorial service and rosary at the wake. A Memorial Mass card will be sent to the members' immediate family member.
- XI. **Benevolences: Non Members**
- A. The Court will invite the District Deputy to all Court meetings.
 - B. The District Deputy and Chaplain Spiritual Advisor will be given a yearly gift card at Christmas and a monetary gift will be given to the Pastor and Vicar, if funds permit.
 - C. The Court will invite all State Officers as guests to Court special events.
 - D. The Court will send Court newsletters to State Regent and District Deputy.
- XII. **Chaplain Spiritual Advisor and Pastor:** The Court will order and pay for the SHARE Magazine subscription for the Chaplain Spiritual Advisor and the Pastor.
- XIII. **National and State Convention:** The Court will allocate funds for expenses for the Regent, Spiritual Advisor and Delegates to attend the National or State Conventions, if funds are available.
- XIV. **Special Funds:**
- A. The Court will allocate funds for one or more scholarships to be awarded to a student attending any Catholic school in Hope for the Future program, if funds are available.
 - B. Expenditures can be paid if costs are included in an approved budget. If expenditures exceed budgeted amount, a membership vote is required for approval.
 - C. As a 501 (c) (3) organization, Court Our Lady of the Holy Trinity#2661 will have no more than \$4000.00 in non-allocated funds in the approved budget.
 - D. A charitable giving policy will be reviewed every two years.
 - E. The Regent will have the authority to spend up to \$200.00 of non-budgeted funds in case of an emergency. Receipts and explanation of expenditures will be presented to the court members at the next business meeting.