

Standing Rules of Court St. Ann, Mother of Mary, #2419

I Meetings

- 1) The regular business meeting of the Court shall be on the second (2nd) Wednesday of each month to begin at 7:00 pm, as the Parish calendar allows.
 - a. Two meetings beginning with Mass at 6:30 pm to be held in the Main Church;
 - i. June – bi-annual Installation Mass
 - ii. September – Memorial Mass
 - b. November meeting is our Anniversary Mass and Luncheon or Dinner to be held with Mass and lunch or dinner immediately following as the Church calendar allows and at the approval of the Pastor. Landmark anniversary dinners will be held in a restaurant or catering hall.
 - c. May's meeting is the annual Pot Luck Supper, to begin at 6:00pm.
 - d. Planning/Board meetings are to be held in January and August, date and time to be determined by the Regent.
 - e. Standing Rules review and revisions will be considered by the Board at their August meeting and presented to the Court at the September meeting for comment and vote.
 - f. There will be no regular meetings in January and August.
- 2) Socials
 - a. A Scholarship & Education Awards/Ice Cream Social event shall be held in June, separate from the monthly meeting. Date and time to be determined by the Board.
- 3) Fund Raisers – Bountiful Baskets and Blizzards of Fun
 - a. Date & time to be determined by the Board according to the Church Calendar and the school calendar.

II Membership Fees & Dues

- 1) Yearly dues shall be \$25.00. The Court year is April 1 to March 31 of the following year.
 - a. Annual dues are due in April and are to be paid no later than September 1st of the current year. Any member whose dues are not paid by September 15th will be removed from the rolls to accommodate the October audit and member count.
 - b. Annual dues are assessed at \$25 for the period March 1 to September 30. A new member who joins between October and December will be assessed at \$12.50. A new member who joins in February will be given a complimentary membership for that one month and would be assessed the full \$25 beginning in March.
 - c. A welcome letter is to be provided by the Regent and will be included in their initial packet to help initiate new members to the Court to encourage them to participate on a committee.
- 2) Reception of new members shall be at the end of the regular meeting.
 - a. Upon reception, each new member will be given a NYS Catholic Daughter Pin purchased by the Court.
- 3) Notice of forfeiture of membership shall be sent by the Financial Secretary by regular and/or email after one reminder letter and follow up phone call.
- 4) In case of an emergency, with the approval of a majority of the board, the Court may carry a

faithful member for a maximum number of years to be determined by exigent circumstances, which case is to be kept confidential. This fact (not the reason) should be noted in the Financial Secretary notes next to member's name for future reference listing date of approval.

III Benevolences – Members

- 1) The Court shall have the opportunity to receive Communion as a body annually as aforementioned in Article I, Sections a & b.
- 2) The Court shall have a memorial service at the funeral home, with the permission of the family, following the death of a member of the Court.
 - a. Robes are to be worn by all officers in attendance; however, at the discretion of the Regent, officers may wear sashes rather than robes under extenuating circumstances.
 - b. A Resolution of Condolence, “rose” Rosary and Mass Card (to be purchased by the Court) will be given to the family of the deceased member.
- 3) On the death of an immediate family relative of a member of the Court at the request of or with the permission of the family, a memorial service will be held at a local funeral home.
 - a. A Mass Card (purchased by the Court) will be given to the member.
 - b. Immediate family member to be defined as one of the following:
 - i. Spouse
 - ii. Child or their spouse
 - iii. Parent
 - iv. Grandchild
- 4) Funeral Masses – members would be encouraged to attend and sit together as a Court to show solidarity.
- 5) The Court shall present each newly married member with a Mass card.
- 6) The Sunshine Chairman shall be allowed \$50 in the annual budget for cards and stamps if necessary.

IV Benevolences & Courtesies

- 1) a. The Court shall invite District Deputy to all Court functions and assume her expenses, excluding transportation; and
b. The Court shall give the District Deputy a monetary gift of \$25 at each biannual Financial Review.
- 2) The Court shall present a monetary gift of no more than or equal to \$25 to a newly instituted Court in the Archdiocese or State.
- 3) All 50/50, Brown Bag Auction and bottle deposit receipts are to be deposited into the savings account designated for convention funds.
- 4) 10% of fundraisers' receipts are to be deposited into the savings account designated for convention funds. Should any special Court activity not meant as a fundraiser make a profit, 10% of said profit shall be deposited into the savings account designated for convention funds and the balance shall be deposited into the “unallocated funds.”

- 5) In cases where a decision is necessary on a donation and there is no meeting scheduled in time for a vote, the Board may vote to make any such donation up to \$50 without polling the entire Court for a majority vote. If the amount exceeds \$50, an email motion can be made and voted on by the entire Court.

V Chaplain/Spiritual Advisor/Parish

- 1) Yearly gifts for Chaplain/Spiritual advisor will be \$50 for Court Chaplain and \$25 each for the other Parish Clergy, not to exceed the amount allocated in the Budget. In the event the Chaplain or other clergy do not wish to accept the monetary gift, a CDA mass card may be purchased for them in the specified amount.
- 2) Annual gift to the Parish from the Court to be determined at the Budget meeting.

VI Regent

- 1) Expenses for the Regent shall be paid by the Court when incurred in attendance at National, State, and District functions such as:
 - a. Anniversary Dinner
 - b. Past Regents Memorial Mass
 - c. the Board
 - d. National & State conventions
- 2) The Regent is automatically a member of any committee formed and shall be kept apprised as to meetings of the committees.

VII Miscellaneous

- 1) The Vice-Regent will be Chair/Co-coordinator of the Circle of Love.
- 2) The current Regent and Vice-Regent shall have the option of determining the Chairs for each of the branches of the Circle of Love during their term.

- 3) Court Committees:

<u>Standing</u>	<u>Circle of Love</u>
Bountiful Baskets	- Quality of Life
Sunshine	- Youth
Budget	- Legislation
Newsletter	- Family
Standing Rules	- Leadership
Nominating	- Spiritual Enhancement
Ceremonial Coordinator	- Education
Scholarship/Education Contest/Ice Cream Social	
Tea	

- 4) Special Court Activities:

Anniversary Luncheon	<u>Fundraisers</u>
Photography	Bountiful Baskets
Rosary at nursing home	Blizzards of Fun

Retreats

March for Life

Adopt a Nun

Publicity (Share, SOAR, Rising Dawn, Orange County Post, THR and Catholic NY)

Tea

- 5) The budget, determined annually, shall be voted on at the first meeting immediately following a budget meeting, which shall take place in March, and shall run from April 1st to March 31st.
- 6) Committee expenditures, including but not limited to stationery and/or supplies required by each committee, shall be paid upon submission of a receipt approved by the Regent to the Treasurer. The Regent shall confirm her approval by initialing all receipts.
- 7) Delegate expenses for State or National Convention will be as follows:
 - a. All of the Regent's expenses are to be covered from the monies in the Convention Fund.
 - b. Delegates' registration will be covered. Alternates' registration will be covered if the balance in the Convention Fund allows. Delegates and Alternates will also receive a stipend based on the amount in the Convention Fund at the time after all registration fees are paid. Said stipend shall be given at or after the Convention.
- 8) Anniversary pins will be given to members by the Court at the annual anniversary luncheon for recognition at 10, 20, 25, 30, 40 & 50 years of membership. Pins will be ordered by the Financial Secretary. Pins designating increments of 5 years of membership, other than the 25-year pin, can be purchased by members directly from National, if desired.
- 9) Past Regents Recognition gift will be determined by:
 - a. consecutive number of terms in office as follows:
 - for one term – pin or charm limited to \$150 cost
 - for 2 consecutive terms – ring or equivalent gift limited to \$300 cost
 - the exiting Regent will have the option of upgrading the gift, at her own expense, if she so wishes.
 - b. Gift will be given at the end of term(s) in office during the last regular meeting in office.
- 10) Ledgers, receipts, By-laws, Tools of the Trade, and all supplies required for the operation of Court business affairs shall be part of the Court budget.
- 11) The court scholarship is open to all graduating High School seniors who are children or grandchildren of members in good standing of Court St. Ann, Mother of Mary, #2419, are practicing Catholics, and are members of a Catholic Church (not necessarily of St. Mary's). A form verifying this must be signed by the Pastor of their Parish. Should there be no qualifying applicants from the Court, the Scholarship shall be opened to members of the Horizons Youth Group who are practicing Catholics and are members of St. Mary's as verified and approved by the pastor.
- 12) A stipend of \$25 will be given to guest speakers. If they are invited to the Court Anniversary Luncheon/Dinner, their meal will be paid by the court.