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

**I Meetings**

1. The regular business meeting of the Court shall be on the third (3rd) Wednesday of each month to

begin at 7:00 pm, as the Parish calendar allows.

* 1. Two meetings beginning with Mass at 6:30 pm to be held in the Main Church;
		1. June – bi-annual Installation Mass
		2. September – Memorial Mass
	2. November meeting is our Anniversary Mass and Luncheon or Dinner to be held with Mass beginning at noon on a Sunday or 5:30 pm on a Saturday 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. December – as the third Wednesday in December is so close to the Christmas holiday, it will be changed at the planning session in January to a more acceptable date.

d. May’s meeting is the annual Pot Luck Supper, to begin at 6:30pm.

e. Planning/Board meetings are to be held in January and August, date and time to be determined by the Regent.

f. 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.

g. There will be no regular meetings in January and August.

1. Socials
	1. 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 Regent.
2. Fund Raisers – Bountiful Baskets and Blizzards of Fun
	1. Date & time to be determined by Regent according to the Church Calendar and the school calendar.

**II Membership Fees & Dues**

1. Yearly dues shall be $20.00. The Court year is April 1 to March 31 of the following year.
	1. 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.
	2. Dues are to be pro-rated according to the month in which a new member was installed:
		* + before Oct. 1: $20
			+ after Oct. 1, $10.
	3. 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 beginning of the regular meeting.
	1. 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 period of years to be determined by exigent circumstances, which case isto 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.
	1. Robes are to be worn by all officers in attendance; however, at the discretion of the Regent, officers may wear sashes rather than robesunder extenuating circumstances.
	2. 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 ofor with the permission of the family, a memorial service will be held at a local funeral home.
	1. A Mass Card (purchased by the Court) will be given to the member.
	2. Immediate family member to be defined as one of the following:
		1. Spouse
		2. Child or their spouse
		3. Parent
		4. Grandchild
4. Funeral Masses – members would be encouraged to attend and sit together as a Court to show

solidarity.

1. The Court shall present each new**ly** married member with a Mass card.
2. (a) A member in good standing shall be defined as a member who is current in her dues.

(b) An active member shall be defined as a member who attends at least 4 meetings in the fiscal

 year (April 1st-March 31st).

(c) Only active members are entitled to vote on any motion, nominate or vote on election of

 Officers, or represent the Court at Conventions as Delegates or Alternates.

1. The Sunshine Chairman shall be allowed $50 in the annual budget for cards and stamps if necessary.

**IV Benevolences & Courtesies**

1. a. The Court shallinvite District Deputy to all Court functions and assume her expenses, excluding transportation; and
	1. 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.

1. All 50/50, Brown Bag Auction and bottle deposit receipts are to be deposited into the savings account designated for convention funds.
2. 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.”
3. 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:
	1. Anniversary Dinner
	2. Past Regents Memorial Mass
	3. SOAR
	4. Pallottine Fund Raiser
	5. 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:

Standing Circle of Love

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

1. Special Court Activities:

Anniversary Luncheon Fundraisers

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

1. 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.

1. 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.
2. For the Pallottine Auction and Cocktail Party, two (2) tickets will be purchased by the Court each year to be designated for Court members in good standing who are able to attend and have their own transportation. Recipients are to be determined by lottery/raffle. If there are no entrants, the tickets may be donated back to the Pallottines.
3. Delegate expenses for State or National Convention will be as follows:
	1. All of the Regent’s expenses are to be covered from the monies in the Convention Fund.
	2. 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.
4. Anniversary pins will be given to members by the Court at the annual anniversary luncheon for recognition at 10, 20, 25, & 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.

1. Past Regents Recognition gift will be determined by:
	* + - 1. 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.

* 1. Gift will be given at the end of term(s) in office during the last regular meeting in office.
1. 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.

1. The court scholarship is open to all graduating High School seniors who are children or grandchildren of **active** members 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.
2. 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.