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## **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 of Invoice)
  - 1. Such dues shall be billed every six (6) months, on or about May 15 and November 15 of each year based on membership as of March 31 and September 30 and is payable within 30 days.
  - 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 April 15 and October 15.
- 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 months
- D. Must be paid within 30 days
- 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.**
- D. New courts do not pay National and State dues for the first six months or until second review period.

**IV. Timeline for Dues** (See Attachment 2 - Timeline for National Dues)

**V. Liability Insurance** – (See Attachment 3 - Copy of Liability Insurance Invoice)

- 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 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.

Sec. 2 - Attachment 1  
Sample of Invoice

**CATHOLIC DAUGHTERS OF THE AMERICAS**  
NATIONAL HEADQUARTERS



**INVOICE**

0 WEST 71st STREET  
New York, N.Y. 10023

212 877-3041 PHONE  
212 724-5923 FAX  
888-221-8834  
ORDER ONLY

INVOICE NO. B0031748

INVOICE DATE: 05/ /

Cust. Code: NY000822

SOLD  
TO:

**REGENT**

Contact :  
Payment Terms: NET30  
Ship Via :

Customer PO:  
Due Date : 06/ /  
Re: Semi-Annual Billing for Dues

REFERENCE	DESCRIPTION	AMOUNT
05/ /	160 MEM. Semi-Annual Billing for Membership Dues 5.00	\$800.00
	Sub Total	\$800.00
	Invoice Total	----- \$800.00

**NATIONAL DUES ARE BILLED TWICE A YEAR**  
**BASED ON MEMBERSHIP AS OF MARCH 31**  
**AND**  
**BASED ON MEMBERSHIP AS OF SEPTEMBER 30**

**CHECKS ARE MADE PAYABLE TO:**  
**CATHOLIC DAUGHTERS OF THE AMERICAS**  
**And MAILED to the above address**

Amount Due \$800.00

**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 many worthwhile charities. It is always very important to make your dues payments in a timely manner.

National Dues:

- Billed May 15 and November 15 – Due June 15 and December 15 respectively (within 30 days).
- If dues have not been received within 60 days (July 15 and January 15 respectively) 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 (no later than August 1 or February 1 respectively).
- 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 (September 1 or March 1 respectively) and notify the State Regent of the status.
- If dues are still unpaid within 120 days (September 15 and March 15 respectively), 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 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.

**Sec. 2 - Attachment 3  
Copy of Liability Insurance Invoice**

**CATHOLIC DAUGHTERS OF THE AMERICAS**  
NATIONAL HEADQUARTERS



**INVOICE**

10 WEST 71st STREET      212 877-3041 PHONE  
New York, N.Y. 10023      212 724-5923 FAX  
888-221-8834  
**ORDER ONLY**

INVOICE NO: B0054040

INVOICE DATE: 03/ /

Cust. Code: NY000757

SOLD TO: REGENT

Ship To: REGENT

**LIABILITY INSURANCE**

Contact :  
Payment Terms: NET30  
Ship Via :

Customer PO:  
Due Date : 04/ /  
Re: Liability Insurance

REFERENCE	DESCRIPTION	AMOUNT
03/ /	1      LI26-99	25.00      \$25.00
	Sub Total	\$25.00
	Invoice Total	===== \$25.00

Courts with membership of 1-25 will be billed \$15.00 per year  
 Courts with membership of 26-99 will be billed \$25.00 per year  
 Courts with membership of 100-199 will be billed \$50.00 per year  
 Courts with membership of 200-299 will be billed \$75.00 per year  
 Courts with membership of 300-399 will be billed \$100.00 per year  
 Courts with membership of 400-499 will be billed \$125.00 per year  
 Courts with membership of 500-599 will be billed \$150.00 per year  
 Courts with membership of 600-699 will be billed \$175.00 per year  
 Courts with membership of 700 or more will be billed \$200.00 per year

Amount Due      \$25.00

**CHECKS ARE TO BE MADE PAYABLE TO :  
CATHOLIC DAUGHTERS OF THE AMERICAS  
AND SENT TO THE ABOVE ADDRESS**