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Miscellaneous

I. Communication

- A. No one, without the written permission of the National Board, shall provide names, addresses, telephone numbers, or e-mail addresses from the general membership to non-members in order to engage in solicitation of activities involving the general membership or any part thereof, for any purpose.
- B. Local Courts may include names, addresses, telephone numbers, and e-mail addresses of members in their yearbooks, directories, or programs for distribution to members only.
- C. All approved official program material, supplies, robes, jewelry, forms, and publications pertaining to THE ORDER must be obtained from the National Office. No material received from the National Office can be reproduced unless specified.

II. Improper Conduct

- A. Member or Courts violating the Bylaws and rules of THE ORDER may, after a hearing, be suspended or expelled.
- B. Violations on the part of the courts or the membership are primarily a local responsibility, i.e., they are dealt with at the jurisdictional level at which they occur. Appeals are to be made to the next highest jurisdictional body. The National Board is the final arbiter of all disputes and interpretations. (See Attachment 1 – Conflict Resolution)
- C. Political campaigning on the federal, state or local level by a Catholic Daughter and in the name of Catholic Daughters of the Americas is not permitted.

III. Campaigning for Office within THE ORDER

- A. Candidates for National or State Office or anyone on her behalf with candidate's knowledge and consent shall not, prior to convening of convention, solicit the courts and/or members, orally or in writing seeking, support for the election of the candidate.
- B. No campaigning shall take place at convention except at the noted time and place.
- C. A one-page resume, sheet of the candidate's qualifications, shall be prepared by the candidate running for a National/State Office and distributed at the National/State Convention at the designated time and place.

D. A candidate's name may be removed from the slate if the rules are not followed.

E. Clarification of permissible activities:

- a. It is permissible to announce to the home State of the State's endorsement of a candidate for National office.
- b. If a member is asked if she intends to run for office, she may answer the question truthfully.
- c. An announcement may be made to the Local Court of a member's intent to run for State or National Office.
- d. Newsletter articles are limited to announcements of endorsement and must not include solicitation of votes.
- e. Ads may be placed in the convention program book that do not solicit support for a candidate.
- f. Follow the National and State guidelines regarding giveaways and printed material.

Note: Remember that campaigning for a candidate or soliciting votes or support in any way is grounds for disqualification of the candidate.

F. Insurance Programs

Insurance Programs are offered to members and their families (See Attachment 2 – Insurance Programs)

V. SHARE Magazine

- A. Official publication of THE ORDER that informs the membership of the activities of the organization, activities of states, and court members
- B. Sent to each member quarterly
- C. Subscription for State and Court Chaplains should be ordered by the State or Local Court (See Attachment 3 - SHARE Order Form)
- D. All articles and pictures are to be sent to the National Office. Guidelines must be followed (See Attachment 4 – SHARE Magazine)

VI. Priest Appreciation Day

Priest Appreciation Day is a day set aside by the Catholic Daughters of the Americas to honor our priests. It is the first Sunday in June, and it is suggested that Courts show appreciation to their priests on that day. Cards may be ordered from the National Office.

VII. CDA Website

The Catholic Daughters of the Americas National Website is an informational website about the Catholic Daughters. The address is www.catholicdaughters.org Complete information is available regarding who the Catholic Daughters are, and their programs and charities can be found on the Website. The forms used most often by courts, information on Catholic Daughter contests, the Circle of Love, SHARE Magazine, the Quarterly Newsletter, how to join, and how to Institute a New Court can all be found on the Website as well as the latest information on what is happening in CDA.

VIII. 1903 Society

The purpose of this Society is to ensure the preservation of the Catholic Daughters of the Americas' National Headquarters, located in a National Historic Landmark District. (See Attachment 5 – 1903 Society)

IX. Flag Etiquette

The flag of the United States of America is a living symbol that adds to our spirit reminding us of the greatness of America. We cherish and uphold it because it is the standard of honor under which we live.

Our flag is a symbol that makes our past one with the present and makes the present a prophecy for tomorrow. It signifies a people dedicated to liberty, justice, and freedom for all.

We give homage to the flag because it stands for the courageous, earnest, and unselfish experiences of our people who have given us strength as a nation and pride as citizens. We respect our flag because we have respect for our countrymen and because our love for country finds its center in our flag.

A. Displaying the Flag

1. Display the flag from sunrise to sunset, weather permitting.
2. It may be displayed around the clock providing a light is shining on the flag.
3. At a Court meeting, it is placed to the Regent's right .
4. In Mass, it is placed to the right (facing congregation).
5. When grouped with other flags, place in center and higher than other flags.
6. When against a wall, Flag's union (stars) is at the top to observer's left.

7. When passes in procession or when hoisted or lowered
 - a. All face flag
 - b. Stand at attention and salute
8. Placing at half staff
 - a. Hoist to peak for a moment then lower to half-way position
 - b. Hoist flag to peak for a moment before it is lowered
 - c. Memorial Day flag is displayed at half staff until noon and at full staff from noon to sunset

B. The Salute

1. All persons come to attention.
2. Those in uniform give appropriate formal salute.
Effective October 2008, all U.S. veterans and military personnel not in uniform can render the military-style hand salute.
3. Non-veterans, both men and women, place right hand over heart. Men with hats on, remove and hold it over left shoulder.

C. Standards of Respect for Flag

1. Flag should never be dipped to any person or thing.
2. Should not be used as a drapery or covering for speaker's desk, etc. (Red, white and blue stripe bunting available. Blue stripe should be on top)
3. Never use for advertising purposes.
4. Never used as part of a costume or athletic uniform (Flag patch may be used on uniforms of military personnel, firemen, policemen and members of patriotic organizations)
5. Never have anything placed on it or attached to it.
6. Never used as a receptacle.

7. Should be cleaned and mended when necessary.
 8. When flag is so worn it can no longer be used, it should be destroyed in a dignified manner.
- D. Pledge of Allegiance to the Flag of the United States of America should be rendered by standing at attention, facing flag, and saluting.
- E. National Anthem
1. When National Anthem is played or sung
 - a. Stand at attention and salute at first note and hold salute through last note.
 - b. If flag not present, face towards music and hold salute.

Note: Always consult with Chaplain/Clergy for permission to use Color Guard with flag prior to conducting CEREMONIALS in Church.

X. National CDA Day

- A. Celebrated the 3rd Sunday in October
- B. Proclamation supplied by the National Office

Steps toward Resolution of Conflict

1. When a conflict arises, contact the Court Regent; if the Regent is involved, contact the District Deputy/State Representative to assist in determining the nature of the conflict and the members involved (names, addresses and phone numbers).
2. The Regent or the District Deputy/State Representative will contact the alleged source(s) of the said conflict to set up an initial fact-finding meeting to gather data from the various sides of the alleged conflict.
 - a. Speak with the parties involved to establish the date/time and place of the meeting.
 - b. Prepare a portfolio of specified points of the conflict – include dates, times, places where conflict arose and proposed points of resolution.
 - c. At the meeting with all parties present, let each party speak, without interruption, on what they are looking for in resolution of conflict.
 - d. All parties come to a consensus as to resolution.
 - e. After the meeting, follow up, in writing, with all parties detailing the agreed upon results and consequences (Note: A tape recorder or a laptop may only be used for the meeting, if everyone agrees to it).
3. If the conflict is not resolved within the designated timeframe, the Regent or District Deputy/State Representative will follow up with the parties involved on action taken and of the progress or lack thereof.
4. If the situation continues, then a formal hearing is called at the next level, as indicated in the CDA Bylaws. If it reaches the national level, a National Representative will hear the case and present the factual data to the National Regent who, in turn, will advise the appointed National Representative of the plan of action.

Note: Resolution means arriving at an acceptable peaceful solution as soon as possible while everyone saves face and the conflict is resolved.

Confidentiality must be assured or there could be a defamation of character suit filed. Be it further noted that National keeps no record about the case unless directly involved in the hearing. It is important to know that National will stand by its criteria for proper conduct of its members at all levels of the organization.

Insurance Programs

The following types of insurance programs are available to Catholic Daughters: For more information on any of these plans you may contact our Insurance Administrator at 1-800-336-3316.

Group Cancer Expense Plan - This plan is available to you and your spouse regardless of age. It was designed as a supplemental plan to pay benefits regardless of any other insurance you have. Even if you have had cancer in the past you're eligible to enroll, provided you have been treatment free for the past five years.

Outreach Term Life Insurance Plan - This program of affordable term life insurance designed for younger members offers a choice of \$10,000 to \$50,000 in benefits. Coverage is also available for your spouse and dependent children.

Cash Value Permanent Life Insurance Plan - Whole life insurance enrollment is guaranteed to you and your spouse age 45 through 80. Your insurance benefits are based on your age when you first enroll and remain the same regardless of your increase in age.

Long Term Care Nursing Home Insurance Plan - Confinement in a nursing home can quickly deplete a person's lifetime assets. This Long Term Care Nursing Plan covers skilled, intermediate and custodial care, plus Alzheimer's and senility, and also includes optional home care benefits. You choose the daily benefit amount and waiting period that best fit your needs.

Medicare Supplement Plan - If you are age 65 or over, choose one of the new standardized health insurance plans which comply with the new Federal requirements for Medigap policies and dovetail with your Medicare coverage.

Personal Travel Accident Insurance Plan - When you travel in an automobile or ride in a common carrier, accidents can happen. This coverage will pay \$100.00 per day when you are hospitalized from such an accident and includes a \$12,500 accidental death benefit. You can insure yourself, your spouse and your dependent children for an annual per person fee.

Emergency Outpatient Expense Insurance Plan - This insurance will provide you with up to \$400.00 for emergency treatment of an accident or illness in a hospital emergency room or outpatient facility. Coverage is guaranteed to all members who apply, regardless of age.

Share-Care Group Hospital Indemnity Plan - This supplemental insurance will pay you up to \$50.00 per day for every day you are hospitalized for a covered accident or illness. If you are under age 65, your benefits will automatically double, up to \$100.00 per day for every day you are hospitalized for Cancer treatment or are in Intensive Care. All cash benefits are paid in addition to any other type of insurance you may have including Medicare.

**Sec. 11 – Attachment 3
SHARE Order Form**

STATE _____ COURT NAME _____ NO. _____

CHAPLAIN'S NAME _____

(PLEASE TYPE OR PRINT CLEARLY)

ADDRESS _____

If you have a change of Chaplain or a change of address for the chaplain or clergy please remember to advise the National Office. Additional names may be added on the reverse side of this letter.

_____ One Year Subscription @ a cost of \$_____

_____ Three Year Subscription @ a cost of \$_____

_____ Five Year Subscription @ a cost of \$_____

I would like the following institution (i.e.; libraries, schools etc.) to receive SHARE Magazine at the rate of _____ per year.

(PLEASE TYPE OR PRINT CLEARLY)

I have enclosed check # _____ in the amount of \$ _____ payable to Catholic Daughters of the Americas.

Please return this form to the National Office as soon as possible to the following address

**Catholic Daughters of the Americas
SHARE Magazine Subscription
10 West 71st Street
New York, NY 10023**

SHARE Magazine Guidelines

Deadlines for Receiving Submissions

To find deadlines, readers should look in the guidelines paragraph in each SHARE Magazine at the bottom of the page that has the heading “CONTENTS.”

Procedure for Submitting Stories

- All items for publication must be sent to the National Office at 10 West 71st Street, New York, NY 10023, Attn: **SHARE**. Please do not send them to the editor or publisher. This only delays receipt of the article and may cause it to miss a deadline. **We reserve the right to edit all articles.**
- Material must be **TYPEWRITTEN** double spaced on 8-1/2” x 11” paper.
 1. Stories may also be sent by e-mail to the address found on the website.
 2. The stories can be sent in the body of the e-mail or as a separate Word document.
- Handwritten material will not be accepted.
- The staff is not responsible for factual errors submitted.
- An article must include the court name, number, city and state (see the item below that explains the proper way to write court information in the story) as well as the name, address, phone number or e-mail address of the person submitting the article.
- Newspaper clippings will not be accepted.
- Obituaries of National or State clergy and National Board members may be published.

Proper Grammar and Titles

Court information should be written as follows:

(Name of Court) # (Court Number) in (City), (State),

For example: Court San Luis Obispo #1162 in San Luis Obispo, California,

Note: If the town or city where the court currently meets is different from the town or city where the court was chartered, use the town or city where the court was chartered as the court location.

Names of clergy and speakers should be written as follows:

When referring to clergy, a celebrant or speaker, please use the **FULL NAME**, e.g., Reverend James Smith, **NOT** Father Smith or Ida Brown, **NOT** Mrs. Brown. Be sure to include correct titles where appropriate e.g., Dr. Jane Doe or Mrs. Ida Brown.

National Officer titles should be written as follows:

National Regent (e.g., National Regent Jane Doe)

National Regent-Elect (e.g., National Regent-Elect Jane Doe)

First Vice National Regent (e.g., First Vice National Regent Jane Doe)

Second Vice National Regent (e.g., Second Vice National Regent Jane Doe)

National Secretary-Treasurer (e.g., National Secretary-Treasurer Jane Doe)

State Officer titles should be written as follows:

State Regent (e.g., New York State Regent Jane Doe)

First Vice State Regent (e.g., Iowa First Vice State Regent Jane Doe)

Proper Description of Installation and Reception

Remember: Officers are installed. Thus, your court has an Installation Ceremony.

Members are received into your court. Thus, your court has a Reception of New Members.

Court anniversaries should be written as follows:

(Name of the Court) # (Court Number) in (City), (State), celebrated its (year) anniversary.....then, describe the court's anniversary celebration – for example....with a Mass and dinner dance. Father George White, court chaplain was the celebrant. Mary Smith, national regent was in attendance, as was Theresa Jones, state regent. The guest speaker for the occasion was (name and title). In this way, we will publicize courts that take time to send information.

Photos

- Photos will not be returned. If it is a picture of something you want to keep do not send it to us. Please do not submit more than one photo for an event.
- When submitting photos do not write on the back. Do not use glue or a lot of scotch tape to attach photo. One small strip of double stick tape is sufficient.
- Be sure to include caption information, giving the names of the people in the photo submitted. Captions should be written on the same page as the story submitted, but in a separate paragraph with the heading: PHOTO CAPTION.
- Names in captions should be written as follows:
 - From left to right:(add names as they look in the photo “from left to right”)
 - If some are seated and some standing, or people are standing in rows, captions should be written as follows:
 - Front row, left to right:
 - Standing, left to right:
 - Seated, left to right:
- Photos should be clear, bright, and in focus. Dark and blurry photos, or those with an overwhelming background, do not duplicate properly and take away from the subject.
- Photos of officers wearing slacks, sneakers. or dark shoes with robes at ceremonials will be disqualified.
- You may send photos in JPEG format to the e-mail address found on the website.

Questions or comments

If you have any questions, suggestions or comments may be submitted to CDA National Office, Attention SHARE, 10 West 71st Street, New York, New York 10023. See website for current e-mail address.



The 1903 Society – Are you a member?

The purpose of this Society is to ensure the preservation of the Catholic Daughters of the Americas National Headquarters, located in a National Historic Landmark District.

In 1903, the Catholic Daughters of the Americas instituted its first court in Utica NY. The rich history of this organization is kept alive by the works of its many members and is orchestrated by the National Board through the working of the staff in our New York Office.

This headquarters at 10 West 71st St. in New York City is a five story brownstone building purchased in the 1920's. Your membership in this Society will help in the upkeep of this beautiful historic building which not only contains the offices of the Catholic Daughters of the Americas but an apartment as well. The apartment is used to house the National Officers while working in New York. It is a beautiful building and a valuable asset.



1903 Society members understand the importance of historic preservation and take pride in supporting CDA National Headquarters.

Three levels of membership are available:

- ANNUAL MEMBER:** \$19.03 – \$190.29, entitles member to a one year membership card
- FIVE YEAR MEMBER:** \$190.30 - \$1902.99, entitles member to a five year membership card and a certificate of recognition
- PERPETUAL MEMBER:** \$1903.00 +, entitles member to a perpetual membership card, a certificate of recognition and a membership pin
(return bottom portion)

Checks should be made payable to “CDA – 1903” and forwarded to:

CDA Headquarters
10 West 71st St.
New York, NY 10023

Thank you for inviting me to join the 1903 Society.

Name: _____ Date: _____

Address: _____

Amount of Contribution: _____

Level of Membership: _____ Perpetual Member (Please call for optional payment plans)
_____ Five Year Member
_____ Annual Member