

THE ASSEMBLY OF THE ORDER OF THE DAUGHTERS OF THE KING®  
IN THE EPISCOPAL DIOCESE OF TEXAS  
BYLAWS

ARTICLE I: NAME, PURPOSE, MEMBERSHIP AND RELATIONSHIP TO THE EPISCOPAL DIOCESE OF TEXAS

Section 1. Name: This body shall be known as THE ASSEMBLY OF THE ORDER OF THE DAUGHTERS OF THE KING® IN THE EPISCOPAL DIOCESE OF TEXAS hereinafter called the Assembly.

Section 2. Purpose: Its purpose shall be to carry out and uphold throughout the Episcopal Diocese of Texas the principles, purposes and the work of The Order of the Daughters of the King, Inc.® by providing opportunity for greater emphasis on Prayer, Service and Evangelism as well as for the extension of the Order.

Section 3. Membership: All Daughters of the King in good standing as defined by the National bylaws who reside within the geographic boundaries of the Episcopal Diocese of Texas are members of the Assembly.

Section 4. Relationship with the Diocese of Texas: The Order is present in the Diocese by invitation and with the permission of the Diocesan (Bishop); however, the Order is an international religious order with its own diocesan, provincial and national organizational structure and officers. The Order pledges to the Diocesan its prayers, support and loyal cooperation in the building up of the Kingdom of God within the boundaries of the Episcopal Diocese of Texas, hereinafter called the Diocese of Texas.

ARTICLE II: MEETINGS AND CONDUCT OF BUSINESS

Section 1. Assembly Meeting: An Assembly Meeting may be held each spring and fall but at least once a year at a place and date designated by the President. Each Assembly Meeting shall include a celebration of Holy Communion and a Service of Rededication.

Section 2. Notice of an Assembly Meeting: Assembly Meetings shall be announced to all chapters and Daughters-at-Large at least forty (40) days prior to the meeting.

Section 3. Eligibility to Vote: All Daughters of the Assembly as defined in Article I, Section 3, who are present at an Assembly Meeting shall be entitled to seat, voice and vote.

Section 4. Quorum: A quorum shall be forty (40) members of the Assembly.

Section 5. Conduct of Business: Robert's Rules of Order (newly revised) shall govern meetings of the diocesan DOK bodies; however, they do not take precedence over the bylaws of the Order, Rules of the Order as established by the National Council nor Rules adopted by the Province VII Board.

ARTICLE III: OFFICERS, ELECTIONS, TERM OF OFFICE, VACANCIES

Section 1. Officers: The elected officers shall be the President, Vice President, Recording Secretary, Membership Secretary and Treasurer.

Section 2. Nominations: A Nominating Committee comprised of at least three (3) members shall be appointed by the President with the approval of the Executive Board. The committee shall present a candidate for each office to be filled at times established in Article III, Section 4. Nominating Committee candidates shall be announced at the spring Assembly Meeting. Nominations from the floor at an Assembly Meeting shall be accepted providing all membership requirements have been met.

Section 3. Elections: Elections shall be held during the fall Assembly Meeting. The vote may be by voice or by ballot. A majority of votes cast shall constitute an election.

Section 4. Rotation of Officer Elections: The election of the President shall take place in the year prior to that of the National Triennial Retreat. The election of the Recording Secretary and Treasurer shall take place the year of the Triennial Retreat. The election of the Vice President and Membership Secretary shall take place the following year.

Section 5. Term of Office:

- A. The term of office shall be for three (3) years. Newly elected officers shall be installed at the spring Assembly Meeting. Tenure shall begin on September 1<sup>st</sup>, the President taking office the September following the National Triennial Retreat.
- B. Each officer may succeed herself once.
- C. No chapter may have more than one elected officer on the Executive Board.

Section 6. Vacancies: All vacancies in elective offices shall be filled by appointment by the President with the approval of the Executive Board subject to confirmation at the next Assembly Meeting. An officer thus appointed shall serve the unexpired term of the officer she replaces; however, a partial term less than 18 months shall not count as a full term in determining whether the officer may succeed herself.

#### ARTICLE IV: DUTIES OF OFFICERS

Section 1. President: The President shall preside at all Assembly Meetings and meetings of the Executive Board and the Diocesan Board. She shall appoint a Chaplain and may appoint a past Assembly President to serve as advisor to the President. The President shall serve as the representative to the Province VII Board and as an ex-officio member of the ECW Board of the Diocese of Texas.

The President shall appoint Committee Chairs for Ministries including but not limited to the following: Prayer, Service, Evangelism, Daughters-at-Large, Junior Daughters, Parliamentarian, Historian/Archivist, Communications and Soup Labels. The President shall appoint other ad hoc committees as needed and designate the Chair of each. See Article VIII. The Glory Bound Singers Directress shall be appointed by the membership of that ministry.

The President shall be an ex-officio member of all committees except the Nominating Committee and the Glory Bound Singers. The incoming President shall be the delegate to the National Triennial Retreat and the serving President shall be the alternate.

The President shall exercise such other duties as necessary and proper for the administration of the affairs of the Order as outlined in the Diocesan Assembly President's Primer (DAPP) including calling, planning and chairing Assembly Meetings, the Executive Board and the Diocesan Board, but shall consult the Diocesan Board and the Chaplain in doing so. The President shall select and invite the principal celebrant as well as the preacher for any Eucharistic celebration at an Assembly Meeting. She shall receive a Necrology Report submitted by the

Membership Secretary and assure that deceased Daughters are honored at the spring Assembly Meeting.

Section 2. Vice President: The Vice President shall perform all duties of the President in the President's absence. If the President is no longer able to fulfill her responsibilities, the Vice President shall automatically become President. The Vice President shall assist the President as requested and shall encourage and assist with the formation of new chapters so as to promote the Order. The Vice President shall secure Convocation Representatives and communicate Assembly business through them and the Chair of the DALs as requested by the President.

Section 3. Recording Secretary: The Recording Secretary shall keep all minutes of the business meetings of the Assembly Meetings, the Executive Board and the Diocesan Board. She shall assist the President in all correspondence and preparation of materials for the Assembly Meetings.

Section 4: Membership Secretary: The Membership Secretary shall maintain a database of all chapters and all members of the Order in the Diocese of Texas including Daughters-at-Large. She shall provide a list of said chapters and members whenever required for the business of the Assembly. The database may not be given to any business concerns. She shall submit the Necrology Report she received from the National Office to the President.

Section 5. Treasurer: The Treasurer shall collect all monies, record all receipts and transactions and make all disbursements. She shall report to all Assembly Meetings and include in her report the administration of all special funds. She shall be responsible for filing any reports or statements as required by law. An audit shall be completed at the end of her final term as Treasurer. This audit may be made by committee.

#### ARTICLE V: EXECUTIVE BOARD

Section 1. Membership: The Executive Board shall consist of the elected officers of the Assembly. The Advisor to the President and the Chaplain shall have seat and voice without vote.

Section 2. Duties and Responsibilities: The Executive Board shall assist the President in performing the business of the Assembly. The President may call Executive Board meetings or communicate with the Executive Board on any issue that may arise between Executive Board meetings.

#### ARTICLE VI: DIOCESAN BOARD

Section 1. Membership: The Diocesan Board shall consist of the Executive Board and Chairs for Ministries named in Article IV, section 1. The Diocesan Board may also be called the Extended Board.

Section 2. Duties and Responsibilities: The Diocesan Board shall handle business of the Assembly in between Assembly Meetings. The President, at her discretion, may invite others to attend meetings of the Diocesan Board but these persons shall have seat and voice without vote. See Article VIII.

#### ARTICLE VII: DIOCESAN CHAPLAIN

Section 1. Appointment: It shall be the privilege of the President to appoint the Diocesan Chaplain whose term shall run concurrently with that of the President.

Section 2. Duties: The Diocesan Chaplain shall oversee the spiritual matters of the Assembly. The chaplain shall have seat and voice without vote at all Assembly Meetings and meetings of the Executive Board and Diocesan Board. The Chaplain shall be available to the President for counsel and advice pertaining to matters of the Order. The Chaplain shall coordinate all services of the Assembly Meeting, Executive Board and Diocesan Board.

#### ARTICLE VIII: STANDING COMMITTEES FOR MINISTRY AND AD HOC COMMITTEES

Section 1: Term: All Chairs serve at the pleasure of the President.

#### Section 2: Duties and Responsibilities:

- A. Prayer Chair: She shall be responsible for maintaining and making available by email a list of prayer requests received from Daughters for the diocesan prayer list. She may also be asked to lead devotionals at Assembly Meetings and Diocesan Board meetings.
- B. Service Chair: She shall maintain lists of service projects and make them available at Assembly Meetings. She may suggest service projects to the Assembly, the Diocesan Board or chapters and shall serve as a resource person for such projects.
- C. Evangelism Chair: She shall assist the Assembly and chapters in spreading the Good News of Jesus Christ, suggesting and facilitating programs related to the work of evangelism.
- D. Daughters-at-Large (DAL) Chair: She shall, with the assistance of the Membership Secretary, maintain an accurate list of DALs within the Diocese, encourage all DALs to either join or form a chapter and ensure that DALs are informed of news concerning the Assembly including Assembly Meetings.
- E. Junior Daughters (JDOK) Directress Chair: She shall maintain an accurate list of all JDOK within the Assembly with the assistance of the Membership Secretary. She shall develop and facilitate programs for the JDOK at Assembly Meetings. She shall maintain records of all training materials for JDOK education. She shall serve as the liaison with the National JDOK Chair.
- F. Parliamentarian: She shall act as an advisor on all matters of procedure and the application of parliamentary rules of order at Assembly Meetings and Diocesan Board meetings. See Article XI.
- G. Historian/Archive Chair: She shall serve as official photographer as appropriate or requested by the President and shall maintain a scrapbook of diocesan events, being sure to label accurately the photographs involved with names, places and dates of events.
- H. Communications Chair: She shall be responsible for collecting, selecting and editing articles for the *ANGELUS*, the Assembly newsletter, in cooperation with the President and the Executive Board.
- A. Soup Labels Chair: She shall administer the Soup Label Program and educate Assembly Daughters about it to encourage participation.

- B. Web Administrator: The Web Administrator shall maintain the DOK diocesan web site. The Communications Chair may serve as Web Administrator.
- C. Ad Hoc Chairs: They shall be appointed to complete assignments or projects that further the aims of the Order for a term appropriate to the same. Tenure of ad hoc chairs shall expire upon completion of the assignment or project and/or the delivery of a final report as instructed.

#### ARTICLE IX: FINANCES

Sections 1: The operations of the Assembly shall be funded by monies remitted by the Order's National Office to the Treasurer of the Assembly. These monies derive from a portion of the annual dues paid by each Assembly member (Daughter) to the National office and shall be deposited in the operating fund.

Section 2: The missionary work of the Assembly shall be funded by a portion of the operating fund as well as any gifts and offerings received by the Assembly and these monies shall be deposited in the missionary fund.

#### ARTICLE X: MISCELLANEOUS - CHAPTER ELECTIONS AND BYLAWS

Section 1. Chapter Elections: The officers of the chapters within the Episcopal Diocese of Texas shall be elected to assume office on September 1.

Section 2. Chapter Bylaws: Any Chapter Bylaw that conflicts with an Assembly Bylaw shall be null and void.

#### ARTICLE XI: AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote of Daughters present and voting at an Assembly Meeting provided that the proposed amendments have been distributed to all Daughters of the Assembly at least thirty (30) days in advance of said meeting. Any part of these bylaws found to conflict with National Bylaws, the Rules of the Order established by the National Council or the Provincial Bylaws shall be brought into agreement by the Executive Board at its next meeting. No vote at an Assembly Meeting is needed; however, the action shall be recorded and any changes posted in the appropriate Assembly communications.

This document of the Bylaws of The Assembly of The Order of the Daughters of the King® in the Diocese of Texas voids and supersedes all Bylaws prior to the date of \_\_\_\_\_