

The Order of the Daughters of The King

Province VII By-laws

ARTICLE I – Name and Purpose

The Name of the body shall be The Order of the Daughters of the King, Inc. of Province VII. Its purpose shall be to carry out and uphold within Province VII the principles and work of the Order of the Daughters of the King, Inc., the extension of the Order, and the strengthening of its work throughout the Province by providing opportunity for greater emphasis on Prayer, Service and Evangelism.

ARTICLE II – Membership

Each Diocese of the Order of the Daughters of the King, Inc. within the geographic boundaries of Province VII of The Episcopal Church shall be a member of the Provincial Board and be represented by the Diocesan President or her appointed representative. Members of chapters that have not been assembled and members of the Order who participate as Daughters-At-Large are also members of Province VII. Members shall be entitled to the privilege of the floor.

ARTICLE III – Meetings

Section 1 – Annual Assembly

The Province shall host an annual Assembly. The order of business shall be at the discretion of the Provincial President and the Provincial Board. The date and place of the Assembly shall be at the discretion of the Provincial President with the approval of the Executive Committee.

Section 2 – Delegates

Each Diocese shall be entitled to representation at the annual Assembly by four (4) delegates. Each chapter within the Province shall be entitled to representation at the annual Assembly by one (1) delegate elected from her chapter. Members of the Provincial Executive Committee are also delegates to the Assembly. Any chapter not in good standing with the National Order will not be permitted a vote. Those present will constitute a quorum. Only delegates may vote.

ARTICLE IV – Provincial Board

Section 1 – Membership

The Provincial Board shall be composed of the elected officers, the Diocesan Presidents within the Province, and the appointed Chairs. They shall have seat, voice and vote. The Provincial Chaplain and the Advisor to the President shall have seat and voice, but no vote.

Section 2 – Meetings

The Provincial Board shall meet prior to the Annual Assembly and at other times at the discretion of the President and Board. A quorum shall be a majority of the Board present at the meeting. Diocesan Presidents and appointed Chairs shall submit annual reports to the President at this time.

ARTICLE V – Officers

Section 1 – Selection and Term

The elected officers of the Provincial Board shall be a President, Vice President, a Secretary and a Treasurer, and shall be known as the Executive Committee, with seat, voice and vote. They shall be elected for a three year term. **The term of all officers will begin September 1, following the Triennial National Assembly. No elected officer is eligible to succeed herself.**

Proposed Change:

Remove this *term* wording – see revised wording in next section.

Each officer may succeed herself once.

Rationale:

An officer may use her first term learning how to best function in her office, or may need two terms to implement a program. Two terms would allow for greater efficiency and continuity of purpose to some instances. There are other provinces that allow an officer to succeed herself.

Proposed Addition:

Incoming officers shall be elected at the Provincial Assembly in the year prior to their installation. They shall take office at the triennial retreat that takes place the following year. During the Officer-Elect period, incoming officers will have voice but no vote.

Rationale:

An earlier election will enable incoming officers to work side by side with the current officer so that she can better understand the responsibilities of her office and how to carry them out.

Section 2 – Duties of the Officers

- A. The President shall preside at all meetings of the Provincial Assembly and the Provincial Board. She shall appoint Committee Chairs and may appoint a Board Advisor. She shall appoint the Chaplain. She shall be an ex-officio member of all committees except the Nominating Committee. She shall be the representative for Province VII to the National Council. She shall coordinate all plans for the annual Assembly. She shall perform all other duties of her office.
- B. The Vice President shall perform all duties of the President in the President's absence. In case of the resignation or death of the President, the Vice President shall automatically become President. Under the direction of the President she shall help disseminate information about the Order. She shall encourage and assist with the formation of new chapters where there is no Diocesan Assembly. She shall assist the Provincial President as requested.
- C. The Secretary shall keep all minutes of the Provincial Assembly and the Provincial Board. She shall perform all other duties pertaining to the office and assist the President in all correspondence and in preparation of materials for the Annual Assembly.
- D. The Treasurer shall collect all monies of the Order in the Province, make all disbursements and make a report to the Annual Assembly.

Section 3 – Duties and Responsibilities

The Provincial Board shall be responsible for all business of the Province between annual Assemblies.

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Section 4 – Archives

Current records are maintained by the members of the Board during the term of office. Each member of the Board is responsible for the orderly transfer and retention of the records created for her particular office. Each three year cycle is a separate record group and materials are not to be mixed with past or future Board documents. All necessary copies that are needed for the work of the incoming Board are to be made.

ARTICLE VI - Executive Committee

Section 1 – Membership

The Executive Committee shall consist of the elected officers of Province VII. Each member of the Executive Committee is responsible for the orderly transfer and retention of the records created for her particular office.

Section 2 – Duties and Responsibilities

The Executive committee shall assist the President in performing the business of the Province.

The President may call meetings or communicate with the Executive Committee on any issue that may arise between Board meetings. All decisions shall be presented to the Provincial Board at the earliest time for approval.

ARTICLE VII – Chairs

Section 1 – Selection and Term

The president may appoint Chairs for Ministries including but not limited to the following: Prayer, Service, Evangelism, Daughters-At-Large, Junior DOK Directress, Parliamentarian, Archives, Historian and Communications. Each member of the Board is responsible for the orderly transfer and retention of the records created for her particular office. Each member of the Board will attend all Province VII Assemblies and Board meetings.

Section 2 – Duties and Responsibilities

Prayer Chair

- a. The Prayer Chair will maintain and distribute a current list of prayer requests

- b. and thanksgivings for the Province VII Board and communicate prayer requests as needed.
- b. She shall submit an article to *Bread for the Journey* regularly.
- c. She will compile a Necrology List based on submissions by Diocesan Presidents and see that deceased Daughters are honored at the Provincial Assembly.

Service Chair

- a. The Chair shall maintain lists of service projects and have them available at Assemblies.
- b. She shall be available as a resource for diocesan presidents and chapters requesting information on service projects.

Evangelism Chair

- a. The Chair shall serve as a resource for Province VII to look for new and different ways to share the good news of the gospel, including availing herself of conferences and teleconferences and reporting to the Assembly and the *Bread for the Journey* the results, conclusions and reference material from these meetings.

Daughters-At-Large

- a. The Chair shall communicate with Diocesan DAL Chairs and encourage each Diocese to maintain a DAL Chair on each Diocesan Board.
- b. She shall coordinate DAL lists from National with each diocese.

Junior Daughters Directress

- a. The Directress shall communicate with all JDOK Directresses within Province VII, providing resources, information and support
- b. She shall develop and facilitate programs for the JDOK at the Province VII Assembly.
- c. She shall maintain records of all training materials for JDOK education.
- d. She shall submit articles to the *Bread for the Journey* and the *Royal Cross* when appropriate.

Parliamentarian

- a. The Parliamentarian shall act as an advisor on all matters of procedure and will interpret the application of parliamentary rules of order to situations which arise in the course of Assemblies and board meetings.

Historian

- a. The Historian shall serve as photographer to record and maintain a scrapbook of the Province's history, with notations about the events and persons shown.

Communications

Editor, *Bread for the Journey*

- a. The *Bread for the Journey* Editor is responsible for collecting, selecting and editing the content of the Province newsletter. In addition, working with the Province President, the editor is also responsible for the design and distribution of the newsletter using appropriate means, which may include working directly with a mailing house or other printing company.

Web Administrator

- a. The Web Administrator is responsible for maintaining the Province VII web site www.dokprov7.org . This includes collecting, selecting, editing, and posting submissions as well as posting the current *Bread for the Journey*.
- b. She will provide help and training to the in-coming Administrator.
- c. She will assist in creating web sites for the dioceses of Province VII.

ARTICLE VIII – Provincial Chaplain

Section 1 – Selection and Appointment

It shall be the privilege of the President to appoint a Provincial Chaplain, whose term shall run concurrently with that of the President.

Section 2 – Duties

The Provincial Chaplain shall oversee the spiritual matters of the Provincial Assembly. The chaplain shall have a seat and voice, without vote, at all meetings of the Provincial Assembly and Provincial Board. The chaplain shall be available

to the President for counsel and advice pertaining to matters of the Order in the Province. The chaplain shall coordinate all services at the annual Assembly

ARTICLE IX – Advisor to the President

Section 1 – Selection and Appointment

The President may appoint a past Provincial President to serve as advisor to the Executive Board with seat and voice but no vote.

ARTICLE X – Finances

Dues are established by the National Council and approved at Triennial and payable annually to the National Office. The work of the Province shall be funded by that portion of the annual membership dues paid to the Order's National office which is regularly remitted by National to the Treasurer of the Province.

ARTICLE XI – Parliamentary Authority

Robert's Rules of Order (newly revised) shall govern the Provincial Assembly, but do not take precedence over the by-laws of the Order, Rules of the Order as established by the National Council, nor Rules adopted by the Provincial Board. A Parliamentarian shall be appointed prior to the annual Provincial Assembly and shall be furnished with a copy of the proposed agenda, a set of the current by-laws, and a copy of *Robert's Rules of Order*.

ARTICLE XII – Amendments

These by-laws may be amended at any Provincial Assembly by a two-thirds vote, providing the proposed amendments have been published at least thirty (30) days prior to the annual Assembly. Any part of these by-laws found to be in conflict with the National by-laws or the Rules of the Order established by the National Council shall be brought into agreement by the Provincial Board at its next meeting. No vote at the Provincial Assembly is needed, but the action is to be reported and the change posted on the Province VII web site.

