

## Article I – Name and Purpose

Its purpose shall be to carry out and uphold within the Diocese of Upper South Carolina the principles and work of the Order of the Daughters of the King, the extension of the Order, the strengthening of its work throughout the Diocese by providing opportunity for greater emphasis on prayer, service and evangelism, and to facilitate communication within the Order.

## Article II – Membership, Delegates and Dues

### Section 1. Membership

The membership of this body shall be individual members of the Order of the Daughters of the King in good standing, who are members of a Chapter in this diocese or living in this diocese as a Daughter-At-Large. Members of the Diocesan Assembly shall be entitled to the privilege of the floor.

### Section 2. Delegates

Each Chapter shall send four delegates and four alternates to the Diocesan Assembly. Only official delegates or their alternates may cast votes. All members in good standing of the Order shall be entitled to seat and voice in the Diocesan Assembly. Other persons interested in the work of the Order may attend any assembly.

### Section 3. Dues

Dues to cover the expenses of the work of the Diocesan Assembly shall be collected annually on a per capita basis by the National Office of the Order of the Daughters of the King, and remitted on a regular basis to the Diocesan Treasurer. The amount of the dues shall remain the same from year to year until changed by the National Assembly.

## Article III – Meetings

### Section 1. Annual Meetings

There shall be annual meetings of the Diocesan Assembly each spring and fall. In the case of a natural disaster, the meeting may be postponed until feasible. The order of business shall be at the discretion of the Diocesan President and the Diocesan Board. The date and place of the meeting shall be at the discretion of the Diocesan President with the approval of the Executive Board.

### Section 2. Additional Meetings

Additional meetings of the Diocesan Assembly may be called during

the year at the discretion of the Diocesan President and/or the Diocesan Board.

## Article IV – Officers

### Section 1. Selection and Term

The elected officers of the Diocesan Assembly shall be a President, First and Second Vice Presidents, and a Treasurer, with voice and vote. They shall be elected at the Fall Diocesan Assembly in the year preceding the National Triennial Meeting for a three year term. A Secretary, or a Recording and a Corresponding Secretary, shall be appointed by the President to serve for the three year term concurrent with her. The term of all officers will begin September 1, following the National Triennial Assembly. Voting shall be by ballot unless there is only one candidate for any officer, when election may be by voice. A plurality is required to elect.

### Section 2. Nominations and Elections

Prior to the Fall Diocesan Assembly meeting the President shall appoint a nominating committee chair. The President and the Nomination Committee Chair shall then appoint two additional members for the nominating committee. The committee shall select at least one candidate for each elected office and report to the said Assembly. Additional nominations may be made from the floor with the prior knowledge and consent of the nominee(s). A plurality is required to elect.

### Section 3. Vacancies

In the case of a vacancy in the office of President, the First Vice President shall fill the unexpected term. In the case of a vacancy in another elected office, the President shall fill the vacancy, subject to the approval of the Diocesan Executive Board.

### Section 4. Appointments

The President shall appoint as deemed necessary any chairs to facilitate committee work.

## Article V – Duties of Officers

### Section 1. Diocesan President

- a. Preside at all meetings of the Diocesan Assemblies and the Executive Board.
- b. Appoint a Secretary, or a Recording and a Corresponding Secretary, Committee Chairs, and a Board Advisor.

- c. Appoint a Chaplain with the consent of the Bishop.
- d. Be an ex-officio member of all committees except the Nominating Committee.
- e. Plan the program of the meetings or designate a program chair.
- f. Be the representative of the Diocesan Assembly to the Province IV Board.
- g. Provide a written annual report to the Provincial Assembly. If unable to attend the Provincial Board meeting and/or Assembly, appoint someone to represent the Diocese at said meeting.
- h. Coordinate all plans for the Annual Meetings.
- i. Perform all other duties pertaining to her officer.

#### Section 2. First Vice President

The First Vice President shall in the absence of the President, perform all duties of the President. In case of the resignation or death of the President, the First Vice President shall automatically become President. She shall encourage and assist with the formation of new chapters. She shall act as a resource in this area for the Diocese. She shall assist the Diocesan President as requested by her.

#### Section 3. Second Vice President

The Second Vice President shall in the absence of the President and First Vice President, perform all duties of the President. The Second Vice President shall be next in line to succeed the Presidency in case of the resignation or death of the President and First Vice President. She shall act as Communications/ Promotion Chair for the Diocese, and under the direction of the President help disseminate information about the Order. She shall assist the Diocesan President as requested by her.

#### Section 4. The Secretary or Recording and Corresponding Secretaries

The secretary shall keep all minutes of the Diocesan Assemblies and the Diocesan Assembly Board Meetings. She shall perform all other duties to the office and assist the President in all correspondence and in preparation of materials for the Assemblies.

- a. The President may appoint a Recording and a Corresponding Secretary.
- b. The Recording Secretary shall keep all minutes
- c. The Corresponding Secretary shall assist the President in all correspondence.

- d. They shall perform all other duties to their offices and assist the President with the preparation of materials for the Assemblies.

#### Section 5. The Treasurer

The treasurer shall collect all monies of the Order in the Diocese and make all disbursements. She shall keep an accurate record of all receipts and disbursements and make a report to the Meeting of the Assembly. She shall serve as Chair of the Budget Committee and present the Budget at the Meeting of the Assembly for its approval.

### Article VI – Diocesan Assembly Board

#### Section 1. Membership

The Diocesan Assembly Board shall be composed of the Officers of the Diocese, Chapter Presidents, Historian, Junior Daughter Coordinator and the Daughters-At-Large Chair. The Parliamentarian, Funds and Projects Chair, Worship Chair, Diocesan Chaplain, Diocesan Staff Liaison and Board Advisor will have seat and voice, but no vote.

#### Section 2. Meetings

The Diocesan Assembly Board shall meeting prior to the Assembly meetings and at other times at the discretion of the President and the Board. All Daughters may attend any board meeting.

#### Section 3. Duties and Responsibilities

The Diocesan Assembly Board shall be responsible for all business of the Diocesan Assembly between Assembly meetings. In addition:

- a. The Historian shall collect material and keep a record of the activities in the diocese and display these, if possible, at the Diocesan Assemblies.
- b. The Junior Daughters Coordinator shall promote Junior Daughters chapters in the Diocese. She shall work with the Junior Daughter Directresses to supply information about Junior Daughters to interested Senior Chapters. She shall also facilitate communications between Junior Daughters Chapters in the Diocese and coordinate any Diocesan-wide activities or projects. She shall present a report to the Diocesan Assemblies.
- c. The Daughter-at-Large Chair shall work with the Diocesan Daughters-at-large. She shall see that Daughters-at-large

are informed of all activities of the Order on the Diocesan level. She shall report at Diocesan Assemblies.

- d. The Board Advisor shall be appointed by the President and should be a past Diocesan President. She shall advise the President and Board on matters pertaining to the Order in the Diocese.
- e. The Parliamentarian shall provide guidance to the President at Board Meetings and Assemblies as needed when issues of compliance with National, Provincial and Diocesan By-Laws arise. She will also assist the President with procedural advice, using the current version of *Robert's Rules of Order*. She shall chair the By-Laws Revisions Committee when the President and Board determine that a revision is needed.
- f. The Funds and Projects Chair shall provide information to the Communications Chair so that notices of upcoming national fund due dates may be sent to members in a timely fashion. She will publicize the Cindy Parrott Memorial Fund before each Assembly Board meeting and Assembly meeting. She will collect and disseminate information about local pastoral projects through the Communications Chair.
- g. The Worship Chair will assist the President with preparation for worship services at Diocesan Assembly and Board meetings. She will meet as needed with church organists and other leaders to train them on hymns used by the Diocesan Daughters. She will provide devotions at business meetings when the Chaplain is not present.
- h. The Diocesan Staff Liaison provides a connection between the Diocesan Assembly and the Bishop and staff of the Diocese. She or he has seat and voice at meetings, but no vote. She is a resource for the President, Board and Chapter leaders.
- i. The Chaplain – see Article VIII

## Article VII – Executive Board

### Section 1. Membership

The Executive Board shall consist of the Officers of the Diocesan Assembly.

### Section 2. Duties and Responsibilities

The Executive Board shall assist the President in carrying on the business of the Diocese between meetings of the Diocesan Assembly Board. The President may call meetings or contact the

members by telephone or email. Any decisions shall be presented to the Diocesan Assembly Board at the earliest possible time for approval.

## Article VIII – Diocesan Chaplain

### Section 1. Selection and Appointment

It shall be the privilege of a newly elected President to appoint a Diocesan Chaplain, with the approval of the Bishop, whose term will run concurrently with that of the President.

### Section 2. Duties

The Diocesan Chaplain shall oversee the spiritual matters of the Diocesan Assembly. He or she shall have seat and voice, but no vote, at all meetings of the Diocesan Assembly and the Diocesan Assembly Board. She or he shall be available to the President for counsel and advice pertaining to matters of the Order in the Diocese and Province.

## Article IX – Parliamentary Authority

Robert's Rules of Order, most current edition, shall govern the Diocesan Assembly meetings, but it does not take precedence over the Bylaws of the Order, Rules of the Order established by the National Council adopted by the Diocesan Assembly Board.

## Article X – Amendments

These Bylaws may be amended at any meeting of the Diocesan Assembly by two-thirds vote, providing that proposed amendments have been provided to all chapters at least thirty days prior to the Assembly. Any part of the Bylaws found to be in conflict with the National Bylaws or the Rules established by the National Council shall be brought into agreement by the Diocesan Assembly Board at its next meeting. No vote at the Assembly Meeting is needed, but the action is to be reported and the change sent to all chapters.