

**Diocese of Los Angeles**  
**The Order of the Daughters of the King**  
**Bylaws**

**ARTICLE I. Name**

The name of this body shall be “The Assembly of ‘The Order of the Daughters of the King® , Inc.’ of the Episcopal Diocese of Los Angeles” (hereinafter referred to as “The Assembly” and “The Order”).

**ARTICLE II. Object**

The object of The Assembly shall be to uphold the principles of and carry out the work of The Order within The Diocese, which is the extension of Christ’s Kingdom through prayer, service, and evangelism. The Assembly is formed under the National Bylaws (NB) of the Order and is entitled to one (1) delegate (the incumbent President of The Assembly) and an alternate to the National Convention. (See NB, Article IV, Section 4. A.)

**ARTICLE III. Members**

The Assembly shall be composed of all the Senior and Junior Chapters and their members and the Daughters-at-Large of The Order in the Episcopal Diocese of Los Angeles.

**Section 1.** Members of The Order are admitted or reinstated, transfer or resign as Daughters under the National Bylaws of The Order and are subject to all the requirements and restrictions stated therein. (See NB, Article III.)

**Section 2.** Senior and Junior Chapters are instituted, organized, and disbanded under the National Bylaws of The Order and are subject to all the requirements and restrictions stated therein. (See NB, Article IV.)

**A.** Any new chapter formed in the Diocese shall ratify the Bylaws of The Assembly, as well as the Bylaws of The Province, and the Bylaws of The Order.

**B.** The Assembly Executive Board shall notify the National Office of any Chapter in the Diocese in which fewer than three Daughters are active in work or current in National dues, so that the Chapter may be disbanded. (See NB, Article IV)

**Section 3.** Dues are established at the National Convention every three years and are payable annually to the National Office on September 1st. Payment of dues is the responsibility of each individual member. Dues assistance is available to every member. (See the Standing Rules.)

#### **ARTICLE IV. Officers**

All officers must remain in good standing and be current in their dues while in office. The elected Diocesan Officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. These Officers comprise The Diocesan Executive Board. (See Article VI, Section 1.)

**Section 1.** The duties of the five elected Officers shall include, but not be limited to, the following:

**A.** The President shall preside at all meetings of The Assembly, The Assembly Board, and The Executive Board. In addition, the President shall:

- 1.** Make appointments as needed, with the approval of the Executive Board, within three (3) months of taking office: Committee Chairs, including the Nominating Committee Chair, Representatives for Daughters-at-Large and Junior Daughters. All these Appointees shall have voice and vote on the Assembly Board.
- 2.** Sit as an ex officio member on all committees except the Nominating Committee.
- 3.** Represent the Diocese as a Delegate at the Triennial National Convention of The Order.
- 4.** Represent, when possible, The Assembly and The Order at Diocesan functions, including the Diocesan Convention.
- 5.** Attend, when possible, or send a representative to ECW Board meetings, the ECW Annual Meeting, Province VIII Board meetings, and scheduled Province VIII Annual Retreats.
- 6.** Submit an Annual Report of Diocesan Assembly business and activities to the Province VIII President, when requested.

**7.** Attend, when possible, or send a representative from The Executive Board to Chapter Institutions and Officer Installations.

**8.** Write a President's Letter for each issue of The Angel's Wing and write to the recipients of the Bishop Gooden Scholarship.

**9.** Perform all other duties pertaining to her office.

**B.** The First Vice President shall, in the absence of the President, perform all duties of the President, including presiding at all meetings. In the case of the death or resignation of the President, the First Vice President shall automatically become the President and assume all the duties of that office. In addition, the First Vice President shall:

**1.** Plan an Annual Retreat for The Executive and Assembly Boards and Chapter Officers.

**2.** Review the Diocesan Assembly Bylaws and Standing Rules, and update as necessary.

**3.** Perform all other duties pertaining to her office.

**C.** The Second Vice President shall, in the absence of both the President and First Vice President, preside over meetings and perform other duties of those offices, as necessary. In addition, the Second Vice President shall:

**1.** Plan two Diocesan Assemblies each year, to be held in the Spring and Fall, preferably on the last Saturdays of April and October, and act as Chair of these events.

**2.** Coordinate with the President to determine the theme and speaker(s) and whether the assembly will be held online or in person.

**3.** Arrange for a Chapter and Parish (or Deanery) to host each in-person Assembly and coordinate with the President and Rector of the hosting Chapter all details of organizing the event.

**4.** Coordinate with the Communications Committee the distribution of all notices and invitations to the Spring and Fall Assemblies.

**5.** Perform all other duties pertaining to her office.

**D.** The Secretary shall take, distribute, and archive all minutes of all meetings of The Assembly Board and The Executive Board as well as those of the Business Meetings held at the Spring and Fall Assemblies and any specially called meetings. In addition, the Secretary shall:

**1.** Be responsible for notifying the National Office of changes to the Diocesan Executive Board.

**2.** She shall take the roll call at the Spring and Fall Assemblies.

**3.** Handle all the correspondence needs of The Diocesan Assembly, including contact with the National Office.

**4.** Assist the President in preparing materials for all Assemblies and Board meetings.

**5.** Provide membership lists to officers and others, when requested.

**6.** Perform all other duties pertaining to her office

**E.** The Treasurer shall keep records of all accounts of The Assembly and give a financial report at all meetings. In addition, the Treasurer shall:

**1.** Receive, manage, and distribute all funds of The Assembly, as directed by The Executive Board and according to the Diocesan Standing Rules.

**2.** Prepare a budget at the beginning of each Fiscal Year to begin September 1st and end on August 31st.

**3.** Prepare an audit of the financial records of The Assembly when there is a change of treasurer and engage a responsible auditor for this purpose.

**4.** Perform all other duties pertaining to her office.

**Section 2.** A Nominating Committee, consisting of three members, shall be appointed to present to The Assembly a slate of Nominees for the five elected offices.

**A.** Following the President's appointment of the Nominating Committee Chair, the Chair shall appoint at least two additional committee members. Not more than one member of the Executive Board may be a member of the Nominating Committee. The President may not be a member or ex officio member of the Nominating Committee.

**B.** The Nominating Committee Chair shall attend all Assembly Board Meetings and Diocesan Assemblies with the goal of getting to know the chapter presidents and other members. She shall have seat at all Assembly Board meetings but will not have voice and vote unless she holds another position, such as Chapter President, that affords those privileges.

**C.** In the 12 months leading to the Fall Assembly before the Triennial Year, the Nominating Committee shall identify and invite potential Nominees to stand for office, with the goal of having among the Nominees representation from different areas of the Diocese.

**D.** Eligible Nominees are those Daughters in the Diocese, either members of Senior Chapters or Daughters-at-Large, who are current with their dues, have held some office in a Chapter or an appointed position on the Diocesan Assembly Board, and have been a member of The Order for at least three (3) years.

**E.** The Nominating Committee shall provide each potential Nominee with a job description and list of qualifications for the position she will stand for. Each Nominee must complete an application for the position she is standing for and must agree in writing to serve.

**F.** A period of at least 60 days following the Spring Assembly of the year before Triennial shall be open for nominations or self-nominations from the Assembly membership. At any time after that period but at least 60 days prior to the Elections at the Fall Assembly, the Nominating Committee shall complete a report for The Assembly Board and present the proposed slate of Nominees via the

Angel's Feather electronic newsletter and the website at <https://doklosangeles.org>.

**G.** During the Assembly Business Meeting when the Elections are held, nominations may be made from the floor for any Office for which the Nominating Committee has not put forward a Nominee. The consent of all Nominees must be obtained and their eligibility confirmed before their names may be placed on the ballot.

**Section 3.** Elections shall be held at the Fall Assembly in the year prior to the scheduled Triennial National Convention of The Order.

**A.** A quorum shall consist of members from no less than one third (1/3) of the active Chapters in the Diocese, determined by a voice roll call overseen by the Secretary of the Executive Board.

**B.** A written ballot is required only if more than one (1) person is nominated for a given office.

**C.** Officers are elected by a simple majority vote of the Daughters present, either in person or through an online platform, at the scheduled meeting of The Assembly. If there is a tie, the vote shall be taken again.

**D.** Elected Officers shall not be formally inducted and take up their duties of office until September 1st of the Triennial Year. (See NB, Article IV, Section 4. C.) They are specifically charged with learning the responsibilities of their offices in full detail prior to their induction. To accomplish this, they shall function as assistants to the Incumbent Officers during this period.

**E.** In the case of a vacancy in the Office of President, the First Vice President shall fill the unexpired term. If any other Office remains vacant, the President may appoint, with the approval of The Executive Board, an eligible Daughter to fulfill the duties of that office. This appointee shall have voice and vote.

**Section 4.** All Officers shall serve one (1) three-year term. No Officer, except the Treasurer, may serve in the same office for more than one consecutive term. The Treasurer may be re-elected for one (1) additional term.

## **ARTICLE V. Meetings**

Meetings of The Diocesan Assembly and The Boards shall be held regularly.

**Section 1.** The Diocesan Assembly shall meet, either in person or online, two (2) times each calendar year, once in the Spring and once in the Fall. All in-person Assemblies shall include a celebration of the Holy Eucharist. All virtual Assemblies held through an online platform shall include a Prayer Service. Other meetings may be called at the discretion of The Executive Board.

**Section 2.** The Assembly Board shall meet four (4) times each year, once each quarter, either in person or online.

**Section 3.** The Executive Board shall meet bi-monthly, that is, at least six (6) times a year, either in person or online. At any of these meetings, three (3) Officers shall constitute a quorum.

## **ARTICLE VI. Boards**

There shall be a Diocesan Assembly Board and within that a smaller Executive Board, both of which shall meet on a regular basis. (See Article V. above.)

**Section 1.** The Diocesan Assembly Board shall be composed of The Executive Board, the Presidents of all Chapters in the Diocese, the Representatives for Junior Chapters and Daughters-at-Large, and the Chairs of all committees.

**A.** The Diocesan Chaplain shall be invited to all meetings of the Assembly Board, in a non-voting capacity, for conducting worship and providing counsel and spiritual guidance.

**B.** Any National Council Members and Provincial Officers residing in the Diocese shall be considered honorary members of the Board.

**Section 2.** The Diocesan Executive Board shall be composed of the five Elected Officers.

**A.** The Executive Board shall have the power to accept resignations of Officers.

**B.** The Executive Board shall establish and update the Standing Rules, as needed.

**C.** The Diocesan Chaplain shall be invited to all meetings of The Executive Board, in a non-voting capacity, for conducting worship and providing counsel and spiritual guidance.

## **ARTICLE VII. Diocesan Chaplain**

The President shall appoint the Diocesan Chaplain, with the approval of The Executive Board. The Chaplain should be a Bishop or Priest who is a resident in the Diocese. She or he shall have seat and voice but no vote at all meetings of the Executive and Assembly Boards. The term of the Chaplain shall be concurrent with that of the President. The Chaplain shall:

**Section 1.** Be responsible for attending Diocesan Assemblies and Retreats, as well as the meetings of The Assembly Board and The Executive Board, to conduct worship and provide counsel and spiritual guidance.

**Section 2.** Be responsible for coordinating with the Rector of the Parish whose Chapter hosts an in-person Diocesan Assembly and will set the Liturgy for the Holy Eucharist and either preach or celebrate. For a virtual Assembly held through an online platform, the Chaplain shall conduct a Prayer Service.

**Section 3.** Install Diocesan Officers if a Bishop is not present.

**Section 4.** Write a letter for each issue of The Angel's Wing.

## **ARTICLE VIII. Official Magazine and Newsletter**

The official magazine of The Diocesan Assembly, The Angel's Wing, shall be published and distributed electronically at least two (2) times each year to all Daughters in the Diocese. The official newsletter of The Diocesan Assembly, The Angel's Feather, shall be published and distributed electronically at least four (4) times each year. The Editor(s) of these shall be appointed by the



President from among the Officers or other qualified Daughters in the Diocese.

#### **ARTICLE IX. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the proceedings of The Assembly in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Standing Rules established by the Executive Board of The Assembly, or the National or Provincial Bylaws of The Order.

#### **ARTICLE X. Amendment**

These Bylaws may be amended at any Fall or Spring meeting of The Assembly by a two-thirds (2/3) vote of all eligible Daughters present, either in person or through an online platform, provided that proposed amendments have been distributed to Chapters at least thirty (30) days before such open meeting convenes. Any part of these Bylaws found to be in conflict with the National Bylaws or the Rules of The Order established by The National Council shall be brought into agreement with National Bylaws and/or Rules of The Order at a Special Meeting of the Diocesan Assembly Board called for the purpose of amending these Bylaws to bring them into agreement. Such meeting shall be held within thirty (30) days of the arising of such conflict. Until such conflict is resolved, the provisions of the National Bylaws and/or Rules of The Order shall control. No vote at the full Fall or Spring Assembly is needed, but the action is to be reported and the change sent to all Chapters.

## **Standing Rules**

### **Dues and Dues Relief**

#### **Dues:**

Membership dues are established at the National Convention and are set by the National Council to reflect current costs. Dues are paid annually to the national office and are currently \$50. A Lifetime membership may be paid once at the cost of \$1,250.

#### **Procedures for Daughters Seeking Dues Assistance:**

A Daughter experiencing financial difficulties such that paying her annual dues is cost prohibitive should consult with her chapter president. The chapter president, being held to strict confidentiality, should consult with her chapter treasurer and determine if money is available in the Dues Assistance Account to pay the Daughter's dues for that year. If such an account does not exist, or if there is not enough money in the account to cover her dues, the Daughter, along with her chapter president, should seek assistance from their diocesan assembly president. The diocesan assembly president, also being held to strict confidentiality, should consult with her diocesan assembly treasurer and determine if money is available in their Dues Assistance Account to pay the member's dues for that year. If such an account does not exist, or there is not enough money in the account to cover her dues, the Daughter, along with her diocesan assembly president, may then seek assistance from her provincial assembly president. Continuing, the provincial assembly president, again, being held to strict confidentiality, should consult with her provincial assembly treasurer and determine if money is available in the Dues Assistance Account to pay the Daughter's dues for that year. If such an account does not exist, or if there is not enough money in the account to cover her dues, the Daughter may then seek assistance from the National Dues Assistance Account. The president at each level will have discretion as to how many consecutive years and the total of years that dues assistance may be given to a member at that level.

#### **Guidance for Daughters at Large Seeking Dues Assistance:**

Daughters at Large experiencing financial difficulties such that paying their annual dues is cost prohibitive should seek assistance from their diocesan assembly president. Daughters at Large can contact the National Office to identify the diocesan assembly president. The diocesan assembly president should follow the same procedures outlined above to assist the DAL in paying her dues. If a DAL is experiencing difficulty in contacting either her diocesan or provincial assembly presidents for help she may seek assistance directly from the National Dues Assistance Account.

#### **National Dues Assistance Application and Grants:**

Applying for National Dues Assistance A Daughter in need of assistance in paying her dues, and after seeking help from her chapter, diocesan and provincial assembly presidents, may apply for dues assistance by completing the Application for National Dues Assistance. This application, available on the National DOK website, is submitted to the National Office and forwarded to the National Membership Chair for review and processing.

**Terms for National Dues Assistance:**

Members may receive dues assistance for no more than two consecutive years and for no more than five years total over the course of her membership. Exceptions can be made at the discretion of the National Membership Chair.

**National Dues Assistance Grant Payment Procedure:**

At the Chapter, Diocesan and Provincial Assembly Level

When a chapter or diocesan or provincial assembly can pay the annual dues of a member who has sought help, the treasurer will complete the Individual Dues Payment Form (available on the National DOK website) and mail it, along with a check, to the National Office.

At the National Level

Upon approval of the Application for National Dues Assistance, the National Membership Chair will notify the Daughter that the dues assistance has been granted. Further, she will notify the National Office to pay the Daughter's dues invoice by forwarding a signed approval of the application.

**Guidelines for Applying for Dues Relief Status:**

Upon learning of a Daughter that may need to be granted dues relief status, the chapter president, keeping strict confidence, verifies the Daughter meets the following prerequisites:

- Is permanently incapacitated as indicated by a lack of physical or mental abilities that result in the significant limitation of a person's capability to manage her own personal care, property or finances
- Is current in the payment of her dues
- Is unable to pay her dues herself and her family, chapter, diocesan assembly, and provincial assembly are unable to do so on her behalf

For Daughters at Large, the diocesan assembly (or provincial assembly) president serves in the role of the chapter president.

**Procedures for Chapters Seeking Dues Relief Status for a Daughter:**

#### a. Overview

Before choosing to apply for dues relief status, serious consideration must be given to the individual Daughter's situation. Once dues relief status is granted, the Daughter, while relieved of paying dues, will be ineligible for certain duties outlined below and will not receive The Royal Cross as part of her membership. Therefore, only Daughters who meet the above requirements should be considered for dues relief status.

#### b. Applying for Dues Relief Status

The chapter president of a Daughter meeting the prerequisites identified above may apply for dues relief status by completing the Application for Dues Relief Status including obtaining the clergy signature. This application is available on the national website and, once completed, is submitted to the national office for processing. The application will be reviewed and approved by the national membership chair/committee and informational copies provided to the diocesan and provincial assembly presidents.

#### **Approved Dues Relief Status:**

When a Daughter is granted dues relief status, she will:

- be relieved from paying national, provincial assembly, and diocesan assembly dues for the remainder of her life
- no longer be eligible to serve as a delegate at Triennial
- no longer be eligible to hold an office within The Order
- no longer receive The Royal Cross magazine as part of her membership (chapters or family members may pay separately for an annual subscription to the magazine)

#### **Term of Dues Relief Status:**

Once granted dues relief status, a Daughter will maintain that status with its benefits and restrictions per this policy.

#### **Removal of Dues Relief Status:**

If a Daughter applied for and was granted dues relief status prematurely, she may notify her chapter president and the national office staff of her intent to continue paying full annual dues. Upon receipt of her dues at the national office the dues relief status will be removed. If necessary, the Daughter would need to reapply through her chapter president to regain the dues relief status.

### **Funds of The Order**

Contributions to the four funds of The Order can be made by individual members, Chapters, or Diocesan and Provincial Assemblies.

#### **The Alpha Fund**

The Alpha Fund was established at the 2009 Triennial Convention in Anaheim, California. Named in honor of the first Junior Chapter, the Alpha Fund is used to provide financial support to Junior Daughter Directresses in their efforts to extend Christ's kingdom especially among young women and girls through the ministry of the Junior Daughters of the King. September 5th is the ingathering day for the Alpha Fund. This date was selected in honor of the day Mother Teresa died in 1997.

### **The Self Denial Fund**

The Lily Funsten Ward Memorial Fund, known as the "Self Denial Fund," was established by a resolution adopted at the fifth annual convention held in Washington, DC, in 1897. Miss Lily Funsten Ward, a Daughter of the King and a missionary in China, asked that a day be set aside for the celebration of Holy Communion with special intention for the church in China. In compliance with this request, it was resolved that a Self Denial Week be observed every year. At a subsequent convention held at Portland, Oregon, in September 1922, a resolution was adopted setting aside February 2, the Feast of the Presentation of Christ in the Temple, as a special day for the ingathering of the Self Denial Fund. The Self Denial Fund supports missionaries and missions around the world. Self Denial Fund grants support missionaries and mission trips for both senior and Junior Daughters."

### **The Master's Fund**

The Master's Fund was established at The Order's National Convention held at Portland, Oregon, in September 1922 as a thank offering to be given at Pentecost (Whitsuntide) in loving commemoration of the coming of the Holy Spirit. Originally Master's Fund scholarships and grants were given to assist Daughters, or other women, to attend a Church Training School for deaconesses to prepare for missionary or other church-related work. The Master's Fund provides financial assistance to women and girls for ministry-related education with an emphasis on the intended church-related career of the applicant, so that attendance at any accredited college, university or graduate school is permitted.

Master's Fund scholarships (intended for advanced degree education) will be limited to women communicants of the Episcopal Church, of churches in communion with the Episcopal Church, of churches in communion with the Episcopal Church, or of churches with the Historic Episcopate but not in communion with it. Master's Fund grants for continuing education (intended for ministry course work) are limited to members of The Order of the Daughters of the King®. Financial assistance is granted on a need-basis from available funds and is based on anticipated renewal grant needs and the number of applicants reviewed and is available in two forms, formal education scholarships and continuing education grants. Pentecost has been set aside for the ingathering of the Master's Fund.

## **The Endowment Fund**

The Endowment Fund was established in 1928 to further the work of The Order. The resolution that was then presented read "That a cumulative endowment fund be inaugurated by the National Council at this session, each member present contributing, such Fund to be a permanent trust fund. It shall be increased by bequests, thank offerings, memorials and other special gifts from persons believing in and desiring to forward the objectives of The Order of the Daughters of the King® ." November 1st is the ingathering day for the Endowment Fund.

## **Committees**

Within The Assembly, there shall be formed the following Committees:

**A Strategic Planning Committee** of no fewer than three (3) members shall be formed by the Chair who was appointed by the Diocesan President.

**A.** The purpose of the Committee shall be to further the work of The Order within the Diocese and meet the goals outlined in the Strategic Plan of The Order.

**B.** The Committee shall meet quarterly, or at least four (4) times each year, and make a report to the Executive Board at least sixty (60) days before each Fall Assembly.

### **A Communications Committee**

A Communications Committee of no fewer than three (3) members, in addition to the editor(s) of the Angel's Wing and the Angel's Feather, shall be formed by the Chair who was appointed by the Diocesan President.

**A.** The purpose of the committee shall be to assist the Executive Board with producing the official publications, publicizing events, planning and hosting digital meetings, and providing the Province and National Boards with announcements of Diocesan events and other news.

**B.** The committee shall meet monthly, or as needed, and make a report to the Executive Board, as requested.

**A Membership Committee** of no fewer than three (3) members shall be formed by the Chair who was appointed by the Diocesan President.

**A.** The purpose of the Committee shall be to work with the First Vice President and Deanery Representatives to expand membership, assist in the formation of new chapters, identify chapters in decline, and retain overall membership in The Order within the Diocese.

**B.** The committee shall meet quarterly, or at least (4) times each year, and make a report to the Executive Board, as requested.

### **Deanery Representatives**

The Membership Committee Chair shall appoint a Representative from among the Chapter Presidents of each Deanery, with the approval of The Executive Board. Deanery Representatives shall:

**A.** Be responsible for attending Deanery meetings as necessary and all meetings of the Assembly Board to act as liaisons between Clergy and The Order within the Diocese.

**B.** Meet at least one (1) time each year with the members of all Chapters in their Deaneries. They shall encourage attendance at Assembly Board meetings of Chapter Presidents, as well as attendance at Spring and Fall Assemblies of all members of The Order.

**C.** Coordinate with the First Vice President and the Membership Committee in working toward increasing membership in The Order and organizing new Chapters in her Deanery.

### **Diocesan Special Fund**

The Bishop Gooden Memorial Fund is an ongoing fund, which provides financial assistance to seminarians. It was established September 18, 1971, in celebration of the 97th anniversary of the birth of the Right Reverend Robert Burton Gooden, D.D., S.T.D., D.C.L. Only Interest gained on the principal amount of the fund is to be used for scholarships for seminarians. Recipients are chosen by the Bishop of the Diocese with recommendation from the Diocesan Assembly Board.