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BYLAWS
ORDER OF THE DAUGHTERS OF THE KING®
PROVINCE OF THE PACIFIC – PROVINCE VIII
Suggestions to conform to National
Modifications made to May 2017 version
September 18, 2017

Article I: Name

This body shall be known as the Provincial Assembly of the Order of the Daughters of the King in the Province of the Pacific - Province VIII, hereinafter referred to as The Order.

Article II - Object

Its purpose shall be to uphold and carry out, the principles, purpose, and work of The Order within Province VIII, which is the extension of Christ's Kingdom through prayer, service, and evangelism.

Article III - Members

Section 1. Membership

A. General: Three or more Diocesan Assemblies within a Province of the church may form a Provincial Assembly. Such an Assembly is entitled to representation on the National Council with its elected president. Provincial Officers' terms of office shall coincide with those of the National Council.

B. Daughters-at-Large:

1. Daughters who are not members of a chapter shall be called Daughters-at-Large.
2. Daughters in good standing who leave their church to become members of churches in which chapters may be formed but in which no chapters have yet been formed may remain Daughters-at-Large subject to their vows and their obligations to continue to pay membership dues.
3. Contact should be maintained with the National Chairman for Daughters-at-Large whose name and address appears in The Royal Cross and with the Provincial and Diocesan Chairmen.

C. Junior Daughters of the King:

1. Junior Daughters are baptized girls from 7 to 21 who accept the Rule of Prayer and the Rule of Service for as long as they remain members.
2. The Junior Daughters of the King shall be under the general direction of the National Council. A member of the National Council shall be appointed chair

- for Junior Daughters.
3. The Directress of the chapter shall be a senior Daughter and shall perform all duties pertaining to her office.
 4. A Junior chapter of at least three eligible girls may be organized in any parish in which a Daughters chapter is eligible to be formed with the approval of the clergy and a senior Daughter serving as Directress.
 5. Junior Directress shall represent the Province, attend Junior, Senior events.

Section 2. Member Vows

Every woman who becomes a member of The Order of the Daughters of the King® shall take the vow to observe the two Rules of the Order: The Rule of Prayer and the Rule of Service, at a Service of Admission in her church.

A. The Rule of Prayer: Each member promises, in addition to seeking to grow daily in a life of prayer, to pray daily for the spread of Christ's Kingdom; for God's blessing upon all members of the Order; and for the spiritual growth of the parish.

B. The Rule of Service: Each member promises to take part regularly in the worship, study and work of the church; to undertake a personal program of evangelism to bring others to Christ; to give aid to the Priest-in-charge for the up-building of the parish; and to minister to God's people wherever she is.

C. Corporate Communion of the Order: In addition to faithful participation in the Eucharist, each member shall regard it as her duty and privilege to prepare for and attend, if possible, a Corporate Communion of the Order on All Saints' Day.

Article IV – Provincial Officers

Section 1. Elected Officers

The elected officers of the Provincial Assembly shall be a President, Vice President, Secretary and a Treasurer. These officers comprise the Province Executive Board. They shall be elected for a three-year term. The term of all Provincial officers shall commence after National Convention and coinciding with the term of the National Officers.

Section 2. Election of Officers

A. Nominating Committee. In the first quarter of the year prior to the year of the National Convention, the Provincial President shall appoint a nominating committee consisting of at least three (3) members. Each member of the nominating committee will be responsible for a different geographic area within Province VIII.

B. Eligibility. To be eligible for nomination to a Provincial office, a Daughter must be current in her dues, have held some office in a chapter, Diocesan Assembly, or

Provincial Assembly, and have been a member of The Order of the Daughters of the King for at least three (3) years. To be eligible for the Daughters at-Large Delegate position, the Daughter must meet the qualification of a Daughter at Large, meet the above criteria and be proposed by her Diocesan Executive committee.

C. Nomination process. Members shall be nominated by submitting a completed application and letter of support to the nominating committee at least four months prior to the annual meeting occurring prior to the triennial National Convention meeting. Within one month of receiving the completed applications and support letters the nominating committee shall prepare a slate of officers.

(Note: nomination procedures when there are no nominations for a position are described and included separately in the Province VIII policies and procedures documents.)

D. Report of Nominating Committee. The report of the nominating committee, containing its nominations for officers, shall be made available to the members at least three months before the Provincial Assembly held prior to Triennial Convention. The nominating committee shall present the slate of at least one candidate for each elected office from the qualified applicants at the Annual Meeting. In addition to the slate of officers, the nominating committee shall present at the Annual Meeting the nominees for the Daughter at-Large Delegate to National Convention (Triennial).

E. Election. A simple majority of the votes cast by the members present at the Annual Meeting is needed to elect. If there is a tie in any of the Provincial office elections, the vote will be taken again.

F. Vacancy. In the case of a vacancy in the office of the Provincial President, the Provincial Vice President shall fill the unexpired term. In the case of a vacancy in another elected or appointed office, the Provincial President shall appoint another eligible Daughter to fill the vacancy, subject to the approval of the Executive Committee.

Section 3. Duties of the Officers

The duties of all officers shall be to look after the general interest of The Order in the Province. Three (3) officers constitute a quorum. In addition:

A. The President shall represent this Provincial Assembly on the National Council and at Provincial Synod. If unable to attend a National Council meeting, it is her responsibility to appoint someone from the Province Executive Board to represent the Province at the meeting. She shall preside at all Annual Meetings of the Assembly, the Assembly Board, and the Executive Committee. She shall appoint other Board members who are not elected, the Board Advisor, all committees and committee Chairs, and shall be an ex-officio member of all committees except the Nominating Committee. She shall nominate the Chaplain, subject to the approval of

the Executive Board. The president shall, with the assistance of the board, promote the extension of The Order in the Province by personal visitations to provincial assemblies, instituting chapters, installing officers, and filling speaking engagements when invited by the diocesan president or her representative. She shall stay in close communication with the board and diocesan presidents by email, newsletter, personal mail or telephone.

She may sign or endorse checks, drafts and notes in the absence of the treasurer, and shall perform such other duties as the board may direct. She shall perform all other duties pertaining to her office. The president shall with the assistance of the board promote the extension of the Order in the Province by personal visitations to provincial assemblies, instituting chapters, installing officers, and filling speaking engagements when invited by the diocesan president or her.

B. The Vice President shall, in the absence of the President, perform all duties of the President. She shall act as coordinator of all retreats and Province assembly which includes their planning. She shall assist the Provincial President as requested by her. In case of the resignation or death of the President, the Vice President shall assume the duties of the President.

C. The Secretary shall keep all minutes of the Annual Meeting, the Assembly Board, Executive Board and any called meetings. She shall maintain the permanent record of all past and present minutes in electronic and hard copy formats. Records of minutes over six (6) years old may be archived at the National Office. She shall perform all other duties pertaining to the office and assist the President as requested. The Secretary shall send correspondence at the direction of the President. She shall assist the President in preparing materials for the Annual Meeting. She shall perform all other duties pertaining to the office and assist the President as requested by her.

D. The Treasurer shall collect and receive all monies for the Province and make all disbursements. She shall keep an accurate record of all receipts and disbursements in electronic accounting program and hard copy formats, and make a report to each meeting of the Executive Board, the Assembly Board and at the Annual Meeting of the Assembly. Each year she shall prepare a proposed Budget and present it at the Annual Meeting for its approval. Prior to presentation to the Assembly, the proposed budget shall be presented to the Executive Board and the Assembly Board for review.

The fiscal year will start Sept 1 and end Aug 31 each year. All financial records shall be reviewed and reconciled by a competent financial individual or committee within three (3) months of the National Convention.

E. The Board Advisor shall be appointed by the President and should be a past Provincial President, or Provincial Vice President. She shall advise the President and

Board on matters pertaining to The Order in the Province. The Board Advisor shall have seat and voice, but no vote.

Article V-Provincial Assembly Board

Section 1. Membership and Term

The Assembly Board shall be composed of the Executive Committee, the Diocesan Presidents, the Historian, the Junior Daughter Directress, the Daughters-at-large Chair and the Membership and Communications Chair. The three (3) year term of the Diocesan Presidents, the Historian, the Junior Daughter Directress, the Daughter-at-Large Chair, and the Membership and Communications Chair will coincide with the terms of National officers.

The Assembly Board shall meet just prior to the Annual Meeting and at other times as needed. A quorum shall be 1/3 of the Board members.

Section 2. Duties and Responsibilities

The Executive Committee shall be responsible for all business of the Province between Assembly Meetings. In addition:

- A. The Historian shall collect materials and keep a record of the activities in the Province, including a Provincial scrapbook for the three (3) year term of office and shall display these if possible, at the Annual Meeting. The scrapbook may be displayed in an electronic format. She shall give a report at the Annual Meeting.
- B. The Junior Directress, appointed by the Province VIII Assembly, is able to succeed herself, however she shall not exceed three full terms. A term is defined as 24 months. The Junior Daughters Directress shall promote Junior Daughters chapters in the Province. She shall work with the Diocesan Junior Daughters Chairs to supply information about Junior Daughters to interested Senior chapters. She also shall facilitate communications between Junior Daughters Chapters in the Province and coordinate any Province-wide activities or projects. She shall give a report at the Annual Meeting.
- C. The Daughters-at-Large Chair shall work with and assist the Diocesan Daughters at Large representative, in involving Daughters at Large in activities at the Diocesan level. She shall see that Daughters at Large are informed of all activities on the Provincial level. She shall give a report at the Annual Meeting.
- D. The Membership and Communications Chair shall work collaboratively with the Provincial Assembly Board members and closely with the Provincial Board President to lead communications with the membership including the newsletter, registration flyers, and website postings.

Article VI – Meetings

Section 1. Annual Meeting

There shall be an Annual Meeting of the Provincial Assembly. The order of business shall be at the discretion of the Provincial President and the Provincial Board. The date and place of the meeting shall be at the discretion of the Provincial President with the approval of the Executive Committee.

Section 2. Quorum

A quorum shall consist of members from no less than one third 1/ 3 of the Diocesan Assemblies of the Province.

Section 3. Additional Meetings

Additional meetings of the Assembly may be called during the year at the discretion of the President or the Assembly Board. For the Assembly Board to call a meeting, a written request, which has the approval of one-third of the membership of the Assembly Board, will be presented to the Executive Committee. Any such additional meeting must be announced by the convener(s) in writing to the President and the Assembly Board, within thirty (30) days of the written request. Notification must include a justification, date, time and place.

Article VII – Provincial Chaplain

Section 1. Selection and Appointment

It shall be the privilege of a newly elected President to place before the Executive Committee, for approval, her selection of a Provincial Chaplain. The Chaplain should be a Bishop or Priest who is resident in Province VIII. Their terms will run concurrently with that of the President.

Section 2. Duties and Responsibilities

The Chaplain shall oversee the spiritual matters of the Assembly; shall have seat and voice, without vote, at all meetings of the Assembly Board and the Assembly; shall be available to the President for counsel and advice pertaining to matters of **The Order** in the Province; shall coordinate all worship services at the Assembly.

Article VIII – Dues

Dues to cover the expenses of the work of the Provincial Assembly shall be collected annually on a per capita basis by the National Office and remitted on a regular basis to the Provincial Treasurer. The amount of the dues shall be set by the National Council.

Article IX - Parliamentary Authority

Roberts Rules of Order (most current edition) shall govern the Provincial Assembly meetings, but do not take precedence over the Bylaws of the Order, Rules of Order established by the National Council, or Rules adopted by the Provincial Assembly.

Article X – Amendments

These Bylaws may be amended at any Annual Meeting of the Provincial Assembly by a two-thirds vote of the official delegates present and voting, providing the proposed amendment(s) have been given to the delegates in writing in the registration package to provide adequate time to review prior to voting at the same Annual Meeting. 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 by the Provincial Assembly Board at its next meeting. No vote at the Annual Meeting is needed, but the action is to be reported and the change sent to all Chapters.