

Laying the Foundation for Strong Governance

INTRODUCTION TO BYLAWS

WHAT WILL WE COVER

What are bylaws and why they are important

Who needs them

What we include in bylaws

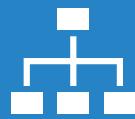
How to fix them if they need to change

Bylaws templates

Changes coming to National Bylaws in 2027

Changes proposed to Province IV Bylaws

WHAT ARE BYLAWS?



The written rules that govern how an organization operates.



Provide structure, consistency, and legal protection.



Serve as the 'constitution' of the organization.

WHY ARE BYLAWS IMPORTANT?

Ensure

- Ensure clarity in decision-making.

Define

- Define roles and responsibilities.

Protect

- Protect members, officers, and the organization.

Provide

- Provide a roadmap for conflict resolution.

BYLAWS VS. POLICIES

Element	Purpose	Formality	Who Approves	Easy to Change?
Bylaws	Foundational governance rules	High	Membership or Board	No (requires notice & vote)
Standing Rules	Operational rules for meetings & committees	Medium	Board	Yes
Policies	Guiding principles for decisions	Medium	Board	Yes
Procedures	Detailed steps for tasks	Low	Staff or Committees	Yes

TYPICAL CONTENTS OF BYLAWS

Name, purpose, and mission of the organization.

Membership requirements and rights.

Officers and leadership roles.

Committees and their responsibilities.

Meetings (frequency, quorum, voting rules).

Finances (dues, fiscal year, audits).

Amendments and dissolution.

ROLES DEFINED IN BYLAWS

Members – Rights,
responsibilities, voting.

Board of Directors/Officers –
Leadership structure.

Committees – Supportive
bodies for specific functions.

Parliamentarian/Advisor –
Ensures rules are followed.

COMMITTEES

Executive Board

Daughters at
Large Committee

Junior Daughters
Committee

Bylaws/Rules
Committee

Finance
Committee

Audit Committee

Membership
Committee

Program/
Ministries
Committee

Public Relations/
Communications

Outreach
Committee

Historian

AMENDING BYLAWS



Why updates are necessary (growth, legal compliance, clarity).



Typical process:
proposal → notice → discussion → vote.



Importance of broad member participation.

COMMON PITFALLS TO AVOID

Too vague or too detailed.

Outdated.

Lack of member input.

Ignoring the bylaws in practice.

BENEFITS OF STRONG BYLAWS



Stability and continuity.



Transparency and trust.



Smooth transitions of leadership.



Alignment with mission and vision.

KEY TAKEAWAYS

Bylaws are the backbone of organizational governance.

Keep them clear, consistent, and up to date.

Engage members in the process.

Use bylaws as a tool for growth, not just a formality.

Each chapter is responsible for creating its own set of bylaws. The template below is provided as a foundational guide to assist in drafting them. It highlights the essential elements for effective governance and can be adapted for chapters of any size. Instructions and recommendations appear in italics to support customization. Chapters are encouraged to tailor their bylaws to meet local needs, provided they remain consistent with the National Bylaws.

For questions or further clarification, please contact the current National Bylaws Chair. We hope this template serves as a helpful and practical resource in strengthening your chapter's organization and mission.

Chapter of [Name of Chapter]

The Order of the Daughters of the King®
BYLAWS

[Required] ARTICLE I. - NAME

This body shall be known as the [Name of Chapter] Chapter of The Order of the Daughters of the King.

[Required] ARTICLE II. – PURPOSE

The purpose of this chapter shall be the extension of Christ's Kingdom through Prayer, Service and Evangelism.

[Required] ARTICLE III. – MEMBERSHIP

Membership shall be in compliance with the National Bylaws of The Order of the Daughters of the King.

[Required with adjustments allowed] ARTICLE IV. – OFFICERS

Section 1. The elected officers shall be a president, a vice president, a secretary, and a treasurer. *[Two offices may be combined or renamed in smaller chapters.]*

Section 2. Officers shall be elected by majority vote of the members at a meeting prior to Triennial.

Section 3. When possible, an officer will attend Triennial as a delegate from the chapter.

Section 4. The term may be two to three years and begins September 1st.

Section 5. Duties of Officers *[list minimum duties and responsibilities of the elected officers, including, if applicable, communication with officers of the diocesan assembly].*

A. President

1. The president shall preside at all meetings.

2. She shall appoint committee chairs *[with the approval of the executive*

committee.] She will be an ex-officio member of all committees.

3. She shall have the power to fill all vacancies *[with the consent of the executive committee.] Any committee member thus appointed shall serve for the remainder of the term.*
4. She shall perform all duties pertaining to her office.

B. Vice President(s) *[In the case of a first and second vice president, include a section for each one. The second vice president to succeed the first vice president.]*

1. In the absence of the president, the vice president shall perform the duties of the president.
2. In case of the resignation or death of the president, the vice president shall automatically serve the remainder of the president's term.
3. She shall perform all duties pertaining to her office.

C. Secretary

1. The secretary will keep all minutes of meetings.
2. She shall keep on file all committee reports.
3. She shall be responsible for maintaining the membership rolls and notifying the National Office of any changes.
4. She shall maintain the file of Cross Disposition forms for each chapter member.
5. She shall perform all duties pertaining to her office.

D. Treasurer

1. The treasurer shall have charge of all money belonging to the chapter.
2. She shall keep an accurate record of all receipts and disbursements and make at least an annual report to the chapter.
3. She shall obtain approval from the executive committee for any expenditures *[over \$____].*
4. All chapter financial records will be reviewed every three years and/or when there is a new treasurer. The financial review shall be conducted by a non-Daughter appointed by the executive committee.
5. She shall perform all duties pertaining to her office.

[Recommended] ARTICLE V. – STANDING COMMITTEES

[A section for Standing Committees is recommended. Each chapter shall decide what committees will have a continuing existence. Do not include Special Committees which go out of existence as soon as they have completed a specific task.

Examples of Standing Committees are:

- a. *Executive Committee – The Executive Committee is composed of the President, Vice President(s), Secretary, and Treasurer. The President may also appoint an advisor to serve on the committee. This committee is responsible for addressing urgent matters that arise between regular meetings.*
- b. *Bylaws/Rules Committee – Reviews and updates the organization's governing documents.*
- c. *Nominations Committee – Identifies, evaluates and recommends qualified candidates for leadership positions.*
- d. *Finance Committee – Oversees budgeting and financial planning.*

- e. *Financial Review Committee – Ensures financial integrity and compliance with bylaws.*
- f. *Membership Committee – Focuses on recruitment, retention, and member engagement.*
- g. *Program/Ministries Committee – Develops and oversees programs, events, or services.*
- h. *Public Relations/Communications – Handles media relations and outreach. Acts as editor for the newsletter.*
- i. *Grants Committee – Identifies and applies for grant opportunities.*
- j. *Historian – Maintains the historical records for the chapter.]*

[Required] ARTICLE VI. – CHAPTER MEETINGS

Regular meetings will be held at least monthly, and special meetings as needed.

[Required] ARTICLE VII. – CHAPTER CHAPLAIN

Chapter officers may ask the rector or other clergy in the parish to serve as chapter chaplain.

[Required] ARTICLE X. EMBLEM, COLORS, MOTTO

Emblem, colors and motto shall be in compliance with the National Bylaws of The Order of the Daughters of the King.

[Required] ARTICLE VIII. – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the proceedings of The Order of the Daughters of the King, Inc., in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

[Required] ARTICLE IX. – AMENDMENTS

Provisions of these bylaws may be amended by a two-third vote of all chapter members, provided written notice has been given prior to the date of the meeting.

[Required] APPROVED on _____

NATIONAL BYLAWS

Committee is made up of a representative from each province, National Bylaws Chair, and the Executive Director of the National Office

Proposed bylaws will not be amendments, but an entire rewrite of the existing ones

Taking out bylaws that belong in Standing Rules, Policies, or Procedures

Once the bylaws have been rewritten (June 1, 2026), each provincial representative will hold “town hall” meetings in their respective provinces (July 1 through December 1, 2026)

Bylaws will be published and sent to all Daughters by April 8, 2027

Any changes after that, will have to be by motion at Triennial.

PROVINCE IV BYLAWS

Current Province IV Bylaws	Province IV Bylaws proposed for vote at the Fall Assembly 2025	Rationale
Article II – Membership	Article II – Assembly Membership	To add Assembly to the Article
Each Assembly of a Diocese of The Order in Province IV shall be a constituent unit of Province IV, and each member of these units shall be members of the Province IV Assembly. Members of chapters that are not part of an Assembled Diocese and members of The Order who participate as Daughters at Large are also members of the Province IV Assembly. Members of the Province IV Assembly shall be entitled to seat and voice at meetings.	Each diocesan assembly of The Order within Province IV shall constitute a unit of Province IV. All members of these assemblies are members of the Province IV Assembly. In addition, members of chapters not affiliated with a diocesan assembly, as well as Daughters at Large, are also members of the Province IV Assembly. All members of the Province IV Assembly shall be entitled to seat and voice at its meetings.	To clarify the definition of Assembly Membership and differentiate it from individual daughters' membership.

PROVINCE IV BYLAWS

Article IV – Officers	Article IV – Officers and Daughters at Large Delegate	To add “Daughters at Large Delegate” to the article
<p>Section 1. Selection and Term</p> <p>The elected officers of the Province IV Assembly shall be a President, First Vice President, Second Vice President, and Treasurer. Recording Secretary and Communication Secretary shall be appointed by the President to serve the three-year term concurrent with her. The term of all Province IV officers shall commence on the first day of September following the National Convention at which they were installed. No elected Province IV officer shall be eligible to succeed herself, except for the Treasurer who may serve a maximum of two (2) successive terms.</p>	<p>Section 1. Selection and Term</p> <p>The elected officers of the Province IV Assembly shall be a President, First Vice President, Second Vice President, and Treasurer. Recording Secretary and Communication Secretary shall be appointed by the President to serve the three-year term concurrent with her.</p> <p>The term of all Province IV officers shall commence on the first day of September following the National Convention of The Order at which they were installed. No elected Province IV officer shall be eligible to succeed herself, except for the Treasurer who may serve a maximum of two (2) successive terms, if elected.</p>	<p>To clarify that the Treasurer may serve two successive terms if elected.</p>

PROVINCE IV BYLAWS

Article IV – Officers Section 2. Nominations and Elections	Article IV – Officers and Daughters at Large Delegate Section 2. Nominations and Elections	To add “Daughters at Large Delegate” to the article
<p>In the first quarter of the year prior to the year of the National Convention of The Order of the Daughters of the King®, the Province IV President shall appoint a nominating committee of three (3) members. This committee shall present to the Province IV Annual Assembly Meeting a slate of nominees of at least one candidate for each elected office from the qualified applicants for office.</p> <p>Additional nominations may be made to the nominating committee within the designated deadlines, stating the qualifications of the nominee(s), and with the prior knowledge and consent of the nominee(s). Additional nominations may be made from the floor after having been vetted by the Nominating Committee.</p>	<ol style="list-style-type: none">1. In the first quarter of the year prior to the year of the National Convention of The Order, the Province IV President shall appoint a nominating committee of three (3) members. This committee shall present to the Province IV Annual Assembly Business Meeting a ballot of all nominees for each elected office from the qualified nominees.2. All nominations shall be submitted to the Nominating Committee by the designated deadline, with the nominee's prior knowledge and consent. Nominations from the floor are not in order.	<p>To clarify the nomination procedure, qualifications to stand for president, to stand for all other elected offices, and the election process.</p> <p>To clarify that the names of all qualified nominees will be on the ballot.</p>

PROVINCE IV BYLAWS

Article IV – Officers Section 2. Nominations and Elections	Article IV – Officers and Daughters at Large Delegate Section 2. Nominations and Elections	To add “Daughters at Large Delegate” to the article
<p>To be eligible for nomination to a Province IV office, a Daughter must be current in her dues, have held an office in a chapter, Assembly of a Diocese, 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 shall meet the qualifications of a Daughter at Large and also meet the above criteria and be proposed by her Diocesan Assembly Executive committee.</p> <p>In addition to the slate of officers, the nominating committee shall present to the Province IV Annual Assembly Meeting at least one nominee for the Daughters at Large Delegate to National Convention of The Order of the Daughters of the King®. A simple majority of the votes cast by the delegates present at the Province IV Annual Assembly Business meeting is needed to elect.</p> <p>The Daughters at Large Delegate to the National Convention of the Order of the Daughters of the King® shall attend the Triennial Meeting in the year that follows her election with seat, voice and vote at the National Business Meeting held during the Convention. She is not required to attend Province IV Assembly Board Meetings.</p>	<p>3. To be eligible to stand for president, a member must have served at least one elected term on the Province IV assembly executive board or one term as a diocesan assembly board officer within Province IV. Nominees must be current in her dues and have been a member of The Order of the Daughters of the King for at least six (6) years. (This language comports with the substantive meaning of the National Bylaws Article VI, Section I, paragraph A.5.)</p> <p>4. To be eligible to stand for all other Province IV elected offices, a Daughter must be current in her dues, have served as an officer on a diocesan assembly board or provincial assembly board, and have been a member of The Order for at least three (3) years. To be eligible for the Daughters at Large Delegate position, the Daughter shall meet the qualifications of a Daughter at Large, meet the above criteria, and be proposed by her diocesan assembly executive committee.</p> <p>5. Voting shall be by ballot, separately and sequentially, for each office: president, first vice president, second vice president, and treasurer; the person with the highest number of votes for each position being elected.</p> <p>6. If only one nominee is presented for any office, the election may be by acclamation.</p> <p>7. In the event that no elected member of the Assembly Board is qualified to be treasurer, the Executive Committee may select a qualified member from The Order who shall sit on the Executive Committee.</p>	<p>To clarify the nomination procedure, qualifications to stand for president, to stand for all other elected offices, and the election process.</p> <p>To clarify that the names of all qualified nominees will be on the ballot.</p>

DID WE COVER?

What are bylaws and why they are important

Who needs them

What we include in bylaws

How to fix them if they need to change

Bylaws templates

Changes coming to National Bylaws in 2027

Changes proposed to Province IV Bylaws



Q & A

