



**THE CONSTITUTION AND BYLAWS
OF
THE ORDER OF THE DAUGHTERS OF THE KING
DIOCESE OF SOUTHEAST FLORIDA**



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CONSTITUTION

ARTICLE I. NAME AND PURPOSE

The name of this body shall be the “Diocesan Assembly of The Order of the Daughters of the King®, Inc., Diocese of Southeast Florida” (hereinafter referred to as the “Assembly”). The purpose of the Assembly shall be to implement, uphold, extend, and strengthen the work of The Order of the Daughters of the King® within the Diocese of Southeast Florida and to facilitate communication with each other.

ARTICLE II. MEMBERSHIP

Each chapter of The Order of the Diocese shall be a constituent unit of the Assembly. Each member of the chapter shall be a member of the Assembly. Daughters at Large also shall be members of the Assembly.

ARTICLE III. MEETINGS

Section 1.

There shall be an Annual Meeting and a Retreat of the Assembly each year. The place and date for each shall be determined by the Assembly Board.

Section 2.

- (a) Those present at the Annual Meeting shall constitute a quorum;
- (b) Each chapter shall be entitled to be represented by three (3) delegates at the Annual Meeting, two (2) of whom shall have been elected by the members of the chapter and one of whom shall be the chapter president or someone she designates;
- (c) In the event that a chapter does not have at least three (3) members who have paid their dues for that year, that chapter shall be disqualified from representation at the Annual Meeting;
- (d) Only delegates and members of the Assembly Board may vote, except that an Assembly Board Member who also is a delegate from her chapter shall be entitled to only one vote.

ARTICLE IV. OFFICERS AND ASSEMBLY BOARD

Section 1. The officers of the Assembly Board (hereinafter referred to as the “Board”) shall be President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Section 2.

The responsibilities of the Board shall be as follows:

- (a) to serve as the governing body of the Assembly; and
- (b) to conduct all business of the Assembly between Annual Meetings;

Section 3.

- (a) The Board shall be composed of the Officers, Historian(s), Parliamentarian(s), Editor of The Silver Cross, the Correspondent(s) for Publications, the Board Advisor, all chapter presidents, and such Chairs and Coordinators as are designated by the Bylaws;
- (b) The Board Advisor and Diocesan Chaplain shall have seat and voice on the Board but no vote.

ARTICLE V. FUNDS

The funds of the Assembly shall be the Self Denial Fund, the Masters Fund, the Endowment Fund, the Alpha Fund, and any other fund(s) designated by the National Council.

ARTICLE VI. AMENDMENT

This Constitution may be amended, as a whole or in part, by a two-third (2/3) majority of all delegates and Board members, present and voting, at any Annual Meeting, provided that:

- (a) The proposed Amendment has been given to each chapter forty-five (45) days preceding the chapter Annual Meeting; and
- (b) The Bishop has approved the proposed Amendment.

BYLAWS

ARTICLE I. OFFICERS

Section 1. Selection and Term

- (a) The President, First Vice President, Second Vice President, and Treasurer shall be elected for a three (3) year term;
- (b) The Corresponding Secretary and the Recording Secretary shall be appointed by the President and shall serve a three-year concurrent term with said President;
- (c) The terms of all officers shall begin on September 1 of the year of the National Triennial Convention following the election of said officers.
- (d) With the exception of the Treasurer, No officer shall be eligible to succeed herself except the Treasurer who can serve not more than two successive terms.
- (e) However, in the event the First Vice President is required to complete the term of the President pursuant to Article I Section 4(b) of the Bylaws, the replacement

President shall be entitled to stand for election to the office of President for a full three (3) year term.

Section 2. Nominations and Elections

- (a) At least six (6) months prior to the general election, the President shall appoint a Nominating Committee, consisting of three (3) members;
- (b) The committee shall select at least one (1) candidate each for the offices of President, First Vice President, Second Vice President, and Treasurer;
- (c) The Nominating Committee shall report the slate of proposed officers to the Annual Meeting of the Assembly;
- (d) Additional nominations may be made from the floor, provided the prospective nominee has been informed and has consented and been vetted by the nominating committee.
- (e) A majority of the votes cast by the delegates and Board members shall be required to elect a nominee to office.

Section 3. Vacancies

- (a) Except for the presidency, in the event of a vacancy of an elected office, the President shall appoint a replacement officer, subject to the approval of the Board;
- (b) If approved, the replacement officer shall serve until the next Assembly Meeting, at which time an election will take place to fill the unexpired term of the vacant office;
- (c) The replacement officer shall be eligible to stand for election to a full term of the office to which she was appointed.

Section 4. Duties and Responsibilities of Officers

- (a) The President shall have the following duties and responsibilities:
 - (1) to preside at the Annual Meeting and all Board meetings;
 - (2) to appoint all Board members who are not elected, including the Corresponding Secretary and the Recording Secretary;
 - (3) to appoint the Board Advisor;
 - (4) to appoint all committees, subject to the approval of the Board;
 - (5) to serve as an ex-officio member of all committees;
 - (6) to represent the Assembly at the National Triennial Convention of the Order and at other meetings, as may be appropriate;
 - (7) to supervise the preparation and formation of new chapters, either directly or by appointing someone in her stead;
 - (8) to perform all other duties pertaining to her office.
- (b) The First Vice President shall have the following duties and responsibilities:
 - (1) to perform all duties of the President, in absence of said President;
 - (2) to become President automatically in the event of the resignation or death of the elected President;
 - (3) to assist the President, as requested;
 - (4) to perform all other duties pertaining to the office.

(c) The Second Vice President shall have the following duties and responsibilities:

- (1) to perform all duties of the President, in the absence of the President and the First Vice President;
- (2) to assist the President, as requested;
- (3) to perform all other duties pertaining to the office.

(d) The Corresponding Secretary shall have the following duties and responsibilities:

- (1) to assist the President with correspondence;
- (2) to assist the President in preparing materials and mailings for the Annual Meeting;
- (3) to perform all other duties pertaining to the office.

(e) The Recording Secretary shall have the following duties and responsibilities:

- (1) to keep all minutes of the Annual Meeting and the Board meetings;
- (2) to assist the President in preparing materials and mailings for the Annual Meeting;
- (3) to perform all other duties pertaining to the office.

(f) The Treasurer shall have the following duties and responsibilities:

- (1) to collect all monies of the Assembly;
- (2) to make disbursements of monies
- (3) to keep an accurate record of all receipts and disbursements;
- (4) to make a report to the Annual Meeting of the Assembly;
- (5) to serve as chairman of the Budget Committee;
- (6) to present the Budget, for endorsement, at the Board meeting held prior to the Annual Meeting;
- (7) to present the recommended Budget to the Annual Meeting for its approval;
- (8) to serve as a member of any appointed Finance Committee and to cooperate fully and expeditiously with all audit requests and requirements;
- (9) to perform all other duties pertaining to the office.

Section 5. Representation at National Triennial Convention

- (a) The outgoing President shall serve as the Assembly delegate for the National Triennial Convention
- (b) The incoming President shall serve as the alternate delegate for the National Triennial Convention

ARTICLE II. EXECUTIVE COMMITTEE

Section 1. Membership

The Executive Committee shall be composed of the Officers, Daughters at Large Chairman, and Coordinators of the Deaneries.

Section 2. Duties

The Executive Committee shall have the following duties and responsibilities:

- (a) to conduct any business between meetings of the Board;
- (b) to report and obtain approval of said business at the next meeting of the Board.

Section 3. Meetings

- (a) Meetings may be called at the discretion of the President;
- (b) Members may be informed of an upcoming meeting by telephone, letter, or electronic communication;
- (c) A quorum shall be determined either by the majority of Executive Committee members present at a meeting or by the majority of Executive Committee members who respond by telephone, letter, or electronic communication.

ARTICLE III. ASSEMBLY BOARD

Section 1. Meetings

- (a) The Board shall meet at least two (2) times each year;
- (b) The meetings shall take place between the Annual Meetings of the Assembly;
- (c) A quorum as the majority (more than 50 percent) of the Assembly Board.

Section 2. Board Membership

- (a) The Board shall be composed of the Officers; all Chapter Presidents, the Historian; the Parliamentarian; the Chairs of the Self Denial Fund, the Masters Fund, the Endowment Fund, and the Alpha Fund; the Editor of The Silver Cross; the Junior Daughters Coordinator; the Correspondent(s) for Publications; the Daughters at Large Chair; the Coordinators of all Deaneries; and the Board Advisor.
- (b) All members shall be appointed by the President, with the exception of the elected officers, the chapter presidents, and the Deanery Coordinators;
- (c) The President shall have the discretion to appoint one or more individuals to a board position;
- (d) The Diocesan Chaplain shall have seat and voice but no vote;
- (e) In the event the Parliamentarian is not a member of The Order, he/she shall have seat and voice but no vote.

Section 3. Duties and Responsibilities of Board Members

- (a) The Historian shall have the following duties and responsibilities:
 - (1) to keep a record of the activities of the Assembly;
 - (2) to display the record of the activities at the Annual Meeting;
 - (3) to perform all other duties pertaining to the office.
- (b) The Parliamentarian(s) shall have the following duties and responsibilities:
 - (1) to advise the President, Executive Board, and Assembly of governing parliamentary procedure at all meetings, as needed;
 - (2) to review, periodically, the Constitution and Bylaws of the Assembly to determine consistency with the practice of the body;

- (3) to make recommendations for amendments and revisions of the Constitution and Bylaws on an as-needed basis;
 - (4) to perform all other duties pertaining to the office.
- (c) The Self Denial Fund Chairman shall have the following duties and responsibilities:
- (1) to collect all donations to the Fund;
 - (2) to forward said donations, with a record of all contributions, to the Diocesan Treasurer;
 - (3) to report to the Annual Meeting;
 - (4) to perform all other duties pertaining to the office.
- (d) The Master's Fund Chairman shall have the following duties and responsibilities:
- (1) to collect all donations to the Fund;
 - (2) to forward said donations, with a record of all contributions, to the Diocesan Treasurer;
 - (3) to report to the Annual Meeting;
 - (4) to perform all other duties pertaining to the office.
- (e) The Endowment Fund Chairman shall have the following duties and responsibilities:
- (1) to distribute information about the Fund to the chapters;
 - (2) to encourage chapters and members to donate to the Fund on a regular basis; and to forward any donations received with a record of all contributions, to the Diocesan Treasurer.
 - (3) to be in charge of the Memorial Service at the Annual Meeting;
 - (4) to report to the Annual Meeting;
 - (5) to perform all other duties pertaining to the office.
- (f) The Alpha Fund Chairman shall have the following duties and responsibilities:
- (1) to distribute information about the Fund;
 - (2) to encourage chapters and members to donate to the Fund on a regular basis;
 - (3) to coordinate the annual Diocesan Alpha Fund Ingathering Day, forward donations received to the Diocesan Treasurer, and maintain a record of the contributions;
 - (4) to report to the Annual Meeting;
 - (5) to perform all other duties pertaining to the office.
- (g) The Editor of The Silver Cross shall have the following duties and responsibilities:
- (1) to oversee the production and distribution of the Newsletter, by a printed and/or electronic mailing, at least twice a year or as the Diocesan Daughters of the King's budget permits
 - (2) to perform all other duties pertaining to the office.
- (h) The Junior Daughters Coordinator shall have the following duties and responsibilities:
- (1) to assist Adult Chapters that desire to establish Junior Chapters;

- (2) to facilitate communication between Adult Chapters and Junior Chapters;
 - (3) to coordinate Diocesan-wide activities or projects related to Junior Chapters;
 - (4) to report to the Annual Meeting;
 - (5) to perform all other duties pertaining to the office.
- (i) The Correspondent for Publications shall have the following duties and responsibilities
- (1) to collect materials from the chapters;
 - (2) to write articles about Diocesan activities;
 - (3) to submit said articles to the appropriate publication – The Net, The Royal Cross, and/or The Messenger;
 - (4) to develop and maintain a website about Diocesan Daughters of the King information and activities;
 - (5) to perform all other duties pertaining to the office.
- (j) The Daughters at Large Chairman shall have the following duties and responsibilities:
- (1) to contact all Daughters at Large in the Diocese and facilitate contact between each Daughter at Large and a nearby chapter, where appropriate;
 - (2) to inform Daughters at Large of all activities of the Assembly;
 - (3) to attempt to contact Daughters who are not affiliated with any chapter or who have not been designated as Daughters at Large and assist them with the clarification of their membership status;
 - (4) to perform all other duties pertaining to the office.
- (k) A Deanery Coordinator for each Deanery or County, depending on how the chapters in each area wish to be grouped, shall be selected by the Daughters in that area. A Deanery Coordinator shall have the following duties and responsibilities:
- (1) to plan at least one (1) corporate meeting a year in her area;
 - (2) to act as liaison between the President, Assembly Board, and the chapters in her area;
 - (3) to perform all other duties pertaining to the office.
- (l) The Board Advisor, who shall be appointed by the President, should be a past President or former National Council member. The Board Advisor shall have the following duties and responsibilities:
- (1) to advise the President and Board on matters pertaining to The Order in the Diocese;
 - (2) to perform all other duties pertaining to the office.

ARTICLE IV. DIOCESAN CHAPLAIN

Section 1. Appointment of Diocesan Chaplain

- (a) The President-Elect shall submit one or more names to the Bishop for his/her consideration;
- (b) The Bishop shall then appoint the Diocesan Chaplain as his/her representative to the Assembly;

(c) The Diocesan Chaplain shall serve concurrently with the President who submitted his/her name and the other incoming officers.

Section 2. Duties of the Diocesan Chaplain

- (a) The Diocesan Chaplain shall oversee the spiritual matters of the Assembly under the direction of the Bishop;
- (b) He or she shall have seat and voice, without vote, at all meetings of the Board

ARTICLE V. NATIONAL FUNDS

The Self Denial Fund, the Masters Fund, the Endowment Fund, and the Alpha Fund shall be administered according to the guidelines of The Order, as determined by the National Council.

The ARTICLE VI. DUES AND GIFTS

Section 1. Dues

- (a) Dues to cover the expenses of the work of the Assembly shall be collected annually, on a per capita basis, by the National Office and remitted, on a regular basis, to the Diocesan Treasurer;
- (b) The amount of the dues shall be recommended by the Board and approved at the next Annual Meeting.

Section 2. Gifts

- (a) Each Chapter is encouraged to make an Assembly gift at the Annual Meeting to help defray the expenses of the work of the Diocesan Assembly;
- (b) The amount of the gift should be proportionate to the size of the chapter;
- (c) Individual gifts, which may be made at any time, should be forwarded to the Diocesan Treasurer.

ARTICLE VII. THE BISHOP'S CROSS

Section 1. Ownership

The Bishop's Cross and gold chain shall be the property of the Diocesan Assembly of The Order of the Daughters of the King®, Diocese of Southeast Florida.

Section 2. Annual Recipient

- (a) Prior to the Annual Meeting each year, each chapter shall place in a container the names of all chapter members who are in good standing;
- (b) After prayer, one (1) name is to be drawn and sent to the Diocesan President or her designated representative before the Annual Meeting;
- (c) During the celebration of the Eucharist at the Annual Meeting, the submitted names shall be placed in a container and, after prayer, one (1) name shall be chosen;
- (d) The selected Daughter may wear the Cross until the next Annual Meeting, at which time she may report what the cross has meant in her life.

Section 3. Disposition

In the event that the above-described practice is discontinued, the Daughter's Cross that is part of the Bishop's Cross must be returned to the National Office, unless special permission is obtained from the National Council to do otherwise.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (most current edition) shall govern the Assembly but shall not take precedence over the Constitution and Bylaws of The Order, the Rules of Order established by the National Council, the Constitution and Bylaws of this Assembly, and/or the Rules adopted by the Board.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any Annual Meeting of the Assembly by a majority vote of the delegates and Board members, present and voting, provided that notice of such proposed amendment has been given to each chapter forty-five (45) days preceding the Annual Meeting.

- (a) Any part of this Constitution and Bylaws found to be in conflict with the National Constitution and Bylaws or the Rules of Order established by the National Council shall be brought into agreement by the Assembly Board at its next meeting. No vote of the Annual Meeting is needed, but any action is to be reported with the change(s) sent to all chapters.

This Constitution and Bylaws were accepted unanimously at the Diocesan Assembly on November 16, 1985.

- Amended November 15, 1986.
- Amended November 12, 1988.
- Amended November 11, 1989.
- Amended November 3, 1990.
- Amended November 7, 1992.
- Revised December 3, 1994.
- Amended April 24, 1999.
- Amended February 5, 2000.
- Amended February 8, 2003.
- Amended November 5, 2011
- Amended/Revised November 6, 2021