

# **CENTRAL FLORIDA DIOCESAN ASSEMBLY**

**Of**

## **The Order of the Daughters of the King®**

### **BY-LAWS**

#### *Article 1: NAME and PURPOSE*

The name of this body shall be the DIOCESAN ASSEMBLY OF THE ORDER OF THE DAUGHTERS OF THE KING OF CENTRAL FLORIDA.

The purpose of this Assembly shall be to carry out and uphold within the Diocese of Central Florida the principles and work of The Order of the Daughters of the King®, the extension of the Order and the strengthening of its work throughout the Diocese.

#### *ARTICLE II: MEMBERSHIP*

Each chapter of The Order in the Diocese shall be a constituent unit of the Assembly. Each member of these chapters and members of The Order who participate as Daughters-at-Large shall be members of the Assembly.

#### *ARTICLE III: MEETINGS and DELEGATES*

##### *Section 1. Meetings*

The Annual Meeting of the Assembly shall be held in September of each year. There shall be a Retreat held in the spring of each year. The Assembly Board shall determine the place and date of each.

##### *Section 2. Delegates*

The Assembly President, the elected officers and the Diocesan Chairpersons shall be delegates at the Annual Meeting with voice and vote.

Each Chapter shall be entitled to representation at the Annual Meeting by three (3) delegates elected by their Chapter. Each delegate is entitled to one (1) vote. In the event a Chapter does not have at least (3) members who have paid their dues for that year, the Chapter shall be disqualified from representation at the Annual Meeting. Members of the Assembly Board are entitled to one (1) vote each. Those present will constitute a quorum. Only delegates may vote.

## ***ARTICLE IV: FUNDS***

The Funds of the Assembly shall be:

- a. The Self-Denial Fund, the Master's Fund, the Endowment Fund and the Alpha Fund shall be administered according to the guidelines of The Order as determined by the National Council.
- b. The Forever Daughters Fund shall be administered according to the guidelines of the Assembly as stated in the policies and procedures.

## ***ARTICLE V: ASSEMBLY EXECUTIVE BOARD***

### ***Section 1. Nominations and Elections***

- a. In the spring of the year of the general election, the President shall appoint a nominating committee of a minimum of three (3) members. The committee shall select at least one (1) candidate for each office of President, First Vice President, Second Vice President, Secretary(s), and Treasurer and report to the next Fall Assembly. Additional nominations may be made from the floor with the prior knowledge and consent of the nominee(s) who must be in compliance with the guidelines set forth in the Diocesan Policy for nomination. A majority of the votes cast will elect. Only delegates may vote.
- b. Election for the officers of the Assembly shall be at the Assembly, which precedes September 1st of the year during which the Triennial National Assembly is held.

### ***Section 2. Term of Office***

The President, First Vice President, Second Vice President, Secretary(s) and Treasurer shall be elected for a three-year term. The term of office shall begin on September 1, following the National Triennial Assembly. The President shall not be eligible for re-election to succeed herself. All other officers are eligible for re-election.

### ***Section 3. Membership***

The President, First Vice President, Second Vice President, Secretary(s), Treasurer and Junior Daughters Chairperson shall constitute the Executive Board of the Assembly.

### ***Section 4. Duties and Responsibilities***

- a. The Executive Board shall conduct any business between meetings of the Assembly Board and shall report such action at the next meeting of the Assembly Board.
- b. The President may call meetings or contact the members by telephone, letter, or email. Any decisions made shall require a majority vote for approval and shall be presented to the next Assembly Board meeting.
- c. The Executive Board shall assist the President as needed.

### ***Section 5. Vacancies***

- a. In the case of a vacancy in an elected or appointed office, the President shall appoint someone to fill the unexpired term.
- b. The Executive Board shall approve the President's appointments and filled vacancies.

## **ARTICLE VI: ASSEMBLY BOARD**

### ***Section 1. Officers***

The officers shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary (if desired) and a Treasurer.

### ***Section 2. Membership***

The Assembly Board shall be composed of the Elected Officers, the Board Advisor, the Chaplain, all Chapter Presidents, and all appointed chairpersons as may be established by the President.

### ***Section 3. Responsibility***

The Assembly Board shall be the governing body of the Assembly and conduct all business of the Assembly between Annual Meetings.

### ***Section 4. Duties of Officers***

#### **1. The President**

- a. The President shall preside at the Annual Fall Assembly and all Assembly Board Meetings. She shall appoint the Board Chairpersons and may implement new chair positions or combined positions at her discretions, subject to the approval of the Assembly Board. She shall also appoint the Board Advisor and the Chaplain. She shall be ex-officio member of all committees except the nominating committee.
- b. She shall supervise the preparation and formation of new Chapters either directly or by appointing someone to perform this duty.
- c. She shall perform all other duties pertaining to her office as described in policies and procedures.
- d. The President-elect shall be the first delegate to the Triennial Assembly. The President may be an alternate delegate.

#### **2. The First Vice-President**

- a. The First Vice President shall in the absence of the President perform all duties of the Presidency. She shall also serve as either Communications Officer(s) or Public Relations Officer.
- b. She shall assist the President and perform such duties as requested by the President.
- c. She shall serve as alternate delegate at all meetings unless she is her chapter delegate.
- d. In case of the resignation or death of the President, she shall automatically become President.

#### **3. The Second Vice-President**

- a. The Second Vice President shall, in the absence of the President and the First Vice-President, perform the duties of the Presidency.
- b. She shall assist the President and perform such duties as requested by the President.
- c. She shall also serve as either Communications Officer or Public Relations Officer.

d. In the case of the resignation or death of both the President and the First Vice President, she shall automatically become President.

4. The Secretary(s)

a. The Secretary shall record and dispense the minutes of all meetings with the approval of the President, and shall send out correspondence as directed by the President.

b. Keep an accurate record of all Central Florida meetings and at the earliest time thereafter mail or email a copy to the President for any correction and/or approval, and one week later distribute a copy to all Board members.

c. Maintain a record book of all minutes together with any and all records as may be required.

d. The Corresponding Secretary, if there is one, shall manage the correspondence for the Diocese.

5. The Treasurer

a. The Treasurer shall collect and disburse all moneys of The Order within the Diocese including the Forever Daughters Fund.

b. She shall keep an accurate record of all monies.

c. She shall present a report to the Assembly Board and at the Annual Fall Assembly.

d. She shall serve as chairperson of the Budget Committee.

e. The Treasurer shall also prepare and present a budget for Assembly Board approval and the Fall Assembly's endorsement.

***Section 5: Duties of Appointed Chairpersons***

a. The *Flame* editor shall:

(1) Be responsible for producing and distributing the newsletter.

(2) It is recommended that the newsletter be published three(3) times a year.

b. The Historian shall:

(1) Keep a historical record of the activities within the Diocese.

(2) Setup and display memorabilia at Assemblies, Retreats, and Conventions that is informative and will enhance The Order.

c. The Librarian shall:

(1) Be a resource person for chapters.

(2) Collect and distribute study materials as needed.

d. The Daughters-at-Large Chairperson shall:

(1) Be the liaison between the Daughters-at-Large and the Diocese.

(2) When possible, try to establish a contact between them and a local chapter.

(3) Keep them informed of activities in the Diocese.

e. The Junior Daughters Chairperson shall:

- (1) Assist Senior Chapters who wish to start a Junior Chapter.
- (2) Facilitate communication between these Chapters.
- (3) Coordinate any Junior Daughters Diocesan Activities or projects.
- (4) Establish and/or maintain a Junior Daughters Annual Diocesan Assembly.

f. The Devotions Chairperson:

- (1) Conduct such devotions as requested by the President.
- (2) Activate the Diocesan Prayer Chain.
- (3) Oversee the Prayer Vigil of the Convention.
- (4) Set up the Prayer Room at Convention.

g. The Self-Denial Chairperson shall:

- (1) Send reminders notices to all Chapter Presidents at least one month prior to February 2<sup>nd</sup>, encouraging their chapters to participate in the Fund.
- (2) Confirm total amount of Diocesan contributions with the National Office and report to the Assembly.

h. The Master Fund Chairperson shall:

- (1) Send reminders notices to all Chapter Presidents one month prior to Pentecost, encouraging their chapters to participate in the Fund.
- (2) Confirm total amount of Diocesan contributions with the National Office and report to the Assembly.

i. The Endowment Fund Chairperson shall:

- (1) Send reminders notices to all Chapter President one month prior to All Saints' Day, November 1<sup>st</sup> encouraging their chapters to participate in the Fund.
- (2) Confirm total amount of Diocesan contributions with the National Office and report to the Assembly.

j. The Alpha Fund Chairperson shall:

- (1) Send reminders notices to all Chapter Presidents one month prior to Mother Teresa's birthday on September 5<sup>th</sup> encouraging their chapters to participate in the Fund.
- (2) Confirm total amount of Diocesan contributions with the National Office and report to the Assembly.

k. The Forever Daughters Fund Chairperson shall:

- (1) Receive contributions made in memoriam, thanksgiving or for blessings.
- (2) Forward monies received to the Diocesan Treasurer.
- (3) Send a letter or card recognizing all contributions.
- (4) Record gift in Book of Remembrance.

l. The Roman Catholic Affiliate Chairperson shall:

- (1) Keep the Diocese informed about Roman Catholic activities within The Order.

m. Deanery Representatives shall:

- (1) Be elected by the deanery or appointed by the President.
- (2) Serve for a period of three years.
- (3) As a representative plan at least one corporate meeting a year in the Deanery.
- (4) Serve as a liaison and between the Chapter President and the Executive Board.

n. The Board Advisor shall:

- (1) Be appointed by the President and should be a past President of a Diocese, Province or a former National Council Member.
- (2) Advise the President and the Board on matters pertaining to The Order in the Diocese.
- (3) Have seat and voice, but no vote.

o. All past Presidents of Central Florida shall:

- (1) Be Honorary Members of the Board with seat, voice and no vote.

## ***ARTICLE VII: DIOCESAN CHAPLAIN***

### ***Section 1. Spiritual Head***

The Assembly recognizes the Bishop of Central Florida as the Spiritual Head and pledges to him/her its loyal cooperation in the upholding of our Lord.

### ***Section 2. Appointment of a Diocesan Chaplain***

The President-elect shall submit one or more names to the Bishop for his/her consideration. The Bishop shall appoint the Diocesan Chaplain who shall be his/her representative and serve concurrently with the new officers.

### ***Section 3. Responsibilities of the Diocesan Chaplain***

The Diocesan Chaplain shall oversee the Spiritual matters of the Assembly under the Bishop's direction. He/she shall have seat and voice, without vote, at all meetings of the Assembly and the Assembly Board.

## ***ARTICLE VIII: DUES and GIFTS***

### ***Section 1. Dues***

a. 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.

***Section 2. Gifts***

- a. Each chapter is encouraged to make a corporate gift at the Annual Fall Assembly to help defray the expense of the work of the Diocesan Assembly.
- b. Individual gifts may be submitted by sending them to the Diocesan Treasurer.

***ARTICLE IX: THE BISHOP'S CROSS***

***Section 1. Ownership and disposition***

- a. The silver Bishop's Cross and chain is the property of The Central Florida Diocesan Order of the Daughters of the King.
- b. Disposition of the cross is to be recommended by the Assembly Board and to be approved at the next Diocesan Assembly.

***Section 2. Recipient***

- a. During the month of August of each year every chapter shall place the names of all members in good standing in a container, and after prayer, one name is drawn and sent to the Diocesan President or her representative before the Annual Meeting.
- b. During the celebration of the Eucharist at the Annual Fall Assembly those names shall be placed in a container and after prayer, the Bishop or Diocesan chaplain shall draw the name of the recipient. This Daughter may wear the cross for one year. She shall report at the next Diocesan Fall Assembly on her experience on wearing the Cross.

***ARTICLE X: THE PRESIDENT'S CROSS***

***Section 1. History and Ownership***

The President's Cross (Katherine Travers Memorial Cross – 1948) and gold chain is the property of the Central Florida Diocesan Assembly of the Order of the Daughters of the King.

***Section 2. Recipient's Responsibilities***

The President shall wear the Cross, during her three-year term of office. She shall present this Cross to the Incoming President at the Diocesan Fall Assembly following the installation of officers.

***ARTICLE IX: THE CHAPLAIN'S CROSS***

***Section 1. Ownership***

The Chaplain's Cross and silver chain is the property of the Central Florida Diocesan Assembly of the Order of the Daughters of the King.

***Section 2. Recipient's Responsibilities***

The Chaplain shall wear the cross during his/her term of office and present this cross to the Incoming Chaplain at the Diocesan Fall Assembly, following the Installation of Officers.

***ARTICLE XII: THE BISHOP'S MEMORIAL CROSS***

***Section 1. Ownership***

The Gold Greek Fleury Cross is the property of the Central Florida Diocesan Assembly of the Order of the Daughters of the King.

***Section 2. Recipient's Responsibilities***

The Diocesan Bishop is presented with this Memorial Cross by the Diocesan President to be retained for the duration of his/her term of office.

***ARTICLE XIII: PARLIAMENTARY AUTHORITY***

Robert's Rule of Order (most current edition) shall govern the Diocesan Assembly but will not take precedence over the By-laws of the Order as established by the National Council, and the By-laws established by the Central Florida Assembly.

***ARTICLE XIV: AMENDMENTS***

These By-laws may be amended at any Annual Meeting of the Diocesan Assembly by a majority vote of the official delegates present and voting. Each chapter must be notified of such proposed amendment(s) no later than August 1<sup>st</sup> preceding the Annual Fall Assembly. Any part of these By-laws found to be in conflict with the National By-laws or the Rules of Order established by the National Council shall be brought into agreement by the Diocesan Assembly Board. No vote of the Annual Fall Assembly is needed to make the change(s) sent to all chapters.

This revised Constitution and By-laws was adopted by the May 1965 Diocesan Assembly and was approved and endorsed by The Right Reverend Henry I. Louttit, Bishop of the Diocese of South Florida. Changes approved by The Right Reverend Henry I. Louttit on May 31, 1967.

Revised: Diocese of Central Florida 1970

Revised: Diocese of Central Florida 9/2/97

Revised: Diocese of Central Florida 1995

Revised: Diocese of Central Florida 9/1/99

This revised Constitution and By-laws was adopted by the September 10, 2011 Diocesan Assembly and was approved and endorsed by The Right Reverend John W. Howe, Bishop of the Diocese of Central Florida. Changes approved by The Right Reverend John W. Howe on \_\_\_\_\_.