



DIOCESAN ASSEMBLY OF CENTRAL FLORIDA of The Order of the Daughters of the King®

BYLAWS

ARTICLE I: NAME and PURPOSE

The name of this body shall be the DIOCESAN ASSEMBLY of CENTRAL FLORIDA of The Order of the Daughters of the King®.

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 business meeting of the Assembly shall be called the Fall Assembly and shall be held in the fall in accordance with the Bishops' schedule, as much as possible. A Retreat shall be held each spring. The Executive Committee shall determine the place and date of each.

Section 2. Delegates

- a. The Assembly Executive Committee shall be delegates to the Fall Assembly.
- b. Each chapter shall be entitled to representation at the Fall Assembly by three delegates elected, or appointed, by their chapter, one of which should be the chapter President. In the event a chapter does not have at least three members who are current with their dues, the chapter shall be disqualified from representation at the Fall Assembly. All delegates must follow the membership guidelines set forth in the Bylaws in the National Handbook.
- c. All delegates are entitled to one vote and only delegates may vote. Each chapter may also elect, or appoint, an alternate who will replace a delegate who is unable to participate. All delegates present will constitute a quorum.

- d. Electronic elections will be held during the summer prior to Fall Assembly. Additional election matters may be conducted during Fall Assembly. The same delegates elected for the electronic election will be delegates at Fall Assembly. It is expected that all delegates, and the alternate, will attend Fall Assembly.

ARTICLE IV: THE EXECUTIVE COMMITTEE OF THE ASSEMBLY

Section 1. Nominations and Elections

- a. Election for officers of the Assembly shall be by an electronic election the summer of the year before the National Convention (Triennial) meets. Results of the election will be announced at the Fall Assembly following the election, or as directed by the President.
- b. In the spring of the year before the National Convention meets, the President shall appoint a Nominating Committee of a minimum of three members. The committee shall select at least one candidate for each office of President, 1st Vice President, 2nd Vice President, Communications Secretary, Recording Secretary, and Treasurer and report to the President and the Ballot Committee.
- c. Additional nominations may be made by notification to the Nominating Committee with the prior knowledge and consent of the nominee(s).
- d. All nominees must follow the membership guidelines set forth in the Bylaws in the current National Handbook.
- e. A Ballot Committee appointed by the President will conduct the election by electronic Communications. One person of the committee will have access to the Diocesan membership database.
- f. Each chapter in the Assembly is eligible to elect three members to represent the chapter, ideally the chapter President and two others. They may also elect an alternate should one of the delegates be unable to participate. The chapter President will send the delegate and alternate information to the Ballot Committee who checks dues payment status. All chapter delegates must follow the membership guidelines set forth in the Bylaws in the National Handbook.
- g. The delegates recorded by the Ballot Committee will constitute a quorum for the electronic election. The delegates present at Fall Assembly will constitute a quorum for the in-person election.
- h. A majority of the votes cast whether electronically or in-person will elect. In the event of a tie vote for an office or issue, a second vote shall be cast, and a majority of the votes will elect.

Section 2. Term of Office

The President, 1st Vice President, 2nd Vice President, Communications Secretary, Recording Secretary and Treasurer shall be elected for a three-year term. The term of office shall begin on September 1, following the National Convention. The President shall not be eligible for re-election to succeed herself, unless she is fulfilling a vacancy. All other officers are eligible for re-election.

Section 3. Membership

The President, 1st Vice President, 2nd Vice President, Recording Secretary, Communications Secretary and Treasurer shall constitute the Executive Committee of the Assembly. A Board Advisor and the Chaplain are also members and shall have voice but no vote.

Section 4. Duties and Responsibilities

- a. The Executive Committee shall conduct business meetings on a frequent basis and will communicate pertinent information to the Assembly Board.
- b. The President, or at the written request of two elected officers, may call an Executive Committee meeting between scheduled meetings of the Executive Committee.
- c. Any business action shall require a majority vote of the Executive Committee. Such action shall be communicated to the Assembly Board.
- d. The Executive Committee members shall assist the President as requested.

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 Committee shall approve the President's appointments and filled vacancies.

ARTICLE V: THE DIOCESAN ASSEMBLY BOARD

Section 1. Officers

The officers shall be a President, a 1st Vice President, a 2nd Vice President, a Recording Secretary, a Communications Secretary 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. Past Presidents shall be honorary members.

Section 3. Responsibility

The Assembly Board shall be the governing body of the Assembly and shall conduct the business of the Assembly.

Section 4. Duties of Officers

1. The President

- a. The President shall preside at the Fall Assembly, Executive Committee meetings and Assembly Board Meetings. She shall appoint the board chairpersons and may implement new positions or combined positions at her discretion. She shall also appoint the Executive Committee Advisor. She shall submit to the Bishop her selection for the Chaplain for his/her

appointment. 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 represent her.
- c. She shall perform all other duties pertaining to her office as stated in the Policy Manual.
- d. The President-elect shall be the delegate to National Convention (Triennial). The out-going President shall be the alternate delegate.

2. The 1st Vice President

- a. The 1st Vice President shall, in the absence of the President, perform all duties of the presidency.
- b. She shall assist the President and perform such duties as requested by the President and as stated in the Policy Manual.
- c. She shall be the designated delegate to Province IV meetings when the President is unable to attend.
- d. In case of the resignation or death of the President, she shall automatically become President.

3. The 2nd Vice President

- a. The 2nd Vice President shall, in the absence of the President and the 1st Vice President, perform the duties of the presidency.
- b. She shall serve as editor of *The Flame*, the official publication of the diocese, issued quarterly.
- c. She shall assist the President and perform such duties as requested by the President and as stated in the Policy Manual.
- d. She shall be the designated delegate to Province IV meetings when the President and 1st Vice President are unable to attend.
- e. In the case of the resignation or death of both the President and the 1st Vice President, she shall automatically become President.

4. The Recording Secretary

- a. The Recording Secretary shall record and dispense the Minutes of the Executive and Assembly meetings and promptly email a copy for the President to review.

- b. She shall distribute a copy to all Executive Committee members and make available to others upon request. She shall present at the next Executive Committee meeting for approval.
- c. She shall maintain the *Permanent Minutes Record Book of the Diocesan Assembly*, the Policy Manual, and the Bylaws, together with all records as may be required. This may be in digital format, i.e.: thumb or flash drives labeled for each year.

5. The Communications Secretary

The Communications Secretary shall manage the electronic correspondence for the Assembly as requested by the President and as stated in the Policy Manual.

6. The Treasurer

- a. The Treasurer shall have charge of all money belonging to the Assembly.
- b. She shall keep an accurate record of all receipts and disbursements.
- c. She shall provide a written report of all current receipts and disbursements at each meeting of the Executive Committee and Assembly Board and a full statement of total receipts and total disbursements for each account to the Fall Assembly.
- d. She shall serve as chairperson of the Budget Committee, and they shall prepare a proposed budget for our fiscal year. It shall be presented to the Executive Committee for acceptance and to the Assembly Board for review.
- e. She shall hold a pre-Fall Assembly Zoom meeting for the review and discussion of the proposed budget. She shall present the proposed budget at the Fall Assembly for approval.

Section 5: Appointed Board Positions and Standing Positions

- a. Appointed board positions are selected by the President for a term of three years. In case of a vacancy, the President may appoint a replacement.
- b. Standing Board appointments shall be the Daughters at Large chairperson, the Junior Daughters' chairperson, the Membership chairperson and the National Funds chairperson.
- c. Additional Board appointments may include Representatives for each of the five Deaneries, Devotions, Historian, IT, Outreach, Multicultural, and Photography.
- d. The Special Committees of Ballot, Nominating, and Scholarship will be appointed by the President.
- e. Appointed Board position responsibilities and duties are stated in the Policy Manual.

ARTICLE VI: THE ASSEMBLY CHAPLAIN

Section 1. Spiritual Head

The Assembly recognizes the Bishop of the Episcopal Diocese of Central Florida as the Spiritual Head of the Diocese and pledges to him/her our loyal cooperation in, knowing of Jesus Christ and making Him known to others by the power of the Holy Spirit. (see Vision Statement in Handbook)

Section 2. Appointment

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 officers.

Section 3. Responsibilities

The 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 Executive Committee and the Assembly.

ARTICLE VII: THE BISHOP'S CROSS

Section 1. Ownership and Disposition

- e. The silver Bishop's Cross and silver chain are the property of the Assembly.
- f. Disposition of the Cross shall be to the recipient selected by the Bishop or Chaplain at Fall Assembly.

Section 2. Recipient

- a. The President shall choose a date prior to Fall Assembly for each chapter to select one name from their members in good standing and sent to her or her representative, as their nominee to wear the Bishop's Cross.
- b. During the celebration of the Eucharist at the Fall Assembly the nominee names shall be presented to the Bishop or Chaplain who shall draw the name of the recipient. This Daughter shall wear the cross for one year and report to the next Fall Assembly her experience while wearing the cross.

ARTICLE VIII: THE PRESIDENT'S CROSS

Section 1. Ownership and Disposition

- a. The gold President's Cross (Katherine B. Travers Memorial Cross – circa 1948) and gold chain are the property of the Assembly.
- b. Disposition of the President's Cross is to the newly elected President as she begins her term.

Section 2. Recipient

The President shall wear the Cross, during her three year term of office and present this cross to the incoming President at the Fall Assembly following the Installation of Officers Service.

ARTICLE IX: THE CHAPLAIN'S CROSS

Section 1. Ownership and Disposition

- a. The silver Chaplain's Cross and silver chair are the property of the Assembly.
- b. Disposition of the Chaplain's Cross is to the newly appointed Diocesan Chaplain.

Section 2. Recipient

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

ARTICLE X: BLUE CHASUBLE WITH EMBROIDERED CROSS OF THE ORDER

Section 1. Ownership and Disposition

- a. The royal blue chasuble with The Order's Cross embroidered on its back, is the property of the Assembly.
- b. The disposition of the chasuble shall be to the newly appointed Chaplain.

Section 2: Recipient

The Chaplain shall wear the chasuble during his/her three-year term of office and present the chasuble to the incoming Chaplain at the Fall Assembly following the Installation of a Chaplain Service.

ARTICLE XI: BLUE POTTERY VESSELS

Section 1. Ownership and Disposition

- a. Blue pottery chalices (large and small), paten, ciborium, cruets (large and small) are the property of the Assembly.
- b. The Diocesan offices in Orlando are the disposition of the pottery vessels used for services held in the chapel.

Section 2. Recipient

The Chaplain may have use of the pottery vessels. The Bishop may also use the pottery vessels during the services at the Diocesan chapel for members of The Order.

ARTICLE XII: COMPUTER AND PRINTER

Section 1. Ownership and Disposition

- a. A computer and a printer are the property of the Assembly.
- b. The disposition of the computer and printer are for the use of the Diocesan Executive Committee as needed.

Section 2. Recipient

A member of the Executive Committee may be the recipient of the computer and printer.

ARTICLE XIII: THE NATIONAL FUNDS

The four National Funds of The Order are Mission and Outreach, Ministry Education, Junior Daughters and Endowment and shall be administered according to the guidelines of The Order as determined by the National Council.

ARTICLE XIV: NATIONAL DUES

Dues shall be collected by the national office annually and remitted to the Assembly Treasurer on a per capita basis to cover the expenses of the work of The Order in the Assembly.

ARTICLE XV: FISCAL YEAR

The fiscal year shall begin on September 1 and end on August 31 of each year.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings of the Assembly, in all cases to which they are applicable and are not inconsistent with the Bylaws of The Order.

ARTICLE XVII: AMENDMENT

These Bylaw, as a whole or in part, may be amended at any Fall Assembly by a majority vote of all delegates present and voting at the Fall Assembly provided the amendment(s) has been submitted in writing to the chapters at least 30 days before Fall Assembly convenes. Any amendment(s) or changes will be in agreement with the National Bylaws, which take precedence.

Bylaws Chronology

1965 Revised Constitution and Bylaws Adopted at annual Assembly May 1

Approved by The Right Rev. Henry I. Louttit, Diocese South Florida

1967 Revised Bylaws Diocese of South Florida: Adopted at annual Assembly May 31

Approved by The Right Rev. Henry I. Louttit, Diocese of South Florida

1970 Revised Bylaws Diocese of Central Florida: Adopted at Fall Assembly

1995 Revised Bylaws Diocese of Central Florida: Adopted at Fall Assembly

1997 Revised Bylaws Diocese of Central Florida: Adopted at Fall Assembly September 2

1999 Revised Bylaws Diocese of Central Florida: Adopted at Fall Assembly September 1

2011	Revised Bylaws Diocese of Central Florida: Adopted at Fall Assembly Approved by The Right Rev. John W. Howe, Diocese of Central Florida	September 10
2020	Revised Bylaws Diocesan Assembly of Central Florida Adopted at Fall Assembly	September 19
2025	Revised Bylaws Diocesan Assembly of Central Florida Adopted at Fall Assembly	November 1