

Dues Assistance Policy and Procedures of The Order of the Daughters of the King®

Purpose

This document serves the following purposes:

- To provide clear guidelines for processing, approval, and payment of dues assistance using the Application for Dues Assistance, and
- To provide clear guidance on the qualifications for permanent dues assistance, the processing of said applications, and the continuing connection with Daughters receiving permanent dues assistance.

Outline

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Policy

I. Overview

The Order is a community of women who desire to support one another in love in all of life's circumstances. Members of The Order of the Daughters of the King are responsible for the payment of annual dues, which fund the daily operations of The Order. Understanding that life sometimes creates difficult circumstances, there may be times when a Daughter may not be able to pay her annual dues. No Daughter should feel she cannot continue to live into her responsibility of membership because of financial difficulties, nor should she feel the need to resign from The Order because of inability to pay dues. Rather, The Order encourages Daughters to remain in good standing so that they may be fully involved in life as a Daughter and so that they can receive *The Royal Cross*, serve as a delegate, and hold or stand for office. Staying current in their membership allows Daughters to fully participate in The Order and avoid reinstatement procedures.

If a Daughter finds herself in need of assistance to bring her membership current in dues, then this is an opportunity for our community of sisters to provide that support to the best of its ability. *Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.* (Hebrews 13:16) It is also important that the community closest to the individual Daughter provide that help in all aspects as there may be needs in addition to dues payments that are not being met. The procedures in this Dues Assistance (DA) Policy encourage Daughters to request and receive assistance in paying part or all of their annual dues, not from a distant national entity, but from those who love and care for her in her community. This policy, as described below, outlines the steps a Daughter should follow to receive financial assistance.

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While this topic is hard for many to discuss and even more difficult to engage on an individual level, we at the national level created this policy and these procedures to provide an avenue for assistance. We do not wish to be bureaucratic, instead, we wish to encourage all involved in the process, no matter the circumstances, to do so in a loving manner as we know our friend and savior Jesus Christ would do for each of us. We also know that we cannot cover every circumstance in this policy and, therefore, count on the individual Daughters involved to put love first when making decisions about dues assistance.

Specifically, this document:

- Establishes the procedures Daughters should follow to receive DA
- Provides guidance for Daughters at Large seeking DA
- Defines the application process
- Defines the terms and conditions for permanent DA
- Describes the payment procedures
- Provides guidance for how chapters and assemblies can establish and fund dues assistance accounts

Effective communication at all levels of The Order is essential. Chapter, diocesan assembly, and provincial assembly presidents should work together, maintaining confidentiality, to help members with their dues and in a variety of other ways as circumstances may determine.

The national membership chair is responsible for managing and administering these procedures and, when appropriate, granting dues assistance at the national level.

II. Dues Assistance Accounts

Every chapter, diocesan assembly, and provincial assembly is encouraged, but not required, to establish a Dues Assistance account. Daughters may support this account through donations, thereby establishing a restricted account* for that specific entity (i.e. Provincial Assembly VI). Alternatively, or in addition to a restricted account, a line item for dues assistance may be approved in the respective entity's budget. Dues assistance grants can then be paid from the budget line or from the restricted account, whichever is applicable. The national level maintains a Dues Assistance account to assist when resources at the chapter, diocesan assembly, or provincial assembly are not available to meet a documented need. In the case of permanent dues assistance, the dues will be paid from the national Dues Assistance account.

*A restricted account holds donations given for a specific purpose which can only be spent according to the donor's wishes. See the Treasurer's Manual for further information on accounting for restricted accounts.

III. Procedures for Daughters Seeking Dues Assistance

A Daughter in need of financial assistance to pay her annual dues should:

1. Seek assistance from her chapter president.
2. If assistance is not available from the chapter or local parish, then the chapter president should seek assistance on behalf of the Daughter from the diocesan assembly president.

3. If assistance is not available from the diocesan assembly, then the diocesan assembly president should seek assistance on behalf of the Daughter from the provincial assembly president.
4. If assistance is not available from the provincial assembly, then the provincial assembly president should seek assistance on behalf of the Daughter from the national office.

Leaders discussing dues assistance requests should do so privately, maintaining confidentiality to the fullest extent possible.

The preferred contact for each entity is its president; however, as each entity is unique with differing circumstances, any officer (president, vice president, secretary, or treasurer) may receive and process the Application for Dues Assistance with appropriate consultation.

The president or executive board/committee of each entity, in accordance with the entity's bylaws or policies, will have the discretion as to the frequency and extent of dues assistance provided by the entity.

a. Dues Assistance for Current Dues Owed

1. Process to Request Dues Assistance for Current Dues Owed

If a Daughter is experiencing financial difficulties and cannot afford to pay her annual dues, she should consult with her chapter president. The president, keeping the matter confidential, will check with the chapter treasurer to see if there are funds available to help. If no funds are available, the president may ask the local parish clergy for assistance. If all local options are exhausted, the president should work with the Daughter to complete an Application for Dues Assistance. The president will obtain the necessary signatures and send the signed application to the diocesan assembly president within two weeks.

The diocesan assembly president, keeping the matter as confidential as possible, will check with the diocesan assembly treasurer to see if there are funds available in their diocesan assembly dues assistance account to pay the member's dues. If such an account does not exist, or there are no funds available to pay the dues, the diocesan assembly president should forward the signed Application for Dues Assistance to the provincial assembly president within one week of receiving it.

The provincial assembly president, keeping the matter as confidential as possible, will check with the provincial assembly treasurer to see if there are funds available in their provincial assembly dues assistance account to pay the member's dues. If such an account does not exist, or there are no funds available to pay the dues, the provincial assembly president should forward the signed Application for Dues Assistance to the national office within one week of receiving it, seeking assistance from the national membership chair.

The national membership chair will review all applications received on a weekly basis and provide approval or request for further information through the national office.

2. Guidance for Daughters at Large Seeking Dues Assistance for Current Dues

If a Daughter at Large is experiencing financial difficulties and cannot afford to pay her annual dues, she should consult with her diocesan assembly president. The president, keeping the matter confidential, will check with the diocesan assembly treasurer to see if there are funds available to help. If no funds are

available, the president may ask the Daughter's local parish clergy for assistance. If all local options are exhausted, the president should work with the Daughter to complete an Application for Dues Assistance. The president will obtain the necessary signatures and send the signed application to the provincial assembly president within two weeks.

Note: Daughters at Large should contact the national office to obtain the identity of and contact information for their respective diocesan assembly president, if unknown.

The provincial assembly president will follow the same procedures as for a Daughter in a chapter (see section III.a.1.).

b. Permanent Dues Assistance

1. Guidance for Daughters Seeking Permanent Dues Assistance

This Dues Assistance Policy and Procedures supersedes any previous policy on dues assistance and furthermore, rescinds any previous policy on dues relief.

Upon learning of a Daughter that may need permanent dues assistance or upon receiving the Application for Dues Assistance with the request for permanent dues assistance, the chapter president, keeping strict confidence, verifies that the Daughter meets ALL of the following prerequisites:

- Is current in the payment of her dues
 - If this is not the case, an application for regular dues assistance may be required first in order to bring the Daughter into good standing
- Is permanently incapacitated as indicated by a lack of physical or mental abilities that results in the significant limitation of a person's ability to manage her own personal care, property or finances
- Unable to receive financial assistance from her chapter (diocesan assembly in the case of a DAL)
- Daughter's family and chapter (or diocesan assembly in the case of a DAL) cannot provide for the continued payment of this Daughter's dues*

* If a Daughter's family or chapter (or diocesan assembly in the case of a DAL) is able to continue paying dues on behalf of the Daughter OR if it is known that the diocesan assembly or provincial assembly can continue paying the Daughter's dues, then this becomes an application for dues assistance and not an application for permanent dues assistance.

It is important to understand that when a Daughter is granted permanent dues assistance, she will:

- be relieved from paying national, provincial assembly, and diocesan assembly dues for the remainder of her life
- no longer be eligible to serve as a delegate at Triennial
- no longer be eligible to hold an office within The Order
- no longer receive *The Royal Cross* magazine as part of her membership (chapters or family members may pay separately for an annual subscription to the magazine)

Chapter presidents should remember that members who receive permanent dues assistance are still considered active members with limitations as stated above. They should continue to receive the same care and support as all other members, including prayers, visits from chapter members, and a Service for a Departed Daughter when that time arrives.

2. Process to Request Permanent Dues Assistance

If a chapter president knows a Daughter is permanently incapacitated (as described in section III.b.1.), she may apply for permanent dues assistance on the Daughter's behalf by completing the Application for Dues Assistance. After confirming the Daughter meets the requirements in section III.b.1., the president obtains the clergy's signature, signs the application herself, and sends it to the diocesan assembly president for review and action. The chapter president should complete this within two weeks of confirming permanent dues assistance is required.

The diocesan assembly president, maintaining confidentiality, reviews the Daughter's situation and determines if the diocesan assembly is able to continue paying the Daughter's dues.

- If so, then this becomes an application for dues assistance and not an application for permanent dues assistance.
- If not, then the diocesan assembly president either recommends approval of permanent dues assistance or returns the application to the chapter president with suggested next steps.* If approval of permanent dues assistance is recommended, the diocesan assembly president forwards the signed Application for Dues Assistance to the provincial assembly president for review and action. This should be completed within two weeks of receiving the application from the chapter president.

The provincial assembly president, maintaining confidentiality, reviews the Daughter's situation and determines if the provincial assembly is able to continue paying the Daughter's dues.

- If so, then this becomes an application for dues assistance and not an application for permanent dues assistance.
- If not, then the provincial assembly president either recommends approval of permanent dues assistance or returns the application to the diocesan assembly president with suggested next steps.* If approval of permanent dues assistance is recommended, the provincial assembly president forwards the signed Application for Dues Assistance to the national office for review and approval by the national membership chair. This should be completed within two weeks of receiving the application from the diocesan assembly president.

* Suggested next steps will require continued loving ministry with the Daughter to resolve the circumstances that led to the application for permanent dues assistance. This may include correcting a misunderstanding, providing further assistance at the local level, or another action to help the Daughter in need.

The national membership chair will review all applications received on a weekly basis and provide approval or request for further information through the national office.

3. Guidance for Daughters at Large Seeking Permanent Dues Assistance

If a diocesan assembly president knows a Daughter at Large is permanently incapacitated (as described in section III.b.1.), she may apply for permanent dues assistance on the Daughter's behalf by completing the Application for Dues Assistance. After confirming the Daughter meets the requirements in section III.b.1.,

the president obtains the Daughter's local clergy's signature, signs the application herself, and sends it to the provincial assembly president for review and action. The diocesan assembly president should complete this within two weeks of confirming that permanent dues assistance is required.

The provincial assembly president should follow the same procedures outlined above to assist the Daughter at Large in receiving permanent dues assistance. This should be completed within two weeks of receiving the application from the diocesan assembly president.

IV. Dues Assistance Payments

a. Dues Assistance Payments by a Chapter, Diocesan Assembly, or Provincial Assembly

When a chapter, diocesan assembly, or provincial assembly can pay the annual dues of a member who has sought help, the treasurer will complete the Application for Dues Assistance and mail it, along with a check, to the national office.

Online payments may be facilitated by calling the national office and asking for assistance in making an online payment for another Daughter's dues.

b. Dues Assistance Payments from the National Dues Assistance Account

Upon approval of the Application for Dues Assistance, the national membership chair will notify the chapter president of the Daughter (diocesan assembly president of a Daughter at Large) receiving dues assistance that the assistance has been granted. Further, she will notify the national office to process the dues assistance payment by forwarding an approved Application for Dues Assistance with appropriate signatures.

c. Permanent Dues Assistance Payments

Once permanent dues assistance is approved, the national office staff updates the Daughter's membership record to reflect this approval. This relieves the Daughter and her family, chapter, diocesan assembly, and provincial assembly from paying dues for the remainder of the Daughter's life. Each year, the chapter president must verify contact with the Daughter and the Daughter's current information by responding to the national office's confirmation request before dues will be considered for payment from the national Dues Assistance account and depends on the availability of funds in the Dues Assistance account.

V. Follow-up and Recordkeeping

a. Timelines and Follow-up for Dues Assistance

Every effort should be made by Daughters involved in the processing of an Application for Dues Assistance to make a determination and process the application according to these procedures in a timely manner. Only in extenuating circumstances should an application remain with an entity for longer than one week.

If a Daughter has not heard a response from their chapter president or presidents have not heard from the next entity regarding the status of an application, they should reach out to determine the status and if further information is required.

Upon a decision to provide or not provide dues assistance, the final disposition should be noted on page 2 of the application and the following notifications made in a loving manner:

- Treasurer of the entity granting the dues assistance, to make the payment
- Chapter president of the Daughter who applied for dues assistance, who should then notify the Daughter of the approved application and payment
- Diocesan assembly president of a Daughter at Large who applied for dues assistance, who should then notify the Daughter of the approved application and payment

No one should be left wondering if an application was received or where it is in the process.

b. Timelines and Follow-up for Permanent Dues Assistance

Like regular dues assistance, every effort should be made by Daughters involved in the processing of an Application for Dues Assistance for permanent dues assistance to review, make a recommendation, and process the application according to these procedures in a timely manner. Only in extenuating circumstances should an application remain with an entity for longer than one week.

If a chapter president (or diocesan assembly president in the case of a DAL) has not heard a determination from the national membership chair within three weeks regarding the status of an application, they should reach out to determine the status of the application and if further information is required.

Upon a decision to approve or not permanent dues assistance, the final disposition should be noted on page 2 of the application and the following notifications made in a loving manner:

- Chapter president of the Daughter being considered for permanent dues assistance, who should then notify the Daughter or family, as applicable, of the approved application
- Diocesan assembly president of a Daughter at Large who applied for dues assistance, who should then notify the Daughter of the approved application and payment

No one should be left wondering if an application was received or where it is in the process.

Each year, the chapter president must verify contact with the Daughter and the Daughter's current information by responding to the national office's confirmation request. Only once the national office receives confirmation will they process a dues assistance payment pending availability of funds in the Dues Assistance account.

c. Recordkeeping

A copy of submitted applications should be kept in non-public/confidential files at each entity involved in the process. This is to assist in determining the status of a request and in the future granting of dues assistance overall.

**Dues Assistance Policy and Procedures of
The Order of the Daughters of the King®**

This policy will undergo an annual review by the finance committee and membership committee.

This Policy is effective as of:

_____ **Approved December 5, 2025** _____

This Policy was approved by:

_____ **National Council of The Order of the Daughters of the King®** _____