The Assembly of the “Order of the Daughters of the King®, Inc.”
of the Episcopal Diocese of Los Angeles
Bylaws as enacted at Fall Assembly 2020.
ARTICLE I. Name

The name of this body shall be “The Assembly of ‘The Order of the Daughters of the King®, Inc.’ of the Episcopal Diocese of Los Angeles” (hereinafter referred to as “The Assembly” and “The Order”).

ARTICLE II. Object

The object of The Assembly shall be to uphold the principles of and carry out the work of The Order within The Diocese, which is the extension of Christ’s Kingdom through prayer, service, and evangelism. It is formed under the National Bylaws (NB), Article IV, Section 4. A., and is entitled to one delegate (the incumbent President of The Assembly) and an alternate to the National Convention.

ARTICLE III. Members

The Assembly shall be composed of all the Senior and Junior Chapters and their members and the Daughters-at-Large of The Order in the Episcopal Diocese of Los Angeles. (See NB, Article IV, Section 4. A.)

Section 1. Members of The Order are admitted or reinstated, transfer or resign as Daughters under the National Bylaws of The Order and are subject to all the requirements and restrictions stated therein. (See NB, Article III).

Section 2. Senior and Junior Chapters are instituted, organized, and disbanded under the National Bylaws of The Order and are subject to all the requirements and restrictions stated therein. (See NB, Article IV).

A. Any new chapter formed in the Diocese shall ratify the Bylaws and Standing Rules of The Assembly, as well as the Bylaws of The Province, and the Bylaws of The Order.

B. The Assembly Executive Board shall notify the National Office of any Chapter in the Diocese in which fewer than three Daughters are active in work or current in National dues, and the Chapter shall be disbanded.
ARTICLE IV. Officers

The elected Officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. These Officers comprise The Diocesan Executive Board. (See Article V below.)

Section 1. Elections shall be held at the Fall Assembly in the year prior to the scheduled Triennial National Convention of The Order. A quorum shall consist of members from no less than one third (1/3) of the active Chapters in the Diocese.

A. According to the procedures outlined in the Diocesan Assembly Standing Rules, a Nominating Committee, consisting of three members, shall be appointed to prepare a slate of Nominees to present to The Assembly.

B. Eligible nominees are those Daughters in the Diocese, either members of Senior Chapters or Daughters-at-Large, who are current with their dues, have held some office in a chapter, and have been a member of The Order for at least three (3) years.

C. During the Assembly business meeting when elections are held, nominations may be made from the floor only for any office for which the nominating committee has not put forward a nominee. The consent of the nominees must be obtained and their eligibility confirmed before their names are placed on the ballot.

D. A written ballot is required only if more than one (1) person is nominated for a given office.

E. Officers are elected by a simple majority vote of the Daughters present, either in person or through an online platform, at the scheduled meeting of The Assembly. If there is a tie, the vote shall be taken again.
F. Elected Officers shall not be formally inducted and take up their duties of office until September 1st of the Triennial year. They are specifically charged with learning the responsibilities of their offices in full detail prior to their induction. To accomplish this, they shall function as assistants to the incumbents during this period.

G. In the case of a vacancy in the office of President, the First Vice President shall fill the unexpired term. If any other office remains vacant, the President may appoint, with the approval of The Executive Board, an eligible Daughter to fulfill the duties of that office.

Section 2. The duties of the five elected officers shall include, but not be limited to, the following:

A. The President shall preside at all meetings of The Assembly, The Assembly Board, and The Executive Board. In addition, the President shall:

1. Appoint Officers to any vacant positions on The Executive Board and all committee chairs, with the approval of The Executive Board. She shall be an ex officio member of all committees except the Nominating Committee. She shall appoint the Diocesan Chaplain and the Deanery Representatives, with the approval of The Executive Board.

2. Plan an Annual Retreat for The Executive and Assembly Boards and Chapter Officers.

3. Represent, when possible, The Assembly and The Order at Diocesan functions, including the Diocesan Convention.

4. Attend, when possible, or send a representative to ECW Board meetings, ECW Annual Meeting, Province VIII Board meetings, the Province VIII Annual Retreat, and the Triennial National Convention of The Order.
5. Attend, when possible, or send a representative from The Executive Board to Chapter Institutions and Officer Installations.

6. Submit an Annual Report of Diocesan Assembly business and activities to the Province VIII President, when requested.

7. Write a President’s Letter for each issue of *The Angel’s Wing* and write to the recipients of the Bishop Gooden Scholarship.

8. Perform all other duties pertaining to her office.

B. The First Vice President shall in the absence of the President perform all duties of the President. In the case of the death or resignation of the President, the First Vice President shall automatically become the President and assume all the duties of that office. In addition, the First Vice President shall:

1. Work to increase membership of The Order within the Diocese and coordinate with the Deanery Representatives to organize and institute new Chapters.

2. Organize, under the guidance of the President and the Chaplain, activities for each meeting of The Assembly Board designed to further the leadership abilities and spiritual growth of the Chapter Presidents.

3. Update the Diocesan Assembly Bylaws and Standing Rules, as necessary.

4. Perform all other duties pertaining to her office.

C. The Second Vice President shall in the absence of both the President and First Vice President preside over meetings and perform other duties of those offices, as necessary. In addition, the Second Vice President shall:
1. Plan two Diocesan Assemblies each year, to be held in the Spring and Fall, preferably on the last Saturdays of April and October, and act as the event Chair.

2. Arrange for a Chapter and Parish to host each Assembly and coordinate with the President and Rector of the hosting Chapter all details of organizing the event.

3. Coordinate, in a timely way, distribution of all notices of and invitations to the Spring and Fall Assemblies.

4. Perform all other duties pertaining to her office.

D. The Secretary shall keep, distribute, and archive all minutes of meetings of The Assembly Board and The Executive Board as well as those of the business meetings held at Spring and Fall Assemblies and any specially called meetings. In addition, the Secretary shall:

1. Be responsible for maintaining lists of members and officers of Chapters in the Diocese. She shall take the roll call at Assemblies.

2. Handle all the correspondence needs of The Diocesan Assembly, including contact with the National Office.

3. Assist the President in preparing materials for all Assemblies and Board meetings and maintain an archive copy (print and electronic) of major publications of The Order, Province, and Diocese.

4. Perform all other duties pertaining to her office.

E. The Treasurer shall keep records of all accounts of The Assembly and give a financial report at all meetings. In addition, the Treasurer shall:

1. Receive, manage, and distribute all funds of The Assembly, as directed by The Executive Board and according to the Diocesan Procedure Book.
2. Prepare a budget for the beginning of each year.

3. Prepare for audit of the financial records whenever there is a change of treasurer (at the end of her term or when a replacement is named) and engage a responsible auditor for this purpose.

4. Perform all other duties pertaining to her office.

Section 3. All Officers shall serve one (1) three-year term. No Officer, except the Treasurer, may serve in the same office for more than one term. The Treasurer may be re-elected for one (1) additional term.

ARTICLE V. Boards

There shall be a Diocesan Assembly Board and within that a smaller Executive Board, both of which shall meet on a regular basis. (See Article VIII.)

Section 1. The Diocesan Executive Board shall be composed of the five Elected Officers. The Diocesan Chaplain shall be invited to all meetings of The Executive Board in a non-voting compacity for conducting worship and providing counsel and spiritual guidance.

Section 2. The Diocesan Assembly Board shall be composed of The Executive Board, the Presidents of all Chapters in the Diocese, the Chairs for Junior Chapters and Daughters-at-Large, and the Chairs of all committees. The spouses of the incumbent Bishops, the resident National Council Members, and Provincial Officers shall be considered honorary members of the Board. The Diocesan Chaplain shall be invited to all meetings of the Assembly Board in a non-voting compacity (except in the case that the Chaplain is also a Daughter) for conducting worship and providing counsel and spiritual guidance.

ARTICLE VI. Deanery Representatives

The President shall appoint a Representative from among the Chapter Presidents of each Deanery, with the approval of The Executive Board. Deanery Representatives shall:
Section 1. Be responsible for attending Deanery meetings as necessary and The Diocesan Assembly Board meetings to act as liaisons between Clergy and The Order in the Diocese.

Section 2. Meet at least once each year with the members of the Chapters in their Deaneries. They shall encourage attendance at Assembly Board meetings and Spring and Fall Assemblies.

Section 3. May be called upon by the First Vice President to work toward increasing the membership and organizing new Chapters in her Deanery.

ARTICLE VII. Diocesan Chaplain

The President shall appoint the Diocesan Chaplain, with the approval of The Executive Board. The Chaplain should be a Bishop or Priest who is a resident in the Diocese. The term of the Chaplain shall be concurrent with that of the President. The Chaplain shall:

Section 1. Be responsible for attending Diocesan Assemblies and Retreats as well as the meetings of The Assembly Board and The Executive Board to conduct worship and provide counsel and spiritual guidance.

Section 2. Be responsible for coordinating with the Rector of the Parish whose Chapter hosts an in-person Diocesan Assembly meeting and will set the Liturgy for the Holy Eucharist and either preach or celebrate. For a virtual Assembly held through an online platform, the Chaplain shall conduct a Prayer Service.

Section 3. Install Diocesan Officers if a Bishop is not present.

Section 4. Write a letter for each issue of The Angel's Wing.

ARTICLE VIII. Meetings

Meetings of The Diocesan Assembly and The Boards shall be held regularly.
Section 1. The Diocesan Assembly shall meet once in the Spring and once in the Fall of each calendar year. All in-person Assemblies shall include a celebration of the Holy Eucharist. Virtual Assemblies held through an online platform shall include a Prayer Service. Other meetings may be called at the discretion of The Executive Board.

Section 2. The Assembly Board shall meet four (4) times each year, once each quarter, either in person or online.

Section 3. The Executive Board shall meet bi-monthly, that is at least six (6) times a year, either in person or online. Three (3) Officers constitute a quorum.

ARTICLE IX. Official Magazine

The official magazine of The Diocesan Assembly, The Angel’s Wing, shall be published and distributed electronically at least twice a year to all Daughters in the Diocese.

ARTICLE X. Fiscal Year

The Fiscal Year shall begin September 1st and end on August 31st of each year.

ARTICLE XI. Diocesan Special Fund

The Bishop Gooden Scholarship Fund is an ongoing fund, which provides financial assistance to seminarians. It was established September 18, 1971, in celebration of the 97th anniversary of the birth of the Right Reverend Robert Burton Gooden, D.D., S.T.D., D.C.L.
ARTICLE XII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order (Newly Revised) shall govern the proceedings of The Assembly of The Order of the Daughters of the King®, Inc. of the Episcopal Diocese of Los Angeles in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or Standing Rules adopted by The Assembly.

ARTICLE XIII. Amendment

These Bylaws may be amended at any Fall or Spring meeting of The Assembly by a two-thirds (2/3) vote of all eligible Daughters present, either in person or through an online platform, provided that proposed amendments have been distributed to Chapters at least thirty (30) days before such open meeting convenes. Any part of these Bylaws found to be in conflict with the National Bylaws or the Rules of The Order established by The National Council shall be brought into agreement with National Bylaws and/or Rules of The Order at a Special Meeting of the Diocesan Assembly Board called for the purpose of amending these Bylaws to bring them into agreement. Such meeting shall be held within thirty (30) days of the arising of such conflict. Until such conflict is resolved, the provisions of the National Bylaws and/or Rules of The Order shall control. No vote at the full Fall or Spring Assembly is needed, but the action is to be reported and the change sent to all Chapters.