



**BYLAWS
2020-2024**

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. The Assembly is formed under the *National Bylaws (NB)* of the Order and is entitled to one (1) delegate (the incumbent President of The Assembly) and an alternate to the National Convention. (See *NB*, Article IV, Section 4. A.)

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.

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 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, so that the Chapter may be disbanded. (See *NB* Article IV, Section 3.)

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 VI, Section 1.)

Section 1. 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.** Make the following appointments within three (3) months of taking office: Committee Chairs, including the Nominating Committee Chair; Deanery Representatives; and Representatives for Daughters-at-Large and Junior Daughters. All these Appointees shall have voice and vote on the Assembly Board.
 - 2.** Sit as an *ex officio* member on all committees except the Nominating Committee.
 - 3.** Represent the Diocese as a Delegate at the Triennial National Convention of The Order.
 - 4.** Represent, when possible, The Assembly and The Order at Diocesan functions, including the Diocesan Convention.
 - 5.** Attend, when possible, or send a representative to ECW Board meetings, the ECW Annual Meeting, Province VIII Board meetings, and the Province VIII Annual Retreat.

6. Submit an Annual Report of Diocesan Assembly business and activities to the Province VIII President, when requested.
 7. Attend, when possible, or send a representative from The Executive Board to Chapter Installations and Officer Installations.
 8. Plan an Annual Retreat for The Executive and Assembly Boards and Chapter Officers.
 9. Write a President's Letter for each issue of *The Angel's Wing* and write to the recipients of the Bishop Gooden Scholarship.
 10. 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, including presiding at all meetings. 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 and the Membership Committee to organize and institute new Chapters.
 2. Organize, with 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, Rules, and Procedures, 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 Chair of these events.
 - 2.** Arrange for a Chapter and Parish (or Deanery) 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 take, distribute, and archive all minutes of all meetings of The Assembly Board and The Executive Board as well as those of the Business Meetings held at the 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 the Spring and Fall 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/or electronic) of major publications of The Order, The Province, and The 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 Rules and Procedures.
 - 2.** Prepare a budget at the beginning of each Fiscal Year to begin September 1st and end on August 31st.
 - 3.** Prepare for audit of the financial records of The Assembly 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 2. A Nominating Committee, consisting of three members, shall be appointed to present to The Assembly a slate of Nominees for the five elected offices.

- A.** Following the President's appointment of the Nominating Committee Chair, the Chair shall appoint two additional committee members. Not more than one member of the Executive Board may be a member of the Nominating Committee. The President may not be a member or *ex officio* member of the Nominating Committee.
- B.** The Nominating Committee Chair shall attend all Assembly Board Meetings and Diocesan Assemblies with the goal of getting to know the chapter presidents and other members. She shall have seat at all Assembly Board meetings but will not have voice and vote unless she holds another position, such as Chapter President, that affords those privileges.
- C.** In the 24 months leading to the Fall Assembly before the Triennial Year, the Nominating Committee shall identify and invite potential Nominees to stand for office, with the goal of

having among the Nominees representation from different areas of the Diocese.

- D. 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.
- E. The Nominating Committee shall provide each potential Nominee with a job description and list of qualifications for the position she will stand for. Each Nominee must complete an application for the position she is standing for and must agree in writing to serve.
- F. A period of at least 60 days following the Spring Assembly of the year before Triennial shall be open for nominations or self-nominations from the Assembly membership. At any time after that period but at least 60 days prior to the Elections at the Fall Assembly, the Nominating Committee shall complete a report for The Assembly Board and present the proposed slate of Nominees via the *Angel's Feather* electronic newsletter and the Daughters of the King page on the ECW Los Angeles website.
- G. During the Assembly Business Meeting when the 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 all Nominees must be obtained and their eligibility confirmed before their names may be placed on the ballot.

Section 3. Elections shall be held at the Fall Assembly in the year prior to the scheduled Triennial National Convention of The Order.

- A. A quorum shall consist of members from no less than one third (1/3) of the active Chapters in the Diocese, determined by a voice roll call overseen by the Secretary of the Executive Board.

- B. A written ballot is required only if more than one (1) person is nominated for a given office.
- C. 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.
- D. Elected Officers shall not be formally inducted and take up their duties of office until September 1st of the Triennial Year. (See *NB*, Article IV, Section 4. C.) 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 Incumbent Officers during this period.
- E. 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. This appointee shall have voice and vote.

Section 4. All Officers shall serve one (1) three-year term. No Officer, except the Treasurer, may serve in the same office for more than one consecutive term. The Treasurer may be re-elected for one (1) additional term.

ARTICLE V. Meetings

Meetings of The Diocesan Assembly and The Boards shall be held regularly.

Section 1. The Diocesan Assembly shall meet, either in person or online, two (2) times each calendar year, once in the Spring and once in the Fall. All in-person Assemblies shall include a celebration of the Holy Eucharist. All 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. At any of these meetings, three (3) Officers shall constitute a quorum.

ARTICLE VI. 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 V. above.)

Section 1. The Diocesan Assembly Board shall be composed of The Executive Board, the Presidents of all Chapters in the Diocese, the Representatives for Junior Chapters and Daughters-at-Large, and the Chairs of all committees.

- A.** The Diocesan Chaplain shall be invited to all meetings of the Assembly Board, in a non-voting capacity, for conducting worship and providing counsel and spiritual guidance.
- B.** Any National Council Members residing in the Diocese, and all Provincial Officers shall be considered honorary members of the Board.

Section 2. The Diocesan Executive Board shall be composed of the five Elected Officers.

- A.** The Executive Board shall have the power to accept resignations of Officers.
- B.** The Executive Board shall establish and update Diocesan Rules and Procedures, as needed.
- C.** The Diocesan Chaplain shall be invited to all meetings of The Executive Board, in a non-voting capacity, for conducting worship and providing counsel and spiritual guidance.

ARTICLE VII. Committees

Within The Assembly, there shall be formed the following Committees:

Section 1. A Strategic Planning Committee of no fewer than three (3) members shall be formed by the Chair who was appointed by the Diocesan President.

- A.** The purpose of the Committee shall be to further the work of The Order within the Diocese and meet the goals outlined in the Strategic Plan of The Order.
- B.** The Committee shall meet quarterly, or at least four (4) times each year, and make a report to the Executive Board at least sixty (60) days before each Fall Assembly.

Section 2. A Membership Committee of no fewer than three (3) members shall be formed by the Chair who was appointed by the Diocesan President.

- A.** The purpose of the Committee shall be to work with the First Vice President and Deanery Representatives to expand membership, assist in the formation of new chapters, identify chapters in decline, and retain overall membership in The Order within the Diocese.
- B.** The committee shall meet quarterly, or at least (4) times each year, and make a report to the Executive Board, as requested.

Section 3. A Communications Committee of no fewer than three (3) members, in addition to the editor(s) of the *Angel's Wing* and the *Angel's Feather*, shall be formed by the Chair who was appointed by the Diocesan President.

- A.** The purpose of the committee shall be to assist the Executive Board with producing the official publications, publicizing events, planning and hosting digital meetings, and providing the Province and National Boards with announcements of Diocesan events and other news.
- B.** The committee shall meet monthly, or as needed, and make a report to the Executive Board, as requested.

ARTICLE VIII. 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. She or he shall have seat and voice but no vote at all meetings of the Executive and Assembly Boards. 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 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 IX. 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 all meeting of the Assembly Board to act as liaisons between Clergy and The Order within the Diocese.

Section 2. Meet at least one (1) time each year with the members of all Chapters in their Deaneries. They shall encourage attendance at Assembly Board meetings of Chapter Presidents, as well as attendance at Spring and Fall Assemblies of all members of The Order.

Section 3. Coordinate with the First Vice President and the Membership Committee in working toward increasing membership in The Order and organizing new Chapters in her Deanery.

ARTICLE X. Official Magazine and Newsletter

The official magazine of The Diocesan Assembly, *The Angel's Wing*, shall be published and distributed electronically at least two (2) times each year to all Daughters in the Diocese. The official newsletter of The Diocesan Assembly, *The Angel's Feather*, shall be published and distributed electronically at least six (6) times each year. The Editor(s) of these shall be appointed by the President from among the Officers or other qualified Daughters in the Diocese.

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 in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Rules and Procedures established by the Executive Board of The Assembly, or the National or Provincial Bylaws of The Order.

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.