

Province IV

The Order of the Daughters of the King®

Province IV Assembly Bylaws

Article I – Name and Purpose

The name of this body shall be the “Province IV Assembly of The Order of The Daughters of the King®.” Its purpose shall be to carry out and uphold, within The Order, 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 Province by providing the opportunity for greater knowledge, deeper inspiration, and larger service.

Article II – Membership

Each Assembly of a Diocese of The Order in Province IV shall be a constituent unit of Province IV and each member of these units shall be members of the Province IV Assembly. Members of chapters that are not part of an Assembled Diocese and members of The Order who participate as Daughters at Large are also members of the Province IV Assembly. Members of the Province IV Assembly shall be entitled to seat and voice at meetings.

Article III – Meetings

Section 1. Annual Meeting

There shall be an Annual Meeting of the Province IV Assembly. The order of business shall be at the discretion of the Province IV President and the Assembly Board. The date and place of the meeting shall be at the discretion of the Province IV President with approval of the Executive Committee.

Section 2. Delegates

Members of the Executive Committee shall be delegates to the Province IV Annual Assembly Meeting. Each Diocesan Assembly shall be entitled to representation by four (4) delegates elected at their Diocesan Assembly Annual Meeting. Each Chapter in the Province shall be entitled to representation by one (1) delegate elected by the Chapter. If a Chapter does not have at least three members who are current in their dues, that Chapter shall be disqualified from representation at the Province IV Annual Assembly Meeting.

All delegates must be current in their dues. Only delegates may vote. Those delegates present at the Province IV Annual Assembly Meeting will constitute a quorum.

Section 3. Additional Meetings

Additional Meetings of the Province IV Assembly may be called during the year at the discretion of the President or the Province IV Assembly Board. For the Assembly Board to call a meeting, a written request, which has the approval of one-third of the membership of the Assembly Board, will be presented to the Executive Committee. Any such additional meeting must be announced by the convener(s) in writing to the President and the Executive Committee within thirty (30) days of the proposed meeting. Notification must include a justification, date, time and place.

Article IV - Officers

Section 1. Selection and Term

The elected officers of the Province IV Assembly shall be a President, First Vice President, Second Vice President, and a Treasurer. They shall be elected for a three-year term. A Recording Secretary and a Corresponding Secretary shall be appointed by the President to serve for the three-year term concurrent with her. The term of all Province IV officers shall commence on the first (1st) day of September following

the National Convention at which they were installed. No elected Province IV officer shall be eligible to succeed herself, except for the Treasurer who may serve a maximum of two (2) successive terms.

Section 2. Nominations and Elections

In the first quarter of the year prior to the year of the National Convention of The Order of the Daughters of the King®, the Province IV President shall appoint a nominating committee of three (3) members. This committee shall present to the Province IV Annual Assembly Meeting a slate of nominees of at least one candidate for each elected office from the qualified applicants for office. Additional nominations may be made to the nominating committee within the designated deadlines, stating the qualifications of the nominee(s), and with the prior knowledge and consent of the nominee(s). Additional nominations may be made from the floor after having been vetted by the Nominating Committee.

To be eligible for nomination to a Province IV office, a Daughter must be current in her dues, have held an office in a chapter, Assembly of a Diocese, or Provincial Assembly, and have been a member of The Order of the Daughters of the King® for at least three (3) years. To be eligible for the Daughters at Large Delegate position, the Daughter shall meet the qualifications of a Daughter at Large and also meet the above criteria and be proposed by her Diocesan Assembly Executive committee.

In addition to the slate of officers, the nominating committee shall present to the Province IV Annual Assembly Meeting at least one nominee for the Daughters at Large Delegate to National Convention of The Order of the Daughters of the King®. A simple majority of the votes cast by the delegates present at the Province IV Annual Assembly Business meeting is needed to elect.

The Daughters at Large Delegate to the National Convention of the Order of the Daughters of the King® shall attend the Triennial Meeting in the year that follows her election with seat, voice and vote at the National Business Meeting held during the Convention. She is not required to attend Province IV Assembly Board Meetings.

Section 3. Vacancies

In the case of a vacancy in the office of the Province IV President, the First Vice President shall fill the unexpired term. In the case of a vacancy in another office, the Province IV President shall appoint another eligible Daughter to fill the vacancy, subject to the approval of the Executive Committee.

Section 4. Duties of the Officers

The duties of all officers shall be to look after the general interest of The Order in Province IV. In addition:

1. **The President** shall preside at all meetings of the Executive Committee, the Assembly Board, and at the Annual Assembly Meetings. She shall appoint the Recording and Corresponding Secretaries, the Board Advisor, the Historian, Junior Directress and Daughters at Large Chair, the Chaplain and all other officers and chairs required for the work of The Order in Province IV. The President shall be an ex-officio member of all committees except the Nominating Committee.
The President shall be the representative of the Province IV Assembly to the National Council. If unable to attend a National Council meeting, it is her responsibility to appoint a member of the Executive Committee to represent Province IV at that meeting.
She shall coordinate all plans for the **Province IV** Assembly. She shall perform all other duties pertaining to her office.
2. **The First Vice President** shall, in the absence of the President, perform all duties of the President. **She shall assist the President as requested.** In case of resignation or death of the President, the First Vice President shall automatically become President.

3. **The Second Vice President** shall assist the President as requested. In the event that the President and First Vice President both become unable to fulfill their responsibilities, she shall succeed to the Presidency.
4. **The Treasurer** shall collect all monies for the Province and make all disbursements. She shall keep an accurate record of all receipts and disbursements in electronic and hard copy formats and make a report to each meeting of the Executive Committee, Assembly Board, and Annual Assembly.
She shall serve on the Finance Committee. Each year she shall prepare a proposed Budget and present it at the Annual Assembly meeting for acceptance. Prior to the presentation at the Annual Assembly meeting, the proposed budget shall be presented to the Executive Committee and Assembly Board for review.
The fiscal year shall begin September 1st and end August 31st.
The Treasurer shall keep nine (9) years of complete financial records.
She shall balance the accounts monthly and send copies to a member of the finance committee for reconciliation.
All financial records for each Triennium shall be reviewed by a competent financial individual or committee within three months of the National Convention.
5. **The Recording Secretary** shall keep all minutes of the meetings of the Executive Committee, Assembly Board, and the Annual Assembly. She shall maintain the permanent **records** of all past and present minutes in electronic and hard copy formats. Records of minutes over six (6) years old may be archived at the National Office. She shall perform all other duties pertaining to the office and assist the President as requested.
6. **The Corresponding Secretary** shall assist the President as requested. She shall coordinate the official communications of Province IV.

Article V – The Province IV Assembly Board

Section 1. Membership and Term

The Assembly Board shall be composed of the Executive Committee, the Diocesan Assembly Presidents, the Historian, the Junior Daughter Directress, and the **Daughters at Large** Chair. The three (3) year term of the Diocesan **Assembly** Presidents, the Historian, the Junior Directress, and the **Daughters at Large** Chair will begin September 1st following the National Convention; to coincide with the term of the Province Officers.

Section 2. Meetings

The Assembly Board shall meet **within 30 days** prior to the Annual Assembly Meeting and at other times at the discretion of the President and the **Executive Committee**. A quorum shall be a simple majority of the Assembly Board Members.

Section 3. Duties and Responsibilities

The Executive Committee shall be responsible for all business of the Province between Meetings.

1. **The Historian** shall collect materials and keep a record of the activities in the Province, including a scrapbook, for the three (3) year term of office and shall display these, if possible, at the Annual Assembly Meeting. The scrapbook may be displayed in an electronic format. She shall give a report at the **Province IV Annual Assembly** Meeting.

2. **The Junior Directress** shall promote Junior **Daughters'** chapters in the Province. She shall work with the Diocesan Junior Daughter Chairs to supply information about Junior Daughters to interested **senior chapters**. She also shall facilitate communications between Junior Daughter Chapters in the Province and coordinate any Province-wide activities or projects. She shall give a report at the Annual **Province IV Assembly** Meeting.
3. **The Daughters at Large Assembly Chair** shall work with and assist the Diocesan Assembly Daughters at Large Chairs, involving them in activities at the Diocesan level. She shall see that Daughters at Large are informed of all activities on the Province Level. She shall give a report at the Province IV Assembly Annual Meeting.
4. **The Board Advisor** should be a past Province President or former National Council Member. She shall advise the President and the Assembly Board on matters pertaining to The Order in the Province. The Board Advisor shall have seat and voice, but no vote.

Article VI – Committees

Section 1. Executive Committee

1. **Membership:** The Executive Committee shall consist of the elected Province IV Officers: President, First Vice President, Second Vice President, and Treasurer; and the appointed officers: Recording Secretary, Corresponding Secretary, Board Advisor, and Chaplain. The **Board Advisor and Chaplain** will have seat and voice, but no vote.
2. **Duties and Responsibilities:** The Executive Committee shall assist the President in carrying on the business of the Province in between meetings of the Assembly Board. The President may call meetings or contact the members by telephone, mail, or electronic format. **All** decisions shall be presented to the Assembly Board at the earliest possible time for approval. The Executive Committee shall approve the Annual Assembly Meeting minutes at their next meeting following the Annual Assembly Meeting. At the next Annual Assembly Meeting an opportunity for change(s) and a vote for final acceptance of these minutes will be provided.

Section 2. The Finance Committee

The President shall appoint a Finance Committee. The members of the committee shall consist of the appointed Committee Chair, the President, the Treasurer, and two (2) additional members of her choice. The Finance Committee shall meet at least two (2) times annually; once in the Fall prior to the Assembly Board meeting and again prior to the 2nd Assembly Board meeting. The responsibility of the committee is to ensure that all monies of the Provincial Assembly are being managed prudently.

Article VII – Province IV Chaplain

Section 1. Selection and Appointment

It shall be the privilege of a newly elected President to place before the Executive Committee for approval, her selection of a Province Chaplain **and the Chaplain's appointment of** an Assistant to the Chaplain. The Chaplain should be a Bishop who **resides** in Province IV. The Assistant to the Chaplain should be an ordained member of the clergy **who resides in** Province IV. Their terms will run concurrently with that of the President.

Section 2. Duties and Responsibilities

The Chaplain shall oversee the spiritual matters of the Assembly; shall have seat and voice, without vote, at all meetings of the Assembly Board and the Annual Assembly; shall be available to the President for counsel and advice pertaining to matters of The Order in Province IV and shall coordinate all worship services of the Province IV Assembly.

The Assistant to the Chaplain shall assist the Chaplain as directed. In the absence of the Chaplain, the Assistant to the Chaplain shall assume the duties of the Chaplain. In the absence of both the Chaplain and the Assistant to the Chaplain, the President may designate another member of the clergy to serve as needed.

Article VIII – Dues

Dues to cover the expenses of the work of the Province IV Assembly shall be collected annually on a per capita basis by the National Office and remitted on a regular basis to the Province IV Treasurer. The amount of the dues shall be set by the National Convention of The Order of the Daughters of the King®.

Article IX – Parliamentary Authority

Roberts Rules of Order (the most current edition) shall govern all Province IV meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the Bylaws of The Order.

Article X – Amendments

These Bylaws may be amended at any Annual Assembly Meeting of Province IV by two-thirds vote of the official delegates present and voting, providing the proposed amendment(s) have been given to the delegates in writing at an earlier session of the same Annual Meeting. Any part of these Bylaws found in conflict with the National Bylaws shall be brought into agreement by the **Province IV** Assembly at its next meeting. No vote at the Annual Meeting is needed, but the action is to be reported and the change sent to all Chapters either directly or through the Diocesan Assemblies.

Merry Ann Wright, Chair

Doris Bradley

Kathy House

Jane Searcy, Ex officio

Bylaws Committee

Revised: October 8, 2020