The Order of the Daughters of the King®

BYLAWS
OF THE DIOCESAN ASSEMBLY OF
THE ORDER OF THE DAUGHTERS OF THE KING
OF THE EPISCOPAL DIOCESE OF HAWAI’I
These Bylaws conform to National Bylaws enacted through the 2015 Triennial. Where these Bylaws are silent, we refer to National Bylaws.

ARTICLE I. Name
The name of this Assembly shall be “The Diocesan Assembly of the Order of the Daughters of the King of the Episcopal Diocese of Hawai’i” and shall herein after be referred to as “Diocesan Assembly”.

ARTICLE II. Object
The object of this Order shall be the extension of Christ’s Kingdom through Prayer, Service and Evangelism.

ARTICLE III. Membership
Membership of individuals in this Diocesan Assembly shall conform to the National Membership requirements as described in Article III of the National Bylaws.

ARTICLE IV. Organization of Chapters
Organization of Chapters shall conform to the National Bylaws, Article IV Sections 1 and 2.

ARTICLE V. Diocesan Assembly
Section 1. Members in this Diocesan Assembly include all the chapters in the Diocese of Hawai’i that are in good standing, the Bishop’s chapter, and unaffiliated Members-at-Large in this Diocese of Hawai’i.

Section 2. The Diocesan Assembly is organized in accordance with Article IV, Sections 3.A. to Section 3.C. of the National Bylaws.

Section 3. The Diocesan Assembly is a member of the Province VIII Assembly.

ARTICLE VI. Powers of the Diocesan Assembly
The Diocesan Assembly shall have the power to elect its officers and to enact Roberts’ Rules of Order for the transaction of business and to execute all legislation of the Diocesan Assembly.
ARTICLE VII. Officers
Section 1. Election

A. Election of the President, Vice President, Secretary, Treasurer and Daughters-at-Large Representative, the Officers of this Diocesan Assembly, shall be held at the Spring Assembly of the year prior to Triennial Year, which happens every three years.

B. Eligible nominees shall be submitted by the Nominating Chair at the First Meeting of the Diocesan Assembly Board of the Triennial Year.

C. Nominations may be done on the floor of the Fall Assembly of the year prior to Triennial Year, the meeting designated for officer elections. Each nomination shall include a short bio in writing of the nominee’s qualifications for office, which shall be read at the Diocesan Assembly before elections.

D. Voting shall be by ballot and sequentially for each office: President, Vice President, Secretary, Treasurer and Daughter-at-Large (DAL) Representative. Where only one nominee is presented for Secretary, Treasurer or DAL Representative, the election may be by acclamation.

E. A vacancy in any office listed above shall be filled by the President with the consent of the Diocesan Assembly Board.

F. All Diocesan Assembly officers shall serve in that office for no more than three full terms, a term being defined as more than 24 months, or two years.

Section 2. Duties of Officers and Committee Chairs

A. President:
   1. She shall preside at all meetings of the Executive Committee, Diocesan Assembly Board and Diocesan Assembly.
   2. She shall appoint all committees and chairs from time to time as deemed necessary to carry out the work of the Diocesan Assembly, subject to the approval of the Executive Committee.
   3. She shall be ex-officio member of all committees, except the Nominating Committee.
   4. She shall perform all duties pertaining to her office.
   5. She shall have power to fill vacancies in the Diocesan Assembly until such time as the office can be filled by election at the next Diocesan Assembly meeting.
   6. She shall communicate, represent, and report to Provincial and National Boards.

B. Vice President:
   1. She shall perform the duties of the President in her absence.
   2. She shall become the President in the event that the President is unable to complete her term.
   3. She shall be the Program Chair for the Diocesan Assembly Meetings.
   4. She shall form by appointment, three Daughters of the King from various geographical areas to serve in the nominating committee and shall chair the committee to prepare for elections, when necessary.
C. Secretary:
   1. She shall keep all minutes of the meetings of the Executive Committee, Diocesan Assembly Board, the Diocesan Assembly, and other meetings at the request of the President.
   2. She shall administer all correspondence, including but not limited to internet presence, and submit a copy of approved documents for the Diocese of Hawai‘i webpage.
   3. She shall keep current records of membership and provide information as requested by members for legitimate Daughters of the King business.
   4. She shall ensure communications between Daughters and Diocesan Assembly Board is maintained by way of newsletter, website, news articles, etc.

D. Treasurer:
   1. She shall have charge of all money belonging to the Diocesan Assembly.
   2. She shall request the audit of her accounts at the end of her term of office.
   3. She shall submit required records to the National Office, the Province, the Diocesan Assembly Board, and the membership of the Hawai‘i Diocesan Assembly.
   4. She shall chair the budget committee and be responsible for the submission of an annual budget.
   5. She shall take into protective care the Diocesan Assembly Chaplain’s cross when not in the possession of an incumbent.

E. Daughters-at-Large Representative
   1. She shall represent Assembly Daughters-at-Large (members not affiliated with a DOK Chapter in Hawai‘i) to Diocesan Assembly, Province and National Levels.
   2. She shall communicate with DALs with news from Diocesan Assembly, Province and National.
   3. She shall encourage unaffiliated DALs to become members of the Bishop’s Chapter or other established chapter.
   4. She shall follow up on dues payments

F. Committee Chairs
   1. She shall serve at the pleasure of the President
   2. She may appoint other members to serve on the committee, as needed.
   3. She shall maintain adequate files and records of their committee work and shall pass these records and documents to their successors and to the Secretary.

ARTICLE VIII. Executive Committee
The elected officers: President, Vice President, Secretary, Treasurer and DAL Representative shall compose the Executive Committee.

ARTICLE VIII. Diocesan Assembly Board
Members of the Executive Committee, all Chapter Presidents, Assembly Chaplain, and all Assembly Committee Chairs shall compose the Diocesan Assembly Board.
Article IX: Meetings and Voting

Section 1. The Diocesan Assembly shall meet in the Spring and Fall with the Fall meeting being the Annual Meeting of each year. The Executive Committee and Diocesan Assembly Board may hold additional meetings, as deemed necessary by the President.

Section 2. All members in good standing, as defined by the National Order, are entitled to vote. All members are entitled to one vote at meetings of the Diocesan Assembly regardless of office or position. There is no proxy voting at any meetings.

Section 3. Each Diocesan Assembly Board person is entitled to one vote. Where one board member holds multiple offices or positions, such office or position can be represented by an alternate.

Section 4. Quorum Requirements for the Executive Committee is 3, the Diocesan Assembly Board is 5 and the Diocesan Assembly Meeting is 10 with representatives of at least 3 chapters.

Section 5. Where physical presence is not possible, meetings can be held by electronic media. Attendees by electronic media are given voice and vote and count towards the quorum.

ARTICLE X: Nominations and Elections

Section 1. The Nomination Committee shall submit to each Chapter President the names of the nominees along with their written consent form and short biographical sketch, no later than March 1st of the election year to ensure full diocesan participation in the Spring Diocesan Assembly election.

Section 2. The newly elected officers shall assume office on September 1st, a year before Triennial, and be installed at the Annual Meeting that same Fall.

ARTICLE XI. Emblem, Colors, Motto
The Diocesan Assembly is silent with regard to emblem, colors and motto, thus it shall observe and abide with Article XI of the National Bylaws in this regard.

ARTICLE XII. Official Magazine
The Diocesan Assembly has no official magazine, thus, its official magazine shall be the Royal Cross, as stated in Article XII of the National Bylaws.

ARTICLE XIII. Assembly Chaplain
The President shall nominate the Diocesan Assembly Chaplain, with the approval of the Executive Committee. The president shall request the Diocesan Bishop to appoint the nominated Chaplain.
ARTICLE XIV: Parliamentary Authority
The current edition of the Robert’s Rules of Order (Newly Revised) shall govern the proceedings of the Diocesan Assembly in all cases to which they are applicable, but where they are inconsistent with Article XIV of the National Bylaws, National Bylaws shall supersede.

ARTICLE XV: Amendment
These Bylaws, as a whole or in part, may be amended at any Diocesan Assembly Board meeting by majority vote of all members present, provided there is a quorum of 5. The amendment(s) must have been submitted to the Diocesan Assembly Board in writing, not less than 30 days before the Diocesan Assembly Board convenes. The amended Bylaws shall be ratified by the membership at any Diocesan Assembly meeting.

Date ratified by Assembly: 10 May 2016

President: [Signature]

Vice President: [Signature]

Secretary: [Signature]