



THE ORDER OF THE
DAUGHTERS OF THE
KING
DIOCESE OF HAWAII
BYLAWS 2021

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**BYLAWS
OF THE ORDER OF THE DAUGHTERS OF THE KING
DIOCESE OF HAWAI'I**

These Bylaws conform to National Bylaws enacted through the 2018 Triennial.
Where these Bylaws are silent, we refer to National Bylaws.

Article I. Name

The name of this Assembly shall be “The Order of the Daughters of the King 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, 3 and 4.

Article V. Diocesan Assembly

Section 1. Members of the Diocesan Assembly include all the chapters in the Diocese of Hawai’i that are in good standing 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 and 4 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. The elected officers of the Diocesan Assembly Board: President, Vice President, Secretary and Treasurer shall compose the Executive Board.

Section 2. Members of the Executive Board, all Chapter Presidents, and all Assembly Committee Chairs shall compose the Diocesan Assembly Board. The current Assembly Chaplain is also on the Board.

Section 3. Election

- A Elected Officers are President, Vice President, Secretary and Treasurer.
- B Election of the President, Vice President, Secretary and Treasurer 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.
- C Eligible nominees shall be submitted by the Nominating Chair at the First Meeting of the Diocesan Assembly Board of the Triennial Year.
- D 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.
- E Voting shall be by ballot and sequentially for each office: President, Vice President, Secretary and Treasurer. Where only one nominee is presented for Secretary or Treasurer, the election may be by acclamation.
- F A vacancy in any office listed above shall be filled by the President with the consent of the Diocesan Assembly Board.
- G 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 4. Duties of Officers and Committee Chairs

- A President:
 - 1 She shall preside at all meetings of the Executive Board, 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.
 - 7 She may sign or endorse checks, drafts and notes in the absence of the treasurer, and shall perform such other duties of the treasurer as the board may direct.
 - 8 She shall approve all disbursements of funds by the Treasurer
- B Vice President:
 - 1 She shall be the Program Chair for the spring and fall Diocesan Assembly Meetings.
 - 2 She shall form by appointment, three Daughters of the King from various chapters to serve in the nominating committee and shall chair the committee to prepare for elections, when necessary.
 - 3 She shall perform the duties of the President in her absence.
 - 4 She shall become the President in the event that the President is unable to complete her term.

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. She shall update and maintain the content of the DOK Diocese of Hawai'i webpage by contacting the webmaster
- 3 She shall keep current records of membership and provide information as requested by members for Daughters of the King business.
- 4 She shall ensure communications between Daughters and Diocesan Assembly Board is maintained by way of newsletter, news articles, etc.
- 5 She shall complete and submit to Provincial and National Boards all updates of membership including current officers.

D Treasurer:

- 1 She shall have charge of all money belonging to the Diocesan Assembly, to include recording all receipts and transactions, and making all disbursements. She shall have signatory responsibility on all monetary accounts.
- 2 She shall request the audit of her accounts at the end of her term of office by committee.
- 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, if applicable

- 1 She shall represent Assembly Daughters at Large at meetings.
- 2 She shall communicate with DALs with news from Diocesan Assembly, Province and National.
- 3 She shall encourage unaffiliated DALs to become members of established chapters.
- 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. Meeting 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 may hold additional meetings 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 2. At a Diocesan Assembly Board meeting, each Diocesan Assembly Board member 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 3. 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 4. 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 IX. Nominations and Elections

Section 1. The Nominating 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 X. 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 XI. 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 XII. 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 XIII. 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 XIV. 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: May 8, 2021

President: Adele J. Thomas

Vice President: Angustia Hernandez

Secretary: Shana Jones