

TOOLS FOR YOUR CHAPTER



A.

All Chapters of the Daughters of the King should have a file in the church office with the following paperwork:

- A copy of your Chapter's
 - Charter certificate
 - Charter application (front and back)
 - Current membership list
 - and Chapter's Bylaws
(see the "Minimum Guidelines for Chapter Bylaws" - pg 2 of this note)
- A "Disposition of Cross" card for each Daughter
(An additional card should be kept in the Daughter's own personal files. This form may be ordered from the National Office or may be printed from the website.)

B.

All Chapters need to have a current issue of the National Handbook & Bylaws

C.

All Chapters need to have a current Chapter Manual.

(May be ordered from the National Office or printed from the website.)

The Chapter Manual is a wealth of information and resources such as:

- What are the responsibilities of the officers?
- How to plan meetings, workshops, and Quiet Days
- A litany for the dearly departed
- How to address clergy

D.

All Chapters are encouraged to establish a "love offering" fund for emergency or scholarship needs as they arise.

The Margaret J. Franklin Center
National Office for the Order of the Daughters of the King®
101 Weatherstone Dr., Suite 807 - Woodstock, GA 30188
www.doknational.com / 770-517-8552

Sample Guidelines for Chapter Bylaws

Article I - Name

This body shall be known as _____ Chapter of the Order of the Daughters of the King.

Article II – Object

The object of this chapter shall be the extension of Christ’s Kingdom through Prayer, Service and Evangelism.

Article III – Members

- Section 1. All members must be women communicants of the Episcopal Church, or of other Churches in communion with it, or of Churches with the Historic Episcopate but not in communion with it.
- Section 2. Dues and Donations.
- a. Chapter contributions are recorded and deposited by the chapter treasurer.
 - b. Membership dues are paid to the chapter treasurer or president; a dues check made out to the Order of the Daughters of the King with the chapter membership form should be mailed to the National Office before September 1 of each year.
 - c. The chapter’s donations to the Funds of the Order should be sent to the National Office within two weeks of each annual ingathering.
- Section 3. [If the chapter belongs to a diocesan assembly,] the members shall endeavor to participate in diocesan assemblies and retreats and report on their chapter’s activities.
- Section 4. New members may be trained by Daughters in the chapter or received by transfer.

Article IV – Officers

- Section 1. The elected officers shall be a president, a vice president, a secretary, and a treasurer. [Two offices may be combined or renamed in smaller chapters.]
- Section 2. Officers shall be elected by majority vote of the members at a meeting prior to Triennial. When possible, an officer will attend Triennial as a delegate from the chapter.
- Section 3. The term may be three years, starting at the beginning of the fiscal year.
- Section 4. Duties of Officers [list minimum duties and responsibilities of the elected officers, including, if applicable, communication with officers of the Diocesan Assembly].

Article V – Meetings & Activities

- Section 1. Regular meetings will be held at least monthly and special meetings as needed.
- Section 2. In consultation with the chaplain or rector, the chapter will regularly intercede for the clergy, members and ministries of the church that holds its charter.
- Section 3. Members of the chapter will support one another in serving within the congregation and community, especially in ways that draw others closer to Christ.

Article VI – Chaplain

Chapter officers may ask the rector or other clergy in the parish to serve as chapter chaplain.

Article VII – Business Procedures

- Section 1. Use Robert’s Rules, newly revised, or agree to make decisions by consensus.
- Section 2. Provisions of these bylaws may be amended by a two thirds vote of all members, provided written notice has been given prior to the date of the meeting.