



The Order of the Daughters of the Holy Cross

THE ORDERS BYLAWS

Approved by 4th Provincial Assembly | May, 2022

Article I. Name and Vision

Section 1. The name of this Order shall be “The Order of the Daughters of the Holy Cross, Inc.” (DHC).

Section 2. The vision of the Order is to gather Anglican women and girls into a nurturing and empowering community called to be servants of Jesus as He unites and builds up His Body, the Church.

Section 3. The Order of the Daughters of the Holy Cross is a religious society within the Anglican Church in North America (ACNA).

Article II. Membership

Section 1. Faith Statement of the Order

We believe and confess Jesus Christ to be the Way, the Truth, and the Life; no one comes to the Father but by him. Therefore, The Order of the Daughters of the Holy Cross identifies the following four (4) elements as essential for membership.

1. We confess the canonical books of the Old and New Testaments to be the inspired Word of God, containing all things necessary for salvation, and to be the final authority and unchangeable standard for Christian faith.
2. We confess Baptism and the Holy Eucharist to be Sacraments ordained by Christ himself in the Gospel, and thus to be ministered with unfailing use of his words of institution and of the elements ordained by him.
3. We confess as proved by most certain warrants of Holy Scripture the historic faith of the undivided Church as declared in the three Catholic Creeds; the Apostles', the Nicene and the Athanasian. “Catholic Creeds” refers to the Creeds of the Universal Church.
4. We confess that the Holy Orders of Bishops, Priests and Deacons have been entrusted with safeguarding the Church and the faith that was once for all entrusted to the saints.

Section 2. Women who belong to a jurisdiction or denomination that qualifies under the Faith Statement and who personally support this Faith Statement, may become members of The Order of the Daughters of the Holy Cross.

Section 3. Each eligible woman who seeks to become a member of The Order of the Daughters of the Holy Cross shall:

- a. Obtain the blessing of her priest to start the discernment process.
- b. Complete a minimum of three (3) months of discernment through prayer and study under the

guidance of a member of the Order. Guidance during this preparation period may be offered through a variety of media, which may include CDs, videos, interactive email, printed materials, phone calls and webcam meetings, if no member is nearby.

c. Within the context of a service of the Church, publicly vow to live by the Rule of Life of the Order.

d. Pay her DHC Provincial annual dues promptly and support her Chapter and the Order through prayer, service, gifts, and offerings to the extent she is able.

e. Pledge to habitually wear the cross of the Order. Upon the death of a Daughter of the Holy Cross, the cross is returned to the Provincial Council Membership Chairperson or may be buried with her. The cross is not to be worn by a non-member or to be sold.

f. Pay the one-time enrollment fee set by the Provincial Council.

g. Submit an Application for Membership signed by her priest and DHC Chapter President (if applicable).

h. If a woman is a member of Daughters of the King, she may transition into the DHC. During a discernment period of four (4) weeks, the candidate must:

1. Complete and submit the Letter of Intent, including the clergy signature
2. Read the DHC Handbook
3. Complete the section of the Discernment manual pertaining to Study
4. Write her Rule of Life and discuss it with a member of her clergy

Section 4. A woman is admitted to the Order as a member of a Chapter. An individual may be admitted as a Daughter-at-Large, but only if there is no Chapter in her congregation or within a reasonable driving distance.

Section 5. A member in good standing must be current in her DHC Provincial annual dues.

Section 6. If a member is doing acts that are damaging to The Order, the Chapter President will refer the matter to the Chapter Chaplain, who in turn may refer the matter to the Provincial Chaplain. In the case of a Daughter-at-Large being so involved, the matter should be referred to the Provincial Chaplain.

Section 7. A member may resign from The Order. Her cross is to be returned to the Provincial Council Membership Chairperson.

Section 8. The name of every Daughter shall be permanently maintained in the database. The status of Daughters who have died is "Deceased." The status of members in good standing is "Active." The status of those who have received a membership number, but who are not deceased or active, is "Inactive." Women who are inactive because of resignation or prolonged non-payment of DHC Provincial annual dues may become active again by following the current procedures in the DHC Handbook.

Article III. Organization of Chapters

Section 1. Three (3) or more women in a qualified congregation may form a Chapter with the blessing of their priest who may serve as their chaplain or assign that responsibility to another member of the clergy.

Section 2. Three (3) or more women from different churches in qualified denominations or Anglican jurisdictions may form a Chapter. One of the priests or clergy from among the different

congregations shall serve as the Chapter's chaplain.

Section 3. Chapters may also have non-local, or virtual, members.

a. A Daughter who moves may continue as a member of the Chapter from which she has moved by following the procedures in the DHC Handbook.

b. A Daughter-at-Large may be "adopted" as a virtual member of a Chapter by following the procedures in the DHC Handbook.

Section 4. If a Chapter's membership falls below three (3) members in good standing, the DHC Membership Chairperson shall initiate the Provisional Status procedures given in the DHC Handbook. If the Chapter ultimately dissolves, the remaining Daughter(s) continue(s) to be (a) member(s) of the Order and become(s) (a) Daughter(s)-at-Large.

Section 5. A Daughter-at-Large is encouraged to seek other women in her congregation or women in other qualified denominations or Anglican jurisdictions to form a Chapter.

Section 6. Three (3) or more Daughters-at-Large may form a Virtual Chapter.

Article IV. Junior Daughters of the Holy Cross

Section 1. There shall be Junior Daughters of the Holy Cross only where a Senior Chapter of the Order exists.

Section 2. Each Junior Chapter shall be guided and supported by the Senior Chapter with oversight by the Provincial Council Chairperson.

Section 3. Dues set by the Provincial Council shall be paid annually.

Section 4. The Directress of the Junior Chapter shall be a Senior Daughter.

Article V. Dues and Fees

Section 1. The DHC Provincial annual dues shall be set by the Provincial Council.

Section 2. The one-time enrollment fee shall be set by the Provincial Council.

Section 3. Lifetime membership dues for those under 68 years of age and separate Lifetime membership dues for those 68 years of age or over shall be set by the Provincial Council.

Section 4. Chapters may establish local Chapter dues.

Section 5. The Daughters of the Holy Cross do not raise money in the name of the Order. Freewill gifts or donations are acceptable.

Article VI. Structure

Section 1. The national geographic structure will evolve as the Order grows. The initial structure consisted of a Provincial Council, Chapters, and Daughters-at-Large.

Section 2. Groups of Chapters and Daughters-at-Large in a geographic area are encouraged to come together to promote community and unity and to support Daughters in keeping their Vow.

Article VII. Provincial Council

Section 1. All members of the Provincial Council will be members in good standing of The Order of

the Daughters of the Holy Cross.

Section 2. All members of the Provincial Council shall sign the Conflict-of-Interest Statement required by the IRS.

Section 3. All members of the Provincial Council shall sign an Anti-discrimination and Harassment Policy insurance form.

Section 4. Beginning in 2018 and thereafter, the Provincial Council shall consist of twelve (12) members elected at Provincial Assembly to serve a three-(3) year term.

a. However, the term of office of members elected to Provincial Council at a postponed Assembly may be adjusted according to the date of the election.

Section 5. A member may serve two (2) consecutive terms on the Provincial Council. She must be off the Council for three (3) years before she is eligible to serve again.

Section 6. Election of Provincial Officers. The twelve- (12) member Provincial Council elects the Provincial Officers within that Council. Officers shall be President, Vice President, Secretary, and Treasurer.

a. Voting shall be by ballot, separately and sequentially for each officer: President, Vice President, Secretary, and Treasurer. The person with the highest number of votes for each position will be elected.

b. If only one (1) nominee is presented for an office, the election may be by acclamation.

c. Nine (9) members of the Provincial Council must be present to elect the Provincial Officers.

d. The Provincial Council will be installed during the Provincial Assembly where they are elected. They will officially take office on the following January.

I. If it is necessary to hold the Assembly in a month other than September, they will take office at the beginning of the following quarter.

Section 7. Duties of the Provincial Officers

a. President:

1. The President shall preside at all meetings of the Provincial Assembly, the Provincial Council, and the Executive Board.

2. She shall appoint a Finance Chairperson and chairpersons for all other committees, subject to the approval of the Provincial Council.

3. She shall be ex-officio member of all committees.

4. She shall perform all duties pertaining to her office; some responsibilities may be delegated to the Vice President.

5. She shall have power to fill all vacancies in the Provincial Council with the consent of the Executive Board. Any officer or Council member so appointed shall serve for the remainder of that term.

6. She may appoint an Advisor who has previously served on the Provincial Council of the Daughters of the Holy Cross. The Advisor shall have seat and voice but no vote.

7.The President will establish standing committee(s) as needed.

b.Vice President:

1.She shall perform all duties delegated by the President.

2.In the absence of the President, the Vice President shall perform the duties of the resident.

3.In case of the resignation or death of the President, the Vice President shall automatically become the President.

c.Secretary:

1.The Secretary shall keep all minutes of the meetings of the Provincial Assembly, the Provincial Council and Executive Board.

2.She shall distribute all minutes to the Provincial Council in a timely fashion.

3.At each Provincial Assembly, she shall distribute minutes from the previous Assembly.

4.She will prepare a summary of Council actions taken and communicate it to the membership in a timely fashion.

5.She shall keep a permanent file of all original official documents pertaining to the Order.

d.Treasurer:

1.The Treasurer shall oversee the finances of the Order.

2.She shall maintain auditable records of all financial transactions.

3.Copies of these records will be sent quarterly to the members of the Provincial Council.

4.She shall present a comprehensive financial report to the Provincial Assembly.

5.If no member of the Provincial Council is qualified to perform the duties of the Treasurer, the President, with the approval of the Executive Board, will appoint a qualified member of the Daughters of the Holy Cross. The appointed Treasurer will have seat and voice but no vote.

Section 8. Executive Board

a.The elected officers of the Provincial Council and the Chairperson of the Finance committee shall constitute the Executive Board.

b.The Executive Board shall conduct the business of the Order between meetings of the Provincial Council.

c.The Executive Board shall determine the policies of the Order, except as instructed or limited by vote of the Provincial Council or by provisions of the Bylaws.

d.The Executive Board shall keep the Provincial Council informed in writing of any actions taken.

e.All Executive Board members, as well as any other Council member with signing authority on The Order's accounts, shall be bonded

Section 9. Concerning incapacity of a Provincial Council Member

a.If three Provincial Council members have significant concerns regarding the physical or mental capacity of a Provincial Council member, they shall notify the Provincial President who will consult with the Provincial Chaplain to assist in addressing the concerns.

b.If three Provincial Council members have significant concerns regarding the physical or mental capacity of the Provincial Council President, they shall consult with the Provincial Chaplain to assist in addressing the concerns.

c.If three Provincial Council members have significant concerns regarding the physical or mental capacity of the Provincial Chaplain, they shall notify the Provincial President who may consult with the Archbishop/Primate to assist in addressing the concerns.

Section 10. Expenditures

a.No Provincial Council member shall be paid for their volunteer services. Only approved expenses shall be reimbursed.

Article VIII. Meetings

Section 1. Provincial Assembly

a.The Order of the Daughters of the Holy Cross shall hold a Provincial Assembly every three (3) years as close as possible to Holy Cross Day, September 14. The Provincial Assembly may be postponed at the recommendation of the Provincial Council with the approval of two-thirds (2/3) of the chapter presidents.

b.The Provincial Assembly governs the Order: It shall be composed of one (1) delegate from each Chapter and the members of the Provincial Council. Delegates must be members in good standing of the DHC. To qualify to send a delegate, a Chapter must have a minimum of three (3) members in good standing. Chapters with Provincial Council member(s) are still entitled to a delegate from their chapter.

1.Each delegate is entitled to one (1) vote. Each chapter that sends a delegate is entitled to only one vote. If a member of a Chapter is also a member of Provincial Council, she is not entitled to a vote, unless she serves as the Chapter's delegate.

2.Each Chapter may have an alternate who serves in the delegate's absence.

3.Quorum: One-third (1/3) of the registered delegates shall constitute a quorum.

4.Nominations:

I. Nominations for the Provincial Council shall come through the Nominations Committee that is appointed by the President.

II. Nominations from the floor of the Provincial Assembly shall be accepted.

III. The written consent and a statement of qualifications of the proposed nominee from the floor must be submitted to the Nominations Committee twenty-four (24) hours before nominations are opened to the Assembly.

5. Eligibility: To be eligible for election to the Provincial Council, a Daughter must be current in the payment of DHC Provincial annual dues, must have demonstrated leadership qualities in her Chapter or on a Council Committee and must have been a Daughter of the Holy Cross for at least three (3) years and must have the consent of her priest or Chaplain.

Section 2. Provincial Council

- a. The Provincial Council shall meet at least once (1) a year.
- b. The Provincial Council shall be notified at least one (1) month prior to the scheduled meeting.
- c. Special meetings may be called by the President or at the written request of three (3) members of the Council.
- d. Six (6) members of the Provincial Council constitute a quorum.

Section 3. Executive Board

- a. Four (4) members of the Executive Board constitute a quorum for face-to-face or electronic meetings.
- b. The Executive Board shall be notified at least two (2) weeks prior to a scheduled meeting.

Article IX. Provincial Chaplain

Section 1. The Provincial President, after consultation with the Archbishop/Primate, shall nominate a Bishop in the Anglican Church in North America to be the Provincial Chaplain, with the approval of the Provincial Council.

Section 2. He shall have seat and voice, but no vote.

Article X. Parliamentary Authority

Parliamentary Authority will be set by the Provincial Council prior to Provincial Assembly business.

Article XI. Amendment

These Bylaws, as a whole or in part, may be amended at any Provincial Assembly by a two-thirds (2/3) vote of all the registered delegates. The amendment(s) must have been submitted electronically or in writing to the Chapters at least four (4) months before the Provincial Assembly convenes. Approved amendments go into effect immediately following the end of the Provincial Assembly. No change may be made to these Bylaws except by the above procedure.