

# Dues Assistance Policy and Procedures of The Order of the Daughters of the King®

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### **I. Overview**

As members of The Order of the Daughters of the King®, one of the responsibilities of membership is payment of our annual dues. The Order is a community of women who desire to support one another in love in all of life's circumstances. Understanding that life sometimes creates difficult circumstances there may be times when a Daughter may not be able to pay her annual dues. And no Daughter should feel she cannot continue to live into her responsibility of membership because of financial difficulties.

Further, The Order encourages Daughters to remain in good standing so that they may be fully involved in life as a Daughter and so that they can receive *The Royal Cross*, serve as a delegate, and hold or stand for office. Daughters will also avoid the need to be reinstated due to lack of dues payment.

Therefore, assistance in paying a Daughter's dues may be granted through this Dues Assistance (DA) Policy. This policy, as described below, outlines the steps a Daughter must take to receive financial assistance.

Specifically, the Policy:

- Provides guidance for how chapters and assemblies can establish and fund dues assistance accounts
- Establishes the procedures Daughters must take to receive DA
- Provides guidance for Daughters at Large seeking DA
- Defines the application process
- Defines the terms and conditions for DA
- Describes the payment procedures

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The National Membership Chair is responsible for managing and administering this policy and, when appropriate, granting dues assistance at the National level.

### **II. Guidelines for Establishing a Dues Assistance Account**

Every chapter, diocesan and provincial assembly is encouraged, but not required, to establish a Dues Assistance Account. Daughters of that level may support this account through donations, thereby establishing a restricted account\*. Alternatively, a line item for dues assistance may be approved in the respective budget. Dues assistance grants can then be paid from the budget line or from the restricted account, whichever is applicable.

\*A restricted account holds donations given for a specific purpose which can only be spent according to the donors wishes.

### **III. Procedures for Daughters Seeking Dues Assistance**

#### **a. Overview**

A Daughter in need of financial assistance to pay her annual dues must first seek assistance from her chapter president. If no money is available through her chapter, she, with the assistance of her chapter president, should seek assistance from her diocesan assembly president. If no money is available through her diocesan assembly, assistance should be sought from her provincial assembly president. Lastly, if no money is available through her provincial assembly she may apply for help from the National Dues Assistance Account. Conversations between the president and treasurer at each level should be conducted in private. The president at each level will have discretion as to how many consecutive years and the total of years that dues assistance may be given to a member at that level.

#### **b. Process to Request Dues Assistance**

A Daughter experiencing financial difficulties such that paying her annual dues is cost prohibitive should consult with her chapter president. The chapter president, being held to strict confidentiality, should consult with her chapter treasurer and determine if money is available in the Dues Assistance Account to pay the Daughter's dues for that year. If such an account does not exist, or if there is not enough money in the account to cover her dues, the Daughter, along with her chapter president, should seek assistance from their diocesan assembly president.

The diocesan assembly president, also being held to strict confidentiality, should consult with her diocesan assembly treasurer and determine if money is available in their Dues Assistance Account to pay the member's dues for that year. If such an account does not exist, or there is not enough money in the account to cover her dues, the Daughter, along with her diocesan assembly president, may then seek assistance from her provincial assembly president.

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Continuing, the provincial assembly president, again, being held to strict confidentiality, should consult with her provincial assembly treasurer and determine if money is available in the Dues Assistance Account to pay the Daughter's dues for that year. If such an account does not exist, or if there is not enough money in the account to cover her dues, the Daughter may then seek assistance from the National Dues Assistance Account.

### **c. Guidance for Daughters at Large Seeking Dues Assistance**

Daughters at Large experiencing financial difficulties such that paying their annual dues is cost prohibitive should seek assistance from their diocesan assembly president. Daughters at Large can contact the National Office to identify the diocesan assembly president.

The diocesan assembly president should follow the same procedures outlined above to assist the DAL in paying her dues.

If a DAL is experiencing difficulty in contacting either her diocesan or provincial assembly presidents for help she may seek assistance directly from the National Dues Assistance Account.

## **IV. National Dues Assistance Application and Grants**

### **a. Applying for National Dues Assistance**

A Daughter in need of assistance in paying her dues, and after seeking help from her chapter, diocesan and provincial assembly presidents, may apply for dues assistance by completing the Application for National Dues Assistance. This application, available on the National DOK website, is submitted to the National Office and forwarded to the National Membership Chair for review and processing.

### **b. Terms for National Dues Assistance**

Members may receive dues assistance for no more than two consecutive years and for no more than five years total over the course of her membership. Exceptions can be made at the discretion of the National Membership Chair.

### **c. National Dues Assistance Grant Payment Procedure**

#### At the Chapter and Diocesan and Provincial Assembly Level

When a chapter or diocesan or provincial assembly can pay the annual dues of a member who has sought help, the treasurer will complete the Individual Dues Payment Form (available on the National DOK website) and mail it, along with a check, to the National Office.

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At the National Level

Upon approval of the Application for National Dues Assistance, the National Membership Chair will notify the Daughter that the dues assistance has been granted. Further, she will notify the National Office to pay the Daughter's dues invoice by forwarding a signed approval of the application.

**This Policy is effective as of:**

**March 21, 2018**

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**This Policy was approved by:**

**The Executive Board of The Order of the Daughters of the King®**

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