

### **SECTION 3 - MEMBERSHIP INFORMATION**

#### **a. Eligibility**

Any person may become a member of the International Order of The King's Daughters and Sons whose purposes and aims are in accord with its objects and who holds herself or himself responsible to The King, our Lord and Saviour, Jesus Christ. (Bylaws, Art. III)

#### **b. Dues**

All members pay dues annually. Dues are set in the following ways:

- the International portion of dues is set by the membership at a General Convention;
- some Branches will set an additional amount to support Branch work;
- some City or County Unions may add a fee; and
- some Circles may decide to add a Circle fee.

At every level, as a member, you have a vote and a voice in these decisions.

If you are a member of a Circle, dues are paid to your Circle Treasurer. If you are a member-at-large in an area with a Branch designation, you pay your dues to the Branch Treasurer. If you are a member-at-large in an area without a Branch designation, you pay your dues directly to Headquarters. The deadline for the submission of dues is November 1.

So that accurate records may be kept at Headquarters, it is important that you list your name consistently each year. For instance, if you registered as Mary Smith, you should not be listed in a succeeding year as Mrs. William Smith. Please notify Headquarters of any name changes due to marriage, etc.

No person may belong to a subordinate group (Branch, District, County, City Union or Circle) and NOT pay the International portion of their dues.

#### **c. Circle Membership**

The Circle is the unit of membership in the organization. Three or more members may organize a Circle, adopting their own rules and conducting their own affairs in any manner consistent with the policies at the International level. Circle members should promote interest in The KDS by spreading information of its principles and activities, and by supporting the various International departments. A Circle may undertake service for any human need in its area.

Circles are responsible for reports to the City, County, or District levels and directly to the Branch.

Every Circle is obliged to submit the International dues for each member. A Senior Circle Fee of ten dollars (\$10.00 U.S. in 2009) is due and payable when membership dues are paid. This fee provides support to the various International projects and departmental work as determined through The KDS annual budget.

**d. Members-at-Large**

Individuals, who reside in an area without a Branch and are not members of a Circle, may become members of The KDS as members-at-large (M-A-L). M-A-Ls of Branches are those individuals who do not belong to a Circle in the Branch.

**e. Branch Membership**

“Branch” is the name given to the subdivision, in a geographic sense, called a state or province. In states, Canadian provinces, and countries outside Canada and the United States, one or more Circles having fifty enrolled members of The KDS may nominate a Branch President and establish a Branch. *(See Section 10 B - Tools for Branch Leaders)*

**f. Chapter Membership:**

Whenever fifty or more members of The KDS choose a special activity, they may organize a Chapter. Membership in a Chapter is in addition to Circle membership and may include members from any geographic location. The Chautauqua Chapter with its focus on all activities related to Chautauqua is an example.

**g. Districts, County, and City Unions:**

Subordinate groups of the membership may include District, County, and City Unions, which serve as administrative and advisory links between the Branch and Circle levels. Wide latitude is given such groups in the matter of organizational structure, meetings, and projects, as long as the intention of the group is consistent with the aims and policies of The KDS as a whole.

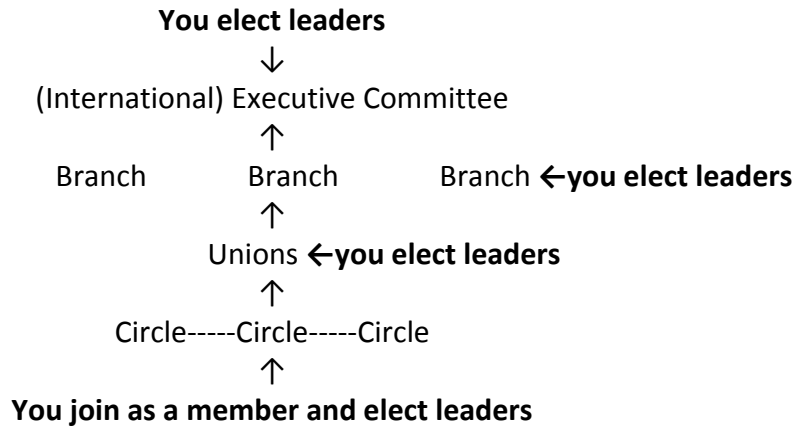
**h. Junior Membership:**

Junior Membership is for those from birth through seventeen years inclusive.

With the guidance of adult members, they may join into Circles, carry out many projects, programs, activities, and enjoy holding office or being chairman of a committee. *(See Section:10 D - Tools for Juniors)*

**In summary, members build our structure.**

Every member is entitled to a voice and a vote at the General Conventions that are held biennially, in the even years. You are encouraged to attend to learn and to contribute at workshops and meetings. As well, General Conventions are excellent opportunities to meet members and learn from their experiences.



In some area, Circles have networked together to form Unions. As a member of a Circle, Union and/or a Branch, there are opportunities for you to elect your leaders, select your projects, and get involved in whatever way suits you.

## SECTION 4 - GOVERNANCE

### a. General Convention

The management and general administration of The KDS is determined by the General Convention, held biennially in even years. The rules of the organization are established by this group. International officers are elected and reports are presented by all officers and directors, committee chairmen, and Branch Presidents. All policies, including management of The KDS funds and property, are approved. Any member may attend the General Convention, join in business discussions and enjoy all courtesies of the convention, including voting on all motions.

### b. Central Council

Central Council is the advisory board of The KDS and is composed of all members of the Executive Committee, Branch Presidents, and Life Members of Central Council. It meets annually to transact necessary business and exercise interim powers of the General Convention.

### c. Executive Committee

These International officers constitute the Executive Committee: President, Vice President (Spiritual Life), Secretary, Treasurer, Editor of *The Silver Cross*, and the directors of the following departments -- Chautauqua, Around the World, North American Indian, Student Ministry, Health Careers, and Junior.

The Executive Committee is responsible for the policies and the administration of the affairs of The KDS, including the operation of Headquarters Office, and may take action on such matters as may be necessary, exercising the powers of Central Council in the interval between meetings of that board.

### d. Finance Committee

The Finance Committee is composed of the President, Vice President, Secretary, and the Treasurer. They have general supervision over the finances of The KDS, submitting an operating budget at the General Convention and making recommendations to the Central Council when necessary.

### e. Departments

The following departments carry out our work: Spiritual Life; Chautauqua; Around the World; North American Indian; Student Ministry; Health Careers; and Junior. (*See also Section 5 - Project Development.*)

**f. Standing Committees**

- i. Bylaws – This committee recommends changes or amendments to the Bylaws. It consists of three members appointed by the President.
- ii. Chautauqua Building – This committee has the general supervision over the organization's property, its maintenance and improvements. It opens and closes the organization's houses and Chapel and is responsible for repairs and general upkeep.
- iii. Chautauqua Program – This committee promotes interest in the Chautauqua Scholarship Program at the Chautauqua Institution and schedules, promotes and supervises Open Weeks. Three other members appointed by the International President serve with the Chautauqua Director.
- iv. Editorial – This committee advises and assists the Editor of *The Silver Cross* in the editorial production of the magazine and in establishing and implementing editorial policies and procedures for review of submitted manuscripts. One member shall be the Website Coordinator. The Editor and at least three other persons, appointed by the President, fulfill these obligations.
- v. Headquarters – This committee works with the President in formulating policies for the administration and operation of our Headquarters Office. It supervises the Headquarters staff and the office. Three members appointed by the President perform these duties.
- vi. Long Range Development and Planning – This committee is responsible for the following: exploring methods for increased visibility for The KDS, membership growth for the future of The KDS, philosophy of financial investments with recommendations to reflect the changing times and needs of The KDS, and the continuity and utilization of the properties as well as the membership in leadership roles. It is composed of five members, including the current International President, ex-officio, the Immediate Past International President, and three additional members, appointed by the President. The Office Manager serves in an advisory capacity.
- vii. Membership Extension – This committee promotes an increase in membership and consists of five members appointed by the President.

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- viii. New Horizons – This committee is responsible for planning and implementing a leadership training program to inspire, inform and enrich participants, thereby promoting growth in membership. There are two phases for this scholarship program – one at Chautauqua and the other is called “New Horizons On The Road.” The chairperson and vice chairperson travel, at the invitation of members, to present the leadership training. There are five members on this committee, three of whom are appointed by the President. The other two are members of the Chautauqua Program and the Membership Extension Committees.
  
- ix. Nominating – This committee submits a slate of nominees to the General Convention, following rules outlined in the Bylaws. The five members are elected by the Central Council at the post convention meeting, two from the Executive Committee, two Life Members of Central Council, and one Branch President.

## **SECTION 5 - PROJECT DEVELOPMENT AT THE INTERNATIONAL LEVEL**

The work of the organization at the International level is divided into departments. Each Department Director is a member elected to that position at a General Convention.

### **Did you know?**

Funding for the work of each department comes primarily from the annual donations of members, Circles and Branches. In some cases, designated funds have been established through bequests, disbanded Branches and generous donors.

### **To make a donation**

All donation checks are payable to "IOKDS." Your cover letter should indicate which department you have selected to receive your help. Donor forms are also available from our website. Income tax receipts are provided for US residents.

### **To obtain more information**

For more information on each department, including eligibility criteria, application processes and funding, ask your Branch Officers or see [www.iokds.org](http://www.iokds.org) or contact the Department Director, c/o IOKDS Headquarters, P.O. Box 1040, Chautauqua New York, 14722

Deadline for all applications is April 1, except where noted.

### **a. Departments Serving Others**

#### **Around the World Department**

Purposes: To award financial assistance to students who live outside the United States and Canada in order that they may further their education; to encourage membership and the formation of overseas Circles; and, to select overseas projects run by other organizations to receive your donations. Eligibility criteria apply.

#### **Chautauqua Scholarship Department**

Purpose: To provide young adults with an opportunity to live together as a Christian community for four summer weeks in The KDS houses in order to develop their spiritual lives and to provide the opportunity to participate in the activities of the Chautauqua Institution ([www.ciweb.org](http://www.ciweb.org)). Students are carefully selected and deadlines apply. Led by the Chautauqua Department Director, the volunteer staff is composed of members who demonstrate the necessary skills to support and supervise all aspects of the program. The application deadline for those not sponsored through a Branch Scholarship is March 1.

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### **Health Careers Department**

Purpose: To provide financial assistance to US or Canadian citizens who are studying medicine, dentistry, nursing, pharmacy, physical or occupational therapy, or medical technologies. Eligibility criteria apply.

### **North American Indian Department**

Purposes: To provide financial assistance to North American Indians who have a tribal Registration Number to further their education and to support Christian mission work on reservations. Eligibility criteria apply.

### **Student Ministry Department**

Purpose: To award scholarships to full-time students attending school or seminaries accredited by the Association of Theological Schools in the United States and Canada. Eligibility criteria apply.

### **Spiritual Life Department**

Purpose: To provide clergy, giving priority to those who have served in congregations for more than seven years, with a one-week stay in The KDS houses at the Chautauqua Institution. Clergy and their spouses are invited. Accommodation and breakfast, gate passes for the clergy and some meals are provided. Clergy must be nominated by a member.

## **b. Departments and Committees Serving Our Members**

### **Junior Department**

Purposes: To encourage the formation of Junior Circles, children's summer camps and recreational programs and to offer support and guidance to Junior Circle leaders.  
*(See also: Section 10 D - Tools for Juniors)*

### **Spiritual Life Department**

Purposes: To strengthen the spiritual life of the membership, to encourage Bible study, prayer and meditation and to plan and implement Clergy Renewal Week for clergy who are nominated by members. Also it is responsible for planning and notifying members about our November 1st Prayer Day.

### **Chautauqua Program Committee – Open Weeks**

Purpose: To provide all members with the opportunity to enjoy a holiday at Chautauqua. Every summer, members can book a room in one of our houses on the grounds of the Chautauqua Institution. Available weeks, the booking process, a full description of the facilities and costs that are to be covered by your donation are made available through the Chautauqua Program Chairperson. Reservations require a deposit and are made on a "first come, first served" basis.

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**New Horizons at Chautauqua and New Horizons "On the Road"**

Purpose: To provide a leadership training program to inspire, inform and enrich participants, thereby promoting growth in membership. For new Horizons at Chautauqua, participants stay in the houses on the grounds of the Chautauqua Institution. For the "On the Road" format, the New Horizon chairperson and vice chairperson travel, at the invitation of members, to present the leadership training. This program, in either format, is offered at no cost to the participants. Application forms are available at [www.iokds.org](http://www.iokds.org).

**c. New Project Development**

At the 2008 General Convention, the membership embraced two new foci for our work – literacy and autism. For ideas on how to help your communities, see our website or contact our Headquarters, P.O. Box 1040, Chautauqua New York, 14722. Helpful handbooks are available for a nominal fee.

**SECTION 6 - PROJECTS AND ACTIVITIES AT THE BRANCH LEVEL**

**How to use this table:** The purpose of this table is to provide you with local activities “at a glance.” Please note that not all the areas listed are Branches. Some of these activities are supported by Circles, some are also supported by levels of government and donations from the community at large.

**To find out more about these activities:** contact the Branch Officers or ask the Headquarters staff for assistance in making a contact.

Area	Grants, Foundations	Clothing, Food Banks, Shelters, Thrift Shops	Ronald McDonald House	Seniors Homes	Seniors Apartments	Hospital/Health Care	Clinics, ER Medical Services	Convalescent Homes	Group Homes	Schools	Child Care	Scholarships	Meals on Wheels	Camps	Libraries
CA	X											X			
CT	X														
GA	X	X	X									X			
IL				X											
IN		X	X			X						X		X	
IA		X	X	X								X		X	
KY	X			X	X										
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MI	X			X		X									
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NY	X			X											
NC	X											X	X		
OH				X											
ON					X							X	X		
PA				X								X			
RI												X			
SC		X		X		X									
TN				X						X	X				
TX												X			
VT				X											X
VA						X	X								
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