



DOLLS

Advisor Handbook

2024 *Edition*

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A Letter from the Founder

Dear Advisor,

On behalf of the DOLLS Board of Directors, our DOLLS Headquarters staff, and myself I wish to extend a very heartfelt “thank you” for your willingness to serve our officers as their campus advisor this year. I know, first-hand, what a sacrifice serving as an advisor can be. It takes a very special person to agree to come alongside a group like DOLLS. Please know that you are greatly appreciated!

We know that many of the woman who serve as advisors to DOLLS have a love for the Lord and a deep desire to serve Him. As workers in a public-school system acting in the capacity of a government representative, teachers are extremely restricted in the way they are able to express their beliefs. We have found that serving as a DOLLS advisor has become a lawful way for teachers to serve God while at work. We pray that serving as an advisor to this ministry becomes a unique way for you to step out in faith on your campus, while still remaining compliant to the restrictions placed on teachers.

Please know that DOLLS Headquarters wants to be your greatest ally as you take on this role. Many of our staff members are former educators themselves, so we understand that your job as “teacher” needs to come first. Our aim is to equip the officers of this club to run this organization on their own, requiring the advisor only to step in when necessary. If there is ever anything we can do assist you and your girls throughout the year, please do not hesitate to contact us.

This handbook has been designed to help you navigate through your year as a DOLLS Advisor. We hope it will be of help to you as learn more about the organization of DOLLS, the rights of students, the expectations of our officers, and much more.

Once again, thank you for the tremendous sacrifice you have made by committing to serve as one of our treasured Campus Advsiors. While your colleagues at work and even your principals may regard what you do with DOLLS to be trivial, we believe the real reward will be found in Heaven (Matthew 6:20). We recognize that because of your support of these student-leaders, souls will be saved for the glory of God. Thank you for your sacrifice!

Respectfully,



Gale Carter
DOLLS President/CEO



Corporate Web Address:
www.DOLLSHeadquarters.com

Physical Office Address:
2001 W Plano Pkwy, Suite 1205
Plano, TX 75075



Section 1

DOLLS Headquarters



DOLLS

HQ Team



Gale Carter is the founder of DOLLS. She serves on the DOLLS Board of Directors as the organization's **President** and volunteers full time as the Ministry's **Executive Director**. Gale attended Texas State University where she received her Bachelors of Arts in Communication Studies. When Gale started dreaming about the impact a ministry like DOLLS could make during her time at Texas State, she never dreamed the impact would be so multifaceted. What she thought would merely serve as an evangelistic ministry, God quickly multiplied into much more. Discipleship, leadership development, and a place of Christian refuge on public school campuses all became additional hallmarks of the DOLLS ministry. She is so excited about where the organization is going and thrilled to be a part of God's great plan!

Cell Number: 281-732-9919

Email: GaleCarter@DOLLSHeadquarters.com



Haley Whitaker is a DFW native. She studied counseling at Liberty University before pursuing her Master's in Christian Education from Dallas Theological Seminary. She was once a DOLLS officer herself at Lovejoy High School, and is thrilled to have returned a decade later as DOLLS' full time Chapter Director. She now lives in Plano, TX.

CHAPTER DIRECTOR

Cell Number: 972-533-6587

Email: HaleyWhitaker@DOLLSHeadquarters.com



Karleigh Karr lives in Poolville, TX with her husband Jordan. Karleigh began her time with DOLLS serving in high school and after graduation served as a legacy counselor to several chapters. As her season of life has changed, she has now taken on serving the ministry in a different way as Manager of Corporate Admin & Onboarding for DOLLS.

CORPORATE ADMIN & ONBOARDING MANAGER

Cell Number: 817-661-8497

Email: KarleighKarr@DOLLSHeadquarters.com



Maddie Wiggins is enthusiastic about working with this ministry to help bring the organization to its next level of influence. During the last 6 years she has been instrumental in helping us develop the future for our organization, as well as manage the day-to-day business. She also currently works full-time for Axon as a Senior Proposal Manager.

CORPORATE OPERATIONS DIRECTOR

Cell Number: 972-639-7140

Email: MadelineWiggins@DOLLSHeadquarters.com



Jesse Hamrick is thrilled to be a pivotal part of such a great organization. During the past 10 years working for DOLLS, she has been instrumental in helping us develop new advertisements and continues to build and update our website. She graduated from Kilgore College with an Associates of Applied Science for Advertising/Graphic Tech.

GRAPHIC DESIGNER

Cell Number: 903-746-0353

Email: JesseHamrick@DOLLSHeadquarters.com

Board of Directors



Kayley Bacon is an Allen High School alum and a long-time lover of DOLLS! From being an officer at Ford MS to one of the first ambassadors, Kayley has been around the ministry for a long time. Now owner and CEO of Kayley Bacon Creative Solutions, she lives in Melissa with her husband, Dylan, their son Micah, and their pups.

BOARD OF DIRECTORS

Cell Number: 972-979-3700

Email: KayleyBacon@DOLLSHeadquarters.com



Tiffany Willingham lives in Allen, TX and enjoys serving the Lord as a wife to Michael and a mother to Pierce, Tristan, and Tatum. She attended the University of North Texas, where she achieved a Bachelor of Science in Social Science for Secondary Education. Tiffany is excited to help take this ministry to the next level!

BOARD OF DIRECTORS

Cell Number: 214-662-8454

Email: TiffanyWillingham@DOLLSHeadquarters.com



Heather Garen has faithfully served DOLLS over the past several years, initially as a volunteer. With her background in the non-profit and corporate world and her faithfulness to DOLLS, she became one of the governing board members two years ago. Heather is a wife to Derek, a stepmother to Taylor and a mother of two furry-four-legged kids.

BOARD OF DIRECTORS

Cell Number: 972-672-8054

Email: HeatheGaren@DOLLSHeadquarters.com



Section 2

About DOLLS

About DOLLS

DOLLS is a ministry created to impact middle & high school students during those difficult teenage years by introducing them to the abundant life God promises His children through Jesus Christ. We strive to teach young women that they are, in fact, “true royalty” because they are a child of the King. For this reason, DOLLS is an acronym that stands for Daughters of Our Living Lord & Savior.

The DOLLS ministry is designed to be a tool used by students to invite their peers to hear the saving message of Jesus Christ. Teenage students are at a very vulnerable time in their life. They find themselves at a pivotal point where they will make decisions that can forever affect the course. Our student officers serve to lead their members down the path of righteousness and into an eternal relationship with the Living Lord & Savior.

Our chapters meet weekly after school on various public school campuses across the North Dallas region. Chapters are led by a group of five students known as our “5 Main.” Weekly meetings begin with praise and worship, followed by a thirty-minute devotional discussing issues relevant to the lives of our members, presented from a Biblical perspective. Time is built in for the sharing of our members’ prayer requests and for prayer. To conclude these meetings, the 5 Main announce any business related to their chapter, including upcoming events, volunteering opportunities, and ways the members can continue in their journey to grow closer to God beyond involvement in DOLLS.

While preaching the Gospel is our primary ambition, a close second would be our desire to mold and equip a new generation of young leaders. DOLLS is a leadership factory—cranking out sharp, powerful, skilled young women-of-influence, in droves. The officers of our ministry are trained and mentored in the art of leadership at a level unlike any other student organization out there. The girls associated with our campus leadership are not your typical teenagers. These are girls who are committed to growing in excellence and to running their campus ministries with integrity.

Our first official meeting took place in mid-April of 2006 at a school in Allen, Texas. We have since spread into nearly a dozen schools in the North Dallas region. Over the years, we have seen God do incredible things through this ministry. Many students have initiated, for their first time, a relationship with Christ and many others have fallen more deeply in love with their Savior. Young leaders have been empowered and sent out to live lives of influence. More and more campuses are lining up to be a part of the things God is using this ministry to accomplish. We have only just begun!

DOLLS Stats:

Colors: Pink & Gold

Symbol: The Royal Crown

Bible Verse: 1 John 3:1 which says, *“How great is the love the Father has lavished on us, that we should be called children of God! And that is who we are!”*

Officers: “The 5 Main” - President, Vice President, Secretary, & 2 Chaplains

Official Chant (spoken at the end of each meeting):

| | |
|---|---|
| <i>Father God and Living Lord</i> | <i>Each time we meet</i> |
| <i>I thank you for my friends</i> | <i>I pray right now</i> |
| <i>I thank you for the fun we share</i> | <i>That you'd be in the center</i> |
| <i>As your great love transcends</i> | <i>So DOLLS will be a place of love</i> |
| | <i>For all of those who enter</i> |

Our Song: “So Beautiful” by Superchick

Statement of Beliefs

DOLLS does not affiliate with one specific denomination of Christian belief, but rather represents the coming together of many Protestant denominations under the umbrella of our shared common doctrinal beliefs recognized within classical Christianity. It is to be noted that DOLLS does NOT represent an interfaith ecumenical movement aimed at bringing unity between all religions, as we ascribe firmly to the understanding that “all roads DO NOT lead to the same place” and that salvation through Christ Jesus is the ONLY way to regain a right relationship with our Creator. DOLLS represents a movement of evangelical Christian faiths based on Ephesians 4:1-6, focused not on denominational differences, but on the person and sacrifice of Christ. Our chapters are comprised of girls from every denomination of classical Christian belief.

The Absolutes of Christianity

Persons believing in orthodox Christian theology ascribe to the following essentials of Christian belief:

- The Bible is the authoritative, infallible, inerrant, inspired, & sufficient Word of God.
- There is but one true and living God who exists eternally in three persons; the Father, the Son, and the Holy Spirit.
- All of mankind has broken God's law, causing separation between God and us.
- Jesus was fully God and fully man.
- Christ died once for all as the perfect sacrifice to atone for mankind's sins by enduring God's judgment on our behalf
- Jesus resurrected from the dead and freely offers the gift of eternal life to those who put their trust in Him.
- Salvation comes by faith alone, through grace alone, from Jesus alone.
- The Church, made of born-again men and women by the Spirit of God, is called to be Christ's light on this earth, instructed to go and make disciples of men.
- Christians must continue to withstand cultural attempts to make biblically defined immoral behavior morally justifiable.

These are unchanging truths established in Scripture and recognized by all faithful Christian denominations within the Protestant faith, and it is by these truths that DOLLS will also abide. Persons or denominations denying one or more of these absolutes place themselves outside of the pale of Evangelical Christianity. While girls from belief systems outside of the walls of these essential beliefs are always welcome to be a part of the DOLLS chapter on their campuses, DOLLS WILL hold unwaveringly to the teaching of these classical Christian doctrines. DOLLS requires that all those serving in leadership positions with this ministry agree with and testify to these fundamental doctrinal truths.

The DOLLS Statement of Beliefs

The following statements offer a scriptural basis for the core beliefs held by this ministry.

The Bible is the authoritative, infallible, inerrant, inspired, and sufficient Word of God.

- We believe in the Divine inspiration and authority of the 66 books of the Holy Bible as the complete canon of God's revelation to mankind. The canon, consisting of 66 books written by over 40 authors (27 New Testament books, 39 Old Testament books) is verbally inspired in every word (2 Peter 1:20-21), infallible, and absolutely inerrant with regard to their moral and spiritual teaching and record of historical facts (1 Thessalonians 2:13; 2 Timothy 3:15-17). We are committed to esteeming Scripture as the very Word of God, without error or defect of any kind in its original autographs. The canon of Scripture is closed; it cannot be added too or subtracted from (Revelation 22:19; Proverbs 30:6).
- We believe that the Bible constitutes the only infallible guidebook for faith (what we believe) and practice (what we do), being fully sufficient for every human need and all that pertains to life and godliness (1 Cor. 2:7-14). Because God is sovereign, His Word is the absolute authority in our lives, and by it God equips us for His service.
- We believe in a careful exegetical approach to interpreting Scripture. Insufficient methods of interpretation that exclude or ignore the redemptive, historical, socio-political, geographical, cultural, and grammatical context of the Word thereby compromise the full authority of the Word of God. Biblical studies must be done carefully, with emphasis on what Scripture itself says as a whole.
- We believe the Word of God supersedes man's authority, church tradition, and our own opinions. We do not accept any doctrine that contradicts Scripture. Where our own philosophies differ from that represented in Scripture, we will conclude that the Bible has it right and we are in error. We will pray that our hearts would be conformed to the Truth of His Word. As our Berean brothers and sisters modeled for us, all doctrines are to be examined in light of the Bible, and only what conforms to biblical truth should be accepted (Acts 17:11). Faithfulness to God's Word keeps us from being misled into destruction by the false teachings, ideologies, and worldviews that are pervasive throughout the world we inhabit (Ephesians 4:14).
- We do not believe that any other writings have the same authority as the canon of Scripture. While the Lord has provided many a faithful men and women teachers for our edification who have written and taught on matters deeply edifying to the life of the Christian, none of these hold more value than the words found in Scripture.

There is but one God who exists in three persons; the Father, the Son, and the Holy Spirit

- We believe in one God, who directly and immediately created all things, and who is holy and infinitely perfect; in whom all things have their source, support, and end. He exists eternally in a loving tri-unity (trinity) of three equally divine Persons: Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being. (Deuteronomy 6:4; Isaiah 43:10; Matthew 28:18-20; Acts 5:3-4; Hebrews 1:1-3, 8)

All of mankind has broken God's law, which causes separation between God and us.

- We believe that God created mankind in His image as male and female. God created humankind with the intention that man would glorify God, enjoy an intimate fellowship with God, live his life in the perfect will of God, and by this accomplish all that God purposed for man to do in the world (Isa. 43:7; Col. 1:16; Rev. 4:11). Since humanity is the crowning work of God's creation, each human being is created in His image, is sacred, and is worthy of respect and love. This respect must be afforded to all human life from the moment of conception until natural death (Psalm 139:13-16; Revelation 5:9-10).
- However, we believe that because the "first man", Adam, voluntarily rebelled against God's perfect will, he and Eve's descendants—extending generations all the way through to us in our present age—are all born under the condemnation of sin and also inherit a sin nature. Therefore, sin has affected the whole of our being, leaving us morally and spiritually "dead in [our] trespasses and sins" (Ephesians 2:1). Only through God's saving work in Jesus Christ can we be rescued, renewed, and reconciled to God (Romans 5:12; Ephesians 2:1-3).

Jesus was fully God and fully man.

- We believe that Jesus Christ is God incarnate, fully God and fully man, one Person with two natures. Although Jesus Christ, who is Israel's promised Messiah, existed from eternity past, He was conceived in human flesh through the Holy Spirit and born of Mary who was a virgin. He lived a sinless life, was crucified and died under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate (Matthew 1:23; John 1:1; Ephesians 1:19–23; 1 Timothy 2:5–6; Hebrews 1:1-8).
- We believe that in the incarnation (God becoming man) Christ surrendered no part of his divine nature. However, He did relinquish the status and privileges associated with His deity. He put on all the indispensable characteristics of man and therefore became the Godman, fully God and fully man. (Phil. 2:5-8; Col. 2:9)
- We believe that Jesus Christ perfectly fulfilled God's law as expressed in both the Old Testament and New Testament by His personal obedience (Matthew 3:15) and substitutionary death on the cross for sinners (John 19:30). He is the one Mediator between God and man, being the only One through whom God and man can be reconciled. He will return in power and glory to judge the world and consummate His redemptive mission. To Him we gladly give our obedience and worship, being deeply grateful for His grace toward us while we were yet sinners (John 14:6; 2 Thessalonians 1:9; 1 Timothy 2:5–6).

Christ died once for all as the perfect sacrifice to atone for mankind's sins by enduring God's judgment on our behalf

- We believe that our Lord Jesus Christ accomplished our redemption through the shedding of His blood and sacrificial death on the cross. His death was voluntary, a payment for the penalty of sin, substitutionary, propitiatory, and redemptive (John 10:15; Romans 3:24-25; Romans 5:8; 1 Peter 2:24). We teach that the death of the Lord Jesus Christ is efficacious. That is Christ's death accomplished its intended purpose which is freedom from the punishment, the penalty, the power, and one day the very presence of sin; and that the believer at the point of saving faith is declared righteous, given eternal life, and adopted into the family of God (Rom. 3:25; 5:8,9; 2 Cor. 5:14,15; 1 Pet. 2:24; 3:18).

Jesus resurrected from the dead and freely offers the gift of eternal life to those who put their trust in Him.

- We believe in the bodily resurrection of our Lord Jesus Christ, which serves as evidence that the penalty for our sin's has been properly satisfied in Christ Jesus (1 Corinthians 15:3-5; Acts 2:31-36; Matthew 12:39-40; John 2:19-21). As the apostle Paul explains in 1 Corinthians 15:14, "If Christ is not risen, then our preaching is empty and [our] faith is also empty." To deny the physical resurrection is to deny that Jesus' work was a satisfactory offering to God the Father. It would mean that Jesus was a fake and needed to stay in the grave. But he did not stay because His sacrifice was perfect.
- Likewise, Christ's bodily resurrection ensures the future resurrection of all believers who have received God's gift of eternal life (1 Corinthians 15:20-23; 1 Thessalonians 4:14, 17).

Salvation comes by faith alone, through grace alone, from Jesus alone.

- We believe that salvation involves the redemption of the entire person—body, soul, and spirit—and is offered freely to all who, having been called by God and granted "the repentance that leads to life" (Acts 11:18), receive the Lord Jesus Christ as Savior.
- As our representative and substitute, we believe that Jesus shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for our salvation (Acts 4:12; Romans 5:1; 1 Thessalonians 5:23; 2 Timothy 2:25; 1 Peter 3:18).

- We believe this salvation is a gift of God's grace that comes through the vehicle of faith alone in the Lord Jesus Christ. Faith is a gift of divine grace. It is not simply knowledge of Jesus Christ, but rather an act of personal trust accompanied by the miracles of regeneration (being made new in Christ, 2 Cor. 5:17) and justification (being declared entirely righteous, 2 Corinthians 5:21). The moment a person trusts Jesus as Savior, they pass from death into life. They are accepted by the Father according to the measure of Christ's acceptance, and loved even as Christ Himself is loved. The wrath of God no longer abides on them (John 3:36) and instead the righteousness of God stands in its place (Romans 3:22).
- We believe that salvation is not on the basis of human merit or works. Apart from the work of Christ, there is nothing we can do to earn the favor of God. In Him we have redemption through His blood (Ephesians 1:7; Ephesians 2:8-10; Titus 3:5; 1 Peter 1:18-19).

The Church, made of born-again men and women by the Spirit of God, is called to be Christ's light on this earth, instructed to go and make disciples of men.

- We believe that Christians are called to be witnesses for Christ by sharing gospel with all people, without distinction. (Colossians 3:11) God, in His sovereignty, has designated man to be the vehicle by which the Gospel goes forth throughout the earth. The Great Commission, as found in Matthew 28:18-20, is a call to do more than just "go"—it's a call to make disciples. This necessarily involves evangelism, without question. However, the imperative is placed on turning people into disciples of Christ, or in other words, imitators of Him in both doctrine and conduct of life. Christians are to spur each other on to live lives dedicated to obeying the Lord and to teaching others to obey him, too.

Christians must continue to withstand cultural attempts to make biblically defined immoral behavior morally justifiable.

- We believe in the serious nature of sin and will exercise fidelity to Scripture when ascertaining those behaviors worthy of the wrath of God. The Bible contains an explicit moral law that acts as a tutor, helping us identify sinful behavior that will, if persisted in, prevent a person from entering the kingdom (Galatians 3:26). Certain sinful behaviors noted in Scripture carry threats of damnation to those who remain enslaved by them (1 Corinthians 6:9-11, Romans 1:24-32).
- Therefore, any effort to minimize the severity or sinfulness of behaviors that Scripture clearly defines as immoral becomes an attack on the message of the Gospel itself and on the authority of Scripture. It becomes a Gospel issue because commending sinful behavior urges us to celebrate behaviors from which the Bible calls us to repent. Repentance from sin is an essential component of true regeneration. Therefore, it is imperative that Christians rightly categorize sin as sin. Our message of man's need for a Savior must be clear. Denying the wickedness of any of the depravities listed in Scripture would impair a person's ability to see their need for repentance and faith in Jesus Christ (1 John 1:6; Revelation 2:20).
- A faithful Christian would never encourage people to continue in deliberate sin when they ought to be calling them to repentance. Therefore, as revisionist attacks will undoubtedly continue, true faithful followers of the teachings of Christ must continue to counter attempts to make immoral behavior morally acceptable. A person engaging in persistent, egregious sin (e.g., lying, stealing, witchcraft, active practice of sexual sin, including fornication, adultery, and homosexuality) is acting in a fashion that is inconsistent with biblical teaching. (Ex. 20; 1 Cor. 6:9-10; Gal. 5:19-21; Eph. 5:3-6; Rom. 1:18-32)



Vision & Values

Our Vision

To be a campus ministry for young women focused on bringing glory to God through the making of disciples by:

- Bringing those separated from God to a reconciled relationship with Him through the Gospel of Jesus Christ.
- Modeling lives motivated by the Gospel as we live obediently to Jesus as our Lord.
- Equipping young believers to be leaders for the purpose of the Gospel.

Bringing Those Separated From God To A Reconciled Relationship With Him Through The Gospel Of Jesus Christ

We purpose to introduce teenage girls to their Lord and Savior by preaching the Gospel boldly, with accuracy, and with urgency. We will actively pursue relationships with non-Christians and invite them to our meetings with the goal of sharing the Good News and seeing people reconciled to God. We recognize that an understanding of the Gospel leads to repentance, to holiness, and to a life that conforms to the image of Jesus Christ. Driven by our desire to witness the Gospel's transformative work in the lives of every person on our campus, we will use DOLLS as a platform to proudly preach His truth.

We pray that the Good News of Jesus Christ will be recognized as the central motivation for all we do. We are stirred-to-action by the fact that God, Himself, became a human and lived a life free of sin, and that when He died on the cross He took our sins upon Himself and willingly received the wrath that was meant for us. Because He is all powerful, Death and the grave could not hold Jesus down. His resurrection served as proof that the debt of our sin had been PAID-IN-FULL, and He returned to heaven where He now sits at the right hand of God. Although we continue to be sinners, each time we commit an offense against God, Jesus' presence reminds Him that justice for that sin has been served. Now, instead of seeing our transgressions when He looks upon us, God instead sees the righteousness of Jesus. In effect, we are able to have a relationship with our Creator that is so deep we are no longer just His creation, we are His children.

With this in mind, how can we NOT want to spend every moment of our life doing the things that show our endless gratitude for what He has done on our behalf? In our meetings, we will bear witness to the wonderful truth that God is reconciling all things to Himself through Jesus. We will point confidently to the righteous life of Jesus Christ, the wrath-absorbing sacrifice He endured for us on the cross, and His death-defying resurrection. We will be teachers of the Good News, witnessing to our peers, educators, and administrators.

Modeling Lives Motivated by the Gospel as We Live Obediently to Jesus as Lord

We strive to see teens walk in step with the Gospel and live in union with Christ (Co. 2:6-7). Many teens struggle to understand how a person their age is to live out their faith as a young disciple. What does that look like? How does one act? They may see the older women at church modeling for them how to be wives and mothers, which will certainly be a helpful example to them, but of equal necessity, they need to see someone their own age modeling how to live their faith NOW as a teenager.

In Luke 9:23, Jesus says that "If anyone desires to come after Me, let him deny himself, and take up his cross daily, and follow Me." We seek to live such that our peers will observe our actions and know how to fulfill what Jesus described in this verse. First, we will deny ourselves by prioritizing God's will over our own wants and needs. This may mean we trade much of the typical teenage experience and invest that time into things of God instead. May it be noted that we count it as our greatest privilege to do so. We believe that just as Jesus was willing to put down his throne of glory and become flesh on our behalf, we should be equally willing to put down our treasures the same way. Second, we will take up our cross by being prepared to lay down our reputations, our popularity, or even our lives for the sake of the Gospel. May our hearts be filled with such gratitude and appreciation for what Jesus did for us on the cross, that we will be stirred to sacrificial obedience on His behalf. The Gospel compels us to carry ourselves with excellence, perseverance,

integrity, and in a manner that is above reproach. We will be intent to live a life that seeks holiness, not for the sake of our own self-righteousness, but as an act of worship towards our Sovereign, as we seek to influence our peers to do the same.

Preparing Young Believers To Be Leaders For The Purpose Of The Gospel

In an effort to do our part to transform our culture from the inside out, we are committed to equipping young leaders for a Kingdom impact. DOLLS will be a tool used by God to equip His people for service, so the body of Christ may be built up (Eph. 4:12). DOLLS will be a training ground where young women are mentored in the art of Christian leadership. Our organization will be recognized as a leadership factory—cranking out sharp, powerful, skilled, young women-of-influence. As our young leaders gain experience serving God through ministry, they are developing a life-long passion for evangelism. We are committed to leadership development that emphasizes obedience, excellence, creativity, and self-sacrifice. We invest in the lives of young women to turn out godly, mature, sober-minded adults who can self-assuredly carry the Gospel of Jesus Christ. Girls who have served with our ministry leave walking closer to Christ, inspired to embrace His call on their life, and confident in themselves to take their service to the next level. As a result, we have watched hundreds of girls move miles ahead of their peers in personal maturity, responsibility, and professionalism, for the glory of the Lord.

Our Values

We will be a ministry known for preaching the Gospel with **boldness, accuracy, and urgency!**

WITH BOLDNESS

More than anything, we want DOLLS girls to experience the Gospel.

We will preach the Word in season and out of season (2 Tim. 4:2); when people are comfortable hearing it and even when they are offended to hear it. We refuse to be known as a ministry for “itching ears” but instead will be known for preaching sound doctrine. We will not be intimidated into presenting a watered-down version of the Gospel. We will stand unashamed of our God and declare Jesus as the only means of salvation.

WITH ACCURACY

Our understanding of Truth will stem only from the words of scripture. We commit to remaining in such submission to the Word of God that where our mind, will, and emotion differ from God’s Word, we will resolve that the Word has it right and our understanding is wrong. We will live in holy fear of James 3:1, practicing caution with every word that we speak during our meetings so as not to bear witness to a false gospel. While we will celebrate large membership, our goal is not to be the biggest Christian organization on campus. Rather, we desire to be known as one that accurately declares Truth, resulting in a thriving fellowship of true disciples.

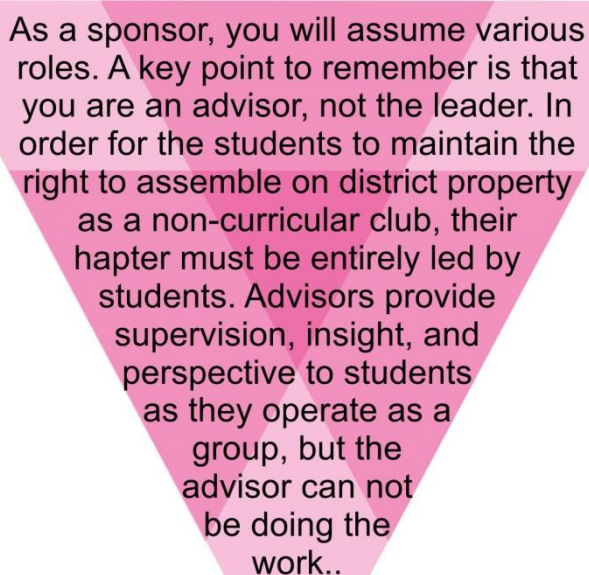
WITH URGENCY

Our desire is that none should perish, and that the forgiveness we received through Christ is conveyed to the souls of our girls on campus. We will be vigilant to use every moment with our membership to preach God’s word and be focused on helping members know God rightly. We will not haphazardly waste time preaching lessons over anything of lesser importance than the fall and subsequent redemption of man through Jesus Christ. Likewise, we will experience a righteous frustration when we don’t see conversions. Our belief in the imminent Second Coming and the reality that no one is promised tomorrow will motivate us towards urgency in proclaiming salvation through Christ.



Section 3

Advisor Responsibilities



As a sponsor, you will assume various roles. A key point to remember is that you are an advisor, not the leader. In order for the students to maintain the right to assemble on district property as a non-curricular club, their chapter must be entirely led by students. Advisors provide supervision, insight, and perspective to students as they operate as a group, but the advisor can not be doing the work..

School District

As monitors of this organization, Advisors serve the DISTRICT by:

- Advising the chapter in accordance with District policies, regulations, procedures, and Student Code of Conduct to ensure the club's compliance with these standards at all times.
 - This includes but is not limited to adhering to District policy over accounting, building usage, adult supervision, and parent communication.
- Attending all organizational meetings and activities recognized as "official" DOLLS events sponsored by the chapter.
 - If the 5 Main determine to host an event, and announce it during All-Member meetings as an official DOLLS event, at least one advisor is required to be present.
 - This is required for the liability protection of DOLLS and for the District.
 - This does not include if a group of students associated with DOLLS voluntarily decide to gather on their own fruition outside of officially sanctioned DOLLS functions.

- Handling all monies and record keeping associated with the chapter's financial account, available to the chapter by the District as a recognized non-curricular student activity group.
 - This includes keeping all financial records and files up to date in accordance with mandated district accounting procedures.
- Insuring all volunteers have completed an online volunteer application through District HR, as required by most districts, which often includes a background check.
 - Advisors must confirm that all volunteers have cleared the background check before association with the chapter is permitted.
- Making all room reservations for meetings and activities.
- Annually reviewing any constitution, by-laws, or extracurricular standards of behavior, and any subsequent amendments requiring approval from Administration, in accordance with Board Policy.
- Receiving prior approval from campus administrators for all special activity announcements, advertisements, or promotional materials/permission forms the chapter desires to distribute.
- Maintaining regular contact with campus administration regarding the activities of the chapter. This includes seeking approval for events, meetings, field trips, and fundraising.

5 Main Student Officers

As monitors of this organization, Advisors serve the 5 MAIN by:

- Ensuring the student leaders, known as the 5 Main, and their chapters remain in compliance with district standards and policy in regards to all matters at all times.
- Ensuring that the chapter meets their annual membership requirements of DOLLS, in order to maintain the campus' Charter with DOLLS, Inc. (See Chapter Constitution)
- Ensuring the 5 Main and their chapter remain in compliance with the standards and policies set forth by DOLLS, Inc. (See also Chapter Constitution and Officer Constitution)

- Keeping the officer teams accountable to their individual responsibilities associated with each officer position and documenting instances of repeated negligence. (See 5 Main Responsibilities for more details)
- Maintaining a record of violations to any of the DOLLS Constitutions, including Attendance Requirements. Advisors are responsible for reporting violations that warrant dismissal of the officer from their leadership position to DOLLS Headquarters.
- Managing records of membership for each chapter with the help of the chapter Secretary.
 - Every girl who wishes to attend DOLLS events must have a membership form on record with your chapter. The girls do not however have to have a membership form on file to attend weekly meetings.
 - The advisor is responsible for ensuring that these records are readily available at all events, especially events taking place off campus or after school hours.
- Being present during meetings of the 5 Main periodically to monitor communication etiquette, relationship management, adherence to District policies, and business professionalism.
- Advising the students on techniques and responsibilities of good leadership, coaching the officers in principles of sound organizational and administrative practice, developing procedures and plans for action, and keeping the group focused on goals.
- Arbitrating group disputes or parent concerns.
- Providing the history and tradition of past groups when advisable.
- Maintaining any DOLLS related inventory.

DOLLS Headquarters

As monitors of this organization, Advisors serve DOLLS HEADQUARTERS by:

- Ensuring that the chapter meets their annual membership requirements. (See Chapter Constitution)
- Ensuring the 5 Main and their chapter remain in compliance with the standards and policies set forth by DOLLS Headquarters. Advisors should be familiar with the DOLLS constitutions and other governing documents, so that she can advise effectively. (See also Chapter Constitution, Officer Constitution, DOLLS Handbook)
- Keeping the officer teams accountable to their individual responsibilities associated with each officer position. (See 5 Main Responsibilities for more details)
- Managing records of membership for each chapter with the help of the chapter Secretary.
- Attending all events considered "official" DOLLS events put on by the chapter. If the 5 Main determine to host an event, and announce it during All-Member meetings as an official DOLLS event, at least one advisor is required to be present.
 - This is required for the liability protection of DOLLS and for the school districts.
 - This does not include if a group of students associated with DOLLS decide to gather on their own fruition.
- Handling all monies and record keeping associated with the chapter's financial account, available to them by the school districts as a recognized student activity group.
- Communicating regularly with DOLLS Headquarters in regards to concerns about officers, district conflicts, et cetera.

REMEMBER.....

The job of the campus monitor, or advisor, is not always an easy one. Always remember that your primary responsibilities are to the safety and well-being of the students and to upholding campus and district policies and protocol. At times your job may require you to deny some of the goals the officers set for their chapter in order to meet these responsibilities.

Advising No-No's

DO
NOT

try to be the leader or “run” the meetings.

DO
NOT

pray or worship with the students.

DO
NOT

impose your own bias or religious beliefs.

DO
NOT

do the work of the President or other 5 Main Officers.

DO
NOT

miss group meetings or functions.

DO
NOT

allow publications to be released without review.

DO
NOT

assume the students have everything under control.

DO
NOT

assume the students don't need you.

Liability & Risk Reduction

(Excerpt taken from ACPA Commission for Student Involvement's Advisor Manual)

As an advisor of a student organization, you are the district's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization and suggest an alternative to the questionable action.

It is important to remember that, in general, while we need to be concerned about liability, we can seriously damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by DOLLS, please contact someone from the administrative staff on your campus who is knowledgeable about liability and risk management. Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants.



HERE ARE A FEW THINGS THAT YOUR ORGANIZATION CAN DO TO IDENTIFY AND REDUCE RISK:

- Complete a Pre-Event Planning Form to clarify the needs and expectations of participants.
 - Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
- Identify options for reducing risks by including, but not limiting to:
 - Hiring a third-party vendor or contractor.
 - Purchasing additional liability insurance.
 - Preparing liability waivers, if necessary.
 - Providing advanced training.
 - Assuming a 'worst case scenario' and preparing for it in order to reduce likelihood of it occurring.
 - Utilizing waivers that outline the specific nature and risk associated with the event.
 - Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- Assess the capability of the group to manage risk.
- Identify the challenges in managing risk, as well as resources to assist in your planning.
- Develop a plan of action in reducing risk
- Communicate thoroughly with everyone involved (officers, members, advisors, participants, facilities staff).



Section 4

Student Rights



Introduction

When people hear about DOLLS and the purpose of the ministry, one of the most familiar responses received is “Is that allowed in the schools?” This response represents a common misconception about the rights that students have on public school campuses. Even school administrators are often misinformed about the freedoms students have and they tend to run their campuses with what they consider to be “politically correct approach” and in doing so they effectively censor the freedoms of the students in such a way that is a direct violation of the their federally protected rights. Our advisors must be ready to advocate for these rights on behalf of the students.

The Laws

In 1984 Congress passed a legislative act called “The Equal Access Act” (“the Act”) with the purpose of protecting students’ First Amendment rights and ensuring that religious clubs received the same kind of liberties and privileges to utilize the facilities of secondary school campuses as other recognized student clubs enjoy. The Act provides that if a school campus grants approval for any non-curricular club to meet, the campus has instantly created what is known as a “limited open forum” entitling all qualified student clubs, like DOLLS, to the same access and benefits granted to the first club.¹ A club is considered non-curricular if it “does not directly relate to the body of courses offered by the school.”²

Advisor Limitations

A stipulation of the Act is that the club must be student initiated and student led. Faculty can only be involved to supervise, monitor, and facilitate. It is common, for liability purposes, or because of state law or local school policy, that a teacher(s) or another school employee(s) is asked to be present during student activities. Districts may require that one or more of their hired campus personnel act as a monitor, or “Advisor,” to DOLLS. Such custodial supervision does not represent endorsement of the group by the school or by the teacher. If an advisor begins operating in a capacity outside of the roles associated with advising, a chapter is at risk of losing its constitutional right to assemble. Advisors must always be prepared to prove that **the students** are the driving force behind the perpetuation of their DOLLS chapter.

Guest Speakers

Chapters are welcomed to invite guest speakers to visit periodically for chapter meetings or during events. These guest speakers are permitted to speak on any topic. “Promotion of the event must make it clear that attendance is purely voluntary and that the speaker is hosted and endorsed by the student club, not the school.”¹ Many districts will require that guest speakers register as a volunteer and sign-in upon each visit at the security desk in the front office. Please note that federal law maintains that non-school persons, such parents, pastors, former students, and even DOLLS Headquarters are prohibited from regularly attending and directing religious meetings. If non-school persons become too actively involved with the operations of the club, the chapter is at risk of losing its constitutional right to assemble.

Topics of Conversation

During DOLLS meetings and events students are free to discuss any subject matter they desire. School districts have absolutely NO authority to regulate the content of the club's discussion. This includes even if the content includes such hot topics as sexuality, purity, and Hell. An attempt on the part of the school to limit or regulate the content spoken during a DOLLS meeting is a direct violation of the Equal Access Act. The school is obligated under the Act to provide equal access to all recognized student clubs, regardless of the content of their meetings, unless the content "materially and substantially" disrupts the educational process.¹ Because DOLLS meetings take place during "no instructional time" before or after school hours there is little-to-no risk that the content of chapter's conversation would substantially and materially disrupt the educational process. The students may engage in any religious speech so desired and the club need not seek the approval of campus administration to do so.

Advertising

Per the First Amendment and the Equal Access Act, every student club, whether religious or not, that meets "the Acts" requirements must be granted the same access to promotional avenues on campus that every other recognized club receive. This includes access to public address systems, bulletin boards, school newspapers, and other avenues that schools allow student-groups to use to advertise their meetings and events (*i.e. distribution of flyers, posters in hallways, etc.*)⁴. Likewise, clubs like DOLLS should also receive acknowledgement in the school yearbook annually if such recognition is granted to other non-curricular clubs.

Principals may decide to limit the advertising of non-curricular clubs on their campus to a "content neutral time, place, and manner"⁵. For example, a principal may designate a certain place in the school as the "community bulletin board" and permit clubs to hang posters/flyers to this area only. If DOLLS is being restricted to advertising in these areas only, and there is no evidence of another non-curricular club receiving the extra advantage of advertising elsewhere in the building, this sort of restriction is not a violation of the students' rights. Principals may prohibit the distribution of flyers during the regular school day, and so long as this is the standard imposed on all non-curricular groups, this is not a violation of the students' rights. If the campus principal allows a club such as the Chess Club, community service organizations, or other social clubs to access the school's public information system for announcements about their meetings or events, he/she must also permit clubs like DOLLS to do the same.

The distinction between non-curricular clubs and curricular clubs should be noted so there is no confusion when attempting to evaluate a perceived inequality. Curricular clubs, such as the French Club or Drama club, that directly relate to curriculum taught in the school, might receive greater leverage for advertising on campus than non-curricular clubs. When attempting to determine if a school is unfairly biased against your club, make certain that you are comparing apples-to-apples; Non-Curricular Clubs to Non-Curricular Clubs.

Distribution of Materials

Schools may not censor the distribution of literature by non-curricular clubs. "Students have a right to distribute religious or other written communications while at school as long as such distribution does not materially and substantially interfere with the educational process, i.e. the student should pass out the material during non-instructional time, and as long as the material is not lewd, obscene or vulgar."⁶ Concern of a potential disruption would not be enough to warrant a ban on the material's distribution. Students have the right to distribute Bibles, religious tracks, note pages, Bible studies, without the prior consent or approval of campus administration.

Censorship

Students have the right to use religious words and symbols on all club related material including advertisements, websites, and t-shirts. Schools may only attempt to censor a club's speech content if the regulation is necessary to ensure a safe, non-disruptive educational environment. "Prohibitions against using certain words or wearing items that have religious significance are viewpoint based and considered discriminatory under First Amendment free speech protection."¹

For More Information

If you would like more information about the rights and privileges owed to students, we invite you to check out a handbook, written by the Alliance Defense Fund (ADF), entitled "Knowing Your Rights: A Guide for Christian Students". ADF is a legal alliance defending the right to hear and speak the Truth by helping groups, like DOLLS, defend our First Liberty—Religious Freedom. The purpose of their handbook is to inform students, teachers, and parents about their constitutional rights.

Are the Students' Rights Being Honored?

If, after reviewing this document or the ADF Handbook, you understand that the rights of your students are being infringed upon, whether intentionally or unintentionally, we encourage advisors or student leaders to meet with their campus principals to discuss the matter and work towards a resolution. DOLLS Headquarters and ADF can provide you with documentation that will help you explain the law to the administration.

Principals may mistakenly place boundaries around the operations of non-curricular religious clubs in an effort to minimize potential apprehension from the community towards the club's existence in the school. The principal has the responsibility of remaining neutral and should remember that by limiting the rights of religious groups they are not exercising neutrality, and effectively open themselves up to plausible litigation.

If school officials still refuse to adjust their policy or practice, ADF can write a letter on your behalf to ask that the school officials correct their actions. If necessary, ADF will collaborate with the student officers to look into the possibility of litigation in court if the school persists in its unlawful conduct.

¹ Alliance Defense Fund. *Knowing Your Rights: A Guide for Christian Students*. Scottsdale: Alliance Defense Fund, [2011?]. Print.

² *Pope by Pope v. East Brunswick Bd. of Educ.*, 12 F.3d 1244, 1251 (3d Cir. 1993) (citing *Mergens*, 496 U.S. at 239).

³ § 4071(c)(4); cf. *Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 509 (1969); *Mergens*, 496 U.S. at 241.

⁴ *Mergens*, 496 U.S. at 247; *Prince*, 303 F.3d at 1086-87, 1092.

⁵ See *Thompson v. Waynesboro Area Sch. Dist.*, 673 F.Supp. 1379, 1393 (M.D.Pa. 1987)

⁶ Sasser, Hiram S. "Religious Speech and Equal Access in Public Schools." Liberty Legal Institute, [2011?]. Print.



Section 5

Curricular Vs.
Non-Curricular

Curricular vs. Non-Curricular Clubs

Understanding the Differences

It is vital that advisors and student officers understand the difference between curricular clubs and non-curricular clubs because this knowledge will help them determine whether the student rights are being infringed upon. Each day, districts are expected to submit to a staggering list of laws, regulations, rules, and policies placed on them by federal, state, and local governments. School Boards are responsible for looking at these legal obligations and must interpret and create policy containing these legal frameworks for their districts. Advisors should be aware of the following Legal Frameworks districts are bound to honor: FNAB (Legal), FNAA (Legal), FNA (Legal).

School boards must decide how their districts will determine the distinctions between curricular and non-curricular clubs and the rights afforded to each. Advisors and officers should understand that the rights granted to non-curricular clubs often differ tremendously from those given to curricular clubs. Advisors should research the following laws within their own school district's Board Policy to verify the distinctions within their district; FNAB (Local), FNAA (Local), FNA (Local).

While each district will differ in the way they determine whether a club is curricular or non-curricular, the standards stated below are typical of many districts. This chart is to be used as a guide only. Advisors should become familiar with the policy particular to their district.

| Curricular Clubs | Non-Curricular Clubs |
|---|--|
| The subject matter of the groups is actually taught or will soon be taught in a regularly offered course. | The club is student initiated and student led. |
| The subject matter of the group concerns the body of courses as a whole. | Meets during non-instructional time before or after school hours. |
| Participation in the group is required for a particular course. | Membership in the club is voluntary. |
| Participation in the group results in academic credit. | Advisors are involved in a custodial capacity only and are never compensated for their time. |
| Advisors may be monetarily compensated for their time. | Examples of Non-Curricular Clubs: <ul style="list-style-type: none"> • Anime Club • Fellowship of Christian Athletes (FCA) • Environmental Awareness Club • Step Team • Sports Clubs (Frisbee, Scuba, Cricket) • Gay Straight Alliance (GSA) • Community Service Clubs (Key Club) • Muslim Student Association • DOLLS • Photography Club • Student Council |
| Examples of Curricular Clubs: <ul style="list-style-type: none"> • Drama Club • Future Farmers of America (FFA) • Robotics Club • Business Professionals of America (BPA) • Foreign Language Clubs • Speech & Debate Club • UIL Scholastic Clubs • Yearbook • Cheerleading | |

Why is this important?

When trying to determine if DOLLS is not receiving equal footing on your campus, it is imperative that you compare apples to apples; non-curricular clubs to non-curricular clubs. Your first objective should be to determine if your campus has opened the door to any other non-curricular clubs, thus triggering the Equal Access Act and creating a “limited open forum.” A limited open forum is defined in the Equal Access Act as existing “whenever [a] school grants an offering to or opportunity for one or more non-curriculum related student groups [or clubs] to meet on school premises during non-instructional time.”

*The following excerpt is taken from the Alliance Defense Fund’s **Student Rights Handbook**:*

The rights of religious student clubs in public high schools are protected by the First Amendment to the U.S. Constitution and the Equal Access Act (“the Act”), passed by Congress in 1984. The basic purpose of the Act is to put religious clubs on equal footing with all other student clubs by allowing them the same privileges and access to school facilities that other recognized student clubs enjoy. **Once the school provides an opportunity for a non-curriculum related club to meet, it is said to have created a “limited open forum,” triggering the Act and entitling all other qualified student clubs (like a Bible Club) to the same access and benefits of school facilities as that first club.**

The rights of religious student clubs also stem from the First Amendment of the U.S. Constitution, which offers protection beyond that which the Act provides. Religious student clubs are allowed in public schools because there is a difference between “... government speech endorsing religion, which the Establishment Clause forbids, and private speech endorsing religion, which the Free Speech and Free Exercise Clauses protect.” Public schools cannot exclude certain clubs based on their religious viewpoints or practices. **Once a school allows access to any student club, school officials cannot deny recognition or benefits to some clubs based on students’ desires to exercise their religious freedom.**

As explained in the ADF’s “Knowing Your Rights” student handbook, once DOLLS is approved as a recognized non-curricular club, the club must be granted access to facilities, funding, and other privileges to the same degree afforded to all other non-curricular student organizations. “The school may not place restrictions on a religious club’s ability to function as a student organization, based on its religious point of view” (Knowing Your Rights, page 6).

After determining which student groups fall in the non-curricular category, it is time to do a comparison. We recommend creating a chart listing all of the non-curricular clubs on your campus and listing all the rights afforded to each of those clubs. The student officers can divide the list of clubs and individually meet with the student leaders or advisors/sponsors of each of the other clubs to conduct a survey of the rights and privileges afforded to their organizations. Doing this will allow you to effectively test whether DOLLS is being given “Equal Access” on your campus. If your studies indicate that you are not receiving equitable rights you can take this chart in to a meeting with your campus principal and explain to them your understanding of the law and point out where you suspect the student rights are possibly being neglected.

The following is a sample comparison chart:

| | DOLLS | GSA | FCA | Key Club | Earth Club | Muslim Student Association | Anime Club | Photo Club | Step Team | | |
|---|-------|-----|-----|----------|------------|----------------------------|------------|------------|-----------|--|--|
| Club is given access to school facilities for meetings before or after school during non-instructional time. | | | | | | | | | | | |
| Club is allowed to use school equipment (projectors, televisions, Smart boards, speakers, etc.). | | | | | | | | | | | |
| Club is granted access to transportation services. | | | | | | | | | | | |
| Club is given access to the school's public address system. | | | | | | | | | | | |
| Club is permitted to hang advertisements on campus. | | | | | | | | | | | |
| Club is permitted to distribute flyers advertising meetings on campus. | | | | | | | | | | | |
| Club is given access to the school's newspaper for advertising. | | | | | | | | | | | |
| Club receives recognition in the annual yearbook. | | | | | | | | | | | |
| Club receives access to district banking & accounting through the campus Associated Student Body (ASB)* Fund. | | | | | | | | | | | |
| Students are free to discuss any issues and engage in any speech they desire at meetings. | | | | | | | | | | | |
| Club is permitted to allow outside speakers & visitors to attend meetings. | | | | | | | | | | | |
| Club is permitted to hold fundraisers throughout the year. | | | | | | | | | | | |
| Club is permitted to provide unrestricted information about their organization on campus webpages. | | | | | | | | | | | |
| Club is permitted to hold events off campus. | | | | | | | | | | | |
| Club is permitted to take field trips and attend conferences, conventions, and workshops. | | | | | | | | | | | |

*All student clubs that fall into the non-curricular category are lumped into a larger group known as Associated Student Body (ASB). Organizations included in the ASB must be optional, non-credit, and extra-curricular. These clubs are often of a cultural, social, recreational, or athletic nature.



Section 6

Managing Budgets

Sample Accounting Spreadsheet.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AutoSum Fill Clear Sort & Find & Filter

DOLLS Account- 865-00-2191-00-042-000000

| | A | B | C | D | E |
|----|---|--|---------------------------|---------------------------------|------------------------|
| 1 | DOLLS Account- 865-00-2191-00-042-000000 | | | | |
| 2 | Account Balance as of Aug 2011 = | | \$0.00 | | |
| 3 | Available Balance = | | \$217.59 | | |
| 4 | Date | Description | Deposits/Additions | Withdrawals/Subtractions | Running Balance |
| 5 | 9/1/2010 | Beginning of the Year Balance | | | \$0.00 |
| 6 | 10/14/2011 | Allen Bowl: Bond-n-Bowl Fee | | (\$400.00) | (\$400.00) |
| 7 | 10/14/2011 | Deposit: Bond-n-Bowl Deposit #1 | 450.00 | (\$90.47) | (\$40.47) |
| 8 | 10/24/2011 | Deposit: T-Shirt Deposit #1 | 855.00 | | \$814.53 |
| 9 | 10/28/2011 | Kroger: Sisterhood Supplies | | (\$90.47) | \$724.06 |
| 10 | 10/27/2011 | Hobby Lobby: Sisterhood Craft Supplies | | (\$197.01) | \$527.05 |
| 11 | 10/28/2011 | CiCi's Pizza: Pizza for Sisterhood | | (\$111.96) | \$415.09 |
| 12 | 11/2/2011 | Deposit: Sisterhood Fees | 690.00 | | \$1,105.09 |
| 13 | 11/3/2011 | A City Stickers: T-Shirt Order | | (\$887.50) | \$217.59 |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

Sheet1 Sheet2 Sheet3

Accessing Money

State law mandates that funds collected by student groups be used only for the purposes authorized by the organization. All funds raised by student organizations must be expended for the benefit of the students. Additionally, all expenses must be approved by the students in leadership; not at the discretion of the advisor. State law demands that decisions by the student officers to spend money from their account must be documented to show proof that the decision was student initiated, not advisor driven. DOLLS Headquarters has created an easy to follow form (See *Student Account Access Release Form*) which we recommend chapters use to serve as documentation when the student's determine they want to access the money from their student activity account. This form includes documentation of the official vote executed by the officers to resolve "if" and "how" they will spend their money. It also states that the students are granting approval for their advisor to access their money and purchase the desired supplies on their behalf. Many districts will ask that advisors attach this type of documentation to any **purchase requisitions** before they are handed in for the campus bookkeeper to process. A separate vote should be conducted and a separate form should be generated for each vendor from which the students wish to purchase, even if the items purchased will be used during the same event.

Student Account Access Release

D.O.L.L.S.
Daughters of Our Living Lord and Savior

| | | | |
|-----------------------------|---------------------------|--|--|
| Account Number | 865-00-2191.00-042-000000 | | |
| Student Leaders: | President | | |
| | Vice President | | |
| | Secretary/Treasurer | | |
| | Chaplain | | |
| | Chaplain | | |
| Date: | | | |
| Vendor: | | | |
| Sponsor(s): | | | |
| Reason for accessing funds: | | | |
| Amount Allocated: | | | |

This contract hereby grants our sponsor access to the funds located in the DOLLS student activity account for the above described purpose. Our officer team has elected to allocate our funds for this purpose with a vote of ____ approved ____ opposed ____ indifferent.

Signed _____
DOLLS officer signature

Date _____

Process for Spending

Most school districts require that purchases be made with a purchase order (PO). Districts like using purchase orders to manage spending because they help the districts monitor incoming and pending orders. Consider the following scenario as we seek to understand the process of shopping with a PO:

The 5 Main are planning a bonding event where their members will be making a craft. The students have submitted a *Student Account Access Release* form (as mentioned above) to the advisor indicating that they have allocated \$300 to be spent at Hobby Lobby to purchase crafting supplies. The advisor will submit a purchase requisition to the campus bookkeeper, who will then have the district generate a purchase order. Before producing this PO, the district will evaluate whether the students have adequate funds in their account for such a purchase. Once approved, the district will generate a PO. A notice will be sent to the Hobby Lobby stating the district's intentions to make a purchase not-to-exceed \$300. This notice serves as a legal offer between the district and Hobby Lobby to buy products. The district will also send a copy of the authorized purchase order to the campus advisor. The advisor is now free to go shopping.

**Advisors should check with campus bookkeepers before shopping to see if the vendor or district has any special procedures for shopping with certain places. For example, the district may give you a special district credit card to shop at stores like Target or Sam's Club, or you may need to pick up a special district tax-exempt card to shop at stores like Hobby Lobby or Staples, or some stores may need you to check in with their customer service desk to receive a special shopping certificate (for their bookkeeping needs) that you will present before you are able to make your purchases.*

When the advisor is ready to pay for the items at the store, she will need to tell the cashier that she will be paying with a purchase order. The cashier will need to reference the PO number located on the form. No cash will be exchanged during this transaction. The cashier will give the advisor a receipt. This receipt will need to be turned in to the campus bookkeeper, who will then submit the receipt to the district purchasing department as proof that the products described in the original purchase order have been received. The district will then feel safe to remit payment to Hobby Lobby for the total cost of the crafting supplies.

Collecting Money

Different activities the officers plan during the year will require the chapter to collect fees from the members who want to participate. For example, the officers may plan to go to the bowling alley for a bonding event, therefore the club will need to collect \$10 from each girl who wants to attend to cover the cost of lane and shoe rental. All **cash** taken in by the DOLLS chapter must be

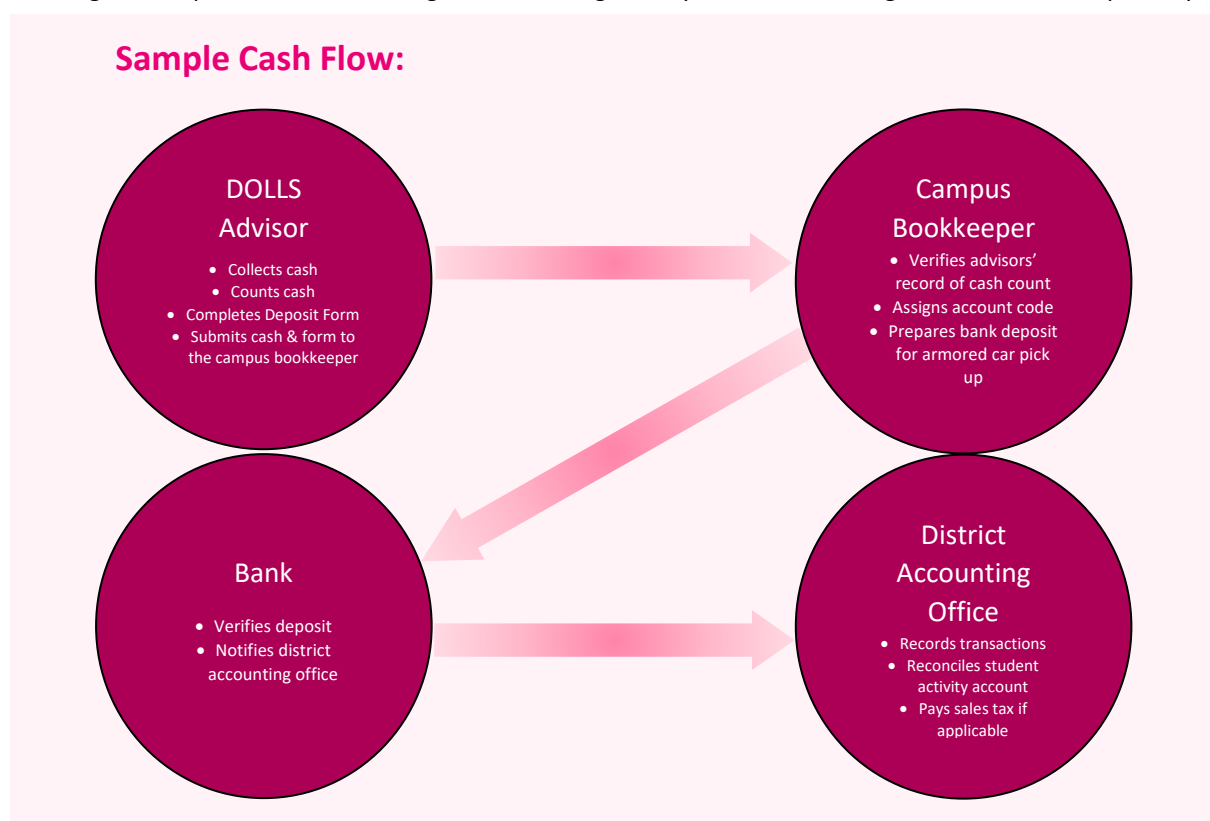
deposited into the student activity account. Money for events like this should be collected in advance and deposited into the student activity account, rather than having each member pay separately upon arrival at the bowling alley (the bowling alley will certainly prefer that, too). The district can then generate a check to pay the bowling alley for the entire cost of the group. This is the desirable method of handling the collection of monies because there are **checks and balances** built-in that will prevent outsiders from making accusations of financial impropriety. Districts each have their own internal controls designed to provide reasonable assurance regarding the achievement of effective cash management. Advisors should use these internal controls to protect themselves.

Many districts will have multiple procedural controls put in place to help maximize efficiency. Advisors should investigate the procedural controls specific to their district. The following are standards typical of many school districts.

- Districts may require all cash is deposited within 3 days of receipt
- Campuses will often have a secure location (safe/vault) where un-deposited funds need to be stored while the advisor works to record the collection in the club's accounting records before turning it in to the district depository.
 - Note: For advisor and district protection, advisors should never leave money overnight in an unlocked desk or file cabinet or take cash off campus.
- Districts may require an advisor to submit a Deposit Form when they turn the in money to the district depository.

Understanding the Cash Flow Process

The following is a sample flow chart showing how the cash generally flows in order to get to the District depository:



Record Keeping

Advisors are expected to keep very accurate records of the deposits and expenses of the club. These records will include spreadsheets of deposits and expenses as they occur, copies of receipts, copies of deposit forms/slips, and copies of direct pay or purchase orders to support the expenses. DOLLS Headquarters recommends that advisors create a binder that will help them manage the cash flow of their chapter. All funds received should be logged by the advisor on the District Deposit Form. The advisor will keep a copy and turn a second copy in to the campus bookkeeper along with the funds for the deposit. If the chapter is organizing an event or selling a product that costs over \$10, you will need to issue a receipt to the buyer. A record of these receipts should also be kept by the advisor.

To Tax or Not to Tax?

One of the most difficult judgments an advisor will have to make is whether the group will be required to pay sales tax on a deposit. In order to make this decision, advisors will need to consider where or for what purpose the funds in the deposit originated. Typically, the funds collected are classified as either as “fees,” “dues,” or “donations.”

Chapters traditionally enjoy selling DOLLS spirit items such as t-shirts, sweaters, and car stickers to their members. Since these items are goods that become the **tangible personal property** of the members, money collected for these items is classified as “fees” and sales tax will need to be paid to the local and state government for their sale.

**Please Note: Just because DOLLS holds a 501 (3) (c) tax-exempt status with the IRS does not mean chapters are exempt from paying sales tax on items sold to become tangible personal property. Sales Tax and Federal Taxes are two very different forms of taxes. Beware of the confusion. DOLLS’ federal tax-exempt status grants the organization the right to buy materials that support the organization’s religious purposes without paying sales tax for those materials because they remain the property of the organization. If at any point those materials become the personal property of any individual, DOLLS would be required to pay sales tax on those materials.*

Therefore, when advisors fill out the District’s Deposit Form, they will calculate the amount of sales tax by multiplying the tax rate by the sales price of the taxable item. For example, if the club sells 28 t-shirts for \$10 a shirt they will owe \$22.10 to the state of Texas because the sales tax rate there is 8.25%. Subtract the total deposit by the amount owed to the government to arrive at the total dollar amount that will be reconciled in the students’ account after the district accounting department remits payment of sales tax to the state. This is the total that the advisor will need to document on the chapter’s bookkeeping spreadsheet. Failure to follow this procedure will result in a very unbalanced record.

**Please Note: When figuring the selling cost of items that count as tangible personal property, chapters should figure in the price of sales tax. Waiting until after the sale has occurred to figure sales tax could cost the chapter money.*

If the money collected was raised as a charitable donation, advisors will NOT need to subtract sales tax from the total deposit. Donations are gifts, usually monetary, given freely by an individual or other organization to support the religious, charitable, or educational purposes of organizations like DOLLS. By no means should the chapter pay a sales tax on such contributions. Donations (gifts) of cash or taxable items or services made to an organization are not taxable sales unless the exempt organization gives the

TIPS for Handling Cash

- Cash collections should be deposited in full.
 - Advisors should NEVER disburse cash collections. Always deposit the entire amount.
- Never take any form of cash off campus.
- Postdated checks should NOT be accepted.
 - Districts frown upon this.
- Never pay for expenses directly using cash collected.
 - Cash should be deposited and expenses should be paid using a PO.



donor a taxable item (ex. t-shirts, hoodie) in exchange for the donation, and the item is of proportionate or equal value to the donation.

If the money being deposited was collected for the purpose of such things as fellowship events, they are also classified as “fees.” While membership in a DOLLS chapter is free of charge, most chapters prefer to ask members to pay some form of “fee” per event they wish to attend. For example, a chapter may be hosting a coffee party in which members will come to drink coffee and fellowship with one another. The officers may charge dues for involvement in this event to help cover the incidental cost of holding such an activity. Texas state law considers this sort of event an “amusement service,” which will also require that you charge sales tax. Because you are offering a venue of entertainment that could potentially take business away from another company, say Starbucks in our example, the state will require that you collect sales tax in your fee to allow Starbucks the same advantage in business as your non-profit. This law is in place so that non-profit companies do not have a greater advantage in the business world. Non-profits must charge sales tax too. If the state did not do it this way, consumers might choose to shop/dine only at non-profit businesses, in an effort to save money on sales tax, giving them a clear unfair advantage in the marketplace over our for-profit counterparts.

Basically, the majority of the situations in which your DOLLS chapter takes in money will require you to remit a sales tax payment to the state. Your campus bookkeeper and the districts accounting department can assist you in better understanding the rules for collecting sales tax. For further clarification on Texas sales tax rules, visit http://www.window.state.tx.us/taxinfo/taxpubs/tx94_183.pdf.

Fundraising

Many DOLLS chapters have big ideas and exciting plans for events, programs, or services to get their members involved. However, few chapters have the finances to make these plans happen. It is important for DOLLS chapters to have some kind of fundraising plan. The plan can be as simple as charging extra on t-shirt sales or events or as elaborate as hosting a fashion show or spaghetti dinner. Doing some sort of fundraising throughout the year will give chapter’s the extra funds to implement their creative ideas. Each organization on a school campus is granted two one-day sales tax free days per calendar year. Twice yearly an organization is permitted to sell items without having to remit sales tax to the state government.

The following is an excerpt taken from the Texas Comptroller’s Sales & Use Tax Bulletin:



School districts, public schools, qualified exempt private schools and bona fide chapters within a qualifying school may conduct two one-day tax-free sales or auctions each calendar year. For the purposes of this exemption, one day is counted as 24 consecutive hours and a calendar year is the 12-month period from January through December.

For example, a school may sell taxable items such as t-shirts, hats, uniforms, school supplies or crafts tax-free on a designated tax-free sale day. These days should be designated in advance so that purchasers are aware that the sales are not subject to tax. The organization may not collect tax on the transactions and keep the tax under the “tax-free” sale provision.

The exemption does not apply to any item sold for more than \$5,000 unless it is manufactured by the organization or donated to the organization and not sold back to the donor. Either the date on which the items are delivered by the vendor to the school organization or the day on which the school organization delivers the items to its customers may be designated as the one-day tax-free sale day.

Persons buying from surplus inventory on the designated date do not owe tax. Those buying on subsequent dates owe tax unless the purchase occurs on the organization’s other tax-free sale day.

For example, a school group selling yearbooks may accept pre-orders without collecting tax if the day the yearbooks will be delivered to customers is designated as one of the group’s tax-free fundraisers. Surplus yearbooks sold during the same day also qualify for the exemption. Surplus yearbooks sold on other days are taxable unless sold at the group’s other tax-free fundraiser.

Third Party Collections

At times throughout the year, chapters may be interested in promoting an event or fundraiser being put on by a third party, another entity other than the chapter or the school district. For example, DOLLS Headquarters hosts an annual Pledge Drive to encourage member's families to donate to the organization. Advisors are welcome to collect such donations on behalf of the third party, DOLLS Headquarters, but they need not count the money. As donations come in, the money should be inserted into an envelope, sealed, and mailed or delivered to DOLLS Headquarters.

Student Involvement

Law prohibits students, including the 5 Main, from counting or handling cash. The collection of money is one of the primary reasons districts will often assign a faculty member to advise student clubs, because they understand that students are strictly prohibited from doing this on their own. Students should not even be used to transport cash to the campus bookkeeper. The handling of money needs to be a job fulfilled entirely by the campus advisor.

Important Terms

Student Activity Account - accounts given to student organizations by school districts with the intent of managing the cash flow generated by the organization to support its mission.

Special Revenue Committed Fund Balance - funding constrained to specific purposes by an organization, which cannot be used for any other purpose unless the organization takes the highest-level action to remove or change the constraint.

Purchase Requisition - a document generated by a student club to notify the district purchasing department of items needed, their quantity, and a time frame for purchasing.

Purchase Order - a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.

Checks and Balances - independent verification systems designed to protect district resources through the segregation of duties.

Cash - any form of payment including checks, cash, coins, and bills.

Tangible Personal Property - personal property that can be seen, weighed, measured, felt, or touched or that is perceptible to the senses.

DOLLS

Daughters of Our Living Lord & Savior

Student Account Access Release

| | | |
|------------------------------------|---------------------|--|
| Account Number | | |
| Student Leaders: | President | |
| | Vice President | |
| | Secretary/Treasurer | |
| | Chaplain | |
| | Chaplain | |
| Date: | | |
| Vendor: | | |
| Advisor(s): | | |
| Reason for accessing funds: | | |
| Amount Allocated: | | |

This contract hereby grants our advisors access to the funds located in the DOLLS student activity account for the above-described purpose. Our officer team has resolved to allocate our funds for this purpose with a vote of ____ approved ____ opposed ____ indifferent. ____

Signed

DOLLS Officer Signature

Date _____



5 Main Officer Responsibilities

Advisors play an important role in keeping the 5 Main accountable to the rules, expectations, and protocol set in place by DOLLS Headquarters. The success of the team is contingent on each officer fulfilling the duties assigned under their positions. At the beginning of each year, and periodically throughout the year it will be helpful for the advisor to review the 5 Main Officer Responsibility list with the team to evaluate the effectiveness of each officer and to help them set goals.

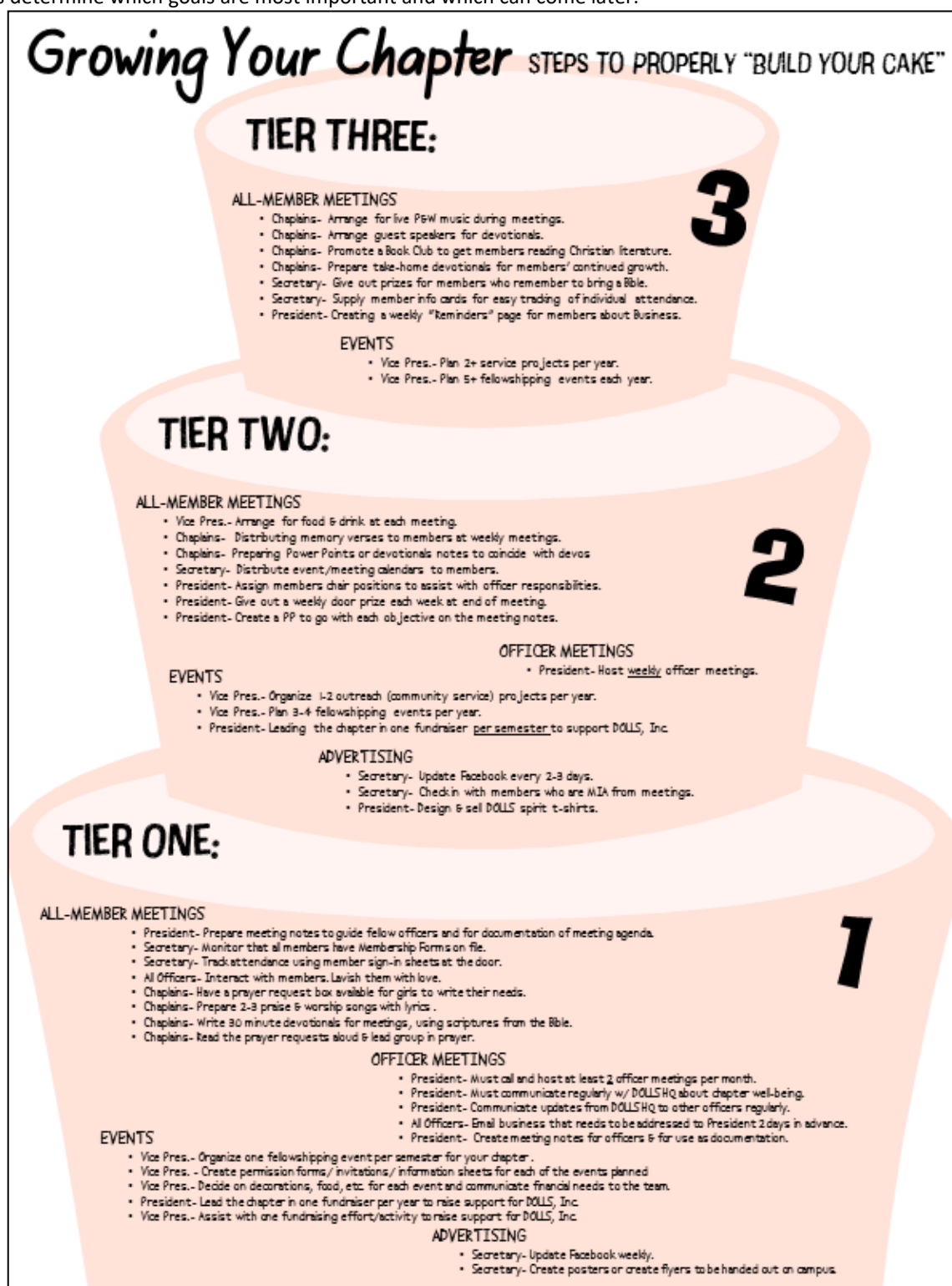
5 Main Officer Responsibilities

As the officers of DOLLS, known as the 5 Main, navigate through their yearlong commitment to leading their chapters, the following objectives will need to be accomplished in order for the chapter to flourish. Officers should advance from tier to tier one at a time as their chapter becomes more-and-more established. The 5 Main should resist jumping to an advanced tier prematurely. Advisors can help keep each officer accountable to the following:

| | |
|--------|---|
| Tier 1 | <p>By signing up to serve as officers, THE 5 MAIN are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Ensuring that the chapter remains in compliance with all standards set by DOLLS Headquarters, including adherence to the DOLLS Chapter Constitution and the procedures stated in the 5 Main Handbook ■ Ensuring the chapter remains in compliance with all standards set by their school district ■ Keeping fellow officers accountable to their commitments agreed upon in their Officer Constitutions ■ Reporting violations of the Officer Constitution to the campus advisor immediately to ensure a quick resolution ■ Attending, at minimum, two 5 Main Officer meetings each month throughout the school year ■ Submitting agenda items, specific to their position, for all 5 Main Meetings at least 2-days in advance <ul style="list-style-type: none"> ○ What is coming up that you need to talk to your team about? ■ Attending every All-Member meeting, event, and outreach ■ Researching for, preparing, and presenting devotionals during meetings periodically <ul style="list-style-type: none"> ○ This job does not need to fall entirely on the chaplains. All officers can speak. ■ Reporting all information relevant to your position to members during All-Member meetings ■ Actively pursuing relationships with girls who become members of the chapter ■ Actively pursuing a relationship with the Living Lord & Savior (whether by attending church, through personal study, etc). ■ Praying continuously for the health of the chapter, the lives of its members, and the future leadership of the club ■ Arriving 30 minutes early and leaving 30 minutes late at events to help with set up and clean up ■ Signing off on budget expenses when needed ■ Mingling and welcoming members at the start of meetings ■ Conducting one fundraiser per year to support DOLLS, Inc. ■ Conducting two service projects per year ■ Advertising for the club and invite new members to join |
| Tier 2 | <p>To take the chapter to the next level, THE 5 MAIN can strive to do the following:</p> <ul style="list-style-type: none"> ■ Attending weekly 5 Main meetings each month during the school year ■ Submitting agenda items weekly for all 5 Main Officer Meetings ■ Actively pursuing deeper relationships with members (by having coffee dates, texting, etc.) ■ Networking with other area chapters to unite the sisterhood of DOLLS ■ Conducting one fundraiser per semester to support DOLLS, Inc. |
| Tier | <p>If a chapter desires to be extraordinary, THE 5 MAIN can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Hosting bible studies or book clubs outside of regular DOLLS meetings ■ Partnering with other area chapters to host events, outreaches, or fundraisers |

Growing the Chapter- “Steps to Building Your Cake”

Generally, the female leadership an organization like DOLLS attracts tends to be very ambitious and driven individuals. Our girls like to dream big and strive for greatness with their chapter. An important role the Advisor can play is to help the girls goal set appropriately. It is not uncommon for officers to take on too much, too soon. The following graphic can be used as a guide to help the officers determine which goals are most important and which can come later.



THE OFFICE OF THE *President*

The President serves as the lead authority of the 5 Main officers and all the members involved with her chapter. The office of the President needs to be held by someone who is extremely organized, unafraid to take charge, a natural problem solver, and extremely self-motivated. It has been said that the “enthusiasm of a group will never rise above that of its leader.” Presidents must be able to see and manage “the Big Picture” of their DOLLS chapter. Advisors can help keep the Presidents accountable to the following:

| | |
|--------|---|
| Tier 1 | <p>By signing up to serve as a 5 Main, PRESIDENTS are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Ensuring that the duties of all the other 5 Main positions are being fulfilled at all times. ■ Communicating regularly with campus advisor about the needs and plans for the chapter. ■ Communicating regularly with the DOLLS Headquarters regarding the chapter. ■ Ensuring that the chapter remains in compliance with all standards set by DOLLS Headquarters, including adherence to the DOLLS Chapter Constitution, the DOLLS Handbook, and the Officer Constitution. ■ Ensuring the club remains in compliance with all standards set by the school district in which the chapter resides. ■ Scheduling and hosting at minimum <u>two</u> 5 Main Officer meetings each month. ■ Preparing meeting agendas for all 5 Main Officer Meetings. <ul style="list-style-type: none"> ○ Each office position will send agenda items to the President two days in advance for discussion at the upcoming officer meeting ■ Preparing meeting agendas for each All-Member Meeting. <ul style="list-style-type: none"> ○ President will compile agreed upon information decided during the 5 Main Officer Meeting for this agenda |
| Tier 2 | <p>To take the chapter to the next level, PRESIDENTS can strive to do the following:</p> <ul style="list-style-type: none"> ■ Creating Power Points that correspond with the business announcements of each officer during “Business” at All-Member meetings. ■ Assigning members chair positions to assist with officer responsibilities. ■ Giving out a weekly door prize each week at end of meeting. ■ Assisting the Vice President in the planning of events ■ Scheduling and hosting <u>weekly</u> officer meetings. ■ Managing any chair positions assigned under the President and ensuring those duties are fulfilled. <ul style="list-style-type: none"> ○ i.e. Fundraising Chair ■ Leading the chapter thru one additional fundraiser to raise support for your DOLLS chapter. |
| Tier 3 | <p>If a chapter desires to be extraordinary, PRESIDENTS can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Creating a weekly “Reminders” page for members reiterating the information that the 5 Main discuss during “Business.” ■ Monitoring and assisting with the other officers’ increased goals. ■ Assisting DOLLS Headquarters with events like NextGen 5K, Betrothal Banquet, or interviewing new chapters. |

THE OFFICE OF THE *Vice President*

The Vice President serves as the second in command of the 5 Main officer team and the primary person in charge of all social events hosted by the chapter. The office of Vice President needs to be held by someone who is extremely outgoing, personable, organized, and extremely creative. The Vice President is responsible for all of the following duties throughout her term:

| | |
|--------|--|
| Tier 1 | <p>By signing up to serve as a 5 Main, VICE PRESIDENTS are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Filling in for the duties of the President, if she is unavailable. ■ Introducing ideas for events and leading the planning during the 5 Main meeting. ■ Reporting all information relevant to Vice President Position to members during All-Member meetings. ■ Planning and hosting at least two social events per year. One in the fall and one in the spring ■ Creating permission forms/ invitations/ information sheets for each of the events planned. ■ Collecting permission forms for events during meetings and turn into the campus advisor regularly. ■ Deciding on decorations, food, etc. for each event and communicate financial needs to the team. ■ Planning one event per year that is a community service project. ■ Planning one fundraiser per year for DOLLS Headquarters. |
| Tier 2 | <p>To take the chapter to the next level, VICE PRESIDENTS can strive to do the following:</p> <ul style="list-style-type: none"> ■ Managing any chair positions assigned under the Vice President and ensuring those duties are fulfilled. ■ Organize 1-2 outreach (community service) projects per year. ■ Plan 3-4 fellowshiping events per year. ■ Finding volunteers to bring food & drink at each meeting. ■ Assisting president with one fundraising effort per semester to raise support for DOLLS, Inc. |
| Tier | <p>If a chapter desires to be extraordinary, VICE PRESIDENTS can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Planning 2+ service projects per year. ■ Planning 5+ fellowshiping events each year |

THE OFFICE OF THE *Secretary*

The Secretary serves as the documentation specialist for the chapter. The office of Secretary needs to be held by someone who is extremely organized, enjoys keeping records, and enjoys being behind the scenes. The Secretary is responsible for all of the following duties throughout her term:

| | |
|--------|---|
| Tier 1 | <p>By signing up to serve as a 5 Main, SECRETARIES are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ■ Monitoring that all members have Membership Forms on file. ■ Keeping proficient records of each meeting held (Officer or All-Member) and organizing those records in a binder that will be turned into the campus advisor for documentation purposes at the end of each year. ■ Discussing information and ideas relevant to the Secretary position during Officer Meetings. ■ Announcing all Secretary-related business to members during All-Member meetings. ■ Collecting Membership Applications during meetings and filing in Membership Binder regularly. ■ Submitting requests to the campus advisor to access the chapter finances for events/meetings/outreaches/etc. ■ Tracking attendance, mingling and welcoming members at the start of meetings. ■ Creating posters or flyers to be handed out on campus to advertise the club. ■ Managing the chapter email account. ■ Typing up weekly pray requests after meetings and emailing those to all the chapter members. ■ Sending DOLLS HQ all information the chapter desires to have posted on the official DOLLS Headquarters website on a monthly basis, including event information, permission forms, and pictures. ■ Updating Facebook once a week. ■ Controlling Power Point slideshows during All-Member meetings ■ Transporting the chapter's Membership Records Binder to and from every DOLLS Sponsored event (so Medical Release forms will be available in case of an emergency). |
| Tier 2 | <p>To take the chapter to the next level, SECRETARIES can strive to do the following:</p> <ul style="list-style-type: none"> ■ Managing any chair positions assigned under this office and ensuring those duties are fulfilled. ■ Distributing calendars to members listing upcoming events, meetings, and outreaches. ■ Updating Facebook every 2-3 days. ■ Checking in with members who are MIA from meetings. ■ Advertising for the club by scripting campus announcements and sending email blasts to members. |
| Tier | <p>If a chapter desires to be extraordinary, SECRETARIES can endeavor to do the following:</p> <ul style="list-style-type: none"> ■ Giving out prizes for members who remember to bring a Bible. ■ Creating member info cards for easy tracking of individual attendance. |

THE OFFICE OF THE *Chaplain*

The Chaplains serve as the spiritual leaders of the chapter. The office of the Chaplain needs to be held by two girls who are hungry for the Word of God, well versed in theology, have the spiritual gift of teaching, and are willing to spend their weekends preparing devotionals. The Chaplains are responsible for all of the following duties throughout their term:

| | |
|--------|---|
| Tier 1 | <p>By signing up to serve as a 5 Main, CHAPLAINS are committed to accomplishing the following:</p> <ul style="list-style-type: none"> ❑ Researching for, writing, and presenting devotionals during meetings regularly. ❑ Assisting other officers in preparing for devotionals. ❑ Discussing information and ideas relevant to the Chaplain position during Officer meetings. ❑ Announcing all Chaplain-related business to members during All-Member meetings. ❑ Actively pursuing relationships with girls who become members of the chapter. ❑ Typing up song lyrics for use during praise and worship. ❑ Reading prayer requests during meetings and praying aloud for the needs of the chapter's members. ❑ Answering the theological questions of the chapter's members. ❑ Ministering to members during their times of need. (i.e., deaths in the family, divorce, etc.) ❑ Being prepared to confront current world views of events with a biblical perspective. ❑ Pray with members over their personal prayer requests. ❑ Following up with members regarding their prayer requests. |
| Tier 2 | <p>To take the chapter to the next level, CHAPLAINS can strive to do the following:</p> <ul style="list-style-type: none"> ❑ Preparing Power Points or devotionals notes to coincide with devos. ❑ Typing up weekly bible verses for distribution during meetings. ❑ Managing any chair positions assigned under this office and ensuring those duties are fulfilled. ❑ Helping equip members with the necessary resources to continue their personal growth with God. <ul style="list-style-type: none"> ○ Confirming that all members of the chapter own their own Bible and ensuring those who don't are given one |
| Tier | <p>If a chapter desires to be extraordinary, CHAPLAINS can endeavor to do the following:</p> <ul style="list-style-type: none"> ❑ Arranging for live P&W music during meetings. ❑ Arranging guest speakers for devotionals. ❑ Holding a Book Club to get members reading Christian literature. ❑ Preparing take-home devotionals to assist with the members' continued growth. |

ACCESSING YOUR CHAPTER EMAIL ACCOUNT

EMAIL ADDRESSES

As a benefit of your charter with the DOLLS ministry, an email account has been set up under the @dollsheadquarters.com domain to make it easy and professional for people (members, parents, community partners, campus administration) to reach out to your officers. We advise officers to use this email account whenever corresponding as an official representative of their chapter (ex. The secretary should use this email account when emailing the campus about having advertisements approved.)

To determine your chapter's email account, visit your chapter's page on the DOLLS website by visiting <https://www.dollsheadquarters.com/chapters/>

PASSWORDS

The officers will receive an email specifying the password assigned to their chapter's address at the start of each ministry year. If you would like to assist with the oversight of your chapter's email account, please ask your 5 Main to share the new password with you. **If a chapter ever needs to change their password, for reasons such as an officer or advisor dropping out mid-year, the President will need to contact DOLLS Headquarters to arrange this change.* Passwords are case sensitive and must contain at least 8 characters including letters and numbers and at least one capital letter.

ACCESSING THE EMAIL LOGIN PAGE

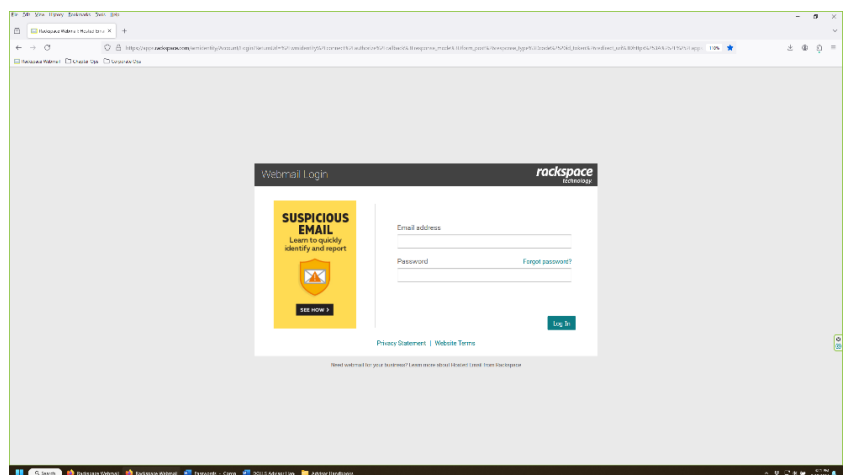
Chapters have the ability to access their email accounts from any computer with internet access. To access your email account, go to:



<https://apps.rackspace.com/index.php>

We recommend officers save the link provided above to their web browser's "bookmarks" menu for easier access.

The login page will look like this:



Chapter Constitution

2024-2025

BE IT KNOWN THAT DAUGHTERS OF OUR LIVING LORD & SAVIOR IS A MINISTRY FOR YOUNG WOMEN FOCUSED ON BRINGING GOD GLORY THROUGH THE MAKING OF DISCIPLES BY:

1. BRINGING THOSE SEPARATED FROM GOD TO A RECONCILED RELATIONSHIP WITH HIM THROUGH THE GOSPEL OF JESUS CHRIST.
2. MODELING LIVES MOTIVATED BY THE GOSPEL AS WE LIVE OBEDIENTLY TO JESUS AS OUR LORD.
3. EQUIPPING YOUNG BELIEVERS TO BE LEADERS FOR THE PURPOSE OF THE GOSPEL.

The Apostle Paul says in 2 Corinthians 8:21 (NIV) *"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men."* Or, as the NSB puts it in verses 20 and 21, *"taking precaution that no one should discredit us in our administration of this generous gift, for we have regard for what is honorable, not only in the sight of the Lord, but also in the sight of men."* The Standards expressed in this constitution, drawn directly from Scripture, are fundamental to leading a DOLLS chapter with integrity.

Article 1: Walking the Walk

Officers will always do their best to remain in the perfect Will of God for the Christian life. This includes submitting to the 10 commandments, in addition to other commands given throughout the Bible. Officers will avoid engaging in actions that would misrepresent the Lord we serve or the ministry of DOLLS. They shall represent God and the ministry with a Christ-like attitude, actions, words, and behavior. Officers must be aware that people; believers and non-believers, guys and girls, DOLLS members and non-members, will be watching your every move with a very critical eye. While we understand that perfection in this life can only be achieved by Christ Himself, and we know that as hard as we strive for holiness, we will inevitably miss the mark, God has still called us to aim for this standard none-the-less.

Article 2: Honoring Your Leadership

Officers are expected to demonstrate honor for all authorities in their lives, including but not limited to parents, teachers, and spiritual mentors, advisors, and DOLLS Headquarters staff. *"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden for that would be of no advantage to you."* Hebrews 13:17 (See also Romans 13:1-2).

Article 3: Dating

While DOLLS does not take a stance on whether or not officers should engage in dating relationships, viewing this as a decision to be made at the discretion of our officer's parents, we wholeheartedly insist that, if dating, any public displays of affection (PDA) remain at a God-honoring level. An officer should not engage in inappropriate PDA, whether on or off campus.

Article 4: Spiritual Growth

All officers of DOLLS are expected to be in constant pursuit of a deeper relationship with our Heavenly Father. Scripture insists that one of our responsibilities as believers is to "never forsake the assembling of ourselves together" (Hebrews 10:25). Therefore, DOLLS insists that our officers remain actively involved with a local body of believers throughout their service as a 5 Main. "Active Involvement" is constituted by regular attendance to weekly Sunday services. "Involvement" does not include attendance at services hosted by parachurch organizations including the gatherings of such ministries as DOLLS, YoungLife, FCA, and the like. While these services can be deeply edifying, they should never replace

the local church, which Scripture defines as the “pillar and foundation of truth.” (1 Timothy 3:15) The local church is God's plan for the building up of the saints to do the work of ministry, feeding believers spiritual truth, and protecting believers from false doctrine and teaching. (Ephesians 4:11-12)

Article 5: Malicious Discontent

No officer shall ever put down a fellow officer, advisor, member, or DOLLS HQ representative, in words or actions. If there is a problem, the officer must approach the other person to discuss the offense in an effort to reach a resolution, just as stated in Matthew 18:15; “If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back.” Bitterness between friends and colleagues is a breeding ground for the enemy to wreak havoc on the entire DOLLS organization, so all those in leadership must work diligently to protect against it.

Article 6: Modesty in Dress

Officers will always dress as a Daughter of the Lord. They shall avoid wearing anything on campus, to a DOLLS meeting/event, or out in a public setting, that will jeopardize their integrity as His Daughter and misrepresent that for which this club stands. This is stated in 1 Timothy 2:9-10; “I also want women to dress modestly, with decency and propriety...with good deeds, appropriate for women who profess to worship God.”

Article 7: DOLLS Protocol & Procedure

Officers are expected to be enforcers of the operational protocol set in place for this ministry in order to accurately represent the ministry on their campus. Maintaining brand continuity between each of our chapters is of primary importance to our organization. Failure to uphold protocol will be received as noncompliance. Officers must respect that protocol that has been designed for DOLLS with the “big picture” in mind. If a standard is in question, officers are invited and encouraged to appeal to Headquarters for clarification regarding why such standards exist. DOLLS Headquarters reviews policy on an annual basis and reserves negotiations over ministry protocol for the final months of the school year. Officers should resist requests to change practices that would require this ministry to compromise in areas of precedence and continuity, or involve making special allowances for certain chapters.

Article 8: Professionalism

DOLLS Headquarters requires that officers operate at a professional level at all times.

1. DOLLS Headquarters does not make a habit of communicating about the operations, expectations, or engagements of the ministry directly with parents. Parents are advised to allow their daughter to reap the full benefit of their experience in leadership and permit them to navigate this opportunity on their own, learning maturity, professionalism, and integrity of character.
2. Officers are expected to check email regularly and respond to messages within 48 hours of the time the sender submits the email. If the officer is currently unsure of the appropriate response to a message, the expectation is that she will reply to the communication by saying, “I have received your message and I will follow up with an answer by date.” If group messages are sent, each recipient must respond to the entire team to ensure that the group communicates clearly.

3. Phone calls or text messages need to be answered as quickly as possible and within a 24 hour timeline.
4. Action items assigned to officers must be completed by their scheduled due date. If it becomes impossible for an officer to fulfill an action she has been assigned, she must personally find someone who is available to take control of that task on her behalf in order to meet the deadline. Failure to fulfill the action is not an option.
5. Officers are expected to arrive first and leave last to all events.
6. Officers are expected to be diligent stewards of their time, remaining constantly aware of their commitment made to DOLLS. Proficient time management skills are a requirement of this job. It is unacceptable for an officer to forget a DOLLS commitment/obligation.
7. DOLLS Headquarters representatives will be available to officers primarily during operating office hours (10am-6pm). Officers will be given the personal contact information of Headquarters staff; however, this information must be guarded at all times. By no means should an officer share such information with club members, pastors, parents, etc. If in doubt, officers may give out email information and encourage outside parties to contact DOLLS Headquarters through this avenue instead. Additionally, if advisors choose to share personal contact information with their officers, this information must be guarded with the same respect.

Article 9: Fulfillment of Position

Officers must remain committed to accomplishing all tasks assigned to their position throughout the duration of their time in service. See the [5 Main Officer Position Responsibilities](#) document for a detailed list of your responsibilities. If any responsibilities are neglected, poorly executed, or ignored, the other officers must immediately bring the concern to the HQ's attention to protect the operations of the club. The officers, HQ, and the advisors reserve the right to question the offending officer's commitment to the goals of their ministry. If an officer becomes incapable of meeting the requirements of her job, she will need to step down from her position and allow another club member who is willing and qualified to fulfill the requirements to step in.

Article 10: Respecting Division of Positions

Officers have been assigned certain positions based on their spiritual gifts. Within each position comes a host of allocated responsibilities specific to that position. Officers must be granted the freedom and trust to fulfill their own duties without interference from other officers. No other officer should attempt to permanently take on the responsibilities of a position that is not assigned to them, unless a circumstance arises where it will be necessary for a temporary allotment of time or if the team has agreed to permanently re-allocate certain duties for the purpose of putting the most qualified team member over a specific task. Please refer to the official [5 Main Officer Position Responsibilities](#) document for a complete listing of each position's assigned duties. (See [Romans 12:3-8](#), [1 Peter 4:10](#), [1 Cor. 12](#))

Article 11: Officer Attendance

As an officer, attendance to ALL meetings (ALL-Member meetings, officer meetings, DOLLS events, charity outreaches, fundraisers, etc.) is required. Attendance constitutes being present for at least 80% of the meeting or event including preparation and clean up time. If an officer has a conflict and cannot make it, she must alert the advisor and fellow 5 Main to the absence at least one week in advance of the date. If an officer becomes unexpectedly sick or has a family emergency, she must

alert the advisor or president via phone call or e-mail at least 24-hours prior to the event or meeting. The following guidelines have been set in regards to the attendance of each individual officer:

**Extreme circumstances will be taken into consideration by the advisors, fellow 5 Main, and DOLLS HQ.*

All-Member Meetings: 3 Excused Absences Permitted

Each officer may miss three All-Member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

5 Main Meetings: 3 Excused Absences Permitted

An officer may miss no more than three 5 Main meetings. She understands that when these meetings are missed, decisions might be made that she potentially may not agree with, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

Chapter Sponsored Events: 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event their chapter hosts. It will not represent the 5 Main well if officers leave early while members are left with the clean-up. Officers need to arrive early to assist with set up, check-in, money collections, etc.

HQ Sponsored Events: Officers may be eligible for absence waivers

Each officer is expected to attend Headquarters Sponsored events. Events are communicated in advance annually by DOLLS Headquarters on the 5 Main Application, ensuring that officers are made aware of their obligations before ever committing to a leadership opportunity with DOLLS. In the event that an absence is unavoidable, officers may apply for absence waivers. Headquarters reserves the right to deny any waiver. Understand that if an officer has used multiple absence waivers during their service as a 5 Main, their commitment to this ministry may be called into question. *Please note that this waiver may not be used for 5 Main Conference, as Conference is mandatory for all officers.

Article 12: Meeting Behavior

Officers will remain serious and focused during meetings so as to prepare their own heart to be used by God for ministry. They will model for their members appropriate worship behavior that will allow the Holy Spirit to move during the meeting. They will not talk on their cell phone or text message, or talk to other people during devotionals or worship time. They will commit to mingling with all members, not just their normal group of friends. Officers are expected to greet and spend time with guests and members during meetings and not with the other officers. Meetings are to be member-focused which includes allowing members to respond to questions and tell their stories before an officer tells hers. **"Contribute to the needs of the saints and seek to show hospitality." Romans 12:13.** During the business portion of meetings, officers are permitted only to speak during their allocated segment of business and should avoid speaking over another officer. Officers also need to be generating excitement for upcoming chapter events and HQ sponsored events so as to keep the members interested and involved.

Article 13: HQ Sponsored Events

Events sponsored by Headquarters are designed to bring all chapters and members together for the purpose of glorifying God, uniting us closer as a sisterhood of believers, and supporting the continuance of our ministry at large. Officers are expected to promote all Headquarters sponsored events during their chapter meetings and to personally participate on a regular basis. Excused absences will be granted for such things as family emergencies, illnesses, or life events (weddings/births). Obligations to work, homework, and friends are all commitments that can be scheduled around Headquarters events and therefore do not constitute an excused absence. See Article 11: Officer Attendance for more information on absences. Officers, being the girls selected to carry on the vision of our organization, need to be on-board and enthusiastic towards the things this ministry is doing, and failure to make Headquarters events a priority would communicate the contrary.

Article 14: Confidentiality

Officers understand that anything discussed at an officer meeting, shared in a private prayer request, or brought to them in confidence by a member, officer, advisor, or DOLLS HQ representative must remain private and confidential between the leadership team. **"A gossip betrays a confidence but a trustworthy man keeps a secret."** Proverbs 11:13. All communication will remain confidential, with the following exceptions:

- When a direct and tangible threat is present and the individual or other parties may be endangered.
- When the provisions of existing contracts, laws or regulations require disclosure.
- When other circumstances, as determined by the campus advisor, make disclosure the most appropriate choice.

Article 15: Grades

As an officer, all grades must be kept up to a passing average during each grading period. **Colossians 3:23 says, "Whatever you do, work at it with all your heart, as working for the Lord, not for men."** If an officer is failing, she will be given a chance to bring up the grade through temporary suspension from their position. During that time the other 5 main will step forward to fulfill her duties. Repeated failures within a school year will be reviewed by the advisor and DOLLS Headquarters and can result in an officer's dismissal from their position, as that officer's repeated suspension from the team is a detriment to the club. It may be necessary to relieve that officer of her duties in order to better meet the needs of this organization and to allow the officer to focus on her schooling.

Article 16: Gossip

Officers will not spread rumors or engage in gossip. This includes gossip regarding girls on the officer team, DOLLS members or advisors, or any other students from throughout the school or from other campuses. The Bible has very strong things to say about this matter and officers especially need to model self-control in this area. See **Proverbs 16:28, 18:8, 20:19, 26:20.** This includes involvement in conversations about other people, regardless if the officer is verbally contributing to the conversation or not. Officers are expected to stand firmly behind God's Word and attempt to put an end to such talk. **Ephesians 4:29 says, "Do not let any unwholesome talk come out of your mouths, but only that which is helpful for building others up according to their needs, that it may benefit those who listen."**

Article 17: Consumption of Illegal Substances

Officers will hold fast to living a life free of illegal substance consumption, including but not limited to prescription and non-prescription drugs, alcohol, and tobacco products. As minors, all of these things are forbidden under the laws set forth by our country's government and failure to honor the law set by the authority placed over officers is a violation of God's command over their life and a great misrepresentation of what it means to be a follower of Christ. See [Romans 13: 1-2](#). Likewise, our bodies are to be a temple of the Lord. Substance abuse is dishonoring towards the Holy Spirit dwelling inside each of us.

Article 18: Internet/Social Media

No officer is permitted to have any inappropriate or provocative content on their social networking sites such as pictures, words, music, inappropriate language, links to questionable pages, et cetera. This includes even those things posted by other individuals involving officers. The officer is expected to remove anything inappropriate as soon as they become aware of it. As an officer, they will represent a "Daughter of the King" with grace on the internet. This is stated in [Ephesians 5:3-4](#) "But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving." Officers should view their social networking sites as an extension of their ministry platform. All social media platforms utilized by an officer must be reported to DOLLS Headquarters at the beginning of the officer's year of service. DOLLS Headquarters will monitor officer pages closely throughout the year. If a DOLLS Headquarters representative contacts an officer with concerns about page content, the situation must be corrected immediately.

Article 19: Sexual Purity

God desires His children to lead pure lives of holiness as stated in [Ephesians 5:1-5](#). DOLLS as a ministry is submissive to the authority of scripture over all matters, including sexuality. The Bible is clear in its teaching on sexual sin, including sex outside of marriage and homosexual behavior. ([1 Corinthians 6: 12-20](#))

DOLLS holds firmly that sex is a gift from God to be enjoyed within what the Bible defines a marriage relationship to be. We believe that term "marriage" has only one meaning; namely that it is a sacred union sanctioned by God which joins one man and one woman in a single, exclusive relationship, as prescribed in Scripture. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. God has commanded abstinence from any form of sexual activity outside of a marriage between one man and one woman. We believe that participation in any activity related to fornication, pornography, homosexuality, bisexuality, bestiality, incest, and/or adultery is a sinful perversion of God's gift of sex. (Additionally, see [Romans 1 and 1 Cor. 6:9-10](#).)

We believe that God created human beings male and female; therefore, we hold the distinction between the two sexes to be sacred. Rejection of one's biological gender is a rejection of the image of God within that person. We believe that God disapproves of and forbids any attempt to change the appearance of one's sex by hormones, surgery, or any other means. (Romans 1:18-32)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed

toward any individual are to be repudiated and are not in accord with scripture nor the principles of this ministry.

We believe that in order to preserve the function and integrity of the DOLLS ministry as a Biblically-faithful organization, and to provide a biblical example to our young members and the community, it is imperative that all persons serving in leadership in any capacity should abide by and agree to this Sexual Purity Statement and conduct themselves accordingly. DOLLS officers will be held firmly accountable to evading an impure lifestyle and resisting sexual temptation of all forms in their lives. We are called to be "self-controlled and pure" as stated in [Titus 2:5](#). Likewise, officers are expected to promote and endorse pure and holy lifestyles in accordance with scripture. DOLLS' desire is to encourage individuals to trust in Jesus and turn away from any impure lifestyle.

Article 20: Conflict Management

Conflict will inevitably occur at some point throughout the school year. Officers will be expected to practice what scripture teaches us in [Matthew 18: 15-17](#), keeping in sight the end goal of glorifying God. In the event of a disagreement, the offended officer must first go to her sister to point out the transgression. If she remains unresponsive, the officer will alert 1-2 of the other officers and the group will approach their sister in a Christ-like manner about the offense, remembering that we have all sinned and fall short. If the offense continues, officers are to involve their advisor. Officers should strive towards working things out peacefully as a team, involving the advisor only if the situation reaches a point where additional, unbiased guidance is needed. While Headquarters encourages officers to seek the advice and guidance of trusted elders, such as parents, pastors, or mentors, by no means should those parties involve themselves in the conflict. They must allow officers the experience of managing such a conflict in an adult-like, biblical fashion. Headquarters expects that all officers should be of a level of maturity and humility that handling these difficult situations on their own is completely feasible. Officers may involve their Advisor only after they have completed each one of the steps designated in Matthew 18, documenting in writing all attempts to reconcile. Such documentation will be pivotal if the situation reaches a point where it becomes necessary to reorganize the team due to an irreconcilable situation. Only after all efforts to reach an understanding have been exhausted within a chapter may the officers ask the Advisor to involve DOLLS Headquarters.

Article 21: Accountability

It is each officer's duty to keep her fellow 5 Main accountable to each of the standards set forth by this Constitution, in addition to all other standards set forth by Scripture. If a violation of any of these standards occurs, officers are expected to report the violation immediately to their advisor. Failure to report known violations will constitute insubordination to this constitution on the part of the knowing officer and will also be grounds for dismissal from the officer team ([Ezekiel 3:20-21](#)). After a violation has been reported, the advisor will approach the offending officer with one final verbal warning. If the violation continues, the 5 Main, in conjunction with the advisor, will make an appeal to their DOLLS Headquarters representative for consideration of the removal of the officer in question from her position. The Bible is clear that leaders are expected to be above reproach. Officers struggling with an area of sin will be counseled by DOLLS Headquarters. A decision will be made by the DOLLS Board of Directors to determine if that officer will need to step down from their leadership position in order to focus on re-entering a right relationship with the Father through repentance, accountability, and Godly counsel.

Chapter Constitution

2024-2025

BE IT KNOWN THAT DAUGHTERS OF OUR LIVING LORD & SAVIOR IS A MINISTRY FOR YOUNG WOMEN FOCUSED ON BRINGING GOD GLORY THROUGH THE MAKING OF DISCIPLES BY:

1. BRINGING THOSE SEPARATED FROM GOD TO A RECONCILED RELATIONSHIP WITH HIM THROUGH THE GOSPEL OF JESUS CHRIST.
2. MODELING LIVES MOTIVATED BY THE GOSPEL AS WE LIVE OBEDIENTLY TO JESUS AS OUR LORD.
3. EQUIPPING YOUNG BELIEVERS TO BE LEADERS FOR THE PURPOSE OF THE GOSPEL.

I, _____, do hereby affirm the following:

As an officer, I will be accountable to the other officers, advisors, and DOLLS Headquarters. I understand that if I am found being involved in a lifestyle that does not conform to the standards set forth by this constitution, and ultimately the Word of God, I will need to step down from my leadership position with DOLLS. This does not mean that I am a bad person or that DOLLS does not love me and want me involved; this is done in order to protect the integrity of the ministry and to protect the ones to which we are ministering.

I understand that if my participation as an officer is in question, I will have the opportunity to discuss any relevant defenses on my behalf with my fellow officers, advisors, and the DOLLS Standards Committee, and will seek an appropriate resolution that best glorifies the Lord. As is says in Proverbs 28:13 "He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy." If, for any reason, I am unable to carry out the above pledges, I agree to resign my position as an officer.

In taking on the leadership position of an officer within the DOLLS organization, I understand that I am called to live my life to a high standard of excellence, always submitting to God's authority over my life. I am commanded to live righteously, as referenced in 1 Timothy 4:12 which states, "Don't let anyone look down on you because you are young, but set an example for believers in speech, in life, in love, in faith, and in purity."

Officer Signature: _____ Date: _____

Parent Signature: _____ Date: _____

DOLLS HQ Signature: _____ Date: _____

Officer Protocol

Each officer's attendance to ALL functions is required. This includes Chapter Meetings, Officer Meetings, Chapter Sponsored Events, HQ Sponsored DOLLS events, charity outreaches, and fundraisers. Attendance constitutes being present for at least 80% of the meeting or event including preparation and clean up time. If an officer has a conflict and cannot make it, she must alert the advisor and fellow 5 Main to the absence at least one week in advance of the date. If an officer becomes unexpectedly sick or has another family emergency, she must alert the advisor via phone call or e-mail at least 24 prior to the event or meeting. The following guidelines have been set in regards to the attendance of each individual officer:

All-Member Meetings: Only 3 Excused Absences Permitted

Each officer may miss three All-Member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than three 5 Main meetings. She understands that when these meetings are missed, decisions might be made that she potentially may not agree with, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

Chapter Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event their chapter hosts. It will not represent the 5 Main well if officers leave early while members are left with the clean-up. Officers need to arrive early to assist with set up, check-in, money collections, etc.

HQ Sponsored Events: Allowed to apply for absence waivers

Each officer is expected to attend Headquarters Sponsored events. Events are communicated in advance annually by DOLLS Headquarters on the 5 Main Application, ensuring that officers are made aware of their obligations before ever committing to a leadership opportunity with DOLLS. In the event that an absence is unavoidable, officers may apply for absence waivers. Headquarters reserves the right to deny any waiver. Understand that if an officer has used multiple absence waivers during their service as a 5 Main, their commitment to this ministry may be called into question. *Please note that this waiver may not be used for 5 Main Conference, as Conference is mandatory for all officers.

**Extreme circumstances will be taken into consideration by the advisors and other 5 Main.*

Advisors should use the charts that appear in appendix of this handbook as the official attendance records for each of the officers.

DOLLS Leadership Constitution

Each officer is responsible for submitting a signed copy of the **DOLLS Leadership Constitution** (See Appendix C) to their Chapter Director no later than July 1st of the start of each ministry year. The Chapter Director will maintain this record throughout the duration of that officer's term and reference it for accountability as needed.

Documentation

In the event that an officer needs to be removed from their position, DOLLS Headquarters will rely heavily on the advisor's documentation to support the necessity of their removal. There are four potential causes for an officer's dismissal from her office position:

1. Excessive absences from meetings or events,
2. Violations of the DOLLS Leadership Constitution (See the Leadership Constitution in Appendix C),
3. Personal habits that are debilitating this officer's effectiveness as a leader, or
4. A failure to fulfill the duties this officer is responsible for under their office position.

If an advisor or officer team has concerns about an officer's level of commitment, the Chapter Director may implement an **Officer Growth Plan** as a means to remedying the situation or, if necessary, documenting a need for their dismissal.

OFFICER GROWTH PLAN

Date:

Persons in Attendance: Chapter Director & Officer Names

Purpose: The purpose of today's meeting is to evaluate the status of **Officer's Name** performance as **Officer Position** to the **Campus Name** chapter of DOLLS. The Chapter Director has called this meeting because of her fear that the concerns expressed below have the potential of hindering the team's effectiveness if these issues are not dealt with immediately.

Witnesses: The following persons have expressed concerns about the items below: *(Check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> The Advisor(s) | <input type="checkbox"/> DOLLS Headquarters |
| <input type="checkbox"/> Fellow Officers | <input type="checkbox"/> Members |

Goal: The goal of today's meeting is to assist this officer in analyzing her effectiveness. DOLLS wishes to keep this officer accountable to her commitments to her fellow officers and the ministry of DOLLS in order to protect her position on the 5 Main team.

Evaluation: The chart below indicates areas of concern. These items represent areas in which the above-mentioned officer is missing the mark in her position. These concerns may include:

- ☐ Violations of the DOLLS Leadership Constitution
- ☐ Personal habits that are debilitating this officer's effectiveness as a leader, or
- ☐ A failure to fulfill the duties this officer is responsible for under their position.

The Chapter Director will discuss the concerns and identify the unwanted results of such behavior. The Chapter Director and the officer will collaborate to develop an action plan that will help improve the situation.

| Concern | Current Result | Action Plan |
|------------------|---------------------------------|-------------|
| Describe Concern | Description of undesired result | |
| Describe Concern | Description of undesired result | |
| Describe Concern | Description of undesired result | |
| Describe Concern | Description of undesired result | |
| Describe Concern | Description of undesired result | |

Next Steps: The officer will make steps to correct all actions detailed above over the next month. At the end of this period, this evaluation will be revisited to determine whether dismissal from office should be considered and a replacement should be found.

Possible Outcomes:

A: The officer demonstrates a significant improvement to her faithfulness and ministry is able to continue with said officer on board.

B: The Chapter Director does not feel that this officer is up to par with the remaining officers and that her performance is hurting the effectiveness of this 5 Main team.

DOLLS

Daughters of Our Living Lord & Savior

5 Main Absence Log

Officer's Name: _____

Position: _____

Chapter Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. She understands that when these meetings are missed, decisions that she may not agree with may potentially be made, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members are left with the cleanup. Officers need to arrive early to assist with set up, check-in, money collections, etc.

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |

Officers are expected to make DOLLS a priority. They must work diligently to manage their schedules and problem solve any conflicts that arise. Excused absences should be reserved for life's "situations" (i.e., sick days, death in the family, doctor's appointments) and should not be treated as a luxuries owed to the officers. All officers should strive to have as few absences as possible by the end of their term.

**Extreme circumstances (i.e., Long-term illness) will be taken into consideration by the advisors, other 5 Main, and DOLLS Headquarters.*

***Exceptions may also include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e. basketball team) for the following year, and the interviewers make the decision to place her in the officer position with the understanding that DOLLS will lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group. During this season she is still responsible for fulfilling all of the duties associated with her job.*

****If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already excepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

DOLLS

Daughters of Our Living Lord & Savior

5 Main Absence Log

Officer's Name: _____

Position: _____

Chapter Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. She understands that when these meetings are missed, decisions that she may not agree with may potentially be made, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members are left with the cleanup. Officers need to arrive early to assist with set up, check-in, money collections, etc.

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |

Officers are expected to make DOLLS a priority. They must work diligently to manage their schedules and problem solve any conflicts that arise. Excused absences should be reserved for life's "situations" (i.e., sick days, death in the family, doctor's appointments) and should not be treated as a luxuries owed to the officers. All officers should strive to have as few absences as possible by the end of their term.

**Extreme circumstances (i.e., Long-term illness) will be taken into consideration by the advisors, other 5 Main, and DOLLS Headquarters.*

***Exceptions may also include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e. basketball team) for the following year, and the interviewers make the decision to place her in the officer position with the understanding that DOLLS will lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group. During this season she is still responsible for fulfilling all of the duties associated with her job.*

****If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already excepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

DOLLS

Daughters of Our Living Lord & Savior

5 Main Absence Log

Officer's Name: _____

Position: _____

Chapter Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. She understands that when these meetings are missed, decisions that she may not agree with may potentially be made, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members are left with the cleanup. Officers need to arrive early to assist with set up, check-in, money collections, etc.

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |

Officers are expected to make DOLLS a priority. They must work diligently to manage their schedules and problem solve any conflicts that arise. Excused absences should be reserved for life's "situations" (i.e., sick days, death in the family, doctor's appointments) and should not be treated as a luxuries owed to the officers. All officers should strive to have as few absences as possible by the end of their term.

**Extreme circumstances (i.e., Long-term illness) will be taken into consideration by the advisors, other 5 Main, and DOLLS Headquarters.*

***Exceptions may also include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e. basketball team) for the following year, and the interviewers make the decision to place her in the officer position with the understanding that DOLLS will lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group. During this season she is still responsible for fulfilling all of the duties associated with her job.*

****If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already excepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

DOLLS

Daughters of Our Living Lord & Savior

5 Main Absence Log

Officer's Name: _____

Position: _____

Chapter Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. She understands that when these meetings are missed, decisions that she may not agree with may potentially be made, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members are left with the cleanup. Officers need to arrive early to assist with set up, check-in, money collections, etc.

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |

Officers are expected to make DOLLS a priority. They must work diligently to manage their schedules and problem solve any conflicts that arise. Excused absences should be reserved for life's "situations" (i.e., sick days, death in the family, doctor's appointments) and should not be treated as a luxuries owed to the officers. All officers should strive to have as few absences as possible by the end of their term.

**Extreme circumstances (i.e., Long-term illness) will be taken into consideration by the advisors, other 5 Main, and DOLLS Headquarters.*

***Exceptions may also include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e. basketball team) for the following year, and the interviewers make the decision to place her in the officer position with the understanding that DOLLS will lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group. During this season she is still responsible for fulfilling all of the duties associated with her job.*

****If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already excepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

DOLLS

Daughters of Our Living Lord & Savior

5 Main Absence Log

Officer's Name: _____

Position: _____

Chapter Meetings: Only 3 Excused Absences Permitted

Each officer may miss only three All-member Meetings without facing dismissal from their position. A 4th absence may constitute dismissal from her position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5 Main Meetings: Only 3 Excused Absences Permitted

An officer may miss no more than 3 Five Main meetings. She understands that when these meetings are missed, decisions that she may not agree with may potentially be made, and her vote may not be considered. A 4th absence may constitute dismissal from their position.*

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Events: Only 1 Excused Absence Permitted

Each officer may miss one event without facing dismissal from their position. Officers understand that they are required to arrive 30 minutes early and will leave 30 minutes late for every event DOLLS' hosts. It will not represent the 5 Main well if officers leave early while members are left with the cleanup. Officers need to arrive early to assist with set up, check-in, money collections, etc.

| Absence | Date | Reason for Absence |
|---------|------|--------------------|
| 1 | | |
| 2 | | |

Officers are expected to make DOLLS a priority. They must work diligently to manage their schedules and problem solve any conflicts that arise. Excused absences should be reserved for life's "situations" (i.e., sick days, death in the family, doctor's appointments) and should not be treated as a luxuries owed to the officers. All officers should strive to have as few absences as possible by the end of their term.

**Extreme circumstances (i.e., Long-term illness) will be taken into consideration by the advisors, other 5 Main, and DOLLS Headquarters.*

***Exceptions may also include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e. basketball team) for the following year, and the interviewers make the decision to place her in the officer position with the understanding that DOLLS will lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group. During this season she is still responsible for fulfilling all of the duties associated with her job.*

****If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already excepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

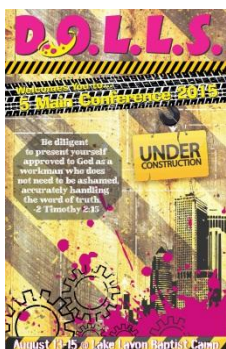


The Traditions of DOLLS

DOLLS has many memorable traditions that keep our girls coming back year-after-year. The following is a synopsis of the most important traditions held by our organization.



5 Main Conference



Five Main Conference is an annual training retreat that all girls selected to serve as officers are **REQUIRED** to attend. This conference takes place during the early half of August each year, just before the students head back to school. During this conference, girls will have an opportunity to bond as a ministry team, network with other area chapters, learn about their responsibilities as officers, and much more. There is much to be taught in order to effectively equip our officers for their ministry, so we dive in right-away on Wednesday afternoon with team building activities, praise & worship, and an encouraging devotional presented by DOLLS' Founder. On Wednesday, Thursday, and Friday night, officers have a sleepover with their campus teams where relationships between the officers begin to flourish. Thursday and Friday are full of non-stop training including sessions discussing the Absolutes vs. Convictions of Christianity, how to lead an inter-denominational Christian club, the power of prayer, and how to be effective in each officer role. Advisors are welcomed and encouraged to attend along with their officers. On Friday night, we celebrate the leadership with a Faux Prom. Everybody gets "All DOLL-ed Up" in their finest attire and we celebrate all that God has done by dining and dancing! We conclude on Saturday morning with a Commissioning Ceremony. This retreat leaves our officers feeling prepared to take on their campuses for God's Kingdom. **This event is REQUIRED for all officers. Should an officer become unavailable to attend, her position will be compromised and a replacement must be found. This is non-negotiable.*

5 Main Boot Camp

Boot Camp is event where officers can come to have their skills sharpened as leaders of their chapters. Generally, Boot Camp takes place during the month of January, so officers have had 4-months to gain some experience in leadership. This event serves as an opportunity for DOLLS Headquarters to answer questions, fine-tune the officers' leadership skills, and challenge our 5 Main to the next level of ministry. Likewise, there are inevitably officers who drop out half-way through the semester, so it become necessary for the remaining team to find a replacement. This new officer often finds it difficult to "catch-up" with the other five, having not had the advantage of attending the training at 5 Main Conference over the summer. Five Main Boot Camp serves as a crash course for these officers so that they will leave feeling up to speed with their teammates. **Boot Camp is REQUIRED for all new officers who join mid-year.*



Betrothal Banquet

The Betrothal Banquet is a biannual tradition of DOLLS designed to bring all chapters together for an evening where the emphasis is on God's unbelievable, unceasing love for His bride, the Church. This is the one event that the 5 Main will not need to assist in the planning process, because this is DOLLS



Headquarters' chance to serve all of our members, including the 5 Main that have worked so hard to serve their chapters.

At this event, all attendees are encouraged to come dressed in attire that is all white. This symbolically represents the pure, righteous appearance we have been given in the eyes of God as believers in Christ. Throughout the ceremony, taking place that evening, girls are given tangible tools that will help them better understand the love our Father lavishes upon us. A guest speaker speaks to the girls about God's unfailing love and the evening commences with an all-out dance party!

Induction Ceremony



Induction Ceremony is an emotional candle lighting ceremony to commemorate the passing of the torch from one officer team to the next generation. The Induction Ceremony is a DOLLS tradition that is always a very special time for both the new incoming officer team and the officer teams who are winding down their year of ministry together. The details of this event can be found in the Election Handbook. After the candle lighting, former officers take time to share with their successors their reasons for electing each new officer to the team and offer encouraging words of wisdom that will guide the new officers through their year as leaders of DOLLS. This event is always a tear-jerker and will remain a lasting memory in the hearts of every girl who has had the privilege of being part of one.

Leaders Reception

The Leaders Reception is the end-of-the-year ceremony hosted by DOLLS Headquarters to honor all the women who have served as leaders during that school year; Officers, Ambassadors, & Advisors. This is our chance to show our gratitude for everything they have sacrificed in order to bring Christ to public school campuses. Officers, ambassadors and advisors are invited to bring their parents and dinner is on us. We spend the evening eating and honoring the obedience these amazing young ladies have shown to the Lord over the last year. We even announce a middle school and high school Chapter of the Year, as well as we honor the most accomplished President, Vice President, Secretary and Chaplain team. We want to honor you guys for your obedience.



ReTHINK Apologetics



The ideas that you think are true will ultimately play themselves out in the way that you live. Every. Single. Day. We all live at the mercy of our ideas. That's why the apostle Paul warns us not to be taken captive by the false views of the world (Colossians 2:8). Sadly, many Christians have been captured by the culture. Their thinking reflects the thinking of society. Their worldview is no different from that of their unbelieving friends. The ReTHINK Apologetics Conference is put on by Stand to Reason in the DFW area strictly for teens. ReTHINK exists to provoke a new generation to rethink their worldview, recapture the truth, and then reengage the world for the cause of Christ. DOLLS refuses to miss out on this incredible weekend and you shouldn't miss out either.



Section 9

Membership Requirements

Chapter Membership Requirements

In order to receive the Charter of Daughters of Our Living Lord & Savior, a chapter commits to fulfilling all of the following:

- Each chapter must send their 5 Main officers to the annual 5 Main Conference scheduled during the month of August each year. *The purpose of Conference is further detailed in Article IX of the Constitution (Appendix E).*
- Each chapter must send their officers the annual 5 Main Boot Camp; a refresher course for officers, scheduled during the month of January each year.
- Each officer must submit a copy of the "5 Main Officer Constitution" to the campus advisor, signed by both themselves and their parents, upon arrival to the 5 Main Conference in August.
- The campus advisor must submit a copy of the "Chapter Constitution" to DOLLS Headquarters, signed by each of the officers and the campus advisor, at least one week prior to the first All-Member meeting. Upon receipt of this document, the chapter will be granted their certified charter, securing all the rights and privileges afforded to all officially recognized chapters.

Each Chartered chapter is fully expected to support the big picture of the DOLLS sisterhood by remaining actively committed to the larger ministry of DOLLS through:

Prayerful Remembrance

In order to see God's hand of favor over this organization, it is imperative that each chapter prayerfully considers the needs of the corporate entity, the protection of its officers, the advancement of fellow chapters, and the expansion of DOLLS into future campuses.

Fundraising

DOLLS desires to remain an organization that does not charge membership fees for individuals or chapters. Therefore, it is essential that each campus joins in the responsibility of supporting DOLLS financially, ensuring that the ministry will have the necessary resources to further its efforts of advancing God's Kingdom. Each chapter is committed to holding at least one fundraiser per school year with the purpose of generating a donation that the chapter can contribute to the ministry of DOLLS. These donations are used for such things as purchasing liability insurance for the organization, buying educational resources to support our officers, advisors, and chapters, covering the legal fees of the corporation, and for funding ministry events such as 5 Main Conference, the Betrothal Banquet, and Member Retreats. The chapter has complete freedom to determine the type of fundraiser and there is no minimum donation that must be made. Each chapter must commit to making their best effort to contribute financially on an annual basis to support the "big picture" goal of this ministry.

Promoting D.O.L.L.S.

As active chapters, it should be the greatest desire of each campus to see the ministry of DOLLS furthered onto the campuses of other neighboring schools. Chapters are expected to make strategic efforts to network with girls from other campuses in an effort to see this ministry brought into new schools.

Support of HQ

DOLLS Headquarters will host events throughout the year designed to bring all area chapters together for fellowship, teaching, community service, or fundraising. Chapters are expected to promote these opportunities during their chapter meetings. Officers are expected to invite DOLLS participants to these opportunities so as to encourage their membership to also get involved.

Student Membership Requirements

All students enrolled in grades 6-12 are eligible for membership in DOLLS. The student must be a full-time attender on that campus. Former students, home schooled students, and students from other campuses do not qualify for membership. (Ex. A student from Smith Public School, where there is not a DOLLS chapter, would like to become a member of the Allen High School chapter. Unfortunately, she will not qualify for membership because she is not a full-time student at Allen High School).

No individual will be denied involvement in DOLLS on the grounds of religious affiliation, race, gender, national origin, disability, or physical appearance. This includes male students. If a male student truly desires to become a member of their local DOLLS chapter, and he is willing to get parental approval by submitting a signed Membership Application, he cannot be denied access.

Membership is granted upon receipt of the Membership Application, including parent/guardian signatures affirming that they have studied and understand the purpose and motivations of this club. Some districts may require chapters to distribute a District Club Permission Form, in addition to this. Chapters need to be aware of their campus policy as it relates to non-curricular clubs at all times.

Students are permitted to attend weekly All-Member meetings without becoming an official member of DOLLS. Secretaries are responsible for tracking which girls are attending as guests and ensuring that if a guest desires to attend a DOLLS Sponsored event, a Membership Application has been submitted first.

Visitation privileges MAY NOT be exercised during chapter Events! No individual will be permitted to attend any DOLLS sponsored events or social gatherings taking place outside of regularly scheduled campus meetings, without submitting a completed Membership Application, which includes a Permission, Medical, and Release contract. Events are a benefit granted to registered members ONLY.

Chapter Constitution

2024-2025

BE IT KNOWN THAT DAUGHTERS OF OUR LIVING LORD & SAVIOR IS A MINISTRY FOR YOUNG WOMEN FOCUSED ON BRINGING GOD GLORY THROUGH THE MAKING OF DISCIPLES BY:

1. BRINGING THOSE SEPARATED FROM GOD TO A RECONCILED RELATIONSHIP WITH HIM THROUGH THE GOSPEL OF JESUS CHRIST.
2. MODELING LIVES MOTIVATED BY THE GOSPEL AS WE LIVE OBEDIENTLY TO JESUS AS OUR LORD.
3. EQUIPPING YOUNG BELIEVERS TO BE LEADERS FOR THE PURPOSE OF THE GOSPEL.

Article 1: Name

The organization is named D.O.L.L.S. which is an acronym for Daughters of Our Living Lord & Savior. Our official Bible verse is 1 John 3:1 which says *"How great is the love that the Father has lavished on us, that we should be called the children of God. And that is who we are!"* As identified in this verse, we are the King's children, which means that we are true royalty. This is the basis for our symbol: the royal crown.

Article 2: Statement of Purpose

D.O.L.L.S. is an inter-denominational club that exists for the purpose of spreading God's truth to teenaged girls and introducing them to the abundant life He promises His children. Our goal is to teach girls that they are, in fact, "true royalty" because they are a daughter of the King. This is done by providing a place of learning for believers who are actively seeking the Living Lord & Savior. This organization is formed in response to Christ's Great Commission, "Therefore go and make disciples of all nations." Matthew 28:19

Article 3: Statement of Beliefs

D.O.L.L.S. does not affiliate with one specific denomination of Christian belief, but rather represents the coming together of many denominations under the umbrella of our shared common doctrinal beliefs recognized within classical Christianity. It is to be noted that D.O.L.L.S. does NOT represent an interfaith ecumenical movement aimed at bringing unity between all religions, as we ascribe firmly to the understanding that "all roads DO NOT lead to the same place" and that salvation through Christ Jesus is the ONLY way to be reconciled into a right relationship with our Creator. D.O.L.L.S. represents a movement of evangelical Christian faiths based on Ephesians 4:1-6, focused not on denominational differences, but on the person and sacrifice of Christ. Our chapters are comprised of girls from every denomination of classical Christian belief.

Christians believing rightly in classical Christian theology ascribe to the following "Absolutes" of belief:

- There is but one God who exists in three persons; the Father, the Son, and the Holy Spirit
- Salvation comes from faith alone, grace alone, and Jesus alone
- Jesus was fully God and fully man
- Christ died as the perfect sacrifice to atone for mankind's sins by enduring God's judgment on our behalf
- Jesus resurrected from the dead and freely offers the gift of eternal life to those who believe in Him
- The Bible is the infallible, inerrant, inspired, and sufficient Word of God.
 - The canon consists of 66 books written by over 40 authors; 27 New Testament books, 39 Old Testament books.
- The Church, made of born-again men and women by the Spirit of God, is called to be Christ's light on this earth, instructed to go and make disciples of men.

These are unchanging truths established in Scripture and recognized by all Christian denominations within the faith. Persons or denominations denying one or more of these absolutes place themselves outside of the pale of Evangelical Christianity. While girls from belief systems outside of the walls of these essential beliefs are always welcome to be a part of the D.O.L.L.S. chapter on their campuses, D.O.L.L.S. will hold unwaveringly to the teaching of this classical Christian doctrine. D.O.L.L.S. requires that all those

serving in leadership positions with this ministry agree with and testify to these fundamental doctrinal beliefs.

Article 4: Receiving a Chapter

In order for a group to bear the name of 'DOLLS' and to be granted legal affiliation with the ministry of Daughters of Our Living Lord & Savior, Inc., each campus must apply annually for an official Charter of the organization. In order to receive this approved Charter a chapter must fulfill all of the following requirements:

- Each chapter must send their 5 Main officers to the annual 5 Main Conference scheduled during the month of August each year. *The purpose of Conference is further detailed in Article IX of this Constitution.*
- Each officer must submit a copy of the "5 Main Officer Constitution" to the campus advisor, signed by both themselves and their parents, upon arrival to 5 Main Conference.
- The campus advisor must submit a copy of the "Chapter Constitution" to DOLLS Headquarters, signed by each of the officers and the campus advisor, at least one week prior to the first All-Member meeting. Upon receipt of this document the chapter will be granted their certified charter, securing all the rights and privileges afforded to all officially recognized chapters.
- Each chapter must send its officer team the annual 5 Main Boot Camp, a refresher course for officers, scheduled during the month of January each year.

**Exceptions may be made upon submission of an Absence Waiver for extreme circumstances.*

Article 5: Commitment to the Ministry

In order to maintain their charter and active status with the ministry, each chapter is expected to support the big picture of the D.O.L.L.S. sisterhood by remaining aggressively committed to the corporate ministry of D.O.L.L.S. through:

- a. Prayerful Remembrance
 - *In order to see God's hand of favor over this organization, it is imperative that each chapter prayerfully considers the needs of the corporate ministry, the protection of its officers, the advancement of fellow chapters, and the expansion of D.O.L.L.S. into future campuses.*
- b. Fundraising
 - *D.O.L.L.S. desires to remain an organization that does not charge membership fees for individuals or chapters. Therefore, it is essential that each campus joins in the responsibility of supporting D.O.L.L.S. financially, ensuring that the ministry will have the necessary resources to further its efforts of advancing God's Kingdom. Each chapter is committed to holding at least one fundraiser per school year with the purpose of generating a donation that the chapter can contribute to the ministry of D.O.L.L.S. These donations are used for such things as purchasing liability insurance for the organization, buying educational resources to support our officers, advisors, and chapters, covering the legal and operating costs of the corporation, and for funding ministry events such as 5 Main Conference, the Betrothal Banquet, and Member Retreats. The chapter has complete freedom to determine the type of fundraiser and there is no minimum donation that must be made. Each chapter must commit to making their best effort to contribute financially on an annual basis to support the "big picture" goal of this ministry.*
- c. Promoting D.O.L.L.S.
 - *As active chapters, it should be the greatest desire of each campus to see the ministry of D.O.L.L.S. furthered onto the campuses of other neighboring schools. Chapters are expected to make strategic efforts to network with girls from other campuses in an effort to see this ministry brought into new schools.*
- d. Support of HQ Sponsored Activities
 - *DOLLS Headquarters will host events throughout the year designed to bring all area chapters together for fellowship, teaching, community service, or fundraising. Chapters are expected to promote these opportunities during their chapter meetings. Officers are expected to do their best to participate in these opportunities so as to encourage their membership to also get involved.*

Article 6: Chapter Membership

All students enrolled in grades 6-12 are eligible for membership in D.O.L.L.S. The student must be a full-time enrolled student on the chapter's campus. Former students, home schooled students, and students from other campuses do not qualify for membership. *(Ex. A student from Smith Public School, where there is not a DOLLS chapter, would like to become a member of the Allen High School chapter. Unfortunately, she will not qualify for membership because she is not a full-time student at Allen High School).*

No individual will be denied involvement in D.O.L.L.S. on the grounds of religious affiliation, race, gender, national origin, disability, or physical appearance. Membership is granted upon receipt of the Membership Application, including parent/guardian signatures affirming that they have studied and understand the purpose and motivations of this club. Membership is not a requirement of weekly on-campus meetings. Secretaries are responsible for tracking which girls are attending as guests and ensuring that if a guest desires to attend a DOLLS Sponsored event, a Membership Application has been submitted first. Additionally, some districts may require chapters to distribute a District Club Permission Form or Extra-Curricular Participation Waivers, on top of the Membership Application required by DOLLS. Chapters need to be aware of their campus policy as it relates to this club at all times. Visitation privileges MAY NOT be exercised during chapter sponsored events! No individual will be permitted to attend any D.O.L.L.S. sponsored events or social gatherings taking place outside of regularly scheduled campus meetings, without submitting a completed Membership Application, which includes a **Permission, Release, & Medical** waiver.

Article 7: Selection of Officers

Officers will be selected by the previous year's 5 Main on each campus. Exceptions to this rule are made if a chapter is in the Start-Up phase, in which case DOLLS Headquarters will assume the responsibility of electing officers. Candidates will complete the "5 Main Application" and participate in a panel interview hosted by the existing 5 Main. The interviews will take place during the final two months of the school year and decisions must be made no later than the last day of school. The officers will prayerfully consider every candidate and come to a decision based on God's leading.

Article 8: Officers

A group of five officers (known as the 5 Main) will make up a council that is responsible for the leadership of D.O.L.L.S. on each campus. The positions shall consist of a President, Vice President, Secretary, and two Chaplains. The role of the officers is to serve the needs of this club ("whoever wants to be great among you must be your servant." Matthew 20:26). See the **5 Main Officer Position Responsibilities** document for more details about the duties associated with each position.

Five will always remain the required number of officers (no more, no less) in order to maintain an uneven voting count, to align fully with all chapters of D.O.L.L.S across the country, and to ensure all the responsibilities tied to this club can be attainably managed.

Each chapter's officers will be accountable to an assigned representative of D.O.L.L.S. Headquarters to communicate and ensure accountability. Officers will meet with DOLLS Headquarters at the **mandatory** D.O.L.L.S 5 Main Conference, held annually before the fall semester of the school year. **Officers are required to attend this conference.** Failure to attend will result in a dismissal from office. No exceptions. Students interested in taking on an officer position should review the scheduled dates for conference before submitting their 5 Main Application.

The officers will have responsibility over the minor and routine decisions of their D.O.L.L.S chapter under the advisement of the campus advisor, to ensure the group remains in good standing with the school district and with DOLLS Headquarters. They will be responsible for the final decision on major issues, under the counsel of their club advisor and the DOLLS Advisory Council. No major decision will be made without prayer and confirmation of the Lord's will. "We can make our own plans, but the Lord gives the right answer." Proverbs 16:1.

At the start of each school year, the 5 Main will each sign and submit a copy of the **5 Main Officer Constitution** to DOLLS Headquarters upon arrival to 5 Main Conference. In the event that a violation of the standards represented in this constitution occurs, disqualify from office will be prayerfully considered in an effort to protect the integrity of the club and to allow the officer to focus their attention on repentance before the Lord.

Attendance to all D.O.L.L.S. hosted functions is expected of officers, but the following absence schedule may be applied; 3 Excused Absences from All-Member Meetings, 3 Excused Absences from 5 Main Meetings, and 1 Excused Absence from an Event. Any absences exceeding this excused amount may result in removal from office.* Officers must be committed to this club and its purposes. **

**Exceptions may include if, during the officer application process, a student makes the interviewers aware that she has already committed to a group (i.e., basketball team) to attend afterschool practices/meetings every day from _____ - _____ for the following year, and the interviewers made the decision to place her in the officer position with the understanding that DOLLS would lose her attendance during that season. She shall not be penalized by any of the absences occurred as a result of her previous commitment to that group.*

***If an officer fails to include a potential conflict on her application or mention it during interviews or if she commits to another group at a later date after she has already accepted her 5 Main position, absences incurred as a result of those conflicts can and will be held against her.*

Leadership may be withdrawn without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the **5 Main Officer Constitution**. The offending officer will be notified in writing from DOLLS Headquarters of their possible removal from office. The officer will be given an opportunity to address DOLLS Headquarters in order to communicate any relevant defense prior to the voting for removal. Any officer may be dismissed from their position upon a 2/3 affirmative vote of the DOLLS Board of Directors.

Article 9: 5 Main Conference

We believe officers of this club should live in holy fear of James 3:1 which says, "Not many of you should become teachers, my fellow believers, because you know that we who teach will be judged more strictly." If we are going to release young people into the service of our Lord, it is imperative that we prepare them appropriately for such a calling. Each officer chosen to serve their campus as a 5 Main MUST commit to attending the annual 5 Main Conference, taking place during August of each year. This is a REQUIRED conference for all student leadership. Students that are unable to attend this conference, in its entirety, should NOT apply to serve as a 5 Main. No exceptions to this rule will be made. DOLLS Headquarters feels strongly about the purposes of this conference and are not willing to negotiate our officer's mandatory attendance at this conference for the following reasons:

Protection

As rule for doing business, DOLLS Headquarters has adopted Ephesians 4:27 as our motto, which says, "Do not give the devil a foothold." We would be foolish not to recognize that when we release our officers to do ministry on their campuses, the enemy **will** have it out for them. It is of utmost importance that we *prepare the troops for battle*. The primary purpose of Conference is to equip our officers with the knowledge and skills to effectively lead their chapters. Through the training received during this conference, officer teams will leave a fully educated team of leaders, unshakable by the thwarting efforts of our enemy, prepared for any attack. On the contrary, we believe that if we **did not** require the entire team to be in attendance, we will have effectively provided the enemy with an opportune foothold for which to bring down that team's ministry.

Credibility

5 Main Conference is essential for our officers because attending provides them with the level of credibility they will need in order to win the trust of their members. This is especially true in the case of our chapters that have been in existence previously. There is often a hesitation within the membership to rally behind the new leadership put in place. This occurs for various reasons, including the membership's

deep commitment to a previous 5 Main team or sometimes a lack of confidence in a less experienced team. Having the ability to start the school year with the qualification of 5 Main Conference behind them gives our officers the credibility they need to take on their leadership positions and earn the trust of their membership.

Relationship Building

In order to be effective in ministry as a team, it is vital that the officers have an opportunity to begin functioning as a cohesive unit. Five Main Conference offers a chance for teams to come together for the first time to discover how they will function as a team, under the professional mentorship and guidance of D.O.L.L.S. Headquarters staff. Teams will learn basic leadership skills and conflict management techniques to prepare them for the task of working on a team.

Consistency

D.O.L.L.S. Headquarters has established many standards and protocols that it considers part of what makes this ministry uniquely "DOLLS." Likewise, D.O.L.L.S. Headquarters takes great pride in protecting the name and integrity of this organization. For both of these reasons, it is of the essence that all officers associated with this organization have exposure to these standards, expectations, and protocols so that a positive reputation of D.O.L.L.S. is maintained on each campus. When our officers receive an understanding of what is expected of them and they are introduced to girls from other campuses and D.O.L.L.S. Headquarters leadership who can help keep them accountable to these standards, the character of the ministry is protected.

Liability

One of the advantages of being a recognized Chartered chapter of D.O.L.L.S. is the protection its chapters are offered through the organization's liability insurance. Many school districts have strict rules regarding outside organizations existing as school-recognized clubs. One of these rules often includes the requirement that the organization has its own liability insurance policy. These policies protect the districts, the advisors, and the students in the event that an unforeseen accident should occur during a D.O.L.L.S. sponsored event.

D.O.L.L.S. Headquarters views it as an absolute imperative that we are able to extend this level of protection to our chapters. 5 Main Conference serves as a bargaining tool used to promote a favorable relationship with insurance agencies, and establishes that we have made great efforts to educate our chapters to the standards and protocols of this organization, in the event that a legal claim is made against the organization. This, in effect, places D.O.L.L.S. in a position that agencies feel comfortable insuring our ministry, guaranteeing that such protections are available for our chapters.

Administrative Confidence

Religious organizations on public school campuses walk a fine line and, in this day and age, religious-freedom cases flood the courts. While the students have every right to assemble as a group on school property, many school administrators, teachers, and community members are not aware of these rights and are often quick to make a claim against a school that permits such religious expression. The fear of this causes many principals to feel reticent to allow such clubs to form. DOLLS takes great strides to train our officers, and as a result, school administrators testify to viewing our organization more favorably than many other similar clubs. Principals are confident that our students are trained to operate a truly "student-led and student-initiated" organization as the law demands, thus relieving them of fears that the club's officers and advisors may unknowingly cross the legal boundaries set forth by the Establishment Clause.

Article 10: Replacing an Officer Mid-Year

In the event that an officer becomes unable to satisfy their yearlong commitment to serve as a leader of D.O.L.L.S. due to circumstances such as a family relocation, chronic illness, violation of the 5 Main Officer Constitution, et cetera, the officer may/must relinquish their position. The remaining officers will have exactly one month from the public announcement date of this officer's resignation to find her replacement.

Applications will first be opened to the any DOLLS Ambassadors in membership with a chapter. If the officers are impressed by one of those two candidates, they may offer her the position. Officers are not

obligated to offer the position to either girl. While serving as an Ambassador can be advantageous in that the candidate will get first dibs on an interview, there is no guarantee she will be chosen. This is done as a protection for the club in case an Ambassador falls away from her faith during the course of the school year.

If neither Ambassador seems qualified, the officers may open applications up to the entire chapter. Officers may encourage certain members to apply, but at this point, other members cannot be excluded from this opportunity. An official interview process must occur; identical to the one the current 5 Main previously underwent to receive their positions. By no means may a chapter promote a club member to an officer position without interviewing the candidate.

Article 11: Chairs

Each officer may head up a Chair Committee associated with the responsibilities of their position. The goal of these chairs is to serve as secondary leadership for the club by assisting the 5 Main with their duties. Creating Chair positions allows members to take a more active leadership role within the chapter. Each chapter has the freedom to create Chair positions as they see fit. The committees might include such positions as Hospitality Chair, Edification Chair, Advertising Chair, Drama Team, or Outreach Chair. Chairs will report and be accountable to the officer corresponding to their duties, as determined by each campus.

Article 12: Club Advisors

A chapter of D.O.L.L.S. must have at least one faculty advisor who will be present and active during all D.O.L.L.S. sponsored activities or as required by the school district. In the event that an advisor position is vacated, the elected officers will identify, interview and select a replacement. Advisors are asked to limit their influence over the club and truly allow the students to lead. This is purely as a matter of protection for the advisor and the students. The advisor's role should be limited to facilitating meetings and events, and advising the 5 Main in order to keep D.O.L.L.S. in exceptional standing with the administrators on campus and with the hosting school district.

Article 13: Events

In order to legally protect the D.O.L.L.S. Corporation, only members with a signed and completed Membership Application on file with the chapter will be permitted to attend D.O.L.L.S. sponsored events.

The campus advisor is required to be in attendance at each event. As an additional form of protection for the club, it is also recommended that there be one chaperone present for every 10-15 students in attendance. Some school districts may require a background check from all parent volunteers. Chapters must be aware of their district's policies.

Article 14: Community Service

One of the values of this ministry is to "be Jesus" in our schools, in the community, and around the world. Each chapter is required to commit to a minimum of one community service project each year and strongly encouraged to do more. Our desire is that each chapter makes itself known in the community as the "go-to-girls." May D.O.L.L.S. become known as the kind of ministry that actively lives out our faith.

Article 15: All-Member Meetings

D.O.L.L.S. meetings will be held weekly for 1+ hours in the area designated by the club's campus advisor. The modus operandi of All-Member meetings is based on Ephesians 5:19-20 which says "Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ." Meetings will begin with a period of praise and worship, followed by a devotional teaching from the Bible. Group prayer over the needs of the members in the club will follow the teaching. Member will never be forced to pray aloud. The remainder of the meeting will be designated for "business" in which officers will communicate information regarding upcoming events, outreach opportunities, and club news to the members. Meetings should never become so business-oriented that "business" begins taking priority over addressing the spiritual needs of its members. Meetings conclude with a final prayer and the reading of the D.O.L.L.S. chant.

Article 16: Officer Meetings

In order to serve this club to the best the team's ability, the 5 Main will meet no less than 2 times per month for a 5 Main meeting, a meeting of officers only. During these meetings officers will discuss information relevant to each officer position such as upcoming events, devotional topics ideas, and community service initiatives. Advisors are encouraged to be in attendance during 5 Main meetings in order to offer insight and guidance regarding the policies and procedures particular to the campus and district. Teams are invited to meet more regularly (perhaps once weekly) if all officers and advisors agree to its necessity.

Article 17: Method to Amend Constitutions

The D.O.L.L.S. Board of Directors may be contacted for any suggested amendments to any of the D.O.L.L.S. constitutions. All requests will be considered by the Advisory Council and voted on by the Board of Directors. If the Board elects to make the amendment, the change will not be reflected until the following school year. Chapters are encouraged to annually revisit hardships endured by their campus during the year and recommend modifications to the constitutions that will better protect chapters during these experiences.

Article 18: Establish of a New Chapter

A new chapter of D.O.L.L.S. may be established with the consent of the Executive Director and the Board of Directors after a commitment from the requesting group to adopt the D.O.L.L.S. standards, guidelines, and policies listed in this constitution.

Students interested in starting a chapter on their campus will do the following:

1. Contact the Expansion Director for an Informational Meeting,
2. Interview and elect a Start-Up Captain for the campus,
3. Find 25+ students from campus willing to sign a petition to get D.O.L.L.S. on their campus,
4. Secure a campus advisor,
5. Elect 5 girls to serve as the 5 Main leadership for the club,
6. Obtain campus approval for the club from the school's principal,
7. Contact the Executive Director for final approval and induction.

Article 19: Probation and Disbandment Clause

If a chapter wishes to bear the name D.O.L.L.S., they will be expected to follow the policies, standards, and guidelines set in place by the organizations' founders. A chapter of D.O.L.L.S. may be placed on

written probation by the unanimous consent of the Board of Directors for violations of any of the articles of this Chapter Constitution or of the 5 Main Officer Constitution. In the event of a serious violation, D.O.L.L.S. reserves the right, pending a unanimous vote of the Board of Directors, to terminate a chapter's charter. The DOLLS ministry works diligently to maintain the integrity and reputation of the organization and will not hesitate to disband a chapter that threatens its good name. The violating chapter may still have meetings, but will no longer be permitted to do so under the name and covering of Daughters of Our Living Lord & Savior.

Chapter Constitution

2024-2025

BE IT KNOWN THAT DAUGHTERS OF OUR LIVING LORD & SAVIOR IS A MINISTRY FOR YOUNG WOMEN FOCUSED ON BRINGING GOD GLORY THROUGH THE MAKING OF DISCIPLES BY:

1. BRINGING THOSE SEPARATED FROM GOD TO A RECONCILED RELATIONSHIP WITH HIM THROUGH THE GOSPEL OF JESUS CHRIST.
2. MODELING LIVES MOTIVATED BY THE GOSPEL AS WE LIVE OBEDIENTLY TO JESUS AS OUR LORD.
3. EQUIPPING YOUNG BELIEVERS TO BE LEADERS FOR THE PURPOSE OF THE GOSPEL.

***Chapter will sign and return a copy of this statement to DOLLS Headquarters no later than one week before their first official All-Member meeting of the school year:**

Mail to: DOLLS Headquarters
2001 Plano Pkwy, Suite 1205
Plano, TX 75075

Campus: _____
School District: _____
City/State: _____

We, the 2024-2025 D.O.L.L.S. officers of the above stated school, recognizing the important responsibility we are undertaking in serving as leadership of this organization, hereby pledge to adhere to the obligations set forth by the D.O.L.L.S. Chapter Constitution. We commit to uphold every article listed therein, understanding that this was the inspired design placed upon the hearts of the group's founders by the Father Himself for D.O.L.L.S., and that any deviation from these standards will result in the disbanding of our chapter under the covering of D.O.L.L.S.

As officers we will always act for the good of this organization and its members. We understand that if our participation as a chapter of the D.O.L.L.S. organization is in question, due to compliance failures of any of the above listed articles, we will have the opportunity to discuss any problems with the Board of Directors, and will seek an appropriate resolution that best supports the work of this ministry. If, for any reason, our chapter finds itself unable to carry out the above pledges to the best of our ability, we agree that the dissolution of our chapter will be in the best interest to the entire organization of D.O.L.L.S. and the purposes of this great ministry.

Signed,

President: _____
Printed Name Signature Date

Vice Pres.: _____
Printed Name Signature Date

Secretary: _____
Printed Name Signature Date

Chaplain: _____
Printed Name Signature Date

Chaplain: _____
Printed Name Signature Date

Advisor: _____
Printed Name Signature Date

Chapter Statuses

Each Chapter of DOLLS will receive one of three possible “Chapter Statuses”. Chapters are either “Start-Ups”, “Active”, or “Probationary.” The status given to a chapter will guide the campus when determining which operating protocols, they are bound by, such as during new officer elections and for required leadership training camps. Each officer team and sponsor should be aware of which “Chapter Status” the chapter they lead is categorized.

The Chapter Statuses are as follows:

1. Active Chapter:

Status given to chapters who have been in existence two or more years and have officer teams comprised of only upper classmen. This is the status all chapters should strive to reach.

2. Start-Up Chapter:

Status given to newly initiated chapters. Generally, this includes chapters that have never had a DOLLS chapter in existence on their campus before or chapters that are in their first or second year as an established chapter. Start-Up Chapters will often have officer teams consisting of girls from various grade levels, and not necessarily upper classman.

This status may also be given to chapters on campuses where a DOLLS chapter has previously existed, but the chapter has disintegrated due to various factors. These factors might include, but are not limited to, issues with the instability of an officer team/advisor or violations to the terms dictated in the **DOLLS Chapter Constitution** or **DOLLS Handbook**, constituting a unanimous vote of the DOLLS Board of Directors to command dissolution of the chapter. Upon approval of the DOLLS Board of Directors, a campus may re-launch a chapter on that campus under the direct guidance of DOLLS Headquarters.

3. Probationary Chapter:

Status given to chapters who have been found in violation of any of the tenets dictated by the **DOLLS Chapter Constitution** or violations to the processes stated in the **DOLLS Handbook**. Chapters with this status are given one year to correct all such violations. If resolution has not been reached within one year’s time, DOLLS reserves the right to require the dissolution of the chapter, in an effort to safeguard the integrity of the ministry of DOLLS.



Section 10

Advisor Burnout

Avoiding Burnout

In order to avoid burnout as an advisor, learning to use the word “no” is the most important thing DOLLS advisors can do for themselves. We are so grateful to have you alongside our girls, and the last thing we want to do is lose our amazing advisors because the task was too daunting. There will be times when student leaders, perhaps without realizing it, will take advantage of their advisor if the advisor allows it. Students often forget that their advisors already have a full-time job, families, and a host of other responsibilities, so it is important that the DOLLS advisor is ready to remind them of such truths. Help them understand that you can only take on so-much at a time. One of the most valuable lessons you may teach these girls during your time with them is the importance of not over-extending ourselves. This is a lesson many students miss these days, and seeing you model the proper way to live will be a tremendous testimony and example for our young leaders.

Take time to figure out a system that works well for you and your advising style. This will help you balance all your work responsibilities. For example, make to-do lists, identify days and times for specific tasks and learn to make “me” time. Once you are familiar with your responsibilities and workload, you can lead a balanced work and personal life.

Sometimes that may mean saying no to a student who wants to have a meeting at the last minute and asking them to pick a more appropriate and convenient time. From time to time there will be situations students deem as needing urgent attention, and it will be up to you to determine how desperate the circumstances actual are.

Establishing Boundaries

There is a difference between being a friendly advisor and being a friend. Advisors are responsible for setting the boundaries between themselves and the students they advise. It is important to tell students when they are being inappropriate if they exhibit behavior that violates boundaries; otherwise, your silence will tell them it is acceptable.

Be upfront with your students about what you are and what you are not able to do with them. Keeping your interactions with students limited to work and school-related activities should clear up any confusion as to your role.

A common question that arises for many advisors is, **“Should I share my cell phone information with the 5 Main?”** There is no clear answer to this question. Many school districts will set that standard and advisors must be ready to respond to the authority of their district. Other districts will have protocol in place allowing club advisors the personal choice over the matter because they understand that sharing such information can be advantageous, if used appropriately. On one hand, it can be highly beneficial for students to have your contact information for situations such as off-campus events, emergencies, or to report problems or concerns. On the other hand, many students do not instinctively recognize boundaries when it comes to phone calls or text messaging, which has the potential to look suspicious from an outsider’s perspective. If advisors make the decision to share their private numbers with student officers, boundaries need to be put in place from the start. Consider such restrictions as “No phone calls or texts after 10pm” or “Only call for concerns related to DOLLS” or “Officers should NOT share this number with any outside parties.”

Portions of this article were taken from “Advising Student Organizations: Strategies for Establishing & Maintaining a Successful Advisor/Student Relationship.” Written by Erin Morrell, MA of Albertus Magnus College. www.NACA.org.

To Be a Successful Advisor:

- Establish relationships with students based on appropriate boundaries and limits.
- Help DOLLS establish an identity on campus.
- Invest time in the organization.
- Set expectations and expect respect.
- Balance and prioritize your responsibilities.
- Establish goals and deadlines for difficult officers and strive to understand their perspectives.
- Create recognition opportunities.
- Help students manage multiple leadership roles.
- Keep your students and yourself—motivated and strive to avoid burnout
- Recognize the challenges and rewards of advising.

Advisor Burn-Out Quiz

Advising a club like DOLLS can be a tremendous commitment. It is not uncommon for advisors to find themselves feeling burned out at various points during the year. In dealing with “Advisor Burn-out” the advisor must determine if they are truly burned out or just plain unhappy or possibly unsure of the real role they have as an advisor. Some questions need to be asked:

| | YES | NO |
|--|-----|----|
| Do you actively seek the help of DOLLS Headquarters? | | |
| Do you actively seek help from other teachers? | | |
| Do you ask parents for their input and involvement? | | |
| Is your chapter avoiding the mundane by introducing new and exciting activities each year? | | |
| Do you include other groups and advisors in your projects and activities? | | |
| Do you avoid putting the pressure on yourself to do all the work? | | |
| Do you meet frequently with your principal or superior? | | |
| Do you ask that your responsibilities be adequately explained to you? | | |
| Do you collaborate with advisors of DOLLS chapters from neighboring schools? | | |
| Do you sit down with your group to evaluate meetings and projects? | | |
| Do you attend conferences or advisor training sessions hosted by DOLLS Headquarters to learn more about your job as advisor? | | |
| Do you do the work your 5 Main should be doing for themselves? | | |
| Do you say ‘no’ occasionally when you have too much to do? | | |
| Do you share your feelings with the group’s members? | | |
| Is advising this club still allowing you to preform your full-time job as a teacher with excellence? | | |

If you answered “NO” to 10+ of these questions, you may be putting undue stress on yourself. DOLLS Headquarters would be thrilled to help you better assess how to access the resources around you so that advising the DOLLS club at your school does not become a burden.

If you were able to answer “YES” to 10+ of these self-analysis questions, and you are still sensing fatigue towards your role as a DOLLS advisor, then it may be time for you to look for another teacher to assist you or time for you to take a break from the task and step away from the club. In order for the students to be successful with this ministry, they will need the support of an advisor who is enthusiastic about their mission. It is not fair to you for DOLLS to bring unwanted stress to your life and we wholeheartedly support any advisors who recognize the need to step down as advisor for personal reasons.

Adapted from Puyallup School District Activity Handbook for Associated Student Body