



DAUGHTERS OF PENELOPE

A Guide to Headquarters

FREQUENT MEMBERSHIP QUESTIONS

- *Q: What is Life Membership? (Per Capita Waiver: Page 6, Sec. 11 in Constitution & By-Laws)*
- *A: A Daughter of Penelope who has completed fifty years of continuous membership in the Order shall be entitled to Life Membership and shall be declared a Life Member. Per capita payment for members with 50+ continuous years as of the January 1, 1999 date will be waived. Please be aware that members attaining life membership status past this date and thereafter shall be required to pay full chapter dues including per capita. Life members who qualify for the per capita waiver have the word WAIVED in the paid through column on the chapter's active roster.*
- *NOTE: Please be sure to always carry an updated Constitution & By-Laws and Ritual with you and make sure your chapters do the same. Both books can be purchased for \$10 each at HQ. The Constitution & By-Laws however can be downloaded online at www.daughtersofpenelope.org.*

FREQUENT MEMBERSHIP QUESTIONS

- *Q: How do I fill out reinstatement and new membership applications completely?*
- *A: These applications should preferably be typed to avoid any misspellings of a member's name in the system. Be sure to include the ID numbers of those reinstating and the initiation date of new members on these applications so as to avoid blank initiation dates and future confusion. If blank initiation dates are submitted, the membership system cannot properly track the member's years of service.*
- *Q: How should I make chapter roster corrections?*
- *A: Individual members and the top four chapter officers have the ability to update contact information via the membership system.*
- *Q: Can I delete or drop inactive members from the chapter roster?*
- *A: Yes. Please email the names to dopmembership@ahepa.org*
- *Note: All membership related items are handled by Headquarters.*

CHAPTER BILLING

- *The Chapter Billing form is available via the membership system to the top four chapter officers. This form is form is legible and in alphabetical order. If you have new members or do not see members on this form that should have been included, please use a remittance form which is located on our website.*
- *Send in Per Capita as soon as possible after January 1 of the current year. For example, in January, start sending in dues for the New Year. Chapters should be sending in dues for the current year between January and June. Please note the number of paid members for the current year by December 31 yields a higher chapter voting strength for the Supreme Convention and a higher district rebate.*

HQ FORMS & NATIONAL PROJECTS

- National Obligation Forms: According to the Constitution & By-Laws, National Obligations are due by March 31st. Please send in ONE check with this form. Please view our National Obligations form to view the most recent voted National Projects. This form is due by each chapter by March 31st.
- A description of each of our national projects can be found on our website under the Programs Tab and will also be mailed to all Chapter Presidents and District Governors in February.
- All Headquarters mailings go to Past Grand Presidents, National Chairmen, District Governors and Chapter Presidents so it is imperative that the correct member is recorded with the correct title and address in our membership system at Headquarters. These Officers should include a valid e-mail address on their election forms.

PENELOPE'S EMPORIUM

- *Our Penelope's Emporium catalog and order form can be found on our website at www.daughtersofpenelope.org.*
- *All Penelope's Emporium Merchandise is purchased through Headquarters. Headquarters accepts credit cards so you may also email or call in your order.*
- *Please refer to the updated order forms on our website before placing your order.*

PENELOPE'S SCROLL

- ▶ Submission Information:
 - Please submit articles to penelopesscroll@gmail.com.
 - All submissions must be made directly to the above Penelope Scroll email address by the deadline date. **NO EXCEPTIONS!**
 - Please identify yourself and your Chapter# and District/District #/Lodge Officer Status in the message line of your email. Also, include the article revision number in the message line in your email.
 - Please review your submissions carefully before sending. However, if you have a correction, it must be sent as an entirely new submission. In other words, please correct your original article and resend as a revision. The most recent submission will be used for the Scroll.
 - Officers, please encourage Chapters to participate in the Scroll by sending deadline reminders and subscription forms out with your newsletters and mentioning it in your visitations! Sharing activities and events is the **BEST** way to get out the name of the DOP and to share ideas with other Sisters.

PENELOPE'S SCROLL

- Mark your calendars Sisters! There are two (2) issues of the Scroll planned for this administrative year. The article submission deadlines are: January 15 and May 15.
- In order to get the Scroll posted in a timely manner, all Penelope Scroll deadlines will be “hard deadlines”. All submissions must be made directly to the Penelope Scroll email address by the deadline date. **NO EXCEPTIONS!**
- ▶ Article Submission Parameters:
 - All submissions should be sent in Microsoft Word format as an email attachment.
 - There is a 200 word maximum for article submissions. Please use Arial 12 Font.
 - There is a 2 picture limit per article submission. Please include captions with your pictures and post captions just below picture. Also, please note that duplicate pictures will not be published. Pictures will be posted on a first come, first served basis.
- ▶ Hard Copy Subscriptions:
 - The Penelope Scroll is available free online to all Sisters and the general public, however; we realize that not all of our Sisters have internet access. Therefore, if you wish to purchase a “hard copy” printing of the Scroll, you may do so by completing the online form. The cost is \$10 for a year's subscription consisting of 2 issues. The Penelope Scroll can be accessed free online.

PUBLIC RELATIONS

- *The Public Relations department is coordinated by National Headquarters in Washington D.C. The department takes good care of monitoring events and issues on Capitol Hill, across the country and overseas that affect the DOP as well as the Greek American community. In addition to this, the department ensures that the DOP name is visible in the Greek American community through media relations, news releases, e-newsletters, the website, and Penelope's Scroll.*
- *Communication: In addition to our website, we are also engaged in social media via Facebook, Twitter and Instagram. We can disseminate information through this means of communication as well as conduct research.*

E-COMMUNICATIONS

- Headquarters emails monthly e-newsletters containing information about the Grand President's travels, itinerary and news updates. In addition to the monthly e-newsletters which are typically sent out the first week of the month, action alerts containing civic responsibility information, supreme convention updates, etc. are e-mailed as well. Information is also distributed via our social media accounts.
- Please be sure your member's emails are indicated on the membership applications. Valid emails for chapter officers is especially important as chapter officers need a valid email in order to access the membership system.

DOP ON THE WEB AND SOCIAL MEDIA

- Please view our website frequently for important news and updates. Our website lists information for chapters, districts, and potential & existing members. It also lists the projects we support and ways to donate.
- In addition to the website, you can follow the Daughters of Penelope on Facebook, Twitter, and Instagram.
 - Facebook: Daughters of Penelope
 - Twitter: @DOPHeadquarters
 - Instagram: @daughtersofpenelope

MEMBERSHIP SYSTEM

- Headquarters is pleased to announce the launch of a new membership system which provides our members better service and easy access to information. A few features include:
- Ability to download reports (rosters, billing, labels)
- Ability to pay dues (renewal)
- Members can manage their own membership profile and easily conduct transactions via a PC, or tablet (renewals, event registration, product purchases, donations and more)
- Tap into the membership system anytime and anywhere from your PC and/or tablet
- For information on how to access and a tutorial on the membership system, please go to www.daughtersofpenelope.org and click on the MEMBERS tab.