

Book of Procedures

2023

Daughters of Penelope



**FOUNDED IN
SAN FRANCISCO, CALIFORNIA
NOVEMBER 16, 1929**

NOTICE

IT IS RECOMMENDED THAT THE CHAPTERS USE THIS
BOOK OF PROCEDURES AS A GUIDE
IN THEIR MEETINGS,
THE INITIATION OF CANDIDATES,
AND THE INSTALLATION OF OFFICERS, ETC.,
ACCORDING TO THE NEEDS AND PREFERENCES OF
EACH INDIVIDUAL CHAPTER.
SET UP OF MEETING ROOM, NAMES OF APPOINTED
OFFICERS AND WHETHER THEY SERVE FOR A
MEETING OR A YEAR TERM IS DISCRETIONARY.

HOWEVER, THE WORDING AND LANGUAGE USED
FOR THE MEETING SECTIONS AND VARIOUS
CEREMONIES ARE REQUIRED OF ALL CHAPTERS AND
ARE NOT DISCRETIONARY.

PROPERTY OF _____

CHAPTER NO. _____

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Revised July 2023

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DAUGHTERS OF PENELOPE SYMBOL



The HEAD OF PENELOPE, in ancient headdress, symbolizes FRIENDSHIP and WOMANHOOD, and is significant of the very foundation of LIFE, HOME, and COUNTRY.

The OLIVE WREATH, encircling the head of Penelope, is symbolic of the only prize given to the Olympic victors, participating in the famous ancient Olympic Games.

The CROSS symbolizes our Christian Faith, and the CROSSED SABERS are from the Shield of the Greek Nation.

The EAGLE symbolizes the United States.

The letters ΘΠ (THETA PI) stand for Theghateres Tis Penelope; thus we are known as the Daughters of Penelope.



The Daughters of Penelope circular logo on the cover encompasses the same symbols and adds the name of the Daughters of Penelope.

CHAPTER ROOM ETIQUETTE

THE USE OF THE GAVEL:

1 rap - to seat all officers and members

2 raps - officers rise

3 raps - all rise

- All electronic devices should be silenced before the start of the meeting.
- Members are not to **ENTER OR LEAVE** the chapter room during: the opening or closing prayer, during initiation ceremonies or balloting during an election.
- Knitting, smoking, vaping or chewing gum, are not permitted during the chapter meetings.
- Members are to rise to address the Chair when desiring to speak, and address all remarks to the Chair.
- To make a motion, start with the words, "I move".
- Discuss only the immediate pending question, don't introduce other topics.
- Refrain from whispering or causing other disturbance during the meeting.
- Whenever a member visits another chapter, she does not speak except under "Good of the Order," announcements or if asked to speak.

LIST OF NECESSARY CHAPTER PARAPHERNALIA

Bible

Candles and Matches or Battery Operated Candles

Chapter Jewels

Charter

Constitution and Procedure Books

Cross

Drape for Charter

Flags

Gavel

Lamp or candle for Spirit of Penelope

Manual of Instruction

Robert's Rules of Parliamentary Law and Procedure

**(Chapter Paraphernalia is set up for each meeting and put away after each meeting by the Vice President and/or any other Member(s) so appointed for this by the President.)
(Chapter may have additional paraphernalia items if desired.)**

INFORMATION ON PROCEDURES

It is recommended that each officer stand in reading her part of the book of procedures, in reporting and in answering the roll call.

When giving the permanent password, the member is to stand, cup both hands around her mouth, and whisper the password in the ear of the other member. This password is given to the member, at the time of initiation.

OUTLINE OF CHAPTER MEETING

A. Opening Procedure

(includes Opening Prayer, Escort of Visitors, Drape of Charter, etc.)

B. Roll Call of Officers

C. Initiation

D. Reading and approving minutes of the previous meeting and any special meetings

E. Report of Treasurer

F. Correspondence from:

1. Supreme Headquarters
2. Grand Lodge

3. District Lodge
4. Local Sources

G. Committee Reports:

1. Chapter Standing Committees (Constitution Article XI, Sec 2)

- a. Sunshine
- b. Relief
- c. Naturalization
- d. Education
- e. Entertainment
- f. Membership
- g. Chapter Maids of Athena Advisory Board
- h. AHEPA Family Committee
- i. Social Media

2. Chapter Special Committees

H. Unfinished Business

I. New Business:

1. Bills
2. Elections
3. Special Announcements
4. Good of the Order
5. Installation

J. Closing Procedure and Adjournment

REGULAR CHAPTER MEETING

A regular chapter meeting shall be opened
in the following manner:

**(The meeting room is prepared with officer jewels, cross
and Bible placed on the Head Table.)**

President, Vice-President, Secretaries, Treasurer and
Parliamentarian are seated at the Head Table. The Board of

Governors are seated in the first row facing the President, with the other members seated facing the President. Chapters may use variations on the chapter room setup as deemed appropriate for their membership and particular circumstances.

Recommended Diagram at p. 14

Membership attendance book is maintained by the Recording Secretary and signed by the members.

Chapter Room Doors are to be secured.

OPENING PROCEDURE

PRESIDENT:

(Prior to the start of the meeting, the President appoints a member or members to read the Opening and Closing Prayers and to conduct any escorting, if needed.)

PRESIDENT:

“Sisters, the meeting of _____ Chapter No. _____ of the Daughters of Penelope will please come to order.

“Officers place your jewel around your neck.”

(Escort of Visiting Officers takes place at this time if there are visiting officers present.)

Refer to p. 15

PRESIDENT:

“We will now have the Opening Prayer”

(3 Raps)

(Member so appointed stands at her seat and reads the Opening Prayer. Other Sisters stand at their seats.)

PRAYER: (By member appointed by the President)

“Our heavenly Father, we humbly ask thy blessing upon all our Sisters gathered here in thy service. Help us to think

clearly and wisely in our deliberations, and guide us in all our actions during this meeting. Amen”

(Sign of the cross may be made at this time.)

DRAPING THE CHARTER: Takes place at this time in the event the chapter has had a departed Sister since the last meeting. Refer to p. 31.

PRESIDENT:

“Sisters, let us give the Pledge of Allegiance.”

(Refer to p. 34)

(Optional: singing of the National Anthems)

PRESIDENT:

“Sisters, Epi to Ergon.” (On with our work.)

ASSEMBLY: “Kali Arhi.” (A good beginning.)

PRESIDENT:

“Our general purpose in the Daughters of Penelope is to cultivate the principles which are known as the Hellenic Trinity, namely Truth, Goodness and Beauty; and to promote our personal ideals which are Purity, Loyalty and Patience.

SISTERS, GIVE THE SIGN OF OUR ORDER.”

(The sign of the loom is given by the Assembly.)

Refer to Diagram, p. 32.

PRESIDENT:

“I now declare this Chapter to be regularly convened.”

(1 rap)

PRESIDENT:

“Worthy Secretary, we shall now have the roll call of Officers.”

(Secretary stands and calls elected and appointed officers by name and rank. Officers stand when responding.)

**(Note: If a member is absent the Vice President so responds
“Absent” for those who are absent.)**

**INITIATION: (Ceremony takes place at this time if there
are initiates ready at this meeting.)**

Refer to p. 16.

PRESIDENT:

“We shall now have the reading of the Minutes of the
previous meeting.”

**(The Secretary stands and reads the minutes of the
previous meeting)**

PRESIDENT:

“Are there any corrections to the minutes?”

**(Any member with a corrections to the minutes
shall stand and so state the correction.)**

PRESIDENT:

“Hearing none, the Minutes stand approved as read. (Or,
“as corrected”)

**(The Secretary will make any necessary corrections to the
minutes and then takes the minutes to the President for her
signature.)**

PRESIDENT:

“We shall now have the Treasurer’s Report.”

(Treasurer presents the Treasury report.)

PRESIDENT:

The Secretary will read the correspondence.”

(Secretary does so, reading in order:)

1. Supreme Headquarters
2. Grand Lodge
3. District Lodge
4. Local Sources

(All correspondence is acted upon immediately after being read.)

PRESIDENT:

“We shall now have Committee reports.”

(The President asks for the reports from the Chairman of each Chapter Standing Committee and then from the Chairman of any Chapter Special Committees. Each Chairman stands and presents her report.)

1. Chapter Standing Committees

- a. Sunshine
- b. Relief
- c. Naturalization
- d. Education
- e. Entertainment
- f. Membership (*New Member applications received shall be presented at this time.)
- g. Chapter Maids of Athena Advisory Board
- h. AHEPA Family Committee
- i. Social Media

2. Chapter Special Committees (if any)

(*If any new member applications are presented during the Membership Committee report, the name of the applicants shall be read to the chapter by the Secretary, after which the President shall state:

PRESIDENT:

“These _____ (state number of applications) applications have been presented to the chapter and the name(s) of the applicants will appear on the next meeting notice to be initiated at the next chapter meeting. The applicant(s) shall be so informed to appear for initiation at the next chapter meeting.”

PRESIDENT:

“Next business in order is Unfinished Business.”

PRESIDENT:

“Is there any New Business?”

PRESIDENT:

“Are there any bills against the order?”

(Any bills are presented to the membership. A Motion to pay the bills shall be made and seconded and then voted upon by the membership.)

ELECTION OF CHAPTER OFFICERS

(Election of Officers, if necessary takes place at this time. See Article X of the Constitution)

PRESIDENT:

“Are there any special announcements?”

PRESIDENT:

“Our next business is for the ‘Good of the Order’.”

(Any visiting Daughter from another chapter and any invited guest(s) may be invited to speak, and chapter members wishing to speak may do so at this time.)

INSTALLATION OF OFFICERS

(Installation of Officers, may take place at this time, if appropriate.) Refer to p. 23

CLOSING PROCEDURE

PRESIDENT:

“Sisters, the regular business before us has been completed. We shall now have the closing prayer.”

(3 Raps)

PRAYER: (Member so appointed by the President to read the prayer stands at her seat and reads the Closing Prayer)

“God, our Father and Lord of the Universe, we thank thee for all we have accomplished today and as we are preparing to depart we ask thee to continue to guide us outside this lodge that we may always be a credit to the Daughters of Penelope and to the Order of AHEPA. Help us to remain true to our obligations, faithful to our ideals, and steadfast in our purpose. We also ask Thee to bless our officers and members of this Christian association, and keep them in health and in peace for greater accomplishments in Thy name. Amen”

(Sign of the cross may be made at this time.)

ASSEMBLY:

“En Touto Nika.” (“In this sign we conquer.”)

PRESIDENT:

**“Sisters, give the sign of our Order.”
(Members give the sign of the Order)**

(1 Rap)

PRESIDENT:

“Officers, remove your jewels.”

(All Officers should remove their jewels which are then placed at the President’s station to be stored appropriately to be ready for the next meeting.)

PRESIDENT:

“Sisters, I now declare this meeting to be regularly closed. We shall meet again when you are notified.”

(Chapter jewels and paraphernalia are collected and stored in a secure location until the next meeting.)

(Meeting closed.)

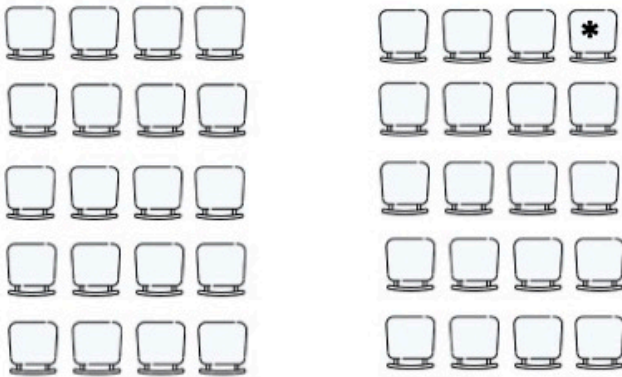
CHAPTER MEETING DIAGRAM

Seating of Officers in Chapter Room

Corresponding Secretary Vice President Parliamentarian President Recording Secretary Treasurer



Board of Governors



Note 1 - Member stands at her seat to read the opening & closing prayer

Note 2 - * During initiation, the Spirit of Penelope is seated in the front row.

Note 3 - This is a recommended chapter meeting diagram, but chapters may utilize variations as they deem appropriate for their membership and their particular circumstances.

ESCORT OF VISITING OFFICER(S)

(Used when there is a visiting Officer to the Chapter. The visiting officer(s) are seated temporarily in the back of the meeting room.)

(The President shall appoint member(s) to escort visiting officers to the front of the meeting.)

PRESIDENT:

“The visiting officers will be escorted to my station. **(3 Raps)**”

(The appointed member(s) escort(s) all visitor(s) according to rank [lowest office first then to highest, with the exception of the highest ranking officer, who is escorted separately and last] to the President’s station.)

ESCORTING MEMBER: (appointed by the President)

“Worthy President, it is with great pleasure that I present to you, Sister(s) _____ (name and rank).”

PRESIDENT:

“Sisters, please join me in extending a hearty welcome to our visiting officer(s).” (Applause) **(1 rap)**

(Visiting Officer(s) are seated next to the President, highest visiting officer to the right of the President, and alternating seated to the left side and right side of the President, in order of rank, according to the protocol manual.)

(The meeting then resumes.) Return to p. 7.

INITIATION CEREMONY

(Before the meeting, the room will be prepared for the initiation ceremony by placing one lit or battery candle turned on at the President's station and then one unlit candle for each candidate for initiation on the Presidents station (head table). The Spirit of Penelope shall also have an unlit candle. Battery candles may be used. The President will appoint from the membership, the number of escorts needed for the candidates for initiation.)

PRESIDENT:

“I now declare this Chapter to be ready for initiation. Worthy Secretary, please read the name(s) of all who have been selected by this chapter for membership and who have been invited and are present for initiation.”

(The Secretary reads the names of those present for initiation.)

PRESIDENT:

(Candidates for initiation wait outside the meeting room or in the back of the meeting room, to be escorted in at the appropriate time.)

“Please escort the candidate(s) for initiation to my station.”

(Candidates are escorted to the President's station, by the appointed escort(s). If there are multiple candidates, more than one escort may be appointed.)

(The escort(s) stand(s) on the right side of the candidate(s), holding them lightly by the arm and walks with them to the front of the room.)

(Chapter Officers stand as candidates enter the room and remain standing during the ceremony.)

(The candidates are escorted to the front of the head table and stand facing the Chapter President.)

VICE PRESIDENT: (standing at the head table):

“Candidates you have sought membership into our Order and are welcomed by the Sisters of _____ Chapter.”

RECORDING SECRETARY:

“Candidate(s), understand that wise are those that practice **self-criticism** before they pass judgment upon others. Consider this carefully as you are welcomed into our Sisterhood.”

TREASURER:

“Candidate(s), kindness and tolerance are quality characteristics. We ask you to listen carefully to these words of Wisdom: ‘Noble are they who moderate their tongue with **kindness and tolerance**, and permit no evil word to cross the barrier of their lips.’ ”

CORRESPONDING SECRETARY:

“To understand **unselfishness**, consider this ancient truth: ‘Happy are they who have taken selfishness out of their heart.’ You have now heard the wisdom of our Sisterhood and are ready to receive your oath of membership.”

VICE PRESIDENT:

“Candidate(s), you have come a long way on your noble quest for membership and the light, which you seek, is within your reach. It is a light that symbolizes the ideals of the Daughters of Penelope.”

“Our faith is in the promise of democracy.”

“Our purpose is to cultivate Truth, Goodness and Beauty, and the ideals, which are purity, loyalty and patience; these are the virtues of Penelope.”

“To become a Daughter of Penelope is to assume the responsibilities of self-improvement and service to humanity and to keep in mind the virtues of Penelope in all actions. I ask you, therefore, to think of these as you make your way to receive the light and to take the oath of our Sisterhood.”

PRESIDENT:

“Let the Spirit of Penelope transmit to the candidates, the light of our Order.”

(The Spirit of Penelope lights her candle and then proceeds forward to the President’s station, carrying the lit candle (or turned on battery candle) and faces the candidate(s).)

(The President takes the unlit candle(s) from the table and gives one to each candidate.)

SPIRIT OF PENELOPE:

“Candidate(s), you have emerged into the light of our Order. This light is the symbol of the ideals of the Daughters of Penelope. Remember the goals of self-criticism, kindness, tolerance and unselfishness. This light also symbolizes the fervor with which every Daughter of Penelope accepts and cultivates these ideals.”

(The Spirit of Penelope steps forward and lights the candle(s) of the Candidate(s) {If using battery candles the candidate(s) are to turn the candle on at this point})

SPIRIT OF PENELOPE:

“You have received the light of our Order and you are pledged to live by it as a Daughter of Penelope. But remember that the flame, which you hold in your hand, is the physical symbol of a spiritual light. The physical flame is outside of you and will be extinguished. But the spiritual light must enter your soul and you must keep it alive there. Let that light guide your steps on the paths of Truth, Goodness and Beauty, for these are vital forces that can enlarge the world and set our spirit free.”

“Let spiritual warmth of this light give you strength to follow steadfastly the ideals of Purity, Loyalty and Patience, for these virtues are the fountainhead of love and happiness. Cherish these ideals in your heart and transmit them to your children, to your family and to those about you, so that the world through you may come to possess more Love, Truth, Goodness and Beauty. I welcome you, Candidate(s), and I present you to your Sisters.”

(The Spirit returns quietly to her place in the room. At the same time the Candidate(s) extinguish their candles and the Vice President collects the candles.)

PRESIDENT:

“The Candidate(s) are ready to take the oath and obligation of our Order.” **(3 raps - All rise)**

“Please raise your right hand and place your left hand on the Bible”

(The Oath itself should be read in small portions as indicated by the asterisks*.)

THE OATH

I, (state your name)*
In the presence of almighty God and these witnesses*

Do solemnly affirm that:*
I will be actively and steadfastly loyal.*

I will obey and respect all the laws*
Rules, mandates and traditions*

Of this sisterhood.*
And of the AHEPA Family.*

I will be helpful and true*
To all my Sisters of this Order.*

I will always try to live*
In accordance with the ideals*

To which our Sisterhood is dedicated*

And to be worthy of my title*
as a Daughter of Penelope.*

So help me God.

(The President raps once to seat the assembly)

THE OATH

(Greek version)

Εγώ η _____ ενώπιον του Κυρίου Ημών Ιησού Χριστού*

Του Παντοδύναμου Θεού και των παρόντων μαρτύρων*
Βεβαιώνω ότι θα είμαι ενεργό μέλος και σταθερά πιστή.*

Θα υπακούω και θα σέβομαι όλους τους νόμους*
Τους κανόνες, τις υποδείξεις και τις παραδόσεις*

Αυτής της Αδελφότητας.*
Και της Οικογένειας ΑΧΕΠΑ.*

Θα είμαι χρήσιμη και ειλικρινής*
Σε όλες Αδελφές μου σε αυτή την Οργάνωση.*

Πάντοτε θα προσπαθώ να ζω σύμφωνα με τα ιδανικά*
Στα οποία η Αδελφότητά μας είναι προσηλωμένη.*

Και θα είμαι αντάξια της ιδιότητάς μου*
ως Θυγατέρα της Πηνελόπης.*

Με τη βοήθεια και ευλογία του Κυρίου και Θεού ημών Ιησού Χριστού.

(The President raps once to seat the assembly.)

PRESIDENT:

“Candidate(s) you have successfully completed your initiation into our Order and at this time I would like to relate briefly to you the story of Penelope:

“Penelope in ancient Greek legend was the wife of Odysseus, King of Ithaca. Odysseus left her with their son, Telemachus when he went to the Trojan War. When the war ended, many mishaps and weary wanderings kept him from returning home. As time went on and he did not return home, many suitors claimed her hand. For a long while she put them off on a plea that she must finish a robe for Laertes, her Father-in-Law; but every night she unraveled what she had woven by day. Thus remaining faithful to his memory and steadfast to the sanctity of her home.

“Finally, Odysseus appeared after an absence of twenty years and thus, the name of our Order, the Daughters of Penelope, in which the word Daughters symbolizes all the noble virtues, which made up the character of Penelope.”

PRESIDENT:

“I will now instruct you as to the password and sign of our Order. The Daughters of Penelope has one secret password known as the permanent password. The permanent password is: _____”

(Vice President goes around to the candidate(s) and whispers the permanent password into the candidates’ ear.)

“The password is always whispered from mouth-to-ear with cupped hands. This identifies you as having been initiated into the Daughters of Penelope.”

“The sign of our Order is the sign of the Loom and is made thus. (*President makes the sign of the loom*).

(President may read the description of the Sign of the Loom from page 32.)

Please repeat the motion with me; it is important that every member makes the sign correctly. The Loom symbolizes the virtue of Penelope.”

(Refer to diagram p. 32.)

“Candidate(s), by the authority vested in me by our Constitution, I proclaim you a Daughter of Penelope and entitle you to all rights and privileges of membership in our Order. I congratulate you and welcome you into our Sisterhood.” **(Applause)**

“Sister(s), you may now take your seats and join us as we resume our regular business meeting.”

(The President resumes the regular business of the meeting.)

Return to p. 9.

INSTALLATION OF OFFICERS

(Installation of officers may take place after the Good of the Order or after the Close of the meeting or at a separate ceremony. The Bible and the jewels in order of office should be placed at the President’s station.

If the installation is to be public, the sign of the Order is omitted. Past Presidents, District Governors, visiting officers of the Daughters of Penelope and AHEPA members, as well as any invited dignitaries, are seated in the room.)

(Officers-elect stand in the back of the room.)

(Prior to the start of the installation the installing officer will be seated next to the President.)

(If the installation takes place at a special Installation ceremony not at a Chapter meeting, add words in parenthesis, as appropriate.)

PRESIDENT:

“Sisters, (Brother AHEPANs, honored guests, and friends) we are about to perform the Installation of Officers. It is an important ceremony for the Daughters of Penelope and especially for the officers-elect who are assuming their solemn responsibilities.”

PRESIDENT:

“Worthy Installing Officer, I welcome you in the name of _____ Chapter of the Daughters of Penelope. It is with pleasure that I surrender to you this gavel with all the authority it represents.”

INSTALLING OFFICER:

“Worthy President, I thank you.”

“Daughters of Penelope, (members of AHEPA and honored guests), it is my pleasure to conduct the installation of new officers for this Daughters of Penelope Chapter. Please hold your applause until the end of the ceremony”

INSTALLING OFFICER:

“Worthy Secretary, please read the names of the officers-elect.”

(The Secretary does so, stating the name and officer according to rank.)

INSTALLING OFFICER:

“Worthy Officers elect, please come forward to the President’s Station”

(The officers elect proceed to the front of the room and stand to the side of the head table in order of their office.)

INSTALLING OFFICER:

“Officers-elect, this ~~solemn ritual~~ of Installation invests each one of you formally with the authority of the office to which you have been elected. The duties and responsibilities of each office are clearly defined by our Constitution and are further clarified and augmented by the tradition, which the work and devotion of your predecessors have established. This tradition, as well as the letter of our Constitution, is now in your care. The votes of your Sisters have already proclaimed their confidence in your ability and your worth, and this ~~solemn ritual~~ is a confirmation and an approval of their trust.” (3 raps)

(The Installing Officer now addresses the President-elect, giving name and title;)

INSTALLING OFFICER:

“President-elect _____”
please come forward.

(The President-elect proceeds to the front of the head table.)

INSTALLING OFFICER:

“Raise your right hand, and place your left hand upon the Bible. Repeat after me the Oath of Office.”

“I HEREBY DO SOLEMNLY AFFIRM * THAT I SHALL DO MY BEST TO CARRY OUT THE DUTIES OF MY OFFICE * FAITHFULLY * IMPARTIALLY * AND WITH UNFALTERING DEVOTION * SO HELP ME GOD.”

(Gavel is rapped once for everyone to be seated.)

INSTALLING OFFICER:

(Installing Officer presents the President’s Jewel and places around the neck of the new President.)

INSTALLING OFFICER:

“Worthy President, your office is a solemn trust. March ahead fearlessly; rule faithfully, judge impartially. This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”

(The new President takes her seat to the right of the Installing Officer’s chair.)

INSTALLING OFFICER:

(Other Officers-elect proceed to the front of the head table and stand in a line in order of office.)

“Worthy Officers-elect, please come forward, and I shall call upon the Vice President-elect to act for all of you in placing her left hand upon the Bible. Officers elect, please raise your right hand, and please place your left hand on the Sister in front of you, and repeat after me the Oath of Office.”

“I HEREBY DO SOLEMNLY AFFIRM * THAT I SHALL DO MY BEST TO CARRY OUT THE DUTIES OF MY OFFICE * FAITHFULLY *

**IMPARTIALLY * AND WITH UNFALTERING
DEVOTION * SO HELP ME GOD.”**

(1 rap of gavel)

INSTALLING OFFICER:

**(Each officer is presented with the jewel of
her office placed around her neck)**

“The members of this Chapter place full confidence in your ability to carry out the duties of your office. “This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”

INSTALLING OFFICER:

“The new chapter officers may now
proceed to their seats.”

INSTALLING OFFICER:

“This concludes the Installation. I now invite the President to address the assembly.”

(Following the President’s remarks, the Installing Officer may call upon other guests. Speeches should be brief, especially if there is a social. The assembly may now applaud.)

(After the speeches, the Installing Officer turns the gavel over to the Presiding Officer to continue with regular business meeting, proceed with the closing ceremonies or closes the ceremony. These are conducted in the regular manner except that the sign is omitted in public ceremonies.)

(Return to p. 12 for closing meeting, if applicable.)

CEREMONY FOR A FUNERAL

(When a Sister passes away the President shall contact the relatives of the departed Sister and inform them of the desire to pay a final ceremonial tribute to the late Sister. If permission is granted, the President shall arrange the details as to where the ceremony is to be held (Church, Cemetery, Funeral Home, at a Home or other location) and notify the officers and members through the Secretary of the time and place. In all instances permission to perform the ceremony should be discussed with and obtained from Clergy and those in charge of the Funeral arrangements.)

(In the event the relatives reject the Chapter's proposal or if for any other valid reason the Order's funeral ceremony cannot be performed, the President shall instruct the Secretary to notify all members of the Chapter of the time and place of the funeral services and an effort should be made to attend as a group.)

Procession of Officers and Members

(At the specified time, all officers and members assume their positions in double file headed by the President and Vice President. Officers may wear the jewels of their office during Funeral Ceremony. The President carries a sprig of evergreen as they walk slowly toward the casket, forming a semicircle.)

PRESIDENT:

“The Daughters of Penelope are called together to mourn the departure of our beloved Sister (Name); to pay her last honors and lasting tribute.”

(First officer to the right opens In Memoriam Certificate (obtained from website or Headquarters); reads name, date of initiation into chapter, Chapter name and number. An appropriate eulogy may be given at this time [optional].)

“In sympathy, our hearts are joined in acknowledgment of sacred ties now severed and of memories tenderly cherished. In hope, we recall the words of Christ:

“In my father’s house are many mansions; if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may also be.”

OPTIONAL:

“We offer the following poem:

Near a Shady Wall

Near a shady wall a rose once grew,
Budded and blossomed in God’s free light,
Watered and fed by morning dew,
Shedding its sweetness day and night.

As it grew and blossomed fair and tall,
Slowly rising to loftier height,
It came to a crevice in the wall,
Through which there shone a beam of light.
Onward it crept with added strength,
With never a thought of fear or pride
It followed the light through the crevice length,
And unfolded itself on the other side.

The light, the dew, the broadening view,
Were found the same as they were before,
And it lost itself in beauties new,
Breathing its fragrance more and more.

Shall claim of death cause us to grieve,
And make our courage faint or fall?

Nay, let us faith and hope receive,
The rose still grows beyond the wall.

Scattering fragrance far and wide,
Just as it did in days of yore,
Just as it did on the other side,
Just as it will forevermore!”

“Let us pray.”

“Almighty God, Heavenly Father, we humbly gather here in Thy presence to do Thee honor. As it has pleased Thee to take from us one dear to our hearts, we ask Thee to bless the soul of our departed Sister. Inspire our hearts with wisdom and love, that we may glorify Thee in all our ways.”

“We come to Thee in this hour of sadness and ask that we may learn well the lessons of life, so that, when it shall be our turn to lay aside this mortality, we may do it with trust and faith in Thee, looking with assurance to a glorious immortality through Thy love. Amen.”

RECESSIONAL

**(President, passing in front of casket,
deposits her sprig of evergreen.)**

PRESIDENT:

“This evergreen is a symbol of eternal life. We place this evergreen with you Sister _____ as a symbol of our love for you and with a prayer that God

will grant peaceful repose to your eternal soul.”

(OPTIONAL: The *In Memoriam Certificate* is then handed to a family member. The president walks out slowly, followed by the officers and members.)

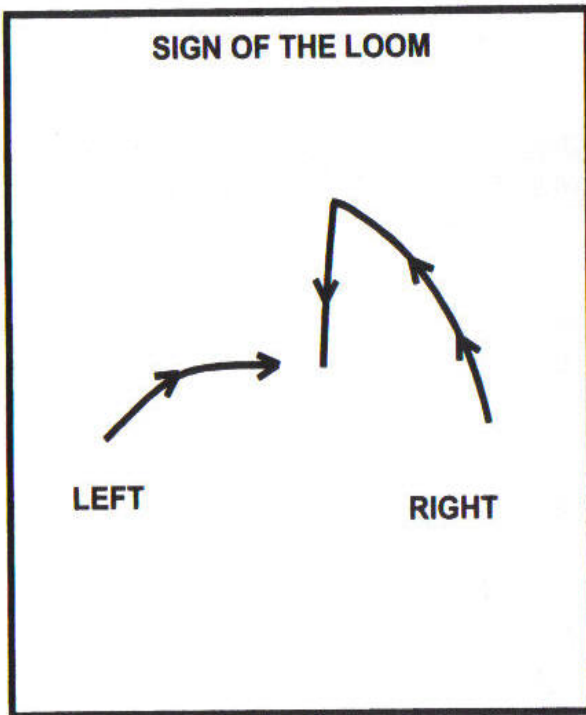
DRAPING OF CHAPTER CHARTER

(When a Sister has passed away, the draping of a charter takes place on the first meeting following her death. The charter is placed at the President's station. During the regular meeting this Ceremony takes place after the Opening Prayer.)

PRESIDENT:

“Sisters, at this time we express our sorrow for the loss of our beloved Sister _____. We stand before our Charter, which gives our sisterhood life and being. Under its authority, years of devoted service were given to our Order by our deceased Sister. Sister _____ was a great influence to our Chapter, and her passing is felt by each of her Sisters in the Daughters of Penelope. It is therefore fitting that we drape this crepe of black around our Charter. It is our expression of our sorrow and a reminder that we too will join our Sister in that other world. **(President places drape around the Charter.)** We ask of Thee dear Lord, Thy blessings for our departed Sister. May her memory be eternal.”

(Regular meeting resumes at p. 6.)



Stand with hands to side. Fingers of left hand slightly curved as if holding a small shuttle with yarn.

Bring left arm up in front of you at waist level in such a manner as to form an arch, and as if throwing the shuttle across the loom.

Then bring right arm up in front of you forming a more pronounced arch than with left arm, as if grabbing the bar of the loom. Close your right hand and bring it straight in towards you.

As right hand meets left hand — slowly drop both hands to the side.

OPENING PRAYER FOR DISTRICT AND NATIONAL CONVENTIONS

"O God, our Heavenly Father, we humbly ask Thee, to bless the Officers and Delegates gathered here on this day of our convention. Guide us in our deliberations, give us courage and inspiration to continue our work in our great Order, the Daughters of Penelope, and lead us to greater and nobler deeds that we may better serve our Country and fellow men, now and forever. Amen."

(The closing Prayer for the Regular Chapter Meeting will be used for concluding conventions.)

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

OATH OF ALLEGIANCE

I _____, affirm that I will faithfully observe the laws of Canada, and fulfill my duties as a Canadian citizen. So help me God.