

# DAUGHTERS OF PENELOPE



## CHAPTER & DISTRICT MANUAL OF INSTRUCTION

The first Manual of Instruction was introduced in 1982. Since its inception, there have been several revisions. This updated version represents the latest information available to us at the present time.

This Manual of Instruction will assist you, whether you are a Chapter or District Officer, in strengthening your understanding of your duties, so you may better serve your own Chapters and Districts. Please take the time to read, and make yourself familiar with, all of the material contained herein. You will find it a most useful tool, which I know will lead you to a better understanding of the purpose and meaning of our Order.

The Daughters of Penelope is pleased to present this revised Manual of Instruction reflecting the many recent changes to our Constitution and Ritual.

Please feel free to contact your Grand Lodge Liaison or the Daughters of Penelope Headquarters at any time for further information.

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**DAUGHTERS OF PENELOPE**  
**Founded on November 16, 1929 in San Francisco, California**

The Daughters of Penelope is part of the AHEPA (American Hellenic Educational Progressive Association) Family with Headquarters in Washington, DC.

The Order is identified by a symbol portraying the HEAD OF PENELOPE in ancient headdress symbolizing friendship and womanhood, which is significant of the very foundation of life, home, and country. Encircling the head of Penelope is the OLIVE WREATH, which was the only prize, awarded the victors participating in the Olympic Games. The CROSS is significant of our Christian faith, and the CROSSED SABERS are from the Shield of Greece. The EAGLE symbolizes the United States. The letters Theta and Pi (Theta Pi or Theghateres Tis Pinelopi) translated means “The Daughters of Penelope.”

**HISTORY**

The Order of the Daughters of Penelope was founded through the inspiration and dedication of Dr. Emanuel Apostolides, a member of the Order of AHEPA, on November 16, 1929. At the time, the EOS Chapter No. 1 was formed with 25 charter members, including Founder Alexandra Apostolides Sonenfeld, who in 1931 became the first Grand President. EOS Chapter No. 1 is known as the “Mother Chapter” of the Daughters of Penelope and is located in San Francisco, California.

**MOTHER LODGE MEMBERS**

Alexandra Apostolides Sonenfeld  
Sophie Canelos  
Arete Choppelas  
Effie Choppelas  
Rose Nicholson Klunis  
Marie Petros  
Varvara Solon

*\*All mother lodge members are deceased*

*Note: There are several hundred Chapters instituted, within twenty-five (25) Districts*

**OBJECTIVE AND GOALS**

To promote the social, ethical and intellectual interests of its members; to cultivate good citizenship and patriotism for the United States of America and other countries where chapters exist; and to disseminate Hellenic culture therein.

The members are encouraged to participate in worthwhile projects in their respective communities, for the betterment of mankind.

**MISSION STATEMENT**

The mission of the AHEPA Family is to promote Hellenism, Education, Philanthropy, Civic Responsibility, and Family & Individual Excellence.

## **HEADQUARTERS**

Offices of the Daughters of Penelope and The Order of AHEPA are located at 1909 Q Street, N.W., Suite 500, Washington, DC 20009. Our Executive Director conducts the business of the Daughters of Penelope. Headquarters, known as “Supreme Headquarters” employs personnel to expedite the work of our Order.

## **CHAPTER INFORMATION**

**REGULAR MEETINGS** - See Article XXV of the Constitution. A **REGULAR** meeting is a business meeting. A minimum of seven (7) regular meetings must be held per year during any one administration, counting from July 1st to June 30th of each year. Meetings may be suspended for a period, not exceeding, two months by a 2/3 vote of the members present at a regular meeting.

A quorum for the transaction of business of any chapter meeting is seven (7) members or five (5) members in Chapters with membership of less than twenty (20).

The **CHAPTER’S CHARTER** must be displayed at all times.

An **OFFICER’S STATION** is never left vacant during a meeting. Another member is appointed to fill the chair for that meeting.

**NOTE:** Each officer should memorize her part of the ritualistic work and stand when speaking or answering roll call. When receiving any instructions from the President, she will rise, bow slightly, and then proceed.

No one may enter OR leave the chapter room during:

- The opening and closing ceremonies
- Initiation ceremony
- During election proceedings

(Sentinels must see that the above is followed.)

A recess **MUST** be declared at a regular meeting before a non-member may enter the room to address the assembly.

**NOTE:** When a recess is declared, the Bible is closed.

When a member visits another Chapter, it is compulsory to show her membership card. A visitor may only speak under “Announcements” or “Good of the Order”, or if the presiding officer asks her to do so.

Members are permitted to speak in Greek if doubtful of expressing themselves clearly in English. It is a courtesy to explain any important issues in Greek, particularly if a sizeable amount of money is involved in a motion.

ATTENDANCE must be taken at all meetings. A book should be kept near the Sentinel's station so members can sign in. This record is necessary whenever elections are held for officers, or delegates, in order to determine their eligibility. The Constitution states that a member must have attended at least four (4) regular meetings to be eligible to be elected. (During any one administration from July 1st to June 30th of each year.)

NEW MEMBERS: Do give friendly assistance to new members. Call them to encourage attendance. Be certain to introduce them to the rest of the Chapter. See that new members receive proper orientation on the ideas, history, progress, procedures and goals of the Order. New members should be presented with the brochure, available from Headquarters, dealing with orientation and chapter room etiquette. After initiation, they should be given a copy of the Constitution and Book of Rituals, to help them learn the proper procedures and general information and history of the organization.

Orientation should be the responsibility of each and every member whenever talking to a new member.

CHAPTER ROOM: A conveniently located chapter room is always an asset; however, remember that a functioning transportation committee can be of real help.

DO START MEETINGS ON TIME AND FINISH EARLY!

SPECIAL OCCASIONS: In addition to the official visitation of the District Lodge, there are several meetings that should be "special" on every agenda. These include, but are not limited to:

FOUNDER'S DAY - To be observed annually at a meeting date nearest November 16th. Sister Alexandra Apostolides should be mentioned and honored as the founder.

CHARTER MEMBERS and PAST PRESIDENTS - To show due respect and honor for these members, it is customary to set aside a special meeting (often the birthday of the Chapter).

MEMBER SERVICE PINS - On this occasion, service pins are presented.

*Example: A 25-year member is one who has paid full dues for 25 years, not necessarily consecutively.*

#### **ADDITIONAL CHAPTER INFORMATION**

THE GAVEL - The gavel is the President's symbol of authority. It should be used sparingly at all times, so as to command respect. The gavel should not be handled constantly during the meeting.

One rap of gavel-Seat officers and members

Two raps of gavel-All officers rise

Three raps of gavel-Entire assembly rises

NOTE: One rap of gavel is also for maintaining order.

#### **TRANSLATION OF GREEK APPEARING IN RITUAL**

"EPI TO ERGON"-On with our work.

Assembly responds: “KALI ARHI”-A good beginning.  
“EN TOUTO NIKA”-In this sign conquer.

NOTE: In closing ceremonies after Priestess gives the prayer, the sign of the cross is made and everyone says, “En Touto Nika”.

#### SIGN OF THE ORDER

SIGN OF THE LOOM: This is the sign of our Order, it is secret, and is given by entire assembly when called for by the President.

SIGN OF THE CROSS: In addition to the above, this sign is made at the conclusion of the opening and closing prayers.

#### OFFICER’S STATIONS

- These are used when meeting in a room large enough to have stations. Customarily, the stations are covered with a white cloth with a Greek key border in blue. The Priestess’ cloth has a large blue Cross. The cloths at the stations of the President, Vice President, and Warden have
- the Greek letters: THETA PI. When meeting in homes or smaller spaces, the above stations are optional.
- A white BIBLE is preferred, and, if possible, should have a blue Cross on the cover.
- A CROSS is placed upright above the Bible.
- During the Ceremony of Initiation, the required number of candles for the neophytes should be placed at the President’s station and one candle at each additional station (Vice President, Warden and Priestess) before the meeting. After the neophyte’s candles are extinguished, the Marshal or her assistants will place these at the Warden’s station.
- ROBES for the Spirit of Penelope and her Maidens customarily are flowing Grecian style of white material with gold or blue cord at the waist with matching color trim around the neck and edge of sleeves. (Optional)

#### VISITING DIGNITARIES

When dignitaries are escorted into the meeting room, all members rise. All rise for the Grand President at public functions.

THESE VISITING OFFICERS MUST BE ESCORTED INTO THE MEETING ROOM IMMEDIATELY AFTER THE PRESIDENT HAS CALLED THE MEETING TO ORDER (See Book of Rituals).

When more than one dignitary is in attendance at the same meeting, they are escorted into the Chapter room with the lowest ranking officer first and ending with the senior ranking officer last.

Grand Lodge Officers are seated to the right of the President and District Lodge Officers to her left. If ONLY District Officers are present, then the Governor sits to the right with the other District Officers to the left of the President, if space permits, if not, they should be seated in places of honor in the front of the room.

District Lodge Officers, excluding the Governor, are escorted in as a group, with introductions starting with the lowest ranking officer. The District Governor is escorted alone, after the District Lodge. The Grand Lodge Officers are next, with the exception of the Grand President. The Grand President is always the last visiting dignitary to be escorted into the room.

NOTE: Remember that when the District Lodge makes its official visitation to the Chapter, a ritualistic meeting **MUST BE HELD**.

A reception committee should be appointed to attend visiting dignitaries, introduce them and make certain they never are left alone.

### PRAYERS

The Priest is invited, as a guest, on the occasion of many luncheons and dinners, and will invoke the blessing. When he is not present, the Priestess is usually the one who offers the prayer, although she may yield the privilege to a Sister who has been selected in advance. A few examples are given below, but in most cases it is appropriate for the blessing to come from the heart and be appropriate to the occasion.

“Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty through Christ, our Lord.”

“Give us grateful hearts, Our Father, for all Thy mercies, and make us mindful of the needs of others, through Christ, our Lord.”

“Heavenly Father, bless this food to Thy glory and our good.” **FLAG ETIQUETTE**

In our literature it has become the custom to quote from the Flag Code, Public Law #829, 77th Congress, but this applies to the United States. As we are an international organization, in this manual you are urged to secure a copy of the Flag Etiquette of your country - and then **FOLLOW THE REGULATIONS PRESCRIBED**.

It is most important that proper respect be shown at all times to the Flag of a Country. Face your flag proudly when honor is paid.

Chapter rules do require that you never hold anything in the hands or under the arms when the flag is brought into the meeting room and also when the Pledge of Allegiance is recited.

### **CHAPTER ELECTION PROCEDURE CHAPTER OFFICERS**

The President, Vice President, Secretary, Treasurer and Board of Governors (except the Chairman thereof) are all elected officers of your Chapter. **\*PLEASE REFER TO ARTICLE XXII SECTION 2** for requirements regarding eligibility.

**TERM OF OFFICE:** All officers shall serve a term of one year (8 months), or until their successor is elected and qualified.

Article XXII of the Constitution fully covers the subject of election procedure. Sufficient notice must be given to all members whenever electing officers.



Before elections, the Presiding Officer must first read from the Constitution the requirements needed to be elected. Members will be encouraged to accept an office if the duties are read before calling for each nomination.

NOTE: Many chapters have a Nominating Committee appointed or use their Past Presidents as the nominating committee. This in no way precludes nominations from the floor. (See Roberts Rules of Order of Parliamentary Procedure.)

APPOINTED OFFICERS: The Marshal, Priestess, Warden, Sentinel and Parliamentarian are appointed offices and shall be appointed by the President. ALL OFFICERS, EITHER ELECTED OR APPOINTED, MUST BE IN GOOD STANDING AND HAVE ATTENDED AT LEAST FOUR (4) MEETINGS OF THEIR CHAPTER DURING THE YEAR (July 1st – June 30th). This includes the Chairman of the Board of Governors.

The Chapter can only progress through direct participation of each and every member. Help elect qualified officers and then give them your wholehearted support! At no time let personal feelings enter into the selection of an officer: After the vote is cast, do accept and cooperate even though your personal choice may not have been elected.

VACANCIES: Vacancies shall be filled by election, succession or appointment as outlined in the Constitution in Article XXII, Sections 7 and 8.

### **DUTIES AND RESPONSIBILITIES OF THE CHAPTER OFFICERS**

The responsibility of a chapter officer is not slight and should not be taken lightly. A good officer will ALWAYS try to do her best to fulfill her responsibilities.

With this in mind – refer to and study the specific duties of each office as spelled out in Article XXIII of the Constitution.

The FIRST responsibility of the newly elected Secretary is for her to submit the names and addresses of the newly elected officers to Headquarters immediately following the election. The necessary form for this is sent to each Chapter prior to the election and is available on our website.

*The following suggestions are given to help you, as an officer, fulfill your duties:*

#### **PRESIDENT**

The Chapter President shall be the head and presiding officer of her Chapter. She shall do all things necessary and proper to promote the growth, efficient functioning and general welfare of her Chapter.

The purpose of the material outlined below is to provide the Chapter President with helpful hints on how to do the best job possible to attain a degree of personal satisfaction and, more importantly, to inject a feeling of accomplishment and pride in all her officers. The President:

- Presides at all meetings.
- Appoints all committees.
- Preserves order.

- Makes parliamentary decisions and rulings.
- Votes to break a tie in a voice or roll call vote.
- Leaves the Chair to debate.
- Is neutral in the Chair on controversial matters and must allow full discussion in all debatable motions.
- Must be firm, tactful and just.
- Must have a basic knowledge of parliamentary procedures.
- Should arrive at the place of the meeting ahead of time to be sure that the “stage is set” and everything is in readiness for the opening of the meeting.

#### KNOW THE DUTIES OF YOUR OFFICE

Article XXIII of the Constitution outlines the duties of all Chapter officers.

- Read and know the Constitution.
- Read and become familiar with the parliamentary authority.
- Study the Ritual and have a full understanding of same.
- Plan the work for the coming term.
- Have a carefully thought out program for the year in line with National and District projects. (The officers and President should work together and present the program to the members for their approval.)
- Keep a notebook as your constant companion - record names and addresses of Chapter Officers, Local, District and National and all committees. Include other pertinent data.

#### HAVE AN AGENDA AND FOLLOW IT

A complete and detailed meeting agenda is a must. It is a list of things to be done and matters to be taken up at a meeting.

- It helps to keep the presiding officer organized.
- It reminds her of all matters to be discussed at the meeting.
- It saves time!
- It puts each topic in its proper place.
- It prevents disputes.
- It facilitates the transaction of business.
- (Go over the previous minutes when preparing the Agenda)

Adopt an order of business to follow at every regular business meeting. Arrange with all that are to participate in the meeting to be ready when called upon to report.

#### SUGGESTED ORDER OF BUSINESS

- Call to order by the President - one rap of gavel
- Opening ceremonies
- Roll call of officers - by Recording Secretary
- Reading of minutes of previous meeting
- Correspondence – read by the Corresponding Secretary. (Action on matters of correspondence generally is considered under New Business - our Ritual calls for same at time of reading.)
- Treasurer’s Report

- Reports of standing Committees. (No action is taken on progress reports of standing committees unless a recommendation is made.)
- Reports of Special Committees. (Special Committees are automatically dissolved when the special work assigned to them is finished and a final report is rendered.)
- Unfinished business
- New business - (The Chair or any member may introduce new business here. A motion must be made to bring a new matter before the organization for discussion.)
- Announcements
- Adjournment - (Usually accomplished by unanimous consent.)

#### WHEN SHOULD THE PRESIDING OFFICER STAND?

- Unless disabled, the Chair's duty is to stand under the following circumstances
- When opening the meeting.
- When formally welcoming or greeting speakers, officers, or guests or when introducing them.
- When putting motions to vote.
- When formally addressing assembly.
- When answering points of order and parliamentary inquiries and on appeals from her decisions.
- When she can better control, or be heard by the assembly.
- When declaring meeting adjourned.
- As good sense may suggest or require at any time.

#### DO'S AND DON'TS FOR PRESIDENT

Following elections:

- DO CALL FIRST BOARD MEETING
- Do meet with committees to plan work for the year.
- Establish an atmosphere of cooperation and confidence.
- Hold a workshop for officers, committee chairmen, and members.
- Make clear the duties of each individual officer and be sure that each officer and/or Committee Chairman has the proper tools and guidelines to correctly and effectively do her job. The President must see to it that each officer is aware of her responsibility and duties as prescribed in the Constitution.
- Fill committees as early as possible. (The best way to interest new or inactive members is to give them responsibility on committees. Here they become acquainted with the purpose of the organization and their fellow members.)

It is important for the President to establish a good rapport by utilizing the talents of fellow officers by taking the following steps at the outset of the new administration:

- Do utilize the Vice President. She should be kept informed about all Chapter activities and be preparing herself to become President.
- Do work closely with the Secretary of the Chapter. A good secretary will keep her president informed by reminding her of all upcoming events, deadlines for forms, payments, etc. In many cases, the secretary is the key to a successful active chapter.

- Do take advantage of the experience and knowledge of the Past Presidents. Their advice and counsel may save many time-consuming hours. They probably have also served in many subordinate offices and can assist in training officers. Past Presidents are a valuable tool.

Organization is the key to a successful presidency. No one can tell you how to organize yourself, but the following guidelines may help you attain your goals by setting your objectives for the coming year, you will maximize your efforts and the efforts of your officers:

Do appoint Committee Chairmen as soon as possible. The President should know which members have the ability and willingness to serve as Committee Chairmen. In conjunction with this is the planning of the year's agenda of events, chapter, local, district and national, so that all members will be kept informed.

#### DO KNOW HOW TO PRESIDE

- Prepare yourself for the office you have accepted.
- DO start the meeting on time and DO end it on time.
- DO abide by the bylaws - if they are wrong, take steps to amend them.
- DON'T use the gavel except to preserve Order.
- DON'T be afraid to try new procedures.
- DON'T talk too much from the chair and DON'T let members wander in discussion from the matter under debate.
- DON'T lose your sense of humor or take yourself too seriously - if you do, others won't.
- DON'T take emergency action for which you have no authority on the supposition that it will be ratified.
- Avoid debating motions with the members while presiding.

READ THE MANUAL OF INSTRUCTIONS - The material contained therein is most helpful to all officers. A helpful suggestion is to copy the page referring to each officer's responsibilities and present it to her.

#### VICE PRESIDENT

The Vice President is to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to her by the President or by the Chapter. Her duties and assignments come from more than one source. She shall:

- Confer with the President as to duties;
- Prepare to preside in the absence, disqualification or disability of the President. (Should be versed in all the qualifications of the President, for in absence of the President, the Vice President assumes office.)
- Instruct newly initiated members as to the constitution and ritual of the organization.

The Vice President shall serve as the Chairman of the Membership Committee. Refer to Article XXIII Section 3 of the Constitution for specific details of the office.

#### CORRESPONDING SECRETARY

The Corresponding Secretary responsibilities are:

- Handles correspondence, sends all written notices, etc., at the President's direction.
- Sends written meeting notices to members, including date, time, place and purpose of meetings.
- Handles correspondence in a timely manner.
- Correspondence should be prepared in the following manner: Original for mailing and copies to the following: President, Chapter file, District Governor and Grand Liaison. It is policy to place the name of the District Governor and Grand Liaison on the regular mailing list.
- Correspondence received by the chapter officers should be read and acted upon at the first meeting following receipt and then placed in the chapter file. IT IS NOT PERSONAL PROPERTY.

NOTE: If the chapter has no Corresponding Secretary, due to size, the Recording Secretary shall perform the above duties.

RECORDING SECRETARY The Recording Secretary is the key to her Chapter. She is the custodian of the records and papers.

- She keeps and reads the minutes.
- Takes roll call of officers and attendance record of members.
- She issues a receipt upon payment of dues, and after per capita tax (PCT) is paid to headquarters, the Secretary issues the dues card to member.
- She prepares per capita tax - (Chapter Billing Form: original to Headquarters and copy for file).

NOTE: Regulations as to per capita tax are completely outlined in the Constitution.

Dues in Article XXVI, Sections 2-4, Transfers in Article V, Section 7, and Reinstatements in Article V, Section 8-8.

- Reports address changes to Headquarters.
- Records dues in official membership ledger.
- Receives all dues and makes out triplicate receipt:
  - Original to person paying her;
  - Second copy to Treasurer with check; and
  - Third copy kept in book.
- Keeps receipt from Treasurer for total payment of dues.
- Has custody of the Chapter Seal (if chapter has one).
- Prepares or assists the President in preparing the agenda for meeting. Ideally, this should be done in person before the meeting, but at the very least, by phone in cases of great distance between the two officers.
- Records concise minutes of meeting.

There is only one reason for keeping minutes. Somewhere there must be set down for permanent record an accurate account of action taken in meetings assembled.

The Minutes:

Refresh the memory of members who attended the last meeting. Inform those who were absent.

Compile a history of the organization's acts and accomplishments.

## RULES FOR WRITING MINUTES

### *Keep a Minute Book*

- Minutes should be written into and read from the permanent copy in a permanently bound book.
- Minutes should be transcribed from the notes taken at the meeting in a timely manner.
- Notes can grow "cold" and undecipherable if left for too long.
- Margins
- Blank margins should be left at the sides of each page to allow for corrections, should there be any.
- Content

Minutes should contain the following information:

- Name, time, place, kind of meeting.
- Name of presiding officer.
- Approval or correction of previous minutes.
- Balance on hand from treasurer's report as of date of reading.
- List of committees reporting.
- Action taken under unfinished or new business.
- The statement of all motions and the action taken. If a vote was taken, the results are recorded.

### Conclusion

There being no further business, the meeting adjourned (time if desired). Signature of Secretary.

NOTE: The Minutes are not "respectfully submitted." They are read for approval only. When the minutes are approved, the word "approved" is written in the lower left-hand corner with the date of approval.

A GOOD SECRETARY will furnish a copy of the Minutes to the President as soon as possible. This is a great help to the President in expediting the implementation of the action taken at a given meeting.

### Application for Membership

Before accepting and/or reading an Application for Membership at a meeting, it must be thoroughly checked to ascertain if applicant is eligible, per Article V of the Constitution. All applications must be filled out completely and accompanied by initiation fee and current dues.

NOTE: Date of Initiation must be on application when sent to Headquarters.

## TREASURER

- Is custodian of all funds of the chapter.
- Receives and disburses funds.
- Accepts money from Secretary together with copy of receipt.
- Counts money and totals receipts to ascertain if they agree.
- Gives receipt for total dues to Secretary.
- Gives receipt for other monies to pertinent member.

- Deposits money in bank account in name of Chapter, keeping duplicate deposit slip.
- Bills presented to the Treasurer should be approved by the membership for payment.
- Gives itemized report of receipts and disbursements at business meeting.
- Makes necessary contact and signs necessary papers at the bank of deposit.
- Has up-to-date membership list (names, addresses, and dues standing).
- Insists that a good system for written authorization for the payment of bills is instituted.
- Presents semi-annual report in June and December - audited by the Board of Governors.

Semi-Annual Report to contain:

- Amounts of receipts and sources.
- Amounts disbursed and purposes.
- Balance in bank.
- Number of members in good standing.
- Number of delinquent members (current year).
- Number of suspended members (current year).
- Number of deceased members (current year). (And any other important matters.)

Copy of this report is sent to the District Governor and to Headquarters. The books of the Secretary and Treasurer must correspond to dues paid.

#### BOARD OF GOVERNORS

The Board of Governors is responsible for examination of the books and records.

- Books should be audited before being released to the newly installed Treasurer.
- There is a form for the Board of Governors to follow in making their “End of the Year” report.
- It is good policy that a majority of the Board examines the books.
- They must verify per capita tax was sent to Headquarters.

#### WARDEN

- Prepares the meeting room (opening and closing and putting paraphernalia away).
- Has custody of all property of the Chapter (paraphernalia and regalia).
- Sets up paraphernalia/regalia in its proper place.
- Is responsible for safekeeping of Chapter property.
- MARSHAL The Baton is the symbol of the office of Marshal.
- Her duty is to execute all orders given by the President.
- Is official hostess at all initiations.
- Assists the President in conduct of meetings and initiation ceremonies.
- Introduces all visiting officers and members who come to the chapter.

IT IS IMPORTANT THAT THE MARSHAL KNOW HER RITUAL WORK.

#### PRIESTESS

It is the duty of the Priestess to open and close the meeting of the Chapter with prayer.

## SENTINEL

The Sentinel guards the entrance door to the Chapter Room and shall exclude any who have no right to enter while the Chapter is in session.

## PARLIAMENTARIAN

- Gives advice and renders opinions, but the President makes the rulings. Assists the President in conducting a well-organized meeting and should be well acquainted with Roberts Rules of Order of Parliamentary Procedure, our Constitution and Ritual.

## COMMITTEES

Standing Committees – as listed in Article XXIII of the Constitution:

- Sunshine Committee – Address family events of the Order.
- Committee on Relief – To render aid to members who may be in distress.
- Committee on Naturalization – To aid members in obtaining citizenship.
- Education Committee – Arranges and provides educational programs.
- Entertainment Committee – To arrange for and provide programs and/or social events for the members of the chapter.
- Membership Committee – To secure new qualified members, to facilitate the reinstatement of delinquent members, and to encourage larger attendance at Chapter meetings. The Vice President shall be chairman of the Membership Committee.
- AHEPA Family Committee – To secure and strengthen communications between AHEPA, Daughters of Penelope, Maids of Athena and Sons of Pericles. Special Committees – are to be announced, as they are required.
- Special Committees should be appointed to coincide with our National Committees. They can create a smoother functioning organization.

The Chapter Committee Chairman, through correspondence with the National Chairman, can obtain all pertinent information, discuss it in committee meetings and report the committee's findings, decisions and recommendations to the membership for action. In this manner the meeting is not delayed by lengthy debates.

Committees must have a goal and a chairman.

- Must have an agenda.
- Report briefly what was decided.
- Written reports should be filed.
- Progress reports – given orally.
- Annual reports in writing.

## ALL OFFICERS SHOULD HAVE:

- Belief in the worthiness of the organization's purposes. Loyalty.
- Willingness to serve in the capacity of the office to which elected.
- Willingness to attend all meetings of the organization and Board of Directors.
- Ability to transmit enthusiasm for the organization to members and prospective members.



## **HOW TO START A NEW CHAPTER**

It is important to the ongoing viability of the Daughters of Penelope to increase our membership. Growth can only be achieved by reinstating or initiating and starting new chapters with qualified new people willing to work for our organization and its goals.

## **FORMING A NEW CHAPTER**

### **CHAPTERS OF THE ORDER**

Daughters of Penelope Constitution – Article XXI states that a chapter is:

“Any Organization of eligible women, which, individually or collectively, has duly petitioned for and received a Charter from the Grand Lodge or a properly authorized member thereof, and which, thus chartered and authorized, is functioning under the name and style of the Daughters of Penelope, shall be deemed to be a legally constituted Chapter of the Order of the Daughters of Penelope, and shall be subject to its jurisdiction.”

## **THE PETITION**

A petition for a Chapter shall be in the approved form; it shall be signed by eight (8) or more women, either new, current and/or former members, who subscribe to the objects and ideals of the Order as set forth in the Article II; and who meet all the requirements for membership as set forth in Article V of the Constitution.

A. Said petition shall be addressed to the Grand Lodge through the Daughters of Penelope District Governor of the District in which the chapter seeks to be established.

B. A master list shall be maintained by Headquarters listing the name and number of each Chapter. Once the name or number has been assigned to a Chapter, the name and number may not be duplicated. A newly formed Chapter must check with Headquarters to make sure the name and number have not been used.

Fees and Applications: Every petition for a Charter shall be accompanied by the application for membership of each petitioner whose name is signed thereon and shall be accompanied with the required portion of initiation fees and per capita as set forth in Article XIII, Section 2 and 3. No petition for a charter shall be considered unless it meets with the requirements of this section. When a Charter is granted by the Grand Lodge to a new Chapter, said Chapter shall be formally and officially admitted into the Order only after eight (8) (see Section 2, Article XXI) of the petitioners shall have been duly initiated, and the officers of the Chapter have been elected and installed. A Chapter shall be officially instituted promptly upon receipt of authorization and their Chapter number from Supreme Headquarters.

No Chapter shall be established in any city or town where there is already a Chapter or Chapters of this Order, unless there is a petition by at least twenty five (25) or more women who are not, nor ever have been members of any other Chapter, and the District Lodge consents to the establishment of such additional Chapter.

A Chapter can be reactivated upon approval of the District Lodge where eight (8) members have indicated their intention to reinstate themselves and pay dues and reinstatement fees, where applicable, to Chapter. The Chapter will be considered reactivated upon receipt by Supreme

Headquarters of all per capita and reinstatement fees. See Section 2 this Article for extenuating circumstances of membership.

Qualifications for Membership: Any woman who is of good moral character, a believer in the existence of God and in the Divinity of Jesus Christ, who believes in and advocates the maintenance and promulgation of the principles, objects and ideals of our Order, who is willing to subscribe by its Constitution and the decrees and mandates of the Supreme Conventions; to obey its authorities and revere its Hellenic traditions, shall be eligible for membership in this Order.

A. She shall be a citizen of the United States of America, or of the country wherein a Chapter to which she applies for admission is located. If such applicant is not a citizen thereof, she shall be required to declare intention to become a citizen.

B. She shall be twenty-one years of age if single, but she may be under twenty-one if married. In any locality where conditions preclude the establishment of a Chapter of the Maids of Athena, an applicant shall be eligible for membership in the Order provided she is over seventeen (17) years of age and special permission is obtained from the Grand President.

C. A member may belong to no more than two chapters. Members must pay full dues to the primary chapter and only chapter dues to the secondary chapter. She can only represent her primary chapter at a District or National Convention and must meet all requirements for a delegate. A member shall only be eligible to serve in any elected position in her primary chapter.

The District Governor is usually in charge of the Initiation. She confers with the AHEPA Chapter and future members as to time and place for the ceremony. In the event that other members are not available, Brother Ahepans may assist by filling any vacant stations.

The AHEPA Chapter calls the meeting to order. The District Governor of the Daughters of Penelope does so if the Ahepans are not participating. The District Governor proceeds with the initiation.

The following is discussed: aims and ideals of the Order; a short history of the organization and its progress; use of Constitution, Ritual and Manual; the duties and responsibilities of Chapter Officers. Chapter room etiquette and working together with the AHEPA Chapter. It is very important to have a question and answer period.

Election of Chapter Officers: Article XXIII of the Constitution should be read prior to election. A transferee to the new chapter at the time of its institution will have equal privileges as the new members, but her name will not appear on the Charter. Members must be present to be elected. The oath of office is administered.

The District Governor should assist the Chapter Secretary to complete the petition for the Charter, help in setting up Chapter records and give any other necessary help. She should stress the importance of submitting the petition, the Charter Fee and the names, addresses of the newly

elected officers immediately to Headquarters, so that the Chapter may be fully instituted. Candidates initiated at the first meeting are considered Charter Members.

It is the duty of the District Governor to visit the new Chapter as soon and as often as it is necessary to assist in its needs.

Chapter names are taken from the Iliad or Odyssey. A list may be obtained from National Headquarters.

#### NICE THOUGHT

On behalf of the District Lodge of The Daughters of Penelope, to present a gift to the New Chapter and its members. An appropriate gift would be a gavel, Holy Bible or Constitutions and Rituals. If the selection should be a gavel, an engraving should be affixed to the gavel, with the date of inception of the New Chapter thereon. If the selection should be the Holy Bible, an appropriate entry of the date of inception should be annotated on the inside cover of the Holy Bible.

#### *PETITION FOR A CHARTER MUST BE REQUESTED THROUGH HEADQUARTERS*

REINSTATEMENT OF AN INACTIVE CHAPTER: See Article XXI, Section 11 of the Constitution.

Every possible effort will be made by the District Governor to reactivate a Chapter. If successful, items as listed above will be found helpful. Pending reactivation, all property is to be turned over to the District as outlined in the Constitution.

#### **DISTRICT GOVERNOR'S DISTRICT CONVENTION OPENING**

HOSTESS CHAPTER should arrange for a Priestess. Also, they should have a Marshal and Sentinel who serve until District Marshal and Appointed Sentinel take over.

#### INITIATION

It is not mandatory to hold an initiation during a Convention but one is often considered advisable.

- Candidates from other Chapters can be invited. The occasion can be a most impressive one and also serve as a workshop.
- Hosting Chapter may conduct the initiation.
- A District Degree Team often is asked to participate.
- In either case the District Governor usually gives the oath.
- A Grand Lodge officer may give the sign of our Order.
- Occasionally, the District Governor will prefer that the Grand Lodge officer give the oath.

#### OPENING

Hostess Chapter President opens meeting. Acting Marshal escorts District and Grand Lodge officers. President welcomes them.

## OFFICIAL OPENING

- Gavel is presented to District Governor who speaks briefly.
- OPENING PRAYER (See Ritual)
- PLEDGE OF ALLEGIANCE
- ROLL CALL OF DELEGATES
- District Secretary takes Roll Call of Delegates.

## ELECTION OF CONVENTION OFFICERS

Tellers are appointed and the District Governor presides over the election of Convention officers, consisting of Chairman, Vice-Chairman and Secretary.

- Convention officers are nominated from the floor and elected by majority vote of qualified members present and voting.
- No person who is not a member of the District Convention shall be eligible to be elected a Convention officer.
- District Governor gives the oath to elected officers and turns over the gavel to the elected Chairman.

## RESPONSIBILITIES AND DUTIES OF THE DISTRICT LODGE OFFICERS

### THE DISTRICT GOVERNOR

Article XVIII - Section 1 The duties and powers of the District Governor shall be as follows:

A. To visit every Chapter within her District at least once a year, the necessary expenses therefore to be defrayed by the District Treasury. If more than once, the expense shall be defrayed by the inviting Chapter.

B. To investigate applications for the establishment of a new Chapter, and to report thereon to the Grand President.

C. To report on the general condition of the District to the Grand Lodge at each Supreme Convention, and at such other times during her term of office as she may be directed by the Grand Lodge or the Grand President.

D. She shall have power and authority to convene a meeting of the officers or members of any Chapter within her District, to examine the books of such Chapter, and to report her findings thereon to the Grand President.

E. She shall have power and authority, upon good and sufficient reasons, to suspend the Charter of any Chapter within her jurisdiction with the consent of the Grand President.

F. She shall be entitled to attend the Supreme Convention as a delegate-at-large, to participate in its deliberations, and vote on any and all matters before the Convention. When a District Governor cannot attend the Supreme Convention, and the District Lt.

Governor is unable to attend in her place, the next District officer in line, who is able to attend, shall officially represent the District. The expenses may be defrayed, when possible, in total or in part, by the District Treasury.

G. The District Governor shall be eligible to run for re-election to succeed herself in office but she shall not serve more than two consecutive terms within any five-year period. In the event a District Governor does not succeed herself the second year, she shall be eligible to run for the office again within the five-year period, one term having expired.

UPON ASSUMING THE DUTIES OF DISTRICT GOVERNOR IMMEDIATELY AFTER THE INSTALLATION, she shall hold a combined Lodge meeting with the outgoing District Lodge and the incoming Lodge to exchange files and briefly orient officers on their responsibilities.

- If possible, she should hold a joint meeting of all newly-elected District Lodge officers of all four Orders to get acquainted and briefly outline the goals for the year.
- The outgoing District Governor must certify the Penelope of the Year selection and send it to the National Chairman no later than stated on the form.
- Make certain you have the District Governor's report, which was to have been prepared by the retiring District Governor. You will need this report for the District Governors Forum to be held during the Supreme Convention.
- Report the newly-elected District Lodge to Supreme Headquarters, 1909 Q Street, N.W. - Suite 500, Washington, D.C. 20009.
- Request from the Convention Secretary a rough copy of the Minutes from the District Convention. Type separately each resolution as pertaining to specific committees and preferably send in advance to the National Committee Chairman or bring them to the Supreme Convention and see that they receive them, keeping a copy for her files.
- Develop a tentative calendar for the year, including Lodge meetings, Conferences, Conventions, Bulletins, visitations, Chapter functions, etc.
- Send the first Bulletin to Chapters highlighting the District Convention and announcing the new District Lodge.

#### SUPREME CONVENTION

Be prepared before going to the Supreme Convention. Read the Minutes of the previous year. Be sure to take the Constitution, Ritual, and Roberts Rules of Parliamentary Procedure and the minutes of the previous Supreme Convention.

OPTIONAL: Request Chapters to send a list of Delegates and Alternates who will be attending the Supreme Convention. The District Governor might want them to contact her upon arrival and give her the hotel and room number where each delegate and/or alternate may be reached.

- She should impress upon the delegates the responsibility of attending the meetings and serving on a committee and convey to them that either the delegate or an alternate should always represent the votes to which they are entitled during the meetings.
- Someone in the District delegation should be assigned to obtain seating for the District at the Supreme Convention, so that they may be seated together. If there are delegates attending for the first time, the District Governor should see they are properly oriented.
- The District Governor should sign up to serve on a committee of choice, thereby setting the example for the delegation.
- A meeting should be called during the week to discuss the candidates, their qualifications and the office they are seeking.

- If the District has a declared candidate, the District Governor should consult with her to see if she wishes the District Governor to nominate her. She might approach the District Governor first.
- If the candidate is in line for the Grand Presidency, the retiring Grand President or a Past Grand President might nominate her.
- As a courtesy, the District Governor shall attend the Installation of the newly-elected Grand Lodge.
- She should send letters of Congratulations to the newly-elected Grand President and Grand Lodge Liaison Officer, pledging support and cooperation.

## CONFERENCES

Each District varies as to the type of Conference they handle. In some Districts the city hosting the Conference handles registration, social events, etc.

The District Governor will be responsible for the items covering the actual Conference meeting and visiting dignitaries. If there is no hosting city, the District Lodge is responsible for all arrangements, use the following guidelines:

### DISTRICT CONFERENCE, FALL, WINTER, OR SPRING

- Make the social and meeting arrangements along with the Order of AHEPA and Junior
- Order District Lodges.
- If a combined luncheon, or just a Daughters Luncheon, is held, appoint a District Lodge Officer (usually your Lt. Governor) to chair the affair. Some Districts may choose to honor their retiring District Governor at this luncheon.
- See that sufficient publicity is given this Conference and that dates are announced well in advance via your bulletins, and your local newspapers.
- An invitation including a schedule of events should be sent to the Grand Lodge Liaison Officer and, if desired, to the Grand President. If they are invited, please see that they are accorded the proper respect. Make arrangements for their stay at a hotel, and do not leave them alone.
- If the District Governor is unavailable, she should assign a District Lodge officer to see to their needs.
- See that they are issued invitations well in advance with a complimentary ticket enclosed in an envelope to prevent embarrassment.
- Escort the Grand Lodge Officer and spouse (if applicable) to the social function.
- Optional - See that someone is responsible to take the Liaison Officer to lunch or dinner.
- If neighboring Districts are invited, many factors should be taken into consideration:
- Will the visiting District Governors be invited as guests or will they be requested to cover their own expenses? They should be apprised of the costs involved for Chapter and membership participation.

The District Governor should prepare an agenda. The District Lodge should be apprised that a report will be expected from them on their activities in the District from the District Convention to the present time. If a workshop is on the Agenda, check with your District Lodge officers well in advance to assure proper preparation of materials to be presented.

If a combined meeting is held with the Order of AHEPA and the Junior Auxiliaries, prepare a brief report advising the Order of AHEPA of the programs the Daughters of Penelope have embarked upon since the District Convention. Include items of interest related to membership to date, potential membership growth in the District, and how they can help to promote membership for the Daughters.

Ask for assistance in reactivating Chapters in the Daughters of Penelope where an AHEPA Chapter exists. Offer assistance if both the AHEPA and the Daughters need help in reactivating or in the event the Chapters of both Orders are having mutual problems. Solicit their cooperation on the District and National projects. Discuss a joint project if one is in existence. Impress the importance of joint efforts being exerted to assist the Junior Orders in their programs and projects.

#### REGIONAL OR-MULTI DISTRICT-CONFERENCES

The Grand Lodge Liaison may make preparations for this and include either an area she is covering or she may get together with another Grand Lodge Officer in a neighboring District to help conduct the Conference.

- Give her full cooperation.
- Assist in accommodations, at a hotel or AHEPA meeting hall for same.
- Appoint a committee and Chairperson to handle a social function, i.e., luncheon, dinner and/or a dance.
- A Hostess Chapter may be needed to make the above arrangements. Enlistment and assistance in obtaining such Chapter may be needed. The Hostess Chapter could help to:
  - Locate a suitable meeting place.
  - Choose the luncheon menu.
  - Plan the decorations if needed or wanted.
  - Determine the price of the luncheon and the cost to individual members.
  - Determine the expenses to be incurred and by whom.
  - Determine the type of workshop.

NOTE: If the District Governor is the coordinator, be sure that all participants are well aware of all that is involved to make the Conference successful. This prevents misunderstandings at a later date.

#### DISTRICT CONVENTION

Verify the information pertaining to the District Convention before announcing it in your bulletins.

The District Governor may announce the dates and city in her bulletin as soon as they are finalized. She should apprise the Chapters of details in subsequent bulletins beginning with the March bulletin.

Confirm the dates with your District Lodge and Grand Lodge Liaison officer. They need them to post on their calendar.

Inquire of the AHEPA District Governor as to when a meeting will be held with the convention city hosts and arrange to meet with them jointly. At this meeting you may:

- Arrange for proper meeting rooms.
- Request any other equipment you might need such as microphones, audio/visual equipment, etc.
- Inquire as to where exactly the Host Registration desk will be located, and what arrangements are being made for your District Secretary to be situated. Include the Maids of Athena in these registration arrangements so that you can be close enough for needed consultation.
- Discuss registration fees for the Daughters and Maids Delegates and Alternates.
- Inquire as to set prices for individual affairs for visitors.
- Inquire as to arrangements for complimentary rooms and tickets.
- Check into availability of computers, copy machines, paper, pencils, and other business center needs for all Delegates and Alternates.

If you need time to make a presentation at the Banquet, state this at the time the arrangements are being made. The Toastmaster will need to place the item on his program and will need to know how much time you will require.

- The District Secretary shall mail all the Credential forms and the Chapter Report Forms to the Chapters. Mail these the first week in April.
- The Chapter President and Chapter Secretary will process all credential forms for the following:
  - The officers of the District Lodge.
  - All Past District Governors as provided in Article XVIII, Section 8.
- Each Chapter shall have six (6) delegates and four (4) alternates to the District Convention with the exception of chapters with twelve (8) to fourteen (14) members inclusive, which shall have four (4) delegates and two (2) alternates.
- The Chapter President and Secretary will also process a Chapter Delegate Report form to be sent to the District Secretary.
- Conduct a briefing for your District Lodge either the night before the Official Opening or the morning of that day. Advise the District Lodge officers in advance.
- Have your Agenda prepared, printed, and ready for distribution as the Delegates and Alternates register.
- If possible, have the District Lodge Reports printed and ready for distribution.
- Render a written report to the District Convention, relative to the work accomplished during your term of office, outlining the general condition of the District and recommend such legislation, as you may deem necessary.
- District Lodge reports should be brief with comments on specific assignments, projects, etc.
- District Governor should report on all visitations, social and business, made during the year. Remaining District Lodge may list their visits, but should not read them to the assembly.
- Your own Chapter meeting is a regular meeting. In listing your visitations as a District Officer you do not list these meetings unless a specific one is the Official meeting.



- A DISTRICT LODGE OFFICER INCLUDING THE DISTRICT GOVERNOR DOES NOT SIT IN HER OWN CHAPTER MEETING WITH HER TITLE. SHE IS A MEMBER EXCEPT ON THE OCCASION OF THE OFFICIAL VISITATION.

Your Committee appointments, in addition to specific ones needed for the operation of your District, should coincide with the Supreme Convention Committees:

1. Legislative - By Laws
2. Finance Resolutions
3. Grievance Education
4. Ways and Means
5. Projects
6. Growth and Expansion
7. Maids of Athena
8. AHEPA Family

- There are various methods of appointing the Committee Chairpersons.
- If the District provides that the assignment of Committee Chairman be made at the District Convention, the District Governor should advise the presiding Convention Chairman so that she may perform this duty immediately. In addition, the District Governor may choose to assign Committee Chairmen in advance.
- Request that they send in their report in advance or that they have sufficient copies run off to pass out to the entire delegation.

NOTE: All reports should be sent to the District Secretary, who in turn will edit, print and distribute to the District Lodge, delegates, alternates and Past District Governors at the time of registration.

#### DISTRICT CONVENTION MINUTES

- The elected Convention Secretary shall take verbatim Minutes of all business sessions. She may use a tape recorder as a backup.
- If a District is large and sessions are long, it may be advisable to hire a professional secretary to take minutes, rendering them both verbatim and summarized. This should be done shortly after the Convention is over.
- A rough draft of the Convention Minutes should be reviewed by the Convention Chairman that presided, Convention Secretary, the new incoming District Governor and the incoming District Secretary.
- The District Secretary is responsible for the printing of the Minutes after editing, etc., and distribution to chapters in a timely manner.
- Copies should be sent to all Chapters within the District, the retiring District Lodge, Past District Governors, Grand President, Grand Lodge Liaison officer, and, of course, copies kept for the District files and District Archives.

#### DISTRICT FILES

- The District Governor and the entire District Lodge should keep records while in office.

- Emphasize to the Chapter and District Officers that good housekeeping habits be maintained relative to files and records.
- Minutes, Secretary's ledger records, and Treasurer's records should be kept permanently; cancelled checks, at least five years, reports and correspondence two to five years.

#### DISTRICT LT. GOVERNOR- Article XVIII, Section 2

The duties and powers of the District Lieutenant Governor shall be as follows:

- It shall be the duty of the District Lt. Governor to assist the District Governor in her duties as may be assigned to her by the District Governor. In the event of the disability, removal, resignation, absence, illness, disqualification, or death of the District Governor, she shall automatically assume the duties of the District Governor.
- The District Governor may designate the Lt. Governor as Public Relations Director for the District. The Lt. Governor would be responsible for getting news to the District Publication, the National Publication, and any other publications that carry Chapter or District News.
- The District Governor might want to ask the Lt. Governor to compile a Resolutions and Recommendations book for the District. The Lt. Governor would get the Minutes of all District Conventions and compile the resolutions and recommendations by year and heading. The next year the new Lt. Governor would record only that year's legislation passed. This would be a convenient and easy reference guide.
- The Lt. Governor shall order the Past District Governor's Pin and the District Penelope of the Year Pin.

#### OPTIONAL

Some Districts honor the retiring District Governor at a Luncheon at the following District Convention, others at a District Conference, and perhaps others before the District Governor retires, at a Testimonial. This again may be in the form of a Luncheon or Dinner. In some instances, the Chapter may be the hostess and in others the District.

#### DISTRICT SECRETARY- Article XVIII, Section 3

The duties and powers of the District Secretary shall be as follows:

- It shall be the duty of the District Secretary to attend all District Lodge meetings; to keep accurate record of all transactions thereof, to preside as Chairman of the District Convention Credentials Committee, and to perform such duties as may be assigned to her by the District Governor.
- The District Secretary is kept abreast of everything and should remind the District Governor when she realizes the Governor has been remiss on an item.
- She should help her with all Agendas, and proper parliamentary procedure.
- She should take Minutes at all District Lodge meetings and Conferences. She should submit a rough draft to the District Governor for approval.
- She should set up official forms. Check with the Manual of Instructions to make sure that proper procedures are followed.
- She orders the District Lodge letterheads for the Officers. She should send an ample, supply of letterheads and envelopes to all District Lodge officers immediately upon election.

- Copies of correspondence should go to the Chapter President, Chapter Secretary, District Governor, District Secretary, Grand Lodge Liaison officer and any one named in the correspondence received, whether it is a person or Chapter.

#### DISTRICT TREASURER- Article XVIII, Section 4

The duties and powers of the District Treasurer shall be as follows:

- It shall be the duty of the District Treasurer to receive all monies belonging to her District and to give a receipt for same; to sign all checks, which shall be countersigned by the District Governor; to report semi-annually all monies received and expended by her to the Grand Lodge Liaison officer and the District Governor. She shall give a bond in the sum of \$500 as security against defalcation of District funds coming into her possession. The fee for said bond shall be paid out of the District Lodge Treasury.
- In Districts where projects are created to supplement the District Treasury or funds are raised for specific projects, the District Treasurer shall advise the chapters of deadlines. She shall also acknowledge with a note of "Thanks" the receipt of such payments.
- The District Treasurer shall submit an itemized Income and Expense Report (statement) in her report to the Convention Body. This report is never accepted, merely received for the record. The statement and the books of record are then turned over to the Finance and Auditing Committee for audit. Only then can the books be turned over to the new administration.
- It is good practice to have all bills paid, including the District Lodge officers per diem for the District Convention and their convention registration (if the bylaws provide for same), before the weekend of the Convention. In doing so, the Treasurer can properly close her books and prepares her Statement for Audit.
- The Finance and Audit Committee are wisely combined as one phase affects the other equally. Some Districts provide for the appointment of the Committee in advance by the District Governor, or others by the appointment of the presiding Convention Chairman.
- If there are qualified members with an accounting background, it is wise to place them on the Committee; however, this can become taxing to the individual in such a position as they are constantly requested to do the job and they may prefer to serve on another committee at the Convention. By appointing the Past District Governors, there is a large enough group so that the responsibility does not fall on the same person to head the Committee each year. It is wise to add to the Committee two or three delegates to work along with the Past District Governors during the Audit.
- The Auditing Committee should be given all the books of records including all bank statements, cancelled checks and bank deposits. The Committee will reconcile the bank statement for the entire year. Then the Committee should verify the Financial Statements as to Income and Expenses. The activity of a District is not so great that this cannot be done properly. After the books are found to be in order, the Committee should prepare the budget for consideration of the delegates.
- In preparing the budget you may find a "deficit budget." If this is the case, recommendations should be forthcoming from the Finance and Budget Committee as to the exact manner the incoming District Lodge should raise additional funds to enhance the Treasury.
- The Committee should be specific in giving these instructions of recommendations. This alleviates the responsibility from the District Lodge if a problem arises where the meeting

of the minds cannot solve the details. If a majority decision is not arrived at a District Lodge meeting, The District Governor is presented with serious problems, which could have been avoided in the first place.

- Chapters should use the following procedures in auditing. The District Governor and the District Treasurer should be familiar with these in case they have inquiries from chapters.
- The Board of Governors is responsible for examining the books of records of the Chapter Treasurer.
- They should be provided with a Financial Statement from the Treasurer.
- They should review all Income and Expense accounts and verify that all have supporting data.
- They should reconcile the Bank accounts and ascertain that all bank statements and cancelled checks are accounted for.
- They should review the membership portion of the receipt book and ascertain that all PER CAPITA TAX has been submitted to Headquarters.

#### DISTRICT MARSHAL- Article XVIII, Section 5

It shall be the duty of the District Marshal to execute the orders of the District Governor, to see that the proceedings of the different chapters are uniform in the conduct of the opening and closing of the meetings to inspire enthusiasm among the membership and to take such initiative in the organization of new Chapters as may be delegated to her by the District Governor.

#### Article XVII, Section 3

The District Convention may, by two-thirds (2/3) vote, combine the offices of District Lt. Governor and Marshal, and/or Secretary and Treasurer.

#### DISTRICT ADVISOR OF THE DAUGHTERS OF PENELOPE-Article XVIII, Section 6

The duties and powers of the District Advisor of the Daughters of Penelope shall be as follows:

- It shall be the duty of the Daughters' District Advisor, who is the immediate retiring District Governor, to advise the District Governor, upon her request, concerning the activities of the District Lodge, and to perform such other duties as may be assigned to her by the District Governor. She shall render a report of her activities to the District Convention. The District Advisor to the Daughters of Penelope may also be Deputy District Advisor to the Maids of Athena.
- In the event a District Advisor is elected to the Grand Lodge, a Past District Governor appointed by the District Lodge shall replace her.

#### DISTRICT ADVISOR TO THE MAIDS OF ATHENA Article XVIII, Section 7

The duties and powers of the District Advisor to the Maids of Athena shall be as follows:

- She shall directly supervise and work with the District Lodge of the Junior Order.
- It shall be the duty of the Maids' Advisor to supervise the activities of the Maids of Athena in her District. She shall assist the District Governor of the Maids in the establishment of new Chapters, and reports to the District Governor of the Daughters of Penelope thereon. She shall also render a report on the general condition and progress of the Maids of Athena to the District Convention.

## **DAUGHTERS OF PENELOPE PARAPHERNALIA CHAPTER JEWELS**

The collar is light blue velvet - edged in white cord and lined. The emblem attached is that of the Daughters of Penelope. Number of Chapter is in silver. Name of Chapter is engraved on scroll of emblem.

### **OFFICER JEWELS**

**PRESIDENT** - Crossed Gavels.

Indicates double strength and force, in her capability of leadership signifies service in highest office of Chapter.

**VICE PRESIDENT** - Single Gavel.

Indicates her strength is great enough to replace the President if need be.

**SECRETARY** - Crossed Quills.

Indicates her duty to record all records of Chapter and that she is official penman or scribe.

**NOTE:**Some Chapters wish both Recording and Corresponding Secretaries to have jewels. In such instances jewels must be the same.

**TREASURER** - Crossed Keys

Indicates a symbol of trust placed in her while in charge of the Chapter's finances.

**CHAIRMAN OF THE BOARD** - Crossed Gavels with Gold Star

Indicates her duty to preside at all Board of Governors meetings.

**GOVERNOR** - Scroll

Indicates the duty of a supervisor of the Chapter's affairs and records.

**PRIESTESS** - Holy Bible

A symbol of a sacred duty to attend the altar and offer prayer at the opening and closing of each meeting.

**WARDEN** - Crossed Hatchets

A symbol of trust placed in her to care for and guard all paraphernalia that belong to the Chapter.

**MARSHAL** - Baton

The baton carried by the Marshal indicates her directorship in expediting all orders given by the presiding officer.

**PARLIAMENTARIAN** - Scroll

Indicates her duty to interpret parliamentary procedure.

**GUARDS** - Crossed Spears

Indicates duty to open meeting by posting colors.

**SENTINEL** - Inside Sentinel – Single Sword

Indicates duty to guard the entrance of the Chapter room at all times.

## DISTRICT JEWELS

The Collar is burgundy velvet - edged in gold cord with the Daughters of Penelope emblem center front. The District Number is in gold letters on the collar.

DISTRICT GOVERNOR-Crossed Gavel  
DISTRICT LT. GOVERNOR-Single Gavel  
DISTRICT SECRETARY- Crossed Quills  
DISTRICT TREASURER-Crossed Keys  
DISTRICT MARSHALL-Crossed Batons  
DISTRICT ADVISOR- Scroll  
DISTRICT ADVISOR  
MAIDS OF ATHENA-Medallion of Athena

## GRAND LODGE JEWELS

The collar is white velvet - edged in gold cord with the Daughters of Penelope emblem center front. The words "Grand Lodge" are in gold letters on the collar.

GRAND PRESIDENT-Crossed Gavel  
GRAND VICE PRESIDENT -Single Gavel  
CANADIAN PRESIDENT-Single Gavel with word "Canada" attached  
GRAND SECRETARY-Crossed Quills  
GRAND TREASURER-Crossed Keys  
GRAND GOVERNORS-Scroll with Gold Star  
GRAND ADVISOR  
MAIDS OF ATHENA-Medallion of Athena with crossed swords

## **THE AHEPA FAMILY CODE OF ETHICS**

- All functions of the Sons and should be attended by their Advisors or Ahepans and Daughters.
- No liquor or alcoholic beverages are to be served to minors.
- Any conduct or behavior unbecoming to any members of the AHEPA family shall be reported to Headquarters.
- No minors should be allowed to stay at a Convention Hotel without chaperones.
- All room parties should be quiet and orderly; there shall be no private parties of Sons, Maids, or minors.
- At Supreme Conventions, all Sons and Maids functions are to be chaperoned by at least two members designated by the Grand Lodge and two from the Supreme Lodge and one each by the Sons of Pericles and the Maids of Athena. At District Conventions the AHEPA and Daughters shall designate these chaperons from the District Lodges.
- The above rules must be strictly enforced at every Convention or AHEPA Family function.
- Make these rules of conduct known to your membership.

## **MAIDS OF ATHENA**

The Maids of Athena is dedicated to the principles underlying the family and cherishes the close ties of the family. The AHEPA Family personifies this relationship: The Order of AHEPA; Daughters of Penelope; Sons of Pericles; Maids of Athena. Each is separate but united in purposes, ideals, and mutual respect.

- MOA Neophytes Manual
- The Junior Order of the Daughters of Penelope is called MAIDS OF ATHENA.
- Further data concerning the Maids of Athena is in their comprehensive and well-prepared
- Manual of Instructions.

NOTE: Prior to 1964 the Junior Order was known as Maids of Athens, but the name was changed by legislation at the Supreme Convention in Toronto.

## **JOINT MEETINGS - DAUGHTERS OF PENELOPE AND MAIDS OF ATHENA**

Procedure for such meetings is suggested and outlined in the MAIDS MANUAL.

- The Daughters should have respect for the Maids and contact them through the Maids
- Advisory Board.
- An earnest attempt should be made by every Daughter of Penelope chapter to increase the membership of the Maids and to investigate the possibility of a chapter wherever there is no Junior Auxiliary.
- Members of the Maids of Athena should be encouraged to attend Conventions and Conferences and to present any problems they may have, as well as exchange ideas and plan future activities.
- Provisions should be made for them at Conventions and Conferences and the AHEPA Code of Ethics strictly enforced. (See section under Conferences and Conventions.)

## **MAIDS OF ATHENA LOCAL ADVISORY BOARD**

The Daughters of Penelope shall be the EX OFFICIO member of the Committee. Each Chapter of the Daughters of Penelope shall recommend IN WRITING to the Maids the names of six (6) qualified local Daughters to serve as members of the Local Advisory Board. The Maids then elect by MAJORITY VOTE THREE to serve as members of the Local Advisory Board. One of these is appointed by the Daughters President to serve as Chairman.

The Chairman will represent the advisory Board at all times and shall be its spokesman. In her absence another member will take her place. The Chairman countersigns all checks of the Maids Chapter.

NOTE: The Daughters of Penelope local chapter is to supply the members of the Advisory Board with a copy of the MAIDS CONSTITUTION, MAIDS RITUAL and MAIDS MANUAL OF INSTRUCTION so that they may be qualified to properly guide the Maids.

## **GRAND ADVISOR TO THE MAIDS OF ATHENA**

- She shall be elected at the Supreme Convention. She generally supervises all activities of the Grand Lodge of the Maids of Athena; shall advise on proper procedures; and shall give approval on all important issues or actions.

- She attends all meetings at the Maids Supreme Convention and reports to the Daughters Supreme Convention for approval of any action taken by the Maids. She also acts as Parliamentarian at the Supreme Convention of the Maids.
- She receives copies of all correspondence of the Maids Grand Lodge, District Governors and correspondence from the Daughters concerning activities.
- She shall regularly advise the Grand President of the Daughters of Penelope as to the status of the Maids of Athena and send copies of importance to the Grand President of the Daughters.

#### NATIONAL ADVISORY BOARD FOR THE MAIDS OF ATHENA

A National Advisory Board for the Maids of Athena, comprised of seven (7) Daughters of Penelope, shall be established with the Grand Advisor of the Maids of Athena as Chairman of the Board. The Grand President will make these appointments, preferably regional, and the Board's principal duty will be to represent the Grand Advisor to the Maids of Athena when she is unable to attend a Maids function or an event that requires her presence.

#### **JOINT POLICY REGARDING HARASSMENT WITHIN THE AHEPA DOMAIN**

The AHEPA family of organizations (ORDER of AHEPA, Daughters of Penelope, Sons of Pericles and Maids of Athena) is committed to providing a professional working and social environment for all. No member of the AHEPA family shall be the subject of any insulting, degrading, exploitive or harassing actions by any other member.

In particular, no form of sexual harassment will be tolerated, including but not limited to the following actions:

- Unwelcome sexual advances or language
- Threats, demands or suggestions that a member's status or advancement is contingent upon his or her toleration of, or acquiescence to, any form of harassment
- Retaliation or threat thereof for complaining about any form of harassment

Any form of harassment should be immediately reported to the applicable Chapter President or if occurring at an AHEPA family event, to a ranking officer, with contemporaneous reporting to the Supreme President and Executive Director of AHEPA and the Grand President and Executive Director of the Daughters of Penelope, and the AHEPA Supreme Counselor, all care of National Headquarters. The telephone number for National Headquarters is (202) 232-6300 and the email address is [ahepa@ahepa.org](mailto:ahepa@ahepa.org).

All complaints will be addressed in a sensitive, professional, transparent and timely fashion, and appropriate corrective and/or disciplinary action, in accordance with the Constitution of the applicable organization, shall be taken to remedy any violation of this policy or such Constitution.