



**DISTRICT GOVERNOR'S
MANUAL OF INSTRUCTION**

Updated September 2025

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IMMEDIATELY AFTER YOUR INSTALLATION

Your office of District Governor begins immediately after the ceremony of Installation. Therefore, you will assume your District Governor duties at the end of your District Convention.

- Be prepared to make a few kind remarks at the end of the Installation Ceremony. Pledge your commitment to your Office and ask for the support and cooperation of your Sisters. Be enthusiastic! State the major goals for your administration. Involve everyone. Let them know that they all play a major role in the success of the upcoming year.
- Hold a District Lodge orientation meeting with your newly elected District Lodge Officers as soon as possible following the District Convention. Discuss the District Lodge uniform dress code (if you have one).
- Within a month, hold a combined meeting with the new and outgoing District Lodges to exchange files and information. Sign the Treasurer's cards. Thank the outgoing Lodge for their service.
- Outline the duties of the newly elected officers. Disseminate all the information they need to do their jobs to the best of their ability. If you don't have all the information yet, mail it promptly to them.

IMPORTANT: Hold a joint meeting with all the newly elected District Lodges of all four Orders. If all Orders cannot attend, follow through with scheduling other meetings at a time, date and place convenient to all. If the AHEPA District Lodge cannot attend, request that the District Governor attend your meeting to give a few remarks. Find out the important dates for the coming year. Confer with the AHEPA District Governor to coordinate any joint activities. If unable to do so at this time, set an agreed upon date in which you will have them from all the Orders and Chapters.

Gather the correct addresses and telephone numbers, fax numbers and e-mail addresses of all four District Lodges. Ask them to note the best time they can be reached by telephone. Inform them when the best time you can be reached. Also, once you have assigned committee chairmen, request the same from them. All this information should then be compiled into a District Directory.

ACTION ITEMS

- The outgoing District Governor must certify your District's Penelope of the Year selection. She must sign the application and mail it to DOP Global Headquarters, following the mailing instructions per the application. Make sure it is sent prior to the deadline. These rules are stated on the Penelope of the Year form.

- The outgoing District Governor must give you the District Governor's Report, which she prepares. You will then bring this with you to the Supreme Convention for the District Governor's Forum, and/or to the District Governor's Seminar.
- Report the newly elected District Lodge Officers to Headquarters immediately after your District Convention. All current forms are available on the DOP official website.

The address for DOP Global Headquarters is:

Daughters of Penelope

1909 Q. Street, N.W. Suite 500

Washington, D.C. 20009

Telephone Number: (202) 234-9741

Fax Number: (202) 483-6983 E-Mail: dophq@ahempa.org

Website: www.daughtersofpenelope.org

- Please note that all forms disseminated from Headquarters are dated for accuracy. If you have old forms kindly discard them and replace them with the new ones, which are available on the website.
- Request a rough copy of the minutes from your District Convention Secretary. You will need them to submit all resolutions passed by your convention body to the Global Chairmen for presentation at the Supreme Convention. Each resolution should be typed separately, as it pertains to a specific committee. Mail them in advance and bring a copy with you to the Supreme Convention. One copy should also be placed in your files. Please note, as mandated by the Supreme Convention body, any legislation passed at your District Convention must be submitted to the National Legislation Chairman on the appropriate Legislation form.

UPON YOUR RETURN HOME

- Upon your return home, you should send notes of congratulations to the other District Governors in your District (AHEPA, Maid of Athena and Sons of Pericles). Pledge your cooperation and assistance. If any dates were set at the District Convention, confirm it with them in writing.
- Request that your District Secretary compile the names, addresses and email addresses of the District Lodge, Chapter Presidents and Secretaries, Past District Governors, etc. You can then publish your District directory, as well as forward this information to Headquarters. Once you have appointed your District's Committee Chairman, be sure to include their information as well. You may want to include all information of the other District Lodges, or at least the District Governors and District Secretaries. Include the correct address information of Headquarters. If you publish

your directory after the Supreme Convention, include the name and address of the Grand Liaison Officer assigned to your District.

- Plan your agenda for presentation to the District Lodge with a list of forthcoming visitations to the Chapters. During this time, you will be hearing from some of the Chapters asking you and your District Lodge to perform the Ceremony of Installation for the newly elected Officers. Include this in your agenda for your District Lodge meeting. Go over the Installation Ceremony so that each Officer may know what is expected of her.
- At your first District Lodge meeting review with your District Lodge their duties as listed in the Daughters of Penelope Constitution and By-Laws.
- You can begin making notes for your first bulletin. Send one now if you wish, or after the National Convention, but before the end of August. Chapters should receive it prior to their first meeting in September.

CALENDAR

Prepare a tentative calendar for the year. Include District Lodge meetings, Conferences, Conventions, Visitations, Chapter functions, deadline dates, etc.

DISTRICT LODGE MEETINGS/ RAPPORT WITH THE DISTRICT LODGE

- Request as many meetings during the year as you feel necessary. Give your District Lodge Officers as much advance notice as possible, but not less than two weeks. Request that notices be given to you personally when an Officer cannot attend. You want to ensure that a quorum will be present.
- Choose a centrally located meeting place, if possible. Try to coordinate as many joint meetings as possible with the Order of AHEPA and the Junior Auxiliaries. A very effective method would be for all four Orders to hold their meetings at the same time and place. After all, four Orders have met separately, have a joint meeting in person or via Zoom
- Promoting “family”, “cooperation”, and “unity” should be one of your goals.
- Always have an agenda. Treat your meeting as an executive session. Remind everyone that they will have the chance to bring up their items before the meeting is over. Give all items consideration. You don’t have to have an answer for everything on the spot. Let the Sister know that you need time to consider the item and that you will have an answer by a predetermined time.
- Impress upon the Lodge that there should be an understanding with each other. Remind them that you are a team and will need their support and cooperation throughout the year. Unity starts with the Lodge, and a successful year depends upon that unity. Everyone should be respectful and considerate of the office each holds.

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Encouragement should be given to each Officer throughout the year. Let them know when they have done “a good job”. The building of the self-esteem of the District Lodge Officers and Chapter Officers is essential. This in turn will help you build a stronger District, as well as a positive succession of offices.

- Guide and rule in a fair and unbiased manner. You are the leader of a voluntary organization. Your commitment will serve as an inspiration. Try to help people find their own solutions to their own problems. Most of the time, they know the right answer.
- If rules are broken, instruct the Sister, in private, to correct them. Follow through. Don't compromise with unacceptable behavior and practices. You may disappoint a few, but you will benefit by the trust and respect of most. If you have made an error, admit you were wrong and apologize. Do not dwell on it.
- You may consider reading some books on Leadership. Although, each leader has her own unique style; you might discover some new ideas and approaches.

DISTRICT GOVERNOR'S BULLETINS/GUIDELINES

Send your bulletins as often as you need, monthly or bimonthly, to keep your District informed and involved. Mail them so that the Chapters will receive them by the first of the month. The contents should be constructive and informative. If possible, keep them short. Request that, every Chapter Secretary read them in their entirety. Request that if a District Lodge Officer is attending a Chapter meeting, she stresses the importance of reading the District Governor's bulletin.

Review the monthly stats sent to you from HQ with each chapter in your district.

Items that should be included in the bulletin:

- District and Supreme Convention Highlights
- District and National Projects
- Reminders of District and National Obligations
- Chapter Announcements
- AHEPA, Daughters of Penelope, Sons of Pericles and Maids of Athena news
- Visitations and scheduled District events
- Growth and Expansion progress
- Payment of per capita and other mandatory assessments to Headquarters
- Penelope Scroll deadlines
- Mailing List should include:
 - Chapter Presidents
 - Chapter Corresponding Secretaries
 - District Lodge

- Past District Governors
- AHEPA District Governor
- Grand President
- Grand Liaison Officer
- Headquarters
- File

GUIDELINES FOR BULLETINS AND OTHER REMINDERS

August- September

- Introduction of District Lodge Officers
- Highlights of the District Convention
- Acknowledgement of all awards and certificates presented at District Convention
- District Penelope of the Year
- A list of District Lodge Officers and Committee Chairman
- Congratulations to the newly elected Chapter Officers
- A thank you to the outgoing Chapter Officers for a job well done
- District Project
- Discuss District Lodge Fundraising ideas, if applicable
- Listing of Chapter Visitation dates for the year
- Date of District Workshop / Conference
- State your objectives for the year
- Inform Chapters of the Grand Liaison Officer and ask them to send her all monthly Chapter bulletins and correspondence promoting any events sponsored by the Chapter
- Thank you to the Convention city for a job well done
- Highlights of all Legislation passed at the Supreme Convention
- Global Penelope of the Year
- National Mandatory and Voluntary Projects
- Newly Elected Grand President and Lodge

Reminders:

- Promote publicity for the Daughters of Penelope for both the Chapters and the District. Remind Chapters to submit articles to our publication, Penelope's Scroll and local newspapers. Advise them of the deadlines.
- Calendar of events including tentative plans for the year
- If a Chapter has not submitted their Election Return Form to Headquarters, do so immediately

Appoint your District Convention Standing Committee Chairmen for:

- Legislation
- Audit
- Budget & Finance
- Growth & Expansion
- Projects
- AHEPA Family
- Maids of Athena
- Penelope of the Year
- Scholarship
- Any other Committees as needed
- Plan to attend the District Governor's Seminar. Bring your District Officers.
- Report from the previous year, your calendar, ideas, questions and concerns.
- Plan a District Conference/Workshop
- Prepare an agenda for the Conference/Workshop
- Try to include as many talented Sisters from your District as possible to participate in the Conference/Workshop (Past District Governors and Officers, Past National Officers, etc.).
- Send letter to Chapters confirming your visitation
- Plan to visit the Chapters in your District as early in the year as possible
- Arrange for the Grand Liaison Officer's visitation

October – November

- Encourage all Chapters to celebrate and properly observe Founder's Day on November 16th
- Suggest a membership drive
- Ask for Chapter news to be included with your bulletins
- The District Calendar of events should be confirmed by now
- Publicize the dates of your District Conferences/Workshops dates – Invite your Grand Liaison Officer
- Acknowledge District Chairmen
- Report Progress on District and National Projects
- Include any Growth and Expansion program materials you received from Headquarters
- Thanksgiving Message

Reminders:

- Prepare a Founder's Day message to your Chapters
- Send a Thanksgiving Card to the Chapter
- Prepare your Christmas cards early
- Initiate a Holiday charity
- Reinforce the need to send all correspondence to the District Governor, Grand Liaison Officer, Grand President and Headquarters

December

- Acknowledge the hosting Chapter for sponsoring the Conference/Workshop
- Make any updates to the visitation schedule
- Chapter News
- Membership Progress
- Remittance of per capita payment to Headquarters
- Calendar of Events
- Public Relations – Reinforce submission of articles to Penelope's Scroll

Reminders:

- Send Christmas greetings to the Grand President and Grand Lodge Liaison Officer and your District Lodge Officers and Chapter Presidents.
- Arrange to meet with AHEPA District Governor after the holiday season.
- Arrange a joint District Lodge meeting after the holiday season.
- If your District has a Scholarship Program application form, it should be disseminated.

January – February

- New Year greetings to Chapters
- Election of District and Supreme Delegates to be held in March, April or May
- Membership Drive progress
- District / National project update
- Submit per capita on a monthly basis
- Send National Obligations to Headquarters by March 31st
- District Convention dates and Supreme Convention dates
- Chapter news
- Publicize Spring Conference/Workshop if applicable

Reminders:

- Enclose District End of the Year Statical Report
- Remind Committee Chairman of their responsibilities
- Remind the District Secretary to order the District Penelope of the Year pin, and Past District Governor's pin
- Order Certificates of Merit and any other awards you may need

March – April

- Easter message
- Updating any remaining Chapter visitations
- Chapter news
- Information on District Convention: Hotel, activities, meeting schedule, etc.
- Information on Supreme Convention: Hotel, activities, meeting schedule, etc.
- Upon Election of Officers, the Election Return Form should be submitted
- Per Capita and assessments should be sent to Headquarters
- Membership drive update
- Notification of date to be observed in the Greek Orthodox Church for AHEPA Day
- Remind Chapters of all End of the Year deadlines
- Mail delegate forms, Past District Governor's Credentials, Election Return Forms, Chapter Reports, End of Year Report

Reminders:

- A close relationship should be kept with the District Convention Chairman and President of the hosting Chapter. All arrangements should be made by the District Governor to ensure that the Maids of Athena District Governor is afforded all the proper courtesies. Also, please verify that the Grand Lodge Liaison Officer attending is afforded the proper courtesies as shown in the Manual of Instruction and AHEPA Protocol book. Bring a checklist of items to check on or ask for.
- Inquire as to the prices for the events, registration fees and Hotel accommodations. An agenda should be asked for from the Convention City, with a complete list of activities and times, such as requirements for meeting rooms, number of meeting rooms, where podiums and microphones are to be placed, set up of meeting room, number of seats for podium for meetings, etc.
- Prepare and mail promptly a message for the DOP Convention Album and include a photograph.
- Make sure that the Convention City invites the Grand Liaison Officer to attend the District Convention, and to submit a message and photograph. Make sure that arrangements are made to meet her at the airport. If there is no Daughter of Penelope

Chapter, make the necessary arrangements yourself. Ask one of the District Lodge Officers to meet her if you are unable to do so.

- Confirm all arrangements in writing. Inform your Grand Liaison Officer as to what is customary in your District regarding attendance, speeches, times, etc.
- Extend an invitation to the Grand President as well.
- Remind the District Lodge Officers to submit their End of the Year Reports by the due date.
- Begin working on your District Governor's End of the Year report for the District Convention.

May – June

- Publicize extensive information on the District Convention
- Remind Chapter Secretaries to submit all forms by the designated due date
- Thank Chapter Presidents, Chapter Officer, and Sisters for their hard work and cooperation throughout the year and for all courtesies extended to you and the District Lodge
- Thank District Lodge Officers and AHEPA Family
- Thank the AHEPA, Sons of Pericles and Maids of Athena
- Pledge your continued support to the AHEPA Family
- Encourage attendance and participation at the District and Supreme Conventions
- Remind Chapter Officers to finish their year properly by mailing all necessary forms and by submitting their national obligations, per capita and other fees to Headquarters

Reminders:

- Remind District Lodge Officers to bring binders, any files and materials, jewel, etc., to be turned over to the new District Lodge Officer
- Inform District Lodge if a dress code is to be observed at the District Convention
- Select date for final District Lodge meeting to finalize plans for the Convention
- Compile all financial reports, agendas and materials needed for District Convention
- Prepare all Certificates of Merit
- At the conclusion of the District Convention, you must sign the District Penelope of the Year application and mail it to the DOP Global Headquarters, following the mailing instructions on the form.
- Prepare all files and materials to be turned over to the new District Governor at the District Convention.

- Committee folders for the District Convention should be prepared. Your Committee selections, in addition to any specific ones needed for the operation of your District, Refer to **DOP Constitution Article XIX, Section 1:**

- ◆ Legislation
- ◆ Audit
- ◆ Budget & Finance
- ◆ Growth & Expansion
- ◆ Projects
- ◆ AHEPA Family
- ◆ Maids of Athena
- ◆ Penelope of the Year
- ◆ Scholarship
- ◆ Other Committees

- Folders should include last year's committee report and blank paper. District Officers' financial reports should be in the Budget and Finance folder. District Mandates, Resolutions and Recommendations should be in the Legislation folder.
- The dais at the District Convention opening will consist of all the District Lodge Officers. After the election of the Convention Officers, the dais will consist of the following: Convention Chairman, Convention Vice-Chairman, Convention Secretary or Secretaries, visiting Grand Lodge Officers and Parliamentarian.

DISTRICT GOVERNOR'S VISITATIONS

- According to the Daughters of Penelope Constitution, Article XIX, Section 1 you are required to visit each Chapter at least once.
- Begin your visitations as early as possible.
- Invite the Officers of the District Lodge to attend.
- For larger geographically Districts, visitation by Zoom is acceptable.
- Send a letter to the Chapter Presidents requesting a date for your visitation. Stress the importance of selecting the date in a timely manner. Sufficient notice is needed in order that you may plan your visitation schedule accordingly.
- If no response is received from a Chapter, prepare your calendar and let them know of the day, date and time of your visitation.
- If you cannot make a designated visitation, request that your Lt. Governor attend in your place and be the official District Lodge representative.
- Try to visit each Chapter on an individual basis, unless the Chapter suggests a combined visitation with another Chapter.

- Always bring your Jewel, Constitution, Book of Procedures, AHEPA Protocol book, brochures, and copies of updated forms. Make sure that the forms you have in your possession are all current and up to date.
- Make notes during the meeting. Compliment the Chapter on their progress and achievements. Should any concerns, questions or recommendations arise during the meeting, wait, and discuss them with the President in private, after the meeting.
- Do not critique the proceedings of the Chapter meeting. Offer assistance in a positive manner. Remember that all the Sisters are trying their very best to make a good impression on you.
- If you are asked to solve a problem on the spur of the moment, take your time to think about it. If it is of a serious nature, give a date by which you will respond in writing.
- Other than during a Chapter visitation, encourage neighboring Chapters to get together to exchange ideas, to benefit from each other and to create a bond of Sisterhood and support other chapters events.

DISTRICT CONFERENCES/WORKSHOPS

- If possible, arrange the social and meeting activities with the Order of AHEPA and the Junior Order District Lodges
- Discuss with the Daughters District Lodge what expectations you have of them about making a presentation, assisting at registration, etc.
- Appoint the Lt. Governor to chair a combined Luncheon
- Request that your Public Relations Chairman promote the conference/workshop in press releases to the local newspapers well in advance
- An invitation should be sent to your Grand Lodge Liaison Officer, and if you wish, to the Grand President. If your invitation is accepted, see to it that they are afforded the proper etiquette. Make the necessary arrangements to have someone meet and pick them up at the airport. You should also arrange for their lodging accommodations whether in someone's home or in a hotel. If you as District Governor are busy, assign a District Lodge Officer to see to their needs. Be sure that they are issued invitations well in advance with complimentary tickets. Pre-assign a Sister to serve as the Grand Liaison Officer's escort, with or without a spouse, to the social function
- Make a list of what you need to discuss during the four Orders' combined meeting, or your Conference/Workshop
- Give a report of the Daughters of Penelope progress since the District Convention.
- Include a report on membership to date, potential membership, and growth within the District
- Ask for assistance in reactivating or starting Daughters of Penelope Chapters, where an AHEPA Chapter already exists. Ask for AHEPA volunteers to assist you in this

endeavor. This way you have made key contact with the Brothers. Offer your assistance to all Orders to reactivate Chapters, including the Jr. Orders.

- Don't forget to contact Grand Vice President for chapter activation and/or reactivation.
- Solicit everyone's cooperation on the District and National projects. Discuss conducting a joint project. Emphasize the importance of joint efforts to assist in the growth, programs and project of the Junior Orders

DISTRICT CONVENTION

- Please review the **“District Convention Planning Manual”**
- As soon as all dates are verified, it is very important for you to announce the dates and location of the District Convention in your bulletin. Include a reminder in every bulletin after January. Include the contact person's name for the District Convention
- Confirm the dates with the District Lodge and the Grand Liaison Officer
- Discuss with the AHEPA District Governor the dates for meetings with the Convention Hosts. Invite, and stress the importance of, your District Lodge to attend

DISTRICT GOVERNOR'S CHECKLIST:

- The DOP Business Meeting Session is the responsibility of the DOP District Lodge
- Consult with host chapter to ensure that proper meeting rooms have been arranged
- Request any other equipment you may need, such as microphones, audio-visual equipment, etc.
- Credential check-in will be completed by the District Secretary and/or with another District Lodge Officer. This may be completed inside or outside of Business Session Meeting room.
- Assist the Maids of Athena with registration and/or credential arrangements. Make sure that they are in close proximity, in the event they need your assistance
- Discuss registration fees and package fees for both the Daughters of Penelope and Maids of Athena. Know what social functions are included
- Inquire as to the arrangements for any complimentary rooms and tickets
- Check into availability of computers, copiers, paper, pencils and packets for Delegates and Alternates
- If an awards luncheon is planned, ask what you and the District Lodge can do to assist. Discuss the time you will need for presentation at the Banquet with the Toastmaster.
- Stress the importance to the Delegates and Alternates of beginning the meetings on time

DISTRICT CONVENTION DOCUMENTS AND FORMS

Note: These sample forms may be found at the back of this manual.

- District Convention Delegate Form
- District Credentials for District Lodge Officer
- District Credentials for Past District Governors
- District Grievance Form
- District Legislation Form
- Template Convention Delegates Sign In form
- District Convention Committees Sign Up Sheet

DISTRICT LODGE REPORTS

The District Lodge's written reports should be rendered to the Delegates and Alternates to the District Convention. They should be relative to the work accomplished during the term of office. Any recommendations for the betterment of our organization should be included. District Lodge Officers should list their visitations, but not read them

You should report all visitations, social and business, made by you during the year, as well as all pertinent information regarding your year as District Governor

DISTRICT CONVENTION MINUTES

- The elected Convention Secretary or Secretaries will take verbatim minutes of all business sessions. She may use a tape recorder as a back up
- The presiding Convention Chairman, Convention Secretary or Secretaries, incoming District Governor, outgoing District Governor, and incoming District Secretary should review a draft of the minutes
- The District Secretary is responsible to see that the minutes are printed after editing, etc., and distributed to the Chapters in a timely manner

MAILING LIST FOR THE MINUTES:

- All Chapters of the District
- Retiring District Lodge Officers
- Incoming District Lodge Officers
- Past District Governors
- Grand Lodge Liaison Officer
- Copy to District Files
- Copy to District Archives

SPECIAL DISPENSATION

If any Sister in your District requires Special Dispensation, a written request must be submitted to the Grand President. The Grand President in turn will issue a written response to you. Special Dispensation is neither granted nor denied by anyone other than the Grand President.

PREPARATION FOR THE SUPREME CONVENTION

- You will be attending the Supreme Convention as a delegate at large. This means, in addition to any other delegates elected by your Chapter and not included in your Chapter's Delegate count.
- If you cannot attend, it is your responsibility to notify the Lt. Governor to attend on your behalf and represent your District. If she cannot attend, approach your District Lodge Officers according to rank: Secretary, Treasurer, Marshal, etc. as someone should attend on your behalf. That person will be using the funds allocated by your District. Notify Headquarters when a Sister other than you will be representing your District.
- Brief yourself before going to the Supreme Convention. Read the Convention Summary minutes from the previous year. Be sure to take your Constitution, Book of Procedures, Convention Summary Minutes from the previous Supreme Convention, and the District Governor's Report. Make sure that your Book of Procedures and Constitution are current.
- Request that Chapters send you a list of the Sisters who will be attending the Supreme Convention as Delegates and Alternates. Ask these Delegates to contact you when they arrive at the Convention. Encourage them to sign up and participate on committees, especially those committees to which your District has submitted resolutions. They may need to offer background information on your resolution, to facilitate understanding. Make sure that you or your delegates know the action taken on your District's resolutions, so that you can report it to your members upon your arrival home.
- Register immediately upon the opening of Registration. Remind your Delegates that all Delegates must register, whether they sent in their pre-registration form or not.
- This is an opportunity for you. You are the leader of the District, and as such, will be accorded special opportunities. Be sure to participate in the planned meetings that are designated for the District Governors. Also, be sure and participate in any committee or committees you feel will benefit you the most. This is a great learning experience.
- Upon your arrival at the Supreme Convention, make a list of all your delegates and their room numbers. Assign someone from your District to reserve a table or tables at

the meeting, for your entire delegation to sit together during the business sessions. If you have a first-time delegate, you may want to seat them next to a Sister from your area who has attended National Conventions before, to answer their questions, and encourage them to participate.

- Impress upon your Delegates the responsibilities of attending the meetings and serving on committees. Convey to them that the votes they are entitled to should always be represented during the meetings by either the Delegate or Alternate.
- Be sure to take notes on all the Supreme Committee Reports for you to refer to them until the Supreme Convention summary minutes are disseminated as well as to include the information in your newsletter. All legislative changes are included in the first Grand President's Bulletin which is distributed to the entire membership.
- Arrange for a meeting of your Delegates prior to elections to discuss the qualifications of the candidates for the Grand Lodge offices. If your own District has a candidate, prepare to nominate her. Know her name, Chapter name and number, and the correct spelling and pronunciation of her name. Nominations are brief and to the point, except for the nominees for the office of Grand President.
- As a courtesy, attend the Installation of the newly elected Grand Lodge.
- Send letters of Congratulations to the newly elected Grand President and to the Grand Liaison Officer assigned to your District. Pledge your support and cooperation.

DISTRICT BREAKDOWN BY STATES

Mother District #1:

Areas: Mississippi, Tennessee, Alabama, South Carolina, Georgia and Pensacola, Florida

Citrus District #2: <https://dopd2.com/>

Areas: Florida and Bahamas

Capital District #3:

Areas: North Carolina, Virginia, Maryland and Washington, DC

Power District #4:

Areas: Pennsylvania

Garden District #5: <http://www.dopdistrict5.org/>

Areas: New Jersey and Delaware

Empire District #6: <http://dopdistrict6.com/>

Areas: New York

Yankee District #7: <http://www.ahepad7.org>

Areas: Connecticut and Rhode Island

Bay State District #8: <http://baystateahepa.org>

Areas: Massachusetts

Northern New England District #9:

Areas: Maine, New Hampshire and Vermont

Automotive District #10: <http://www.ahepadistrict10.org>

Areas: Michigan

Buckeye District #11: <https://www.buckeyedistrict11.org>

Areas: Ohio, West Virginia and Kentucky

Hoosier District #12:

Areas: Indiana

Blue Ribbon District #13: <https://ahepadistrict13.org/>

Areas: Wisconsin and Illinois

Grainfield District #14: <https://ahepadistrict14.org/>

Areas: North & South Dakota, Minnesota, Missouri, Nebraska & Iowa

Delta District #16: <http://www.ahepad16.org/>

Areas: Texas, Louisiana, Arkansas, Oklahoma and Kansas City

Rocky Mountain District #17: <https://www.district17dop.org/>

Areas: Montana, New Mexico, Colorado, Wyoming, Utah and Idaho

El Camino Real District #20: <http://www.dopdistrict20.org/>

Areas: Southern California, Arizona and Las Vegas, Nevada

Golden Gate District #21: <http://www.Dop21.org>

Areas: Northern California and Reno, Nevada

Firwood District #22: <http://www.ahepa22.com>

Areas: Oregon and Washington

Beaver District #23: <https://ahepa.ca/District-23/>

Areas: Quebec, Ontario, Nova Scotia

Royal Canadian District #24: <https://ahepa.ca/District-24/>

Areas: Alberta, Saskatchewan, Manitoba

District 25:

Daughters of Penelope in Greece

District #26:

Areas: British Columbia

District #27: <https://ahepacyprus.org/>

Areas: Cyprus

District 28:

Daughters of Penelope in Europe: <http://www.daughtersofpenelopeurope.com/>

Areas: Stuttgart, Germany, Bad Kissingen, Germany, Paris, France, Lyon, France, Brussels, Belgium, London, UK, Vienna, Austria

District 29:

Daughters of Penelope in Australia

Areas: Melbourne, Australia

DISTRICT CONVENTION DELEGATE/ALTERNATE ELECTION FORM

As per the Constitution and by-laws of our Order ARTICLE XXI DISTRICT CONVENTIONS, Section 2

Each Chapter shall have six (6) delegates and no more than six (6) alternates to the District Convention with the exception of chapters with eight (8) to fourteen (14) members inclusive, which shall have four (4) delegates and no more than four (4) alternates.

This is to certify that at a regular meeting of our Chapter, the following members are in good standing and has attended a minimum of four (4) Chapter meetings and were elected as Delegate/Alternates to represent our Chapter at the District Convention of the Daughters of Penelope to be held in (City) _____ on (Date) _____

CHAPTER NAME & #: _____

DELEGATE

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	

ALTERNATE

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	

This is to certify that our Chapter is **NOT** Sending Delegates/Alternates to the District Convention. All chapters must submit a copy of this form to the District Governor & Secretary and retain a copy for Chapter Files. Form should be submitted at least 4 weeks prior to District Convention.

Signature of Chapter President: _____ Date: _____

Signature of Chapter Secretary: _____ Date: _____

Mail copies to:

District Governor
District Secretary

DISTRICT CONVENTION
CREDENTIAL FOR DISTRICT LODGE OFFICER

This is to certify that District Lodge Officer:

Name: _____ Title: _____

Is a member in good standing with: _____
Chapter Name and Number

She has attended a minimum of four (4) Chapter business meetings of this Chapter and is entitled to be recognized as a Delegate to the District Convention of the

Daughters of Penelope to be held in _____ on _____
City Date

In order for this Credential to be valid, both the President and the Secretary must sign

Signature of Chapter President: _____ Date: _____

Signature of Chapter Secretary: _____ Date: _____

Please submit a copy of this form to the District Governor & Secretary and retain a copy for yourself and Chapter Files. Form should be submitted at least 4 weeks prior to District Convention.

DISTRICT CONVENTION
CREDENTIAL FOR PAST DISTRICT GOVERNOR

This is to certify that Past District Governor: _____
Name

Is a member in good standing with: _____
Chapter Name and Number

She has attended a minimum of four (4) Chapter business meetings of this Chapter and is entitled to be recognized as a Past District Governor to the District Convention of the

Daughters of Penelope to be held in _____ on _____
City *Date*

In order for this Credential to be valid, both the President and the Secretary must sign

Signature of Chapter President: _____ Date: _____

Signature of Chapter Secretary: _____ Date: _____

Please submit a copy of this form to the District Governor & Secretary and retain a copy for yourself and Chapter Files. Form should be submitted at least 4 weeks prior to District Convention.

Daughters of Penelope District Grievance Form

District Grievance relates to your own District By-laws, Policies and Procedures. The District Grievance form does not get submitted to National and should be resolved within your own District. **Note:** District By-laws cannot supersede The DOP Constitution and By-laws, Policies and Procedures.

Date Submitted: _____

Submitted By Chapter Name & No.: _____

Statement of Grievance:

Is this Is the Grievance related to District By-Laws? If so which one:

What are your recommendations to resolve this issue:

Send or Email 2 Weeks Prior to District Convention to the District Governor

Please note that there is no mechanism to initiate a grievance between any of the AHEPA Family Orders. The District AHEPA Family Standing Committee is where you can have a civil conversation about issues that affect the District and come to an amicable resolution.

Daughters of Penelope District Legislation Form

District Legislation relates to your own District By-laws, Policies and Procedures. The District Legislation form does not get submitted to National and should be resolved within your own District. **Note:** District By-laws cannot supersede The DOP Constitution and By-laws, Policies and Procedures.

Date Submitted: _____

Submitted By Chapter Name & No.: _____

DOP District By-law _____ DOP District Policy or Procedure _____

Currently Reads:

Proposed Change:

Rationale:

Send or Email 2 Weeks Prior to District Convention to the District Governor

**Daughters of Penelope District Convention
DELEGATE SIGN IN SHEET**

CHAPTER	DELEGATES/ALTERNATES	SAT A.M.	SAT A.M.	SAT P.M.	SAT P.M.
	DELEGATE NAME				
1					
2					
3					
4					
5					
6					
	ALTERNATE NAME				
1					
2					
3					
4					
5					
6					

SIGN UP SHEET
Committee Name

Chairman: _____

	Name	Chapter #
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____