



Daughters of Penelope

Procedures For Chartering and Reactivating Chapters Closing and Merging Chapters

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Daughters of Penelope Constitution Quick References for Membership and Chapter Qualification

ARTICLE VII MEMBERSHIP

Section 1. Qualifications.

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. In any locality where there is no Chapter of the Maids of Athena, an applicant shall be eligible for membership in the Order provided she is over eighteen (18) years of age.
- 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 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 be eligible to serve in any elected position only in her primary chapter.

Section 2. Initiation.

No person shall be admitted to membership except through the rites of initiation as prescribed by the Ritual and provided she has met all the requirements for membership.

Section 7. Membership Transfer.

A transfer shall be affected as follows:

- a. A member may transfer to another Chapter no more than once within a two-year period unless she has moved her place of residence to another city.
- b. The member seeking transfer shall file an application in writing with the Secretary of the Chapter to which she is transferring and notify the Chapter from which she is transferring of her intent to transfer.
- c. The application shall be accompanied by a transfer fee, established by the Supreme Convention, in U.S. dollars. The transfer fee shall be retained by the new Chapter.
- d. To determine the current standing of a member seeking transfer, the Chapter Secretary shall submit the transfer application to Headquarters and request the member's standing.
- e. If such a member is in good standing, but has not paid her current year's dues, said dues must be paid to the New Chapter before transfer can be affected by Headquarters.
- f. If such member has been suspended for nonpayment of Chapter dues, then the Chapter to which the member is seeking transfer is authorized to reinstate and transfer this member.
- g. Headquarters must furnish such information in complete detail and in each individual instance to both chapters concerned.

Section 8. Dual Member

- a. A member may belong to no more than two chapters. A dual member must pay full dues (including per capita) to the primary chapter and is required to pay only chapter dues (excluding per capita) to the secondary chapter.
- b. A dual member can only represent her primary chapter at a District or Supreme Convention and must meet all requirements to be a delegate or alternate for her primary chapter.
- c. A dual member shall be eligible to serve in any elected position only in her primary chapter.
- d. In the secondary chapter a dual member may serve on chapter committees but may not hold any elected office.
- e. Attendance of a dual member at meetings of her secondary chapter will count for the requirement to be a delegate or alternate representing her primary chapter at a District or Supreme Convention. The secondary chapter shall verify to the primary chapter, the number of meetings attended by the dual member at the secondary chapter meetings in the year.

ARTICLE IX CHAPTERS OF THE ORDER

Section 1. The Chapter Defined.

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 Daughters of Penelope, and shall be subject to its jurisdiction.

Section 2. The Petition (for a New Chapter)

- a. 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 Article II; and who meet all the requirements for membership as set forth in Article VII of the Constitution.
- b. 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, or if there is no District, the petition shall be addressed directly to the Grand Lodge.
- d. Dual members shall not count toward meeting the membership requirement.

Section 3. Fees and Applications.

Every petition for a Charter shall be accompanied with the application for membership of each petitioner whose name is signed thereon and shall also be accompanied with the required per capita tax, initiation fees or other appropriate fees as indicated on the application as set forth by the Supreme Convention. No petition for a Charter shall be considered unless it meets with the requirements of this section.

Section 4. Rejected Petitioners May Appeal to Supreme Convention.

In the event of rejection of a petition for a new Chapter Charter, the petitioners may appeal to the Supreme Convention which shall have the power to sustain or overrule the decision of the Grand Lodge.

Section 5. Official Admittance.

- a. When a Charter is granted by the Grand Lodge to a new Chapter, said Chapter shall be formally and officially admitted into the Order when:

1. Eight (8) or more of the petitioners have been admitted to the chapter by either initiation, transfer or reinstatement into the Daughters of Penelope (per Section 2a of this Article);

2. the officers of the proposed Chapter shall have been duly elected and installed; and

3. the members of the new Chapter have chosen their chapter name (as indicated in Section 2c).

b. A new Chapter shall be officially established upon receipt by the Chapter of the authorization and Chapter Number from Headquarters.

Section 6. Additional Chapters in Same City. 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, or never have been members of any other Chapter, and the District Lodge consents to the establishment of such additional Chapter.

Section 7. Power to Grant and Revoke Charters.

The power to grant Charters for new Chapters and to revoke the charter of an established chapter shall be vested exclusively in the Grand Lodge.

Section 12. Reactivating a Chapter.

A Chapter can be reactivated upon approval of the District Lodge, or if there is no District Lodge, approval of the Grand Lodge, when eight (8) or more members have indicated their intention to reinstate themselves or join as new members and reactivate the chapter and pay dues and reinstatement or initiation fees, where applicable, to the Chapter. The Chapter will be considered reactivated upon receipt by Headquarters of all per capita and reinstatement or initiation fees for 8 or more members. For reorganizing procedure, refer to the information below.

PROCEDURE FOR CHARTERING A NEW CHAPTER

Step One:

Contact your District Governor, Grand Liaison Officer and the Grand Vice President. They will guide you through the procedure of chartering a chapter and be your point of contact throughout the process. Set up a virtual meeting with them to go over the procedures and process.

Step Two:

Membership Applications must be completed by All New Initiates, Reinstating Members and Transferring Members and accompanied with a check payable to the Daughters of Penelope, with the proper fees and collected at the First Official Chapter Meeting. **A minimum of 8 members who are new or reinstating members are necessary to charter a new chapter.** Transfers and Dual Members do not count towards the eight minimum needed.

Initiates: Per Capita + Initiation Fee

Reinstatement: Per Capita + Reinstatement fee (if applicable)

Transfer Fee: (to be retained by transfer chapter): \$5 and proof of payment for current year's Per Capita or payment of current year Per Capita.

The information will be presented at the first Official Chapter Meeting. The first and second endorsers on the application will be by a member(s) of your District Lodge and/or Grand Lodge Officer.

Step Three:

At the first Official Chapter Meeting (Chartering of Chapter) the first order of business will be to initiate the new members into the Daughters of Penelope. They will be installed by a member of the District Lodge or Grand Lodge either in person or virtually.

Step Four:

At the first Official Chapter Meeting: An Acting Secretary will be appointed to take minutes. Nominations for Executive Board Positions will take place and voted on by all members of the Chapter. The positions are President, Vice President, Recording Secretary, Correspondence Secretary and Treasurer. In Chapters whose membership is limited, or no is willing to serve the office of Corresponding and Recording Secretary may be combined. The newly elected Officers will be installed.

Step Five:

At the first Official Chapter Meeting: The chapter will vote on a name for the chapter. The chapter name should be from the Iliad and/or Odyssey. Should you need assistance please contact the Grand Vice President and/or Grand Liaison to your District. A survey amongst the new members for chapter name may take place prior to the first Official Chapter Meeting. Please contact the Grand Vice President so she may assist with chapter names and verify with DOP HQs if the name(s) are available.

Step Six:

At the first Official Chapter Meeting: The Charter Application will be completed with the proper information and signed by the charter members and accompanied by a **\$15 check for the Charter Application Fee**, payable to the Daughters of Penelope. Again, consult with your District Governor, Grand Liaison Officer or Grand Vice President to ensure that the information is correct.

Step Seven:

The chapter should retain copies of the applications and checks for their records.

Step Eight:

All Membership Applications, Charter Applications and Checks will be sent by USPS Mail With Tracking to the District Governor for her to review and sign. She will make copies of the completed applications for the chapter and send the originals to DOP HQ for the Grand Lodge to review and approve and send to DOP HQs by USPS Mail With Tracking. Or if the District Governor and/or Grand Lodge Officer is present at the chartering of the chapter, she may review the paperwork and sign. The newly formed chapter will send the paperwork and payment by USPS Mail With Tracking to DOP HQ.

PROCEDURE FOR REACTIVATING A CHAPTER**Step One:**

Contact your District Governor, Grand Liaison Officer and the Grand Vice President. They will guide you through the procedure of reactivating a chapter and be your point of contact throughout the process. Set up a virtual meeting with them to go over the procedures and process.

Step Two:

Membership Applications must be completed by All New Initiates, Reinstating Members and Transferring Members and accompanied with a check payable to the Daughters of Penelope, with the proper fees. Applications should be endorsed by a current member in Good Standing.

Step Two:

At the first Official Chapter Meeting the first order of business will be to initiate the new members into the Daughters of Penelope. They will be installed by a member of the District Lodge or Grand Lodge either in person or virtually.

Step Three:

Appoint an Acting Secretary to take minutes. Nominations for Executive Board Positions will take place and voted on by all members of the Chapter. The positions are President, Vice President, Recording Secretary, Correspondence Secretary and Treasurer. In Chapters whose membership is limited, or no

is willing to serve the office of Corresponding and Recording Secretary may be combined. The newly elected Officers will be installed.

Step Four:

A copy of the Chapter Officers Election form should be sent to District Governor/Secretary, Grand Lodge Liaison Officer, Grand Vice President and DOP HQs.

Step Five:

The chapter should retain copies of the membership applications and checks for their records.

Step Six:

All Membership Applications, Checks and Chapter Officers Election form will be sent by USPS Mail With Tracking to DOP HQ.

FIRST CHAPTER MEETING AND MINI WORKSHOP

For New And Reactivating Chapter

It is suggested that the District Lodge, Grand Lodge Liaison Officer and/or the Grand Vice President conduct a regular meeting ceremony for the chapter's first meeting (chartering of the chapter meeting) so that the new and reinstating chapter members may see how it is executed.

Chapter Officers at a minimum should have a current copy of The DOP Constitution and By-laws and the Book of Procedures. Another added touch would be to gift the chapter a bible and candles (battery operated) for their initiation ceremony.

A mini workshop should be provided for a newly chartered chapter or chapter that is reactivating. Giving them a good foundation will assist in their chapter's success. The District Governor and Lodge Officers, Grand Lodge Liaison Officer and/or the Grand Vice President should conduct the mini workshop in person or virtually. A Mini-Workshop Quick Reference Sheet is provided in this booklet.

GUIDELINES FOR OPENING A BANK ACCOUNT A CHAPTER

Once your chapter has been declared active or reactivated by the Grand Lodge. If applicable, your Chapter Name and number will be assigned. DOP HQ's will obtain an EIN for you, the Executive Director will contact the chapter Executive officers requesting some information. Please answer her questions. Once you have received your EIN please scan a copy of the letter and keep the original copy with your treasury information.

Verify with the bank what documents you need to open the account before the Chapter Officers all go to the bank.

The most common items needed will be:

EIN Letter

Copy of the chapter minutes showing Executive Officers Election Results

The first 10 pages of the PDF of the DOP Constitution

If the bank request other documents, please compose a list with the names of the documents as they may be documents that only the Executive Director of the Daughters of Penelope may provide them. Send the information to the Executive Director of the Daughters of Penelope and copy the District Governor, Grand Vice President and Grand Liaison Officer to your District.

Please ask for a contact number and email address for the person who will be assisting you at the bank and the Executive Director of the Daughters of Penelope will provide them with the information.

Mini- Workshop Guide

DOP Website and Social Media Links:

DOP National Website: <https://www.daughtersofpenelope.org>

DOP National Facebook: Daughters of Penelope

DOP National Instagram: Daughters of Penelope HQ (@daughtersofpenelope)

District Facebook: _____

District Website: _____

Daughters of Penelope Structure:

The structure of the organization is a fraternal organization:

Chapters

District

Grand Lodge

All Officers are elected on a yearly basis. So, positions may change yearly.

Daughters of Penelope Website: Where you will find information pertaining to the DOP, News, Forms and the Membership Portal.

Monthly E-Bulletin: Each month every member of our Order will receive the monthly E-Bulletin from DOP HQs if your email address is correctly entered into the membership data base. At monthly meeting review the information with the chapter.

Penelope's Scroll: Twice a year a digital newspaper for the DOP. Chapters are encouraged to submit articles follow the guidelines that are listed on the DOP Website under the Forms Tab, Sub Menu Forms and More, Penelope's Scroll Submission Information.

Correspondence by Email: The District Governor or a District Lodge officer and/or Grand Liaison Officer will send correspondence by email. It is meant to be shared with chapter membership unless specifically directed to the Chapter President. Please share by email the information with your chapter members.

Book of Procedures:

Guidelines and protocols pertaining to Daughters of Penelope:

Chapter Meetings, Initiations, Installation of Officers, Funeral Service, Draping of the Charter etc.

It is available as a download, or you may purchase a booklet on the DOP Website. For download: Forms Tab, Sub Menu, Resources and Application- Constitution and Bylaws. You may download to your Computer and Print a copy or download to an iPad under Books and have it handy when needed. For Purchase, Forms Tab, Sub Menu, Resources and Application-Order Form, follow instructions.

Daughters of Penelope Constitution and By-laws:

Is the governing rule of the Daughters of Penelope, an affiliate of the Order of AHEPA. It is only available as a download on the DOP Website. Forms Tab, Sub Menu, Resources and Application- Constitution and Bylaws. You may download to your Computer and Print a copy or download to an iPad under Books and have it handy when needed.

Robert's Rules Of Order Newly Revised:

Shall be the authority on parliamentary procedure for the Daughters of Penelope for all matters not otherwise covered or provided for by the Constitution, laws, rules, regulations and manuals of the Order.

Chapter Monthly Meeting/Social:

Most Chapters meet September through June and take the months of July and August off, that is your choice. All chapters must have a minimum of 7 chapters meetings that take place between July 1st and June 30th. We encourage you to keep your meetings short unless you have major items that need addressed. Do fun things together such as dinner meetings, social gatherings, guest speakers. Think out of the box.

Be consistent, choose for example the 3rd Tuesday of every month to hold chapter Meeting/Social. This way everyone knows in advance to keep that date available. Chapter Zoom meetings are permitted, especially during the winter months.

Per Capita:

Yearly fee paid by each member that is collected by the chapter and sent to DOP HQs.

It is collected by the calendar year January -December.

A good rule of thumb is to start collecting the new year's Per Capita prior to the new year or at least in the month of January. Per capita should be sent monthly to DOP HQs.

Chapter Dues:

Chapters are entitled to collect chapter dues which is different from Per Capita. Most chapters collect \$5 per person. However, Chapter dues cannot be higher than the Per Capita fee.

District Convention:

Takes place during the months of May or June, it depends on the District.

Supreme Convention: Held yearly in the month of July to be determined by AHEPA Board of Trustees and Supreme Lodge.

District and Supreme Convention Representation from a Chapter:

The Chapter must be in good standing which means District and National Obligations must have been paid by the deadlines set.

The elected delegate/alternate must have attended a minimum of 4 chapters meetings between July 1 through the deadline date for submission of the forms and have paid the current year's Per Capita to DOP HQs.

Quorum:

The presence of any seven (7) members of a Chapter or five (5) members in Chapters with membership of less than twenty (20), including two (2) of the first four (4) elective officers, shall constitute a quorum, and no business shall be transacted, or initiations performed without such quorum.

National Obligations:

Each year at the Supreme Convention the delegates vote for Mandatory and Voluntary Projects which are included on The National Obligation form. The Form and money are due postmarked by March 31st. Please be mindful the form is updated yearly.

District Obligations:

The District Lodge will send you information pertaining to this.

Facebook:

We encourage all chapters to have their own Facebook page. You should title it Daughters of Penelope your chapter name and number. You will have to wait until you have been officially chartered by the Grand Lodge for the name and number.

Annual E-Packet:

Will be sent to the Chapter President by the first week of February.

Online Membership Program:

On the DOP Website there is a Membership Portal. Until all the chapter paperwork is processed you will not have access to it.

DOP Academy:

The purpose of the DOP Academy is to educate and mentor Daughters of Penelope members.

Chapter Elections and Term Limits:

Each Year the Chapter must hold Elections for Chapter Officers. Even if your Executive Board remains the same you still must send an Election Form to DOP HQ, District Governor and Secretary and Grand Liaison. It is a fillable form, and you may email it to all or postal mail. Please refer to the Constitution for eligibility, and current year's Per Capita must have been paid.

Time of Election and Installation of Chapter Officers.

a. All elective officers of a Chapter shall be elected at the first regular meeting in April, May or June of each year and, upon administration of the oath of office, shall assume their respective duties.

b. All public installations of officers shall, when possible, be conducted by a past or present Grand Lodge Officer, past or present District Lodge Officer or a past or present Chapter President of the Order.

If your district holds their Convention in the month of June, a good rule of thumb is to hold elections in May/June and install officers at the end of June.

Term of Office:

a. The officers of the Chapter shall serve for a term of twelve months, or until their successors are elected and qualified. The term of office in the case of a newly established Chapter shall be considered from the date thereof they were elected until the next election.

b. A Chapter President shall be eligible to run for reelection to succeed herself in office, but she shall not serve more than two consecutive terms within any five-year period. In the event the President 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.

All other positions do not have a term limit however it is a good rule of thumb to promote growth and to retain membership by allowing all sisters the opportunity to serve an executive position.

PROCEDURE FOR VOTING TO CLOSING A CHAPTER

Before moving forward with closing a chapter please consult with the District Governor, Grand Liaison Officer and/or Grand Vice President to disuses if there is a way for the chapter to remain active.

Reasons for voting to close a chapter:

The chapter members no longer wish to be members of the Daughters of Penelope.
Members are not willing to serve as chapter executive officers.

Step One:

All members must receive written notification in a timely manner that a meeting will be held to vote on the closing of the chapter and/or vote for executive board position(s). The District Governor and/or Grand Liaison to the district should also be invited to attend in person or virtually.

It must be explained to all members that if no one is willing to serve as chapter executive officers the chapter is at stalemate.

Hopefully at this point members will step up to serve. If there are sisters willing to keep the chapter alive even if membership falls below the required 8 members, they may still be considered a chapter and actively recruit for new and reinstated members as long as a President and Recording Secretary have been elected by the remaining chapter members.

The chapter is still obligated to pay Per Capita to Headquarters as well as National and District Obligations. The requirements to be delegates to a District and Supreme Convention as per the DOP Constitution will apply.

Any member who no longer wants to belong to the chapter may:

- a. Notify the chapter that they no longer wish to belong to the chapter and stop paying Per Capita. After two years that members information will move from the chapter active roster to the delinquent list.
- b. Transfer to another chapter, following proper protocol as listed in the DOP Constitution Article VII Membership.

Step Two:

In order for chapter business to move forward you must have a quorum. Section 3. Quorum. The presence of any seven (7) members of a Chapter or five (5) members in Chapters with membership of less than twenty (20), including two (2) of the first four (4) elective officers, shall constitute a quorum, and no business shall be transacted, or initiations performed without such quorum.

If there are no willing members to serve as chapter officers a motion to close the chapter is moved and seconded. A discussion may take place, followed by the vote. A 2/3 majority of all members present must be met. A person who chooses not to vote (there are no abstentions in Robert's Rules) is not counted in the vote tally. Should the motion fail, it is the obligation of the chapter members who wish to keep the chapter open to take on a chapter executive officer position as referenced above. Further, if after the motion has passed, if any of the members who voted against the motion to close the chapter wish to remain, they may do so following the guidelines reference above.

Step Three:

Should the motion to close the chapter pass, the District Governor, Grand Lodge Liaison Officer, Grand President, Grand Vice President and Executive Director shall be notified in writing with copies of the minutes attached.

Step Four:

As per the DOP Constitution **ARTICLE IX CHAPTERS OF THE ORDER Section 10. Treasury of Inactive Chapters**. All the funds in the treasury of said Chapter shall be acquired by the District Lodge, or if there is no District Lodge then by the Grand Lodge and held in reserve for a period of three (3) years. If, at the end of such period, the Chapter is still inactive, all its funds shall automatically revert to the District Treasury, or if there is no District, to the Grand Lodge Treasury.

It is imperative that all bank accounts be closed as soon as the last check written has cleared.

Step Five:

Section 11. Paraphernalia of Inactive Chapters.

a. The paraphernalia of an inactive Chapter should be sealed in a carton and when feasible held at a District location, or if there is no District, at Headquarters, with detailed inventory sheet on file with District and Headquarters. The same three (3) year period as for funds to apply.

b. In the event the District has no location to store such items, paraphernalia should then be entrusted to one of the immediate past officers of the Chapter. Her name and address must be included on inventory file and listed with the District Lodge. It will be the obligation of that Sister to notify District and Headquarters of any change of address and/or change of holder of the chapter items.

PROCEDURE TO MERGE CHAPTERS:

ARTICLE IX

CHAPTERS OF THE ORDER

Section 8. Merger of Chapters.

a. Chapters may be consolidated only when three-fourths (3/4) of their respective members vote to do so, and the Grand President and District Governor consent thereto, or if there is no District, then by the Grand Lodge.

b. These Chapters shall be allowed to keep their names hyphenated and Headquarters will issue the "700" series new number.

Step One:

A discussion between the two merging chapters must take place to ensure that merging the two chapters are possible.

Step Two:

Each merging chapter must hold a vote with all chapter members. Chapters may be consolidated only when three-fourths (3/4) of their respective members vote to do so and the Grand President and District Governor consent thereto, or if there is no District, then by the Grand Lodge.

Step Three:

The merging chapters will send a letter with a copy of both chapter meeting minutes show proof of the vote and outcome to the District Governor, Grand President and Executive Director.

Step Four:

Upon consent from the District Governor and Grand President these Chapters shall be allowed to keep their names hyphenated and Headquarters will issue the "700" series new number. Please note chapter names are listed alphabetical order.