

Daughters of Penelope

CONSTITUTION AND BY-LAWS



SUPREME HEADQUARTERS

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**Daughters of Penelope
Constitution and By-Laws
Including Amendments
Through July 2017**

All Other Copies Are Obsolete

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NOTE 1: For the Daughters of Penelope in Canada, where the words "America" or "United States of America" appear, please insert instead "Canadian" or "Canada."

NOTE 2: All remittances shall be in U.S. dollars.



MISSION STATEMENT

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

CONSTITUTION

PREAMBLE

This Constitution is the governing rule of the Daughters of Penelope, an affiliate of the Order of AHEPA.

ARTICLE I

NAME. This Order, founded on November 16, 1929, shall be known as THE DAUGHTERS OF PENELOPE.

ARTICLE II

OBJECTS. The objects of the Order shall be:

- a. To encourage and promote loyalty to the United States of America or to another country in which a Chapter exists.
- b. To encourage the interest of its members in the duties of citizenship and a further participation in the larger life of their country as well as in the philanthropic, social, political and civic life of their respective communities.
- c. To cultivate the ideals and traditions of Hellenism as our best contribution to the development of America or to another country in which a Chapter exists.
- d. To promote opportunities of education.
- e. To cooperate by precept and example in furthering the purposes and ideals of the AHEPA Family.
- f. To promote the welfare of the Junior Order of the Daughters of Penelope, the Order of the Maids of Athena.

ARTICLE III

THIS ORDER IS NONPARTISAN. This Order shall be non-partisan in politics.

ARTICLE IV

JURISDICTION: The jurisdiction of the Daughters of Penelope shall be coextensive with, and shall have the same jurisdiction as, the Order of AHEPA.

ARTICLE V

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. She shall be twenty-one (21) 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 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 3. Honorary Membership. There shall be no honorary membership in the Daughters of Penelope.

Section 4. Initiation Fee. There shall be an initiation fee determined by the Chapter, which shall be no less than the required fee established by the Supreme Convention. Supreme Headquarters shall remit to the District Lodge the portion established by the Supreme Convention.

Section 5. Admission Procedure. The following procedure shall govern the admission of candidates for membership in the Order:

- a. Every applicant shall file an application for membership in the form authorized by the Daughters of Penelope. The application shall be signed by the applicant and shall be endorsed by two members of the Daughters of Penelope, in good standing in that Chapter. The membership application shall be accompanied by the required initiation fee and the current year's dues.
- b. The Secretary, upon receiving a properly completed and signed application together with initiation fee and dues, shall list the applicant's name in the next letter of notification for a regular business meeting.

- c. The Chapter Secretary shall notify every applicant of the time and place for initiation stating (d) below.
- d. A candidate who fails to appear for initiation after the Secretary duly notified her to do so, on as many as three different occasions, shall forfeit the initiation fee paid to the Chapter, unless the Chapter is convinced that her failure to appear was due to some unavoidable cause, in which case the time for her appearance may be extended. In no case, however, except in the event of the death of an applicant who has been accepted, shall the initiation fee be returned by the Chapter.

Section 6. Applications Procedure. All applications for membership, together with the proper remittances, shall be dated and countersigned by the Chapter Secretary and sent to Supreme Headquarters within 30 days of initiation.

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 Supreme 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 Supreme 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. Supreme Headquarters must furnish such information in complete detail and in each individual instance to both chapters concerned.

Section 8. Reinstatement of Suspended Members.

- a. Any member who has been suspended for the nonpayment of dues will be reinstated upon the payment of current year's dues in full plus the prescribed fee in U.S. dollars established by the Supreme Convention. A member may reinstate under this basis no more than two times.
- b. Any member who has been suspended for the nonpayment of dues shall have the right to establish continuous membership by paying all delinquent per capita tax for each delinquent year.
- c. Any member who has been suspended for misconduct may not be reinstated in her Chapter until that member satisfies all conditions regarding the suspension as stipulated by her Chapter.

Section 9. Reinstatement of Members While Under Charges of Misconduct. A chapter who has followed the Constitutions as set forth in Article XXIX Trial of Members, Section 3, will require the member to appear at a trial if that member has resigned prior to said trial and now wishes to reinstate.

Section 10. Reinstatement Fees Due Headquarters. The Chapter Secretary shall submit to Supreme Headquarters one full year's per capita tax for the current year, plus the prescribed reinstatement fee in U.S. dollars established by

the Supreme Convention.

Section 11. Per Capita Waiver. Per Capita shall be waived for a Daughter of Penelope who has completed fifty (50) continuous years of membership in the Order before January 1, 1999.

ARTICLE VI

Section 1. Headquarters. The Supreme Headquarters of the Daughters of Penelope shall be merged with the Headquarters of the Order of AHEPA. All employees, personnel or agents necessary for its efficient operation shall be hired, and their salary and duties defined by the Grand Lodge of the Daughters of Penelope.

ARTICLE VII

ORGANIZATION

Section 1. The Daughters of Penelope shall be comprised of the following units:

- a. Mother Lodge
- b. Chapters
- c. Supreme Convention
- d. Grand Lodge
- e. District Convention
- f. District Lodges
- g. Maids of Athena

Section 2. Members at Large. Any member who has been initiated into the Order and resides in an area where there is no Chapter, or a member who has become inactive because of her Chapter's inactive status, shall have the privilege of maintaining her membership on a national level, conforming to the following:

- a. She shall pay her per capita tax to Supreme Headquarters each year and receive a membership card appropriate to this status.
- b. She shall have the status of a Daughter of Penelope except for a vote or voice therein.
- c. If a Chapter of the Order is instituted in the area in which she resides, she shall apply for affiliation in said Chapter.

ARTICLE VIII

MOTHER LODGE.

Section 1. Named and Defined. The Mother Lodge of the Order is composed of the founders of the Daughters of Penelope first chapter, EOS Chapter No.1 in San Francisco, California, who were: Alexandra Apostolides Sonenfeld (also first Grand President), Sophie Canellos, Arete Choppelas, Effie Choppelas, Rose Nicholson Klunis, Marie Petros, and Varvara Solon, all now deceased.

NOTE: The aforementioned Mother Lodge Members were among the twenty-five (25) Original Chapter Members of EOS Chapter No. 1, who never became inactive members of EOS Chapter, since 1929. However, all the names of the original twenty-five (25) Chapter members appear on the Daughters of Penelope Articles of incorporation, a copy of which is in the Capitol Archives, Sacramento, and State of California.

ARTICLE IX

GRAND LODGE.

Should be composed of the elected officers who shall be:

Section 1. Officers. A Grand President; a Grand Vice President; a Grand Secretary; a Grand Treasurer; five (5) Grand Governors and a Grand Advisor to the Maids of Athena.

Section 2. Qualifications.

- a. All Grand Lodge Officers shall be members in good standing in a Chapter of the Order and must have served either in the office of Chapter President, Vice President, Secretary or Treasurer and on the District Lodge for at least one full term prior to their election. They must be citizens of the country in which their Chapter is located. No member shall be eligible for the office of Grand President or Grand Vice President who has not previously served as a Grand Lodge Officer for one full term prior to election. No member shall be eligible to serve as Grand Secretary or Grand Treasurer who has not previously served as a District or Grand Lodge Officer for one full term prior to election. No member, serving her first term as District Governor, will be eligible to run for any office on the Grand Lodge.
- b. The Grand 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 a Grand President does not succeed herself the second year, she shall be eligible to run for office again, within the five-year period, one term having expired.

Section 3. Candidates for Grand Lodge Office. Candidates for Grand Lodge are expected to be present

and otherwise qualified in order to be elected. However, if unable to be present, they must submit in writing the reason for their absence, stating their willingness for candidacy.

Section 4. How Elected.

- a. Nominations shall be scheduled to take place the day prior to balloting. The candidate's name (chapter number, name and city; district number and name) shall be placed in nomination. Only those nominated for the office of Grand President will be permitted an endorsement.
- b. Each candidate shall be afforded three minutes to address the Convention Body. A one-page summary of each candidate's background, together with a photograph shall be posted on the bulletin board after the presentations are made to the Convention Body.
- c. Election of Grand Lodge Officers shall be by ballot, except for offices for which there is only one candidate. Balloting will take place the day following nominations. Only those offices that have more than one candidate will be placed on the ballot. At the time of the declaration of the ballot-election results, the Convention Chairman shall declare the uncontested candidate(s) elected.
- d. In the event all offices have only one candidate, the Convention Chairman shall declare said candidates elected immediately after nominations are closed.
- e. In the event that more than two candidates are nominated for any office and a majority vote is not attained by anyone on the first or second ballot, a third ballot shall then be taken on the candidates having the two highest votes on the second ballot.

Section 5. Dual Offices. No member shall hold an office on the Grand Lodge while holding at the same time an elective office in a Chapter or District Lodge. Before assuming her office on the Grand Lodge, it shall be

required of her to resign the office she holds in the Chapter or District Lodge.

Section 6. Installation. All Grand Lodge Officers shall be installed in office following their election and they shall assume their duties immediately after their installation.

Section 7. Term of office. The officers of the Grand Lodge shall serve for one full year or until their successors are elected and qualified. No Grand Lodge Officer shall serve in the office for more than two consecutive terms, except the Grand President, as provided in Section 2b of this Article.

Section 8. Vacancies. (a) In the event of the death, resignation, or removal of a Grand Lodge Officer, other than the Grand President, her successor shall be elected by the Grand Lodge, (b) In the event of a vacancy in the office of the Grand President, the Grand Vice President shall automatically succeed to the office.

ARTICLE X

DUTIES, POWERS AND PREROGATIVES OF GRAND LODGE OFFICERS.

Section 1. The Grand President. The Grand President shall be the chief officer of the Order. Her duties and prerogatives shall be:

- a. To preside at all meetings of the Grand Lodge.
- b. To call special sessions of the Grand Lodge and to inquire information from any Grand Lodge Officer with regard to her office.

- c. To appoint the following National Standing Committees, which function throughout the fiscal year and which will report to the Supreme Convention:
 - 1. Education
 - 2. Public Relations
 - 3. Budget and Finance
 - 4. Grievance
 - 5. Growth and Expansion
 - 6. Legislation and Resolutions
 - 7. Maids of Athena
 - 8. National Projectsor any other committee Standing or Special as it may be deemed necessary to expedite the work of the Daughters of Penelope.
- d. To see that the rules of the Order are strictly enforced; that all officers, whether, Grand Lodge, District Lodge, or Chapter, faithfully perform their respective duties.
- e. To give instructions and directions of law and usage, subject to appeal to the Grand Counselor of the Order. (See Article XI, Section 3).
- f. To render a written report to the Supreme Convention of the Order relative to the work accomplished during her term of office outlining the general conditions of the Order and shall recommend such legislation as she may deem necessary and appropriate for the general welfare of the Order.
- g. Upon completion of her office, the Grand President shall receive a Past Grand President's pin and gift to be selected by the Grand Lodge. If re-elected, she shall receive a gift at the end of the first year and Past Grand President's pin at the end of the second term of office.
- h. Special Dispensation can be granted only by the Grand President.

Section 2. Grand Vice President. It shall be the duty of the Grand Vice President to assist and cooperate with the Grand President in the promotion of the objectives of the Order and in the management of its affairs. She shall perform such other duties as may be assigned to her by the Grand President, the Grand Lodge, or the Supreme Convention. She shall preside over meetings of the Grand Lodge in the absence of the Grand President and she shall succeed to the office of Grand President in the event of the latter's death, resignation, removal or disqualification.

Section 3. Grand Secretary. The Grand Secretary shall attend all meetings of the Grand Lodge; keep records of all transactions; affix her signature to all official documents or instruments emanating from, or on behalf of, the Grand Lodge; and shall perform such other duties as may be assigned by the Grand President or Grand Lodge.

Section 4. Grand Treasurer. It shall be the duty of the Grand Treasurer:

- a. To sign all checks with the Grand President.
- b. To pay all orders drawn upon such funds and monies, and under such regulations, as may be provided by the Grand Lodge.
- c. To report at each Supreme Convention and render thereto a full account of all her receipts and disbursements. (See Article XIII, Sections 1 to 9 incl.).
- d. To serve as a member of the Budget and Finance Committee at the Supreme Conventions, but shall not serve as the Chairman of the Budget and Finance Committee at the Supreme Convention.

Section 5. Grand Governor.

- a. The territory of the Daughters of Penelope in the United States and Canada shall be divided

geographically into five sections called zones. One governor shall be elected from each zone, each to be elected separately and must reside in that zone to be a candidate for the Grand Governor of that Zone.

- b. The zones of the Daughters of Penelope shall be as follows:
 - Zone 1 shall consist of Districts: 3, 4, 5, 6, 7, 8, 9
 - Zone 2 shall consist of Districts: 1, 2, 10, 11
 - Zone 3 shall consist of Districts: 12, 13, 14, 16, 17
 - Zone 4 shall consist of Districts: 20, 21, 22
 - Zone 5 shall consist of Districts: 23, 24, 26
- c. It shall be the duty of each Grand Governor to assist and cooperate with the Grand President in the promotion of the objectives of the Order and in the management of its affairs. She shall perform such other duties as may be assigned to her by the Grand President, the Grand Lodge or the Supreme Convention. She shall also assist the District Governors in organizing and reactivating or sustaining Chapters within her jurisdiction.

Section 6. Grand Advisor to the Maids of Athena.

- a. The Grand Advisor to the Maids of Athena shall be the Liaison Officer between the Grand Lodge of the Daughters of Penelope and the Maids of Athena. The Supreme Convention of the Daughters of Penelope shall elect this officer.
- b. The Grand Advisor shall attend all meetings of the Supreme Convention of the Maids of Athena. She shall see to it that the legislation passed by the Supreme Convention of the Maids of Athena is processed per ARTICLE XXX, Section 4.

ARTICLE XI

POWER AND AUTHORITY OF THE GRAND LODGE.

Section 1. It shall be the duty of the Grand Lodge, and it shall have the power and authority:

- a. To enforce the Constitution and carry out the resolutions and recommendations adopted by the Supreme Convention.
- b. To define insubordination of a Chapter, District, Grand Lodge Officer, or a Chapter member and to prescribe discipline therefore.
- c. To provide and establish a method or methods for determining justice between members of the same Chapter, or between a member and an officer thereof; or between a Chapter or its officers, and the District Lodge or member thereof; or between a Chapter or its officers and the Grand Lodge or a member thereof and to make, prescribe, and pass all such laws, rules and regulations as they may deem necessary and appropriate for executing the foregoing powers.
- d. To dispense all regalia and paraphernalia, badges, buttons, insignia, rings, stationery, and other accessories of like nature to all Chapters.
- e. To attend the Supreme Convention of the Order, participate in all its deliberations, and have a full vote therein. Necessary expenses, as may be determined by the Supreme Convention, shall be paid from the Grand Treasury.
- f. To cooperate with the Supreme Lodge of the Order of AHEPA, or its designees, in furthering the purposes, policies and programs of the AHEPA Family.
- g. All powers not specifically delegated to the subordinate Chapters, either by this Constitution or by

some other legal manner, are inherent in and reserved to the Grand Lodge of the Order.

Section 2. Executive Director. The Grand Lodge shall hire an individual to manage the operations of the Daughters of Penelope. This individual will serve under the terms and conditions of employment determined by the Grand Lodge and shall not hold an elective office in the Order while serving in that capacity.

Section 3. Grand Counselor. The Grand Counselor of the Daughters of Penelope shall be the official legal advisor for the Order. The duties of this office are:

- a. To render all opinions, rulings, and advice on any questions in determining the meaning of the Constitutional mandates of the Supreme Convention. Her rulings thereon shall be final. Requests for opinions, rulings, and interpretations of the Grand Counselor by the Chapters, District Lodge, and members of the Grand Lodge shall be made through the office of the Grand President.
- b. To act as judge on all appeals presented to the Grand Lodge on any and all controversies arising between Chapters, or between members and their respective Chapters, and her decision thereon shall be final unless the Grand President, at her discretion, submits such decision to the Grand Lodge of the Daughters of Penelope.
- c. All official rulings and decisions of the Grand Counselor shall be codified and retained at the Headquarters of the Order.
- d. The Grand Counselor shall be appointed by the Grand President with recommendations received from the Grand Lodge and shall be a licensed attorney admitted to the practice of law in a state of the United States.

ARTICLE XII

MEETINGS OF THE GRAND LODGE

Section 1. Regular Meetings. Regular meetings of the Grand Lodge shall be held immediately preceding the convening of the Supreme Convention, and also immediately following adjournment thereof.

Section 2. Special Meetings. Special meetings of the Grand Lodge may be called (a) by the Grand President, or (b) by a majority of the members of the Grand Lodge through the Grand Secretary, after due notice to all members of the Grand Lodge, in either case of such call.

Whenever possible, such meeting shall be held at the same time and place as a Supreme Lodge meeting of the Order of AHEPA. Teleconferencing and video conferencing permitted as needed.

Section 3. Quorum. A majority of the members of the Grand Lodge shall constitute a quorum and no business shall be transacted unless such majority is present. There shall be no voting by proxy.

ARTICLE XIII

FINANCES:

Section 1. Revenue and Sources. The revenue of the Grand Lodge shall be derived from (a) per capita tax (b) initiation fee remittances (c) fees for certain dispensations, as defined in Sections 3, 4, 4a, 5, and 6 of this Article, (d) such outright money gifts or bequests as the Order may receive, (e) and other approved sources.

Section 2. Notification of Fees. Supreme Headquarters shall notify all Chapters and Districts annually of all current fees mandated by the Supreme Convention.

Section 3. Initiation Fee. Every Chapter shall remit to Headquarters the initiation fee of each candidate initiated as established by the Supreme Convention; of this sum Headquarters shall remit the established portion in U.S. dollars to the respective District.

Section 4. Chapter Per Capita Tax. (a) Every Chapter shall remit to Headquarters for every member a per capita tax in U.S. dollars established by the Supreme Convention which shall be paid annually in advance. **(b)** Each Chapter shall have the authority to adjust the amount of Chapter dues according to its discretion provided that the amount is not less than the established per capita tax in U.S. dollars. In the case of a member who is initiated/reinstated after November 30, her dues shall apply to the following calendar year.

Section 5. Remittances Shall Be Prompt. All remittances provided herein shall be paid to Headquarters immediately after a candidate's initiation or a member's dues are paid. In no instance shall a Chapter delay payment thereof for more than thirty (30) days. The Chapter President, Secretary and Treasurer are jointly and severally charged with the duty to comply strictly and faithfully with the requirements of this Article.

Section 6. Fees for Chapter Charter. Fees for a Charter for a new Chapter shall accompany the application and it shall be the property of the Grand Lodge.

Section 7. Depositories. All deposits designated as operating funds shall be deposited in the name of the Daughters of Penelope in a bank or banks in the city of

Washington, DC. All other deposits are to be invested in a Federal Deposit Insurance and Savings Association (FDISA) paying the highest legal rate of interest, as designated by the Grand Lodge.

Section 8. Withdrawals. The money so deposited may be withdrawn, or drawn on, only for authorized or appropriate purposes, by check to be signed jointly by the Grand President and Grand Treasurer.

Section 9. Bonding, (a) The Grand President and Grand Treasurer shall execute a bond payable to the Grand Lodge in the sum of \$2,500 each as security against defalcation of Grand Lodge funds, **(b)** A member of the Order, or anyone affiliated or associated with the Supreme Headquarters, who handles funds for the Order shall, at the discretion and recommendation of the Grand President and Grand Treasurer jointly, be covered by a comprehensive surety bond in the amount of \$10,000 to cover all said personnel. **(c)** The cost of said bonds shall be paid by the Grand Lodge treasury.

Section 10. Audit of Account. All books of accounts and financial records of the Grand Lodge, and all other accounts under its control, shall be audited by a certified public accountant following the close of the fiscal year. The report of such audit shall be made to the Grand Lodge, and a copy of it shall be incorporated in, and made part of, the report to the Supreme Convention.

ARTICLE XIV

IMPEACHMENT OF GRAND LODGE OFFICERS

Section 1. By Complaint of Twenty Chapters. Any Grand Lodge Officer against whom a complaint in writing has been authorized by twenty (20) Chapters and filed with the Grand Secretary, may be placed on trial before

the Grand Lodge. The complaint shall be signed by the Presidents or other designated officers of the Chapters authorizing the complaint. If the officer accused is the Grand Secretary, the complaint shall be filed with the Grand President.

Section 2. By Resolution of The Grand Lodge. Any Grand Lodge officer may be placed on trial by resolution of the Grand Lodge which shall be signed by not less than five (5) members thereof.

Section 3. The Trial. The impeachment trial of a Grand Lodge officer shall proceed provided at least five members of the Grand Lodge are present, other than the defendant. The Grand President shall be the presiding judge. If the Grand President is the defendant, then the Supreme President of the Order of AHEPA shall be the presiding judge.

Section 4. The Verdict. Upon conclusion of an impeachment trial the presiding judge shall exclude the defendant from the trial room and shall then call upon each Grand Lodge member present to hand in a sealed verdict as to the guilt or innocence of the accused. The verdict of the majority shall determine the guilt or innocence of the defendant.

Section 5. The Penalty. If the defendant is found guilty of any or all charges on which she was tried, her punishment shall be fixed by the Grand Lodge officers, provided, however, that removal from office shall require two-thirds (2/3) vote of the Grand Lodge officers present at the trial, exclusive of the defendant.

Section 6. Parliamentary Authority of Grand Lodge. The rules of order contained in **ROBERT'S RULES OF ORDER Newly Revised** shall govern the proceedings of the Grand Lodge in all cases to which it is applicable and

in which it is not inconsistent with its constitution, laws, regulations or its special rules.

ARTICLE XV

SUPREME CONVENTION CITY.

Section 1. Executive Committee. The hosting Chapter or Chapters of the Daughters of Penelope shall elect a Supreme Convention Executive Committee to consist of a minimum of five (5) members. This Committee shall be comprised of a General Chairman, two Vice-Chairmen, a Secretary, and a Treasurer.

ARTICLE XVI

THE SUPREME CONVENTION

Section 1. General Definition of Its Authority. The Supreme Convention of the Daughters of Penelope is the highest constituted body of the Order, and its powers shall be limited only by the provisions of this Constitution which it shall have power to alter and amend.

Section 2. Membership of The Supreme Convention

The membership of the Supreme Convention shall be:

- a. Members of the Mother Lodge.
- b. Past Grand Presidents.
- c. Grand Lodge Officers.
- d. District Governors.
- e. The elected delegate(s) of the Chapters.

Section 3. Date and Place of Meeting

- a. The Supreme Convention of the Daughters of Penelope shall be held each year at a date and place

determined by the Order of AHEPA and the Daughters of Penelope.

- b. District Officers Forum will be held during convention week with all proceedings becoming part of the Supreme Convention's official business.

Section 4. Requirements of Chapters For Representation. Every Chapter of this Order which has eight (8) or more members in good standing and has paid all its mandatory obligations to National Headquarters, not later than March 31 postmarked, and paid all its District obligations, shall be entitled to full representation at the Supreme Convention. The chapter must have been organized and qualified to receive its Charter no later than December 31 of the year preceding the year that the Supreme Convention is being convened. It is the responsibility of the District to notify National Headquarters should a chapter not be in good standing with the District.

Section 5. Time and Manner of Electing Delegates. Every Chapter which is entitled to representation at the Supreme Convention of this Order shall elect its delegates as follows:

- a. Every Chapter shall elect delegates, regardless of whether or not the delegates so elected will be able to attend the Supreme Convention. If the said delegates do not attend the Convention, it shall be their duty to study the Minutes, and the reports appearing in the "Yearbook" issued by Supreme Headquarters, and make a comprehensive report to their Chapters.
- b. The election of delegates shall be held at a regular meeting of the Chapter during the months of March, April, or May of each year, and the members shall be notified accordingly.
- c. Delegates shall be elected by a majority vote of the members present and voting no later than May 31 of

each year and the result of said election shall be sent by **certified mail to Headquarters postmarked no later than June 1**. Candidates are expected to be present and otherwise qualified in order to be elected. However, if unable to be present, they must submit in writing their willingness to serve if elected.

Section 6. Alternates Elected. A Chapter shall also elect alternates, who shall stand ready to serve in the capacity of delegates in the event the latter are unable to attend. The alternates shall be designated as First Alternate, and Second Alternate, etc., according to the number of votes each received. A Chapter shall be entitled to elect the same number of Alternates as Delegates.

Section 7. Qualifications of Delegates. The delegates as well as the alternates elected by a Chapter must be members in good standing for at least one year and current dues paid to their Chapters with per capita submitted to Headquarters and must have attended at least four (4) business meetings since July 1 of the previous year in their respective Chapters before becoming eligible to serve as delegates or alternates, except in the case of a transferee. In that case, she shall be transferred for a period of six (6) months before she shall be eligible to serve as a delegate, except in case where a Sister transferred back to her reactivated Chapter immediately upon its reactivation, and shall be accorded the same privileges as the reactivated members. In the case of a new Chapter, it must have received its charter at least three (3) months prior to the election of delegates. No one shall be a delegate who is not a citizen of the country in which the Chapter to which she belongs is located except that any member of Canadian citizenship who takes up residence in the United States, or a member of United States citizenship who takes up residence in Canada shall be eligible to be elected a delegate, such

residence having been established at least six (6) months prior thereto.

Section 8. Number and Voting Power of Delegates.

- a. Each Chapter in good standing with Headquarters shall be entitled to the following voting rights in the Supreme Convention:

| Members | Votes |
|---------|-------|
| 8-15 | 2 |
| 16-25 | 4 |
| 26-50 | 6 |
| 51-100 | 8 |
| 101-150 | 10 |
| 151-200 | 12 |
| 201-250 | 14 |

- b. The number of delegates to which a Chapter is entitled shall be determined by the number of members for which per capita tax has been paid by January 1 of the convention year.

Section 9. Delegates Must Present Credentials. Upon the election of the Chapter's delegates, the Secretary thereof shall promptly report their names to Headquarters, which shall then issue their credentials. No delegates shall be admitted to the Supreme Convention without such credentials.

- a. Delegates must register with the Credentials Committee by the end of the second business day to be able to participate in the business of the convention.
- a. Past Grand Presidents who are in good standing with their chapter shall have one full vote and may present their credentials at any time prior to the Grand Lodge nominations at a Supreme Convention.

- b. The payment of the registration fee, which shall be the book of tickets, shall be required for all Daughters' delegates except Mother Lodge members, in order to be eligible for the participation in the business of and the elections held during the Supreme Convention.

Section 10. Credentials Committee. The Grand President shall appoint a Credentials Committee to receive and examine the qualifications of the delegates before commencement of the first session of the Supreme Convention. This committee will present the number of qualified voting delegates to the Convention body at the opening of each session and at the request of the convention chairman.

Section 11. Quorum. The legal quorum for the transaction of business in the Supreme Convention shall be forty percent (40%) of the total registered voting power of said Convention.

Section 12. Election of Convention Officers. The Grand President shall call the Supreme Convention to order and shall preside over the election of a Chairman, a Vice Chairman and a Secretary, who shall constitute the officers of the said Convention. The candidates for these offices shall be members of the Convention; they shall be nominated from the floor and be elected by a majority vote. The Grand President shall then install the Convention Officers and surrender the chair and gavel to the Chairman.

- a. The Convention Chairman shall preside at the business meetings.
- b. The Convention Vice-Chairman shall preside in the absence of the Chairman or when required.
- c. The Convention Secretary shall take minutes. These minutes, along with other official recordings of the Supreme Convention proceedings, shall be submitted

to the Grand Lodge who shall submit a correct copy to the Executive Director for printing and distribution. These minutes will be offered for correction and approval to the next Supreme Convention.

Section 13. Committees Appointed By Chairman. The Chairman shall immediately upon assumption of her duties appoint any additional committees she may deem advisable and necessary to expedite the business of the Supreme Convention.

- a. In the event the standing committee chairman appointed by the Grand President attends the convention, she shall assume the duties of the committee chairman.
- b. In the event the standing committee chairman appointed by the Grand President does not attend the Convention, then the Convention Chairman shall appoint the necessary committee chairman.

Section 14. Powers of the Supreme Convention. The powers and duties of the Supreme Convention of this Order shall be:

- a. To legislate for the entire Order in accordance with the provisions of this Constitution.
- b. To prescribe the fees to be paid by applicants seeking membership and to fix the amount of the per capita tax for the entire membership, provided that the amount in each case shall not be less than is set forth by the Supreme Convention.
- c. To authorize the expenditure of monies had or to be had in the Grand Treasury, and designate the object, purpose and manner in and for which the same shall be expended, and the Grand Lodge Officer or officers who shall be responsible for the proper application thereof.

- d. To prescribe the powers and duties of the various officers of the Order, provided that such powers and duties shall be in addition to and not in curtailment or abrogation of, the powers and duties delegated to such officers by this Constitution.
- e. To pass resolutions therein, relating to the general welfare, policies or state of the Order, provided they do not conflict with the principles of the Order. Such resolutions shall require only a majority vote for their adoption. Resolutions affecting the provisions of this Constitution shall require a two-thirds (2/3) vote for their adoption.
- f. To promote the progress of the Order by establishing needed departments, and providing appropriate channels for the growth, expansion and the increased usefulness of the Order.
- g. To vote appropriations for the erection and maintenance of schools, orphanages, and homes for the aged, in collaboration and conjunction with, the Order of AHEPA.
- h. To select no more than three mandatory national projects.
- i. To elect the Grand Lodge Officers in accordance with the provisions of Article IX of this Constitution.
- j. To do all other things necessary and appropriate for executing the foregoing powers and duties, and for the general welfare and the advancement of the Order not otherwise delegated or granted herein.
- k. There shall be no voting by proxy.
- l. To employ the services of a professional registered parliamentarian or the equivalent, preferably one not connected with this order.

Section 15. Government of Proceedings in Convention.

All proceedings of the Supreme Convention shall be governed (a) by the provisions of this Constitution; (b) by the rules and regulations adopted by a majority vote of the

delegates; and (c) by **Robert's Rules of Order Newly Revised**.

Section 16. Amendments to Constitution and Bylaws.

This Constitution and Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at a Supreme Convention, provided that at least two (2) hours written notice has been given and provided also that the amendments(s) do not conflict with the principles of the Order.

ARTICLE XVII

DISTRICT LODGES

Section 1. Districts of the Orders Domain. The Chapters within the jurisdiction of the Daughters of Penelope shall be organized by the Grand Lodge into regional groups, designated as Districts, whose number and jurisdiction shall coincide with the Districts of the Order of AHEPA.

Section 2. The Officers of each District shall be:

- a. A District Governor, a District Lt. Governor, a District Secretary, a District Treasurer, a District Marshal and a District Advisor to the Maids of Athena.
- b. A District Advisor, who shall be the immediate retiring District Governor. In the event of a vacancy in the office of District Advisor, only a Past District Governor shall be considered.

Section 3. Offices May Be Combined. The District Convention may, by a two-thirds (2/3) vote, combine the offices of District Lieutenant Governor and Marshal, and/or the offices of Secretary and Treasurer.

Section 4. Qualifications. No member shall be eligible for any District office unless she has served in some elective office in her Chapter for one year and attended four of her own Chapter meetings and no member of the District Lodge shall hold any other elective office at the same time. A District Officer shall be a citizen of the country in which her Chapter is located except that any member of Canadian citizenship who takes up residence in the United States, or a member of United States citizenship who takes up residence in Canada, shall be eligible to hold office, provided such member has been a resident in the jurisdiction for at least six (6) months prior thereto.

- a. Candidates for Office shall be present. Candidates running for District office shall be present and otherwise qualified in order to be elected. If unable to be present, they shall transmit a statement in writing giving reasons for their absence, stating their willingness for candidacy.
- b. No member shall be eligible for the office of District Governor or District Lt. Governor unless she has served as Chapter President or District Lodge officer.

Section 5. Dual Offices.

- a. No member shall hold an office on the District Lodge while at the same time holding an elective office in the Chapter except by special dispensation of the Grand President. This request for special dispensation must be in writing from the District Convention or the District Lodge.
- b. For Districts with 150 members or less, special dispensation is not required. It shall be monitored by the Grand President until membership improves and new officers are elected.

Section 6. Election of District Officers. All officers of a District Lodge shall be elected at the annual District Convention. A slate of officers may be presented by a Nominating Committee appointed by the District Governor. Nominations shall also be open from the floor. The vote shall be by ballot. A majority of votes cast shall elect. They shall be installed following this election and shall assume their duties immediately thereafter.

Section 7. Term of Office. The officers of the District Lodge shall serve for one full year or until their qualified successors are elected. No District Lodge officer shall serve in the same office for more than two consecutive terms except the District Governor, as provided in Article XVIII, Section 1 (g).

Section 8. District Lodge Meetings. Meetings of the District Lodge shall be held whenever necessary at the call of the District Governor; or upon her disqualification, illness or refusal, by the District Lieutenant Governor, and upon her disqualification, illness or refusal, by two members of the District Lodge. The District Secretary shall notify all members thereof as to time and place of such meetings. Teleconferencing and video conferencing permitted as needed.

Section 9. Quorum. A quorum of the District Lodge shall consist of a majority of its members and no business shall be transacted unless a majority is present. There shall be no voting by proxy.

Section 10. District Lodge Supervision. The District Lodge shall be subject to the supervision and direction of the Grand Lodge.

Section 11. Finances. The financial sources of the District Lodge shall consist of the following remittances from the Headquarters of the Grand Lodge.

- a. The prescribed portion in U.S. dollars established by the Supreme Convention from the per capita tax of each member of the District.
- b. Each District is to receive their Pro Rata no later than May 1st. In the event the Pro Rata does not reach the Districts on said date, the Grand President will send out a memo explaining the delay and the projected date of receipt.

ARTICLE XVIII

DUTIES AND POWERS OF THE DISTRICT LODGE

Section 1. The District Governor. 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 expense therefore to be defrayed by the District Treasury. If more than once, the expenses 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 to vote on any and all matters before the Convention. When a District Governor cannot attend the Supreme Convention, and the District Lieutenant 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 office again, within the five-year period, one term having expired.

Section 2. District Lieutenant Governor. It shall be the duty of the District Lieutenant Governor to assist the District Governor in her duties, and to perform such 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 office of the District Governor.

Section 3. District Secretary. 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 other duties as may be assigned to her by the District Governor.

Section 4. District Treasurer. 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 or the District Lt. 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.

Section 5. District Marshal. 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 members; and to take such initiative in the organization of new Chapters as may be delegated to her by the District Governor.

Section 6. District Advisor of the Daughters of Penelope. 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.

a. In the event a District Advisor is elected to the Grand Lodge she shall be replaced by a Past District Governor appointed by the District Lodge.

Section 7. District Advisor to the Maids of Athena. It shall be the duty of the Maids' Advisor to supervise the activities of the Maids of Athena in her District. She shall directly supervise and work with the District Lodge of the Junior Order. She shall assist the District Governor of the Maids in the establishment of new Chapters, and report 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.

Section 8. District Legislation Chairman. The District Governor shall appoint a District Legislation Chairman. It shall be her duty to initiate a discussion of legislative issues at the midyear conference. She shall be in contact with the National Legislation Chairman. Upon the closing of the District Convention, she shall compile the legislative changes the District has passed upon and send same to both the National Legislation Chairman and the Daughters of Penelope Executive Director at National Headquarters by any means (preferably electronic) by the deadline date announced.

Section 9. Vacancies In The District Lodge. In the event of the resignation, disability, death or the removal of a District Officer, the vacancy shall be filled by the appointment of a qualified member of the District, except as provided in Section 2 of this Article; said appointment shall be by majority vote of the District Lodge.

Section 10. All Past District Governors in good standing with their Chapter, who have attended at least four business meetings of their Chapter and otherwise qualify as delegates, shall be recognized with a full vote at District Conventions. Credentials shall be issued by their respective Chapters. They shall defray their own expenses.

- a. When a Chapter is moved and/or transferred from one District to another, the Past District Governors shall be welcomed in the new District and accorded the same privileges as the Past District Governors in the new District.

- b. When a Past District Governor moves to another District and has fulfilled her obligations as stated in Section 10 of this article, for one year, she shall be accorded the same privileges as the Past District Governors in her new District.

ARTICLE XIX

IMPEACHMENT OF DISTRICT LODGE OFFICERS.

Section 1. Any District Lodge Officer may be placed on trial:

- a. Upon complaint in writing, authorized by one-fourth of the Chapters in a District, duly signed by their respective Presidents, or other designated officers, and filed with the Grand Lodge.
- b. By resolution of the District Lodge, for cause requiring such action, duly filed with the Grand Lodge.
- c. Upon motion of the Grand Lodge, for good and sufficient cause, and after due investigation thereon.

Section 2. The Trial. The trial shall be held before a court composed of one member of the Grand Lodge, or an appointee thereof, and two District Lodge Officers from nearby Districts, selected by the Grand Lodge or the Grand President. The court shall reach a decision by a majority vote.

Section 3. Appeals. A case may be appealed, within three months after trial, through the Grand Secretary to the Grand Counselor, who shall determine the merits of the case on the basis of a complete outline of the facts, and whose decision thereon shall be final, as provided for in Article XI, Section 3 (b).

ARTICLE XX

DISTRICT CONVENTIONS:

Section 1. Held Annually. Every District of the Daughters of Penelope shall hold a District Convention annually during the months of either May, June, or July, the specific time and place thereof to be the same as that chosen by the preceding District Convention of AHEPA and Daughters of Penelope.

Section 2. Composition of District Convention. The membership of the District Convention shall be composed of:

- a. The officers of the District Lodge.
- b. The immediate retiring District Governor.
- c. All Past District Governors as provided in Article XVIII, Section 10.
- d. Each Chapter shall have six (6) delegates and (4) 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 two (2) alternates
- e. A parliamentarian, preferably one not connected with the order.

Section 3. Requirements for Chapter Representation.

Each Chapter of the District which has eight (8) or more members in good standing and has paid all its District obligations by the deadline set by the District, and also its mandatory obligations to National Headquarters, not later than March 31 postmarked, shall be entitled to full representation at the District Convention. The Chapter must have been organized and qualified to receive its Charter no later than December 31 of the year preceding

the year that the District Convention is being convened.

Section 4. Voting Power of Convention Members. The officers of the District Lodge and the qualified Past District Governors shall each have one vote. Each Chapter shall have six votes and no more than six (6) delegates. No delegate shall have more than one vote. Each Chapter may also elect four (4) alternates. Chapters having from eight (8) to fourteen (14) members, inclusive, shall have four (4) votes at District Convention, also entitled to two (2) alternates.

Section 5. Time and Manner of Electing Delegates. The Chapters of each District shall elect delegates in the same manner as those elected for the Supreme Convention during the months of March, April, or May of each year at a regular meeting of each Chapter. Reasonable notice shall be given to each member thereof that election of delegates for the District Convention shall be held at said meeting.

Section 6. Qualifications of Delegates. The delegates as well as the alternates elected by the chapter must be members in good standing and current year's dues paid with their chapters for at least one (1) year with per capita submitted to Headquarters and must have attended at least four (4) business meetings a year in their respective Chapters before becoming eligible to serve as Delegates or Alternates, except in the case of a transferee. In that case, she shall be transferred for a period of six (6) months before she shall be eligible to serve as a delegate, except in the case where a Sister, transferred back to her reactivated Chapter immediately upon its reactivation, shall be accorded the same privileges as the reactivated members. In the case of a new Chapter, it must have received its Charter at least three (3) months prior to the election of delegates. No one shall be a delegate who is not a citizen of the country in which the Chapter to which

she belongs is located except that any member of Canadian citizenship who takes up residence in the United States, or a member of United States citizenship who takes up residence in Canada, shall be eligible to hold office as a delegate. Such residence having been established at least six (6) months prior thereto.

- a. **District Convention. New Members.** In the case of a member who has been a member for a period of four (4) months and current year's dues have been paid and she has attended at least four (4) business meetings prior to the election of Delegates, she shall be eligible to serve as delegate or alternate.

Section 7. Quorum. The legal quorum for the transaction of business in the District Convention shall be forty percent (40%) of the total registered voting power of said Convention.

Section 8. Election of District Convention Officers.

The District Governor shall call the District Convention to order and shall preside over the election of a Chairman, Vice-Chairman and a Secretary, who shall constitute the officers of the Convention. The candidates for these offices shall be members of the Convention and shall be nominated from the floor. They shall be elected by a majority vote of the qualified members of the Convention. The District Governor shall then install the Convention Officers and surrender the chair and gavel to the Chairman.

- a. The Convention Chairman shall preside at the business meeting.
- b. The Vice-Chairman shall preside in the absence of the Chairman or when required.
- c. The Convention Secretary shall take minutes which shall be read and approved.

Section 9. Powers of the District Convention. The District Convention shall have power and authority:

- a. To consider and discuss all matters pertaining to the affairs of the Order in the District, and to adopt such legislation as the delegates may deem necessary and proper for the welfare of the District, provided that such legislation does not in any way conflict with the Constitution and decrees of the Supreme Conventions of the Order.
- b. To adopt resolutions and suggest or recommend legislation, and transmit same to the Supreme Convention through the District Governor.
- c. To appropriate monies for all lawful purposes; prescribe the manner and purpose for which such appropriations shall be used; and designate the officer or officers who are to disburse same.
- d. To elect by majority vote the officers of the District Lodge, namely: a District Governor, a District Lieutenant Governor, a District Secretary, a District Treasurer, a District Marshal, and a District Advisor to the Maids of Athena.
- e. The District Convention may, by a two-thirds (2/3) vote, combine the offices of District Lieutenant Governor and Marshal and/or Secretary and Treasurer.

Section 10. Parliamentary Authority. **ROBERT'S RULES OF ORDER Newly Revised**, shall be the authority on parliamentary law not otherwise covered or provided for by the laws, rules and regulations of the Order.

ARTICLE XXI

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. 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 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 of Chapter names and numbers shall be maintained by Headquarters. Names and numbers currently assigned shall not be duplicated. Headquarters will inform a newly formed chapter of the available names and numbers.
- c. 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

portion of the initiation fees and per capita tax 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. Power to Grant and Revoke Charters. The power to grant Charters for new Chapters shall be vested in the Grand Lodge or any person it may designate for this purpose. The power to revoke the Charter of an established Chapter shall be vested exclusively in the Grand Lodge.

Section 5. Rejected Petitioners May Appeal to Supreme Convention. In the event of rejection of a petition for a 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 6. Official Admittance. 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 of this Article) of the petitioners being new, current and/or former members, and the officers of the proposed Chapter shall have been duly elected and installed. A Chapter shall be officially instituted promptly upon receipt of authorization and Chapter number from Supreme Headquarters.

Section 7. 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 8. Merger of Chapters. Chapters may be consolidated only when three-fourths (3/4) of their

respective members agree to do so, and the Grand President and District Governor consent thereto.

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

Section 9. Declaring a Chapter Inactive.

It will be the responsibility of the District Lodge to notify a Chapter they are past due in payment of their obligations if they have not paid District and National obligations by the date of the District Convention. If said Chapter has not paid District and National obligations by December 31 of the same year nor given adequate reason thereof, the Chapter will be considered inactive. The District Secretary will notify said Chapter and report to National Headquarters the name, Chapter number in arrears, and the date of inactivation.

- a) The inactive Chapter may not hold meetings or fundraisers as a Daughters of Penelope chapter.
- b) The paid members of an inactive Chapter may not attend District or National Conventions as a delegate.
- c) The paid members of an inactive chapter will not be recognized at the District or National level as an officer or committee member.

Section 10. Treasury of Inactive Chapters. If a Chapter becomes inactive and it is impossible to reactivate it, all the funds in the treasury of said Chapter shall be attached by the District Lodge and held in reserve for a period of (3) years. If, at the end of such period, the Chapter is still inactive, all its funds shall automatically revert to the District Treasury.

Section 11. Paraphernalia of Inactive Chapters. The paraphernalia of an inactive Chapter should be sealed in a carton and when feasible held at District Headquarters

with detailed inventory sheet on file with District and Supreme Headquarters. The same three (3) year period as for funds to apply.

- a. In the event the District has no headquarters, paraphernalia should then be entrusted to one of the immediate past officers. Her name and address must be included on inventory file. It will be the obligation of that Sister to notify District and Supreme Headquarters of any change of address and/or holder.

Section 12. Reactivating a Chapter. A Chapter can be reactivated upon approval of the District Lodge when eight (8) members have indicated their intention to reinstate themselves and pay dues and reinstatement fees, where applicable to the Chapter. The Chapter will be considered reactivated upon receipt by Supreme Headquarters of all per capita and reinstatement fees. For reorganizing procedure, refer to Manual of Instruction.

ARTICLE XXII

CHAPTER OFFICERS

Section 1. Number and Titles of Officers. The officers of a Chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Warden, Priestess, Marshal, Sentinel, Parliamentarian, and a Board of Governors consisting of not more than five and no less than three members. In Chapters whose membership is limited, the office of Corresponding and Recording Secretary may be combined.

Section 2. Elective and Appointive Officers. The elective officers of the Chapter shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Board of Governors (excepting

the Chairman thereof). The appointive officers, chosen by the President, shall be: Marshal, Priestess, Warden, Sentinel, and Parliamentarian. All officers shall be citizens of the country in which their Chapter is located except if a member has transferred from a Chapter in a country of which she is a citizen and has taken up residence in the country of the Chapter to which she belongs, provided such member has been a resident in the jurisdiction for at least six (6) months prior thereto.

- a. All elective officers as well as Chairman of the Board of Governors of a Chapter shall be members in good standing. No member shall be eligible for the office of President who has not served in an elective office for one full year, either in her present Chapter or in another Chapter. In the case of a new Chapter, or a reactivated Chapter which has been inactive two years or more, any member in good standing shall be eligible for the office of President.
- b. All elective officers, as well as Chairman of the Board of Governors must have attended at least four (4) business meetings of their own Chapter during the year.

Section 3. Chairman of Board of Governors. The Chairman of the Board of Governors shall be the retiring President of the Chapter, except in the case of a new Chapter, when the members thereof shall elect three to five Governors, and the Chairman shall be the member receiving the largest number of votes cast.

Section 4. 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.

Section 5. Election Procedure. A slate of officers may be presented by a nominating committee, appointed by the Chapter President. Nominations shall also be open from the floor. The vote shall be by ballot. The candidate receiving a majority of the votes cast shall be deemed elected to the office for which she was nominated. The presiding officer shall appoint three (3) tellers, two of whom shall call and verify the names written, or voted for, on the ballots, and the third teller, together with the Secretary shall tally the vote for each one. The Secretary shall announce the final result thereof to the Chapter. In the event of a tie, the presiding officer shall cast the deciding vote provided she has not voted in the first instance.

- a. Candidates running for Chapter office shall be present and otherwise qualified in order to be elected. If unable to be present they shall submit in writing reasons for their absence, stating their willingness for candidacy.

Section 6. Term of Office. 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 were elected until the next election.

Section 7. Vacancies in Chapter Office. A vacancy in the office of President shall be filled automatically by the Vice President. All other vacancies in elective office, whenever or however caused, shall be filled by election thereof, with due notice to all members, at the regular

meeting of the Chapter immediately following such vacancy. Vacancies in appointive offices shall be filled by the original appointing power.

Section 8. Chapter Officer's Resignation. A Chapter officer's resignation shall be put in writing, and shall be acknowledged and accepted. Confirmation shall be made by the Secretary of the Chapter.

ARTICLE XXIII

DUTIES AND POWERS OF CHAPTER OFFICERS

Section 1. The President. The President shall be the presiding officer of the Chapter. Her duties and powers shall be:

- a. To enforce the Constitution, decrees, rules and regulations of the Order, and encourage strict adherence thereto among the officers and members of her Chapter.
- b. She shall have the power to suspend any member, for good and sufficient reason, with the consent of a majority of the members thereof, present at a hearing therefore. When such suspension is so approved, it shall remain in full force and effect while the cause therefore exists.
- c. She shall have the power to appoint such committees as may be necessary to carry out the work of the Chapter, and she shall be the **ex officio** member of all Committees, whether appointed by her or chosen by the Chapter.
- d. A Chapter President 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 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.

- e. The President of the Daughters of Penelope shall be an ex officio member of the Maids of Athena Advisory Board.

Section 2. Standing Committees. Each Chapter President shall, upon assuming her office, appoint the following standing committees:

- a. **Sunshine Committee**, to address family events of the Order.
- b. **Committee on Relief**, to render aid to members who may be in distress.
- c. **Committee on Naturalization**, to aid members in obtaining citizenship.
- d. **Education Committee**, arranges and provides educational programs.
- e. **Entertainment Committee**, to arrange for and provide programs and/or social events for the members of the chapter.
- f. **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.
- g. **Maids of Athena Advisory Board**. The local Daughters of Penelope Chapter shall select six (6) Daughters who are qualified and willing to serve as Maids of Athena Chapter Advisors and submit their names to the Maids of Athena Chapter in writing. The Maids of Athena Chapter shall elect three of these six and submit the names to the Daughters of Penelope President who shall designate one to serve as Chairman. The same procedure shall be followed where the Maids Chapter is sponsored by an AHEPA Chapter, with the AHEPA submitting six names to the Maids.

- h. **AHEPA Family Committee.** To secure and strengthen communications between AHEPA, the Daughters of Penelope, Maids of Athena and Sons of Pericles.

Section 3. Vice President. It shall be the duty of the Vice President to assist the President in conducting the business of the Chapter, to instruct the newly initiated members in the Constitution and Ritual, to serve as Chairman of the Membership Committee and to perform such other duties that may be assigned by the President or by the Chapter.

- a. In the event of the absence, disability or disqualification of the President, she shall assume and perform the duties of President. The term thus served as President shall not apply to her term of office in the event she is a candidate for a full term as President, or is elected President.

Section 4. Recording Secretary.

- a. She shall keep minutes of all meetings.
- b. She shall have custody of the seal of the Chapter and affix the same on all official communications thereof.
- c. She shall collect all dues from members, and she shall promptly turn all such monies over to the Treasurer after collection thereof. She shall distribute membership cards to paid members.
- d. She shall take attendance of members at all regular meetings.
- e. She shall confirm in writing all Chapter Officer's resignations.
- f. She shall submit an annual report to the Chapter, District Governor and National Headquarters in itemized form, and showing accurately the following:
 - 1. The number of members in good standing.
 - 2. The number of delinquent members (current year).

3. The number of suspended members (current year).
4. The number of deceased members (current year).
5. Newly elected Chapter Officers
6. Membership status (current year).
7. Address corrections.
8. Name changes
9. Any other matters of importance to the Chapters.

Section 5. Corresponding Secretary.

- a. She shall conduct all correspondence delegated to her by the President.
- b. She shall write all correspondence with copies for Chapter files and Chapter President. Copies of all official correspondence shall be mailed to the District Governor and Grand Lodge Liaison Officer.

NOTE: If the Chapter has no Corresponding Secretary these duties shall be performed by the Recording Secretary.

Section 6. Treasurer.

- a. She shall receive dues from the Recording Secretary and give her a receipt for the same, and receive all other monies from the Chapter.
- b. She shall promptly deposit all monies in the name of the Daughters of Penelope, and the name and number of the Chapter, in such bank as may be designated by the Chapter.
- c. All checks issued by her shall be countersigned by the President. The checks may be countersigned by the Vice President, only if the President is unavailable.
- d. She shall give a financial statement at each business meeting of her Chapter, a semi-annual report in June and December and at such other times as the President may request. Such report shall contain:

1. The amounts received and the sources thereof
 2. The amounts disbursed and the purposes thereof.
 3. The balance in the bank to the credit of the Chapter.
- e. She shall execute a bond payable to the Chapter in the sum of \$1,000 as security against defalcation of the Chapter's funds, the premium therefore to be paid by the Chapter.

Section 7. Warden. It shall be the duty of the Warden to open and close the Chapter Room; to have custody of all property of the Chapter, including its regalia, paraphernalia, insignia and other articles, and to safe-keep and preserve same from abuse, theft or destruction.

Section 8. Priestess. It shall be the duty of the Priestess to open and close the meetings of the Chapter with prayer.

Section 9. Marshal. It shall be the duty of the Marshal to execute the orders of the President, and to assist her in the conduct of the meetings and initiation ceremonies.

Section 10. Sentinel It shall be the duty of the Sentinel to guard the entrance to the Chapter Room and to exclude anyone who has no right to enter while the Chapter is in session.

Section 11. Board of Governors. The Board of Governors shall have general supervision of the affairs of the Chapter. They shall review the books and records of the Secretary and Treasurer of the Chapter and the books and records of the Maids of Athena Chapter and shall submit an annual report thereof in June, to the Chapter, to the District Governor, and Headquarters.

Section 12. Parliamentarian. It shall be the duty of the Parliamentarian to know ROBERT'S RULES OF ORDER Newly Revised and advise the chair on proper

procedure. The presiding officer will render final decisions.

ARTICLE XXIV

SCOPE AND LIMITATIONS OF CHAPTER OFFICERS' POWER.

Section 1. Fundamental Limitations. The powers and duties of Chapter officers shall be limited within the scope, letter and spirit of the Constitution and decrees of this Order, and shall in no way infringe upon the power and jurisdiction of the Grand or District Lodges.

Section 2. Subject to Grand and District Lodge Officers. Chapter Officers shall at all times respect the Grand and District Lodge Officers and shall comply with and carry out their decrees, rules and regulations in the spirit of wholehearted cooperation.

Section 3. Their Conduct in General. The general conduct of Chapter Officers, and the exercise of their powers, shall at all times be of such nature as is best calculated to serve the interest of their respective Chapters; to promote the reputation and standing of the same; and to secure new members in their ranks.

Section 4. Held Accountable. The Grand Lodge shall have full power and authority to call to account any Chapter Officer who may violate the letter or the spirit of the provisions of this Article.

ARTICLE XXV

MEETINGS OF CHAPTERS

Section 1. Regular Meetings. Each Chapter shall hold at least seven (7) meetings a year. The date, place and hour of these meetings is to be selected by the Chapter. A Chapter may hold two such meetings a month if a majority of its members so desire.

Section 2. Special Meetings. Special meetings of Chapters may be held at any time upon the call of the Chapter President, and they shall be held upon the written request, to the President, of ten members of the Chapter. Reasonable notice thereof shall be given to the members in advance, stating the time, place, and the purpose thereof. Teleconferencing and video conferencing permitted as needed.

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.

Section 4. Privilege to Suspend Meetings. Any Chapter, by a two-thirds (2/3) vote of the members present and voting at a regular meeting, may suspend any meetings for a period not exceeding two months, provided that not less than seven (7) regular meetings are held each year.

Section 5. Recordings. The only recording, audio or video, of the proceedings shall be for official purposes only and must be made known to members present before the proceedings begin. No personal recording will be allowed.

Section 6. Rules of Procedure. The proceedings of Chapters shall be governed by the provisions of this Constitution and the rules therein either by the Supreme Convention or the Grand Lodge of the Daughters of Penelope or as provided in the Manual of Instruction. The parliamentary procedure, not provided for by the legislative authorities of this Order, shall be **ROBERT'S RULES OF ORDER, NEWLY REVISED.**

ARTICLE XXVI

MEMBERSHIP DUES

Section 1. Determination of Dues. Each Chapter shall have power to assess its membership at its discretion provided the amount shall not be less than the per capita fee established by the Supreme Convention.

Section 2. Payment of Dues. Dues are payable in January each year. Members shall pay their dues to the Recording Secretary.

Section 3. Accounting. The Recording Secretary shall render to Supreme Headquarters monthly per capita payments on dues collected by her, or received by her, for the Chapter.

Section 4. Membership Cards. A Membership card is available through the Membership System to all members who have paid per capita to National Headquarters and waived members.

Section 5. Delinquent Members. A member who is six months in arrears in the payment of her dues shall be listed as a delinquent member. She may attend meetings of her Chapter only as a silent observer, without right to

Speak, vote or otherwise participate in the business of the Chapter.

Section 6. Members Not In Good Standing. A member who is in arrears for eleven months with the payment of her dues shall be listed as being not in good standing. The Recording Secretary shall thereupon notify such member of her delinquent status and shall inform her that further delay will result in her suspension as a member for nonpayment of dues. If within 30 days after such notification, she neither pays her dues nor gives adequate reason thereof, she shall be considered automatically suspended, and the Secretary shall report to Headquarters of the Order her name, address, and date of suspension.

Section 7. Notice of Suspension. The Recording Secretary of the Chapter shall promptly notify a member of her suspension and the reasons thereof, and shall advise her as to reinstatement procedure, as set forth under Article V, Section 8.

Section 8. Suspended Members Are Excluded. A suspended member shall not be allowed in the Chapter Room during business (stated) meetings of a Chapter, nor wear the emblem of the Order, or enjoy any of the rights, privileges, and benefits given to members in good standing.

Section 9. Twenty-five Year Members. A twenty-five year member is one who has paid her full dues for twenty-five years, not necessarily consecutive.

ARTICLE XXVII

IMPEACHMENT OF CHAPTER OFFICERS

Section 1. The Complaint. Ten members of any Chapter may file a written complaint with the Secretary, or with the President if the Secretary is the accused. Any elective officer may be placed on trial before her Chapter and, if convicted, shall be summarily removed from office.

Section 2. The Impeachment Trial. The impeachment trial shall be held within thirty (30) days following the filing of the complaint. The Chapter President shall fix the date and place for said trial and notices thereof shall be sent by the Secretary to all members of the Chapter. An impeachment trial shall never be held on the date of regular meetings of the Chapter.

Section 3. Presiding Officer. The presiding officer (judge) shall be the Chapter President, or, in her absence or disqualification, a member appointed by the District Governor. If the President is the defendant, then the District Governor shall preside and she shall fix the date and place for said trial.

Section 4. Conviction on Impeachment. Conviction on impeachment shall require a three-fourths (3/4) vote of all members present and voting at such trial.

Section 5. Appeals. A case may be appealed in the manner and in accordance with the same provisions as are set forth in Section 3 of Article XIX.

ARTICLE XXVIII

REMOVAL OF CHAPTER OFFICERS.

Failure to Attend Meetings. A Chapter Officer who fails to attend four consecutive meetings thereof without sufficient reason shall be given a hearing at a regular meeting of her Chapter, and if her reasons are not satisfactory, or she fails to appear at said hearing after due notice, she may be removed from office by a majority vote of the members present and voting.

ARTICLE XXIX

TRIAL OF MEMBERS

Section 1. Written Complaints Required. (a) When an officer or member of a Chapter believes that another member is guilty of conduct in violation of the rules or principles of the Order, she may file an itemized complaint against the member, which shall be in writing and filed with the Secretary of the Chapter, (b) All charges shall be specific: time(s), place(s), and alleged acts adequately stated, and particulars fully described. Otherwise the said complaint shall be rejected for insufficiency. When so rejected, the said complaint may be re-filed when properly made out.

Section 2. Merit of Complaint Examined. Within 30 days after the receipt of such complaint, the President of the Chapter shall appoint a committee to investigate and ascertain the charges made in the complaint. The appointment of the committee and the investigation conducted thereby shall be done secretly. The committee shall report to the officers of the Chapter following the completion of the investigation. Officers will then advise the District Governor of the charges made in the

complaint. The District Governor will appoint a member of the District Lodge to serve as consultant and liaison with the Chapter. It will be the responsibility of the District Lodge Officer to advise, direct and support the Chapter throughout the process. The investigating committee will then report the findings to the Chapter at its first regularly scheduled meeting.

Section 3. Decision on Merit of Complaint. If, after hearing the report of the investigating committee, a majority of the members present at such regular meeting believe that the charges contained in the complaint are well founded and constitute a proper and just cause of action, and that they come within the jurisdiction of the Chapter, then the accused shall be placed on trial by the Chapter. She shall be notified at least two weeks in advance of the date, place and charges of which she is to be tried and shall be given a full and fair hearing thereon. (See Article XXIX, Section 1 (b)).

Section 4. The Trial. The defendant may appear at such trial represented by an attorney of her own selection, not necessarily an attorney-at-law, who shall be a member of this Order. The President shall appoint an attorney to prosecute who also shall be a member of this Order. The President, at her discretion, may appoint a member of her Chapter or ask the District Governor to act as presiding officer at such trial.

Section 5. Verdict and Punishment. (a) Upon the conclusion of the arguments of those duly appointed to represent the Chapter and the defendant respectively, the presiding Officer shall have the defendant removed from the trial room and shall then request the members present to render their verdict on the guilt or innocence of the defendant. (b) The verdict shall be expressed by secret ballot, and shall be taken and counted by tellers whom the presiding officer shall appoint for that purpose. (c) If a

majority of the ballots cast read "guilty", the defendant shall be deemed convicted of the charges; but if the vote on said ballots is a tie vote, or less than a majority have voted "guilty", the charges against the defendant shall be dismissed and she shall be deemed acquitted. **(d)** The presiding officer, if a member of the Chapter, shall have the right to vote thereon, but she shall vote only when the members vote, and not thereafter. **(e)** If the defendant is found guilty, the presiding officer shall promptly request the Chapter's members present to prescribe the form of punishment. Expulsion from the Order shall require two thirds (2/3) vote of the members present and voting thereon. Suspension or lesser penalty shall require a majority of the votes cast thereon.

Section 6. Appeals. The right of appeal is vested in every member of this Order, and shall be subject to the provision of Section 3 of Article XIX hereof.

ARTICLE XXX

MAIDS OF ATHENA

Section 1. Maids of Athena Junior Women's Auxiliary. The Order of the Maids of Athena is the Junior Order of the Daughters of Penelope as the Order of the Sons of Pericles is to the Order of AHEPA; and any unmarried Christian girl of good moral character who is of Greek descent from either parent (including adopted or foster) or who is immediately related to a member in good standing of the AHEPA or the Daughters of Penelope, or who is a philhellene, and in addition possess the following special qualifications, shall be eligible for membership in this Order.

- a. She shall be a citizen of the country wherein the Chapter to which she applies for admission is located.

If she is not a citizen thereof, she shall be required to declare her intentions of becoming a citizen.

- b. To join, she shall be eligible from the age of fourteen (14) through the age of twenty-three (23).
- c. To continue, she shall have joined the Daughters of Penelope by age twenty-three (23), but must automatically terminate her membership in the Order of the Maids of Athena upon reaching the age of twenty-eight (28), or upon marriage, except in the case of officers, who shall be allowed to complete their term of office.

Section 2. Object of Junior Women's Auxiliary. The aims, objects, and purposes of the Order of the Maids of Athena shall be:

- a. To promote and instill the spirit of American patriotism; allegiance to the flag; support of the Constitution, obedience to the laws and reverence for the history and tradition of the United States of America.
- b. To stimulate love for and appreciation of Hellenic culture, traditions, and ideals; to promote a better and more comprehensive understanding of the Hellenic people; to encourage the study of Hellenic letters, arts, and sciences.
- c. To build up character by promoting in every manner possible a high standard of ethics and good fellowship amongst its members; to develop the spirit of human understanding, mutual benevolence and helpfulness; to stimulate and encourage education; to make possible for its members the full enjoyment of educational facilities; and to point out to them the beauties of sacrifice and the deformities of selfishness.
- d. To further the ideals of obedience and respect towards parents and elders.
- e. To cooperate with and assist the Chapters of the Daughters of Penelope in promoting the progress and

welfare of both the Daughters of Penelope and the Maids of Athena and to prepare its members for admission into the Daughters of Penelope.

Section 3. Graduation to the Daughters of Penelope.

Members of the Maids of Athena shall automatically terminate their membership in the Order upon reaching the age of twenty-eight (28), or upon their marriage, except in the case of officers, who shall be allowed to complete their term.

- a. Members of the Maids of Athena in good standing with the Chapter and Headquarters, having reached the age of 23 and wishing to continue membership in the Maids of Athena, shall be required to apply for membership in the Daughters of Penelope. Members of the Maids of Athena who are not dual members shall be allowed to attend the Chapter meetings of the Daughters of Penelope as observers.
- b. Dual members shall be required to pay their Maids of Athena dues in their entirety and the initiation fee to the Daughters of Penelope. The per capita to the Daughters of Penelope shall be waived until the age of 28 or upon their marriage.

Section 4. Amendments to the Constitution and Bylaws. Amendments to the Constitution and By-Laws of the Order of the Maids of Athena, passed by the Maids of Athena Convention body, shall be submitted to the Daughters of Penelope Legislation Committee. Legislation approved by this committee shall be presented to the Daughters of Penelope Convention Body, with approval requiring a 2/3 vote of the members present and voting.

ARTICLE XXXI

GRAND ADVISOR TO THE MAIDS OF ATHENA

(AS STATED IN THE MAIDS OF ATHENA CONSTITUTION ARTICLE IX)

Section 1. The Grand Advisor to the Maids of Athena shall be the Liaison Officer between the Grand Lodge of the Daughters of Penelope and the Maids of Athena. The Supreme Convention of the Daughters of Penelope shall elect the Grand Advisor to the Maids of Athena.

Section 2. Duties.

- a. The Grand Advisor shall directly supervise all activities of the Grand Lodge of the Maids of Athena; shall receive notice of and attend all meetings held; shall advise on proper procedure; and shall give approval on all important issues or actions.
- b. The Grand Advisor shall attend all meetings of the Supreme Convention of the Maids of Athena and report on the same to the Supreme Convention of the Daughters of Penelope for their consideration and action regarding any legislation passed by the Supreme Convention of the Maids of Athena.

National Advisory Board. A National Advisory Board for the Maids of Athena comprised of seven (7) members to represent the 26 Districts, which are divided into 7 Regions (Northeast, Northwest, Midwest, Southeast, Southwest, Eastern Canada and Western Canada) to which the Grand Advisor to the Maids of Athena will be the Chairman of the Board. The Advisory Board shall be appointed by newly-elected Daughters of Penelope Grand President, Grand Advisor to the Maids of Athena and the Maids of Athena Grand President. Their duties shall include:

- (1) Assist the Maids of Athena Grand Lodge and the Maids Grand Advisor in establishing contacts in those areas in which Maids of Athena Chapters do not exist;
- (2) attend Regional events in their area in the absence of the Grand Advisor;
- (3) Report to the Maids of Athena Grand Advisor bi-monthly on their progress in establishing contacts in their assigned area.

The Maids Advisory Board shall also have oversight authority of the endowment fund maintained by the Maids of Athena.

STANDING RULES FOR CONVENTION

1. Delegates must register at the Registration Desk and receive their credentials.
2. They must also register for committee assignment, indicating a first and second preference.
3. Each delegate should have a Constitution.
4. All business shall be conducted in conformity with our laws and our parliamentary authority.
5. The presiding officer shall enforce decorum at all times, for the orderly expeditious transaction of business.
6. When seeking the floor for debate or for any other purpose, rise in your place, address the presiding officer by proper title and, when recognized by the Chair, proceed to the microphone; state your name, Chapter, District, then speak.

7. No one may speak more than two times on the same question the same day; and no one may speak her second time if any other member who has not yet spoken on that question seeks the floor for any purpose.
8. Whenever the vote is close, or there is misconduct, or misannouncement of the vote on any motion or resolution, call out instantly: "I doubt (or I question) the vote," where upon the Chair then immediately takes a (counted) hand or standing vote.
9. Committee reports do not need a second, but if seconded (from habit) there is no harm.
10. If a committee chairman fails to move "the adoption of the report" (and no one else moves it), the Chair treats the report as being automatically before the body. After debate or questions on it, it is then put to vote or filed, as the case may be.
11. Our laws designate the presiding officer of a Committee or a Board as "Chairman". Hence, titles like "Chairperson" (or any others) are unconstitutional and out of order. All presiding officers must be addressed by their proper title (see 6 above).
12. If a committee report contains recommendation(s), they are debatable and amendable before being voted on. Each recommendation can be voted on separately, thus avoiding possible confusion.
13. A secret ballot vote can be taken on any motion or resolution, if ordered by majority vote.
14. The motion "to recess" is the proper motion to use between sittings of a convention session.

15. To expedite business the Chair can say, "If there is no objection, so-and-so will be done" (stating what); or, "we will do thus-and-so" (naming it).
16. All Committees at the Convention (including Maids of Athena) shall submit proposed legislative changes to the Chairman of the "Legislation Committee" no later than 3:00 p.m. on the second business day.
17. All campaign favors are eliminated.
18. The yearbook report of the Grand President shall be the official report of the Grand President to the convention body. Any charges incurred for enhancement to this report (audio visual, power points, etc.) will be the personal responsibility of that Grand President.