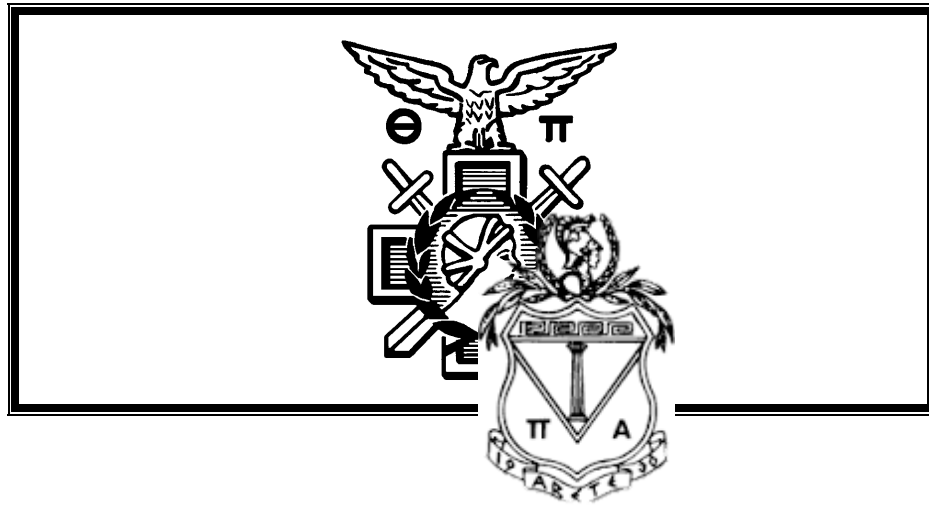


MAIDS OF ATHENA ADVISOR'S GUIDE

(for the Daughters of Penelope)



As the senior auxiliary, we, the Daughters of Penelope, have a responsibility to activate, promote and support our junior auxiliary— The Maids of Athena.

The Advisors serve as the “link” between the two Orders.

(Revised Jan 2016)

Congratulations on being elected as a Maids of Athena Advisor

It is truly an honor to be able to assist in the growth and promotion of the progress and welfare of both the Senior Order and Junior Women's Auxiliaries of the Order of AHEPA; and to prepare our young women for admission into the Order of the Daughters of Penelope.

Please take your position as Chapter Advisor seriously! Our Junior Order depends on the advisors for guidance.

Definition of an Advisor

Noun: **Advisor**

(A person who gives advice, is a counselor, mentor, guide, confidant)

An advisor needs to establish a relationship of trust and sisterhood. The Maids need to know that the advisors can be relied upon for guidance, assistance and encouragement. An advisor will serve as a mentor to the chapter and someone our young women feel they can confide in.

The Advisors should always act impartially and remember that their role is to "GUIDE" the Maids of Athena to an awareness of their responsibilities.

Please read the following qualifications of *The Local Chapter Maids Advisory Board* as stated in the Daughters of Penelope Constitution and By-laws,

Article XXIII, Section 2(g)(pages 46-47)

The Maids of Athena Advisory Board

The 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 in writing. The Maids of Athena shall elect three (3) of these six (6) 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 of Athena Chapter is sponsored by an AHEPA Chapter, with the AHEPA submitting six (6) names to the Maids of Athena Chapter.

Article XX Section II of the Maids of Athena Constitution and By-Laws

Chairman of the Local Advisory Board

The Chairman shall represent the Advisory Board at all times and shall be the spokesperson. In her absence, another advisor shall take her place. The chairman shall countersign all checks of the Chapter and authorize all withdrawals from its treasury.

Article XXIII, Section 11 (pages 49-50)

Board of Governors

(Adopted at the Supreme Convention in San Francisco, July 2015)

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 to National Headquarters.

An advisor to the Maids of Athena **may not** hold another position in the Chapter nor may she serve on the Board of Governors.

Rationale: An outside source is needed to review these documents

CHAPTER LEVEL- Duties of the Advisory Board

As Stated above: Per the Daughters of Penelope Constitution and By-Laws Article XXIII, Section 2(g):

EACH member of the Advisory Board **shall** be familiar with and possess a copy of the following in order to be qualified to properly guide and advise the Maids of Athena
(All can be purchased through Headquarters)

- ❖ MOA Book of Rituals
- ❖ MOA Constitution
- ❖ MOA Leadership Handbook
- ❖ Robert's Rules of Parliamentary Procedure
- ❖ Mini Protocol Handbook

Communication (Is the "Key")

All correspondence will be received and distributed to:

- ❖ Chapter Advisors
- ❖ DOP/AHEPA sponsoring Chapter President
- ❖ MOA Grand President
- ❖ MOA Grand Liaison
- ❖ MOA Grand Advisor
- ❖ Members of the Chapter

*Every month the Chapter Advisory Board will report back to the sponsoring DOP/AHEPA chapter with a finance report and calendar updates
*(Form can be found on the DOP/MOA websites)**

*Monthly reports are to be sent to:

- ❖ Chapter DOP/AHEPA sponsoring President
- ❖ Grand MOA Advisor
- ❖ Your presiding Regional Advisor
- ❖ District Advisor (if applicable)

The Advisors are responsible for:

- ❖ Attend workshops concerning the MOA given on a District and/or National level
- ❖ Act as the liaison between the Daughters of Penelope and the Maids of Athena
- ❖ Present an update at the monthly meetings of the Daughters of Penelope/AHEPA on the Maids of Athena chapter.
- ❖ Encourage mutual support and a bond between the two orders
 - Be “Proactive” by having joint functions with the sponsoring chapter
 - Start out your year with a “Joint” Executive Board Meeting
- ❖ ” **Supervise**” not babysit, ALL the activities of the Maids of Athena
- ❖ Act impartially at all times and act as the Parliamentarian at the meetings.
Remember: Educate not Dominate

Finances and Accounts of the Chapter

- ❖ Make sure the MOA Chapter Secretary and Treasurer’s books are examined by the Daughters of Penelope Board of Governors. They are to submit a report signed by the Board of Governors to the MOA Chapter stating the books are in order.

This needs to take place BEFORE the new officers take responsibility of the books

- ❖ They are to approve all expenditures less than \$75.00 and all matters involving public activity and/or participation. However, on matters involving public activity to expenditures over \$75.00, but not exceeding the amount of the treasury, no decision of the Local Advisory Board shall be effective until approved by the local Chapter of the Daughters of Penelope
- ❖ They are to approve the method by which money is collected and recorded.
- ❖ They are to approve and sign ALL checks
There are **always** three (3) signatures on the checks:
 1. MOA President
 2. MOA Treasurer
 3. MOA Advisor

- ❖ The treasurer’s books are to be in the possession of the chapter treasurer, not the Advisor (Please remember- *This is their organization and they should be responsible for their perspective offices*)

General Meetings and Miscellaneous

- ❖ The Advisory Board will make sure the prescribed number (7) of Ritualistic meetings are held and properly conducted, and if possible, memorized as per “Remark” in the Book of Rituals.
- ❖ The Advisory Board is to see that all Chapter Obligations are met, both on the District and National level.

(Please refer to the Maids of Athena Leadership Handbook)

- ❖ Make sure that the individuals running for an office are in “Good Standing” and that all members are notified, in writing, as to the time and place elections are to be held
- ❖ Make sure that all members elected as Delegates to District/ National Conventions are in “Good Standing”
- ❖ The Advisory Board should make sure that collection and recording of all monies is carried out properly by the Secretary and Treasurer as per the Maids of Athena Constitution and Leadership Handbook
- ❖ Supervise all activities of the Local Chapter and be responsible for the proper enforcement of all the rules, regulations, mandates, and the general conduct of the Maids of Athena.
- ❖ Act as chaperones at all social and public functions.
- ❖ At all times, act impartially and attempt to settle grievances arising in the Chapter
- ❖ Advisors should notify each other and make sure that at least one (1) Advisor is present, but it is recommended that all three (3) advisors attend the meetings regularly for proper supervision
- ❖ The Advisory Board shall report to the Daughters Chapter at each business meeting to update them on the progress of the Maids of Athena, and urge them to support their projects and activities
- ❖ The Advisory Board shall help increase the membership of the Chapter and encourage activities for social and educational development of the members, and for the welfare of the community
- ❖ See that all forms are submitted: ***(by December 31)***
 - Membership Dues
 - Per Capita Dues
 - Chapter Obligations
- ❖ Make sure ample notice is given for all meetings
Note: As stated in the MOA Constitution Article XIX Section 4(d) *Corresponding Secretary* (page 14)
 - At least five (5) days notice shall be given for all meetings

District Advisor/ Regional Advisory Board*

*(*If there is not a District Advisor)*

- ❖ Submit Contact information to MOA Grand Advisor
- ❖ Conduct a workshop for the Chapter Advisors to cover:
 - MOA Constitution
 - MOA Book of Rituals
 - District and National Projects
 - District and National Activities
 - Review correct procedures and protocol
 - Discuss individual Chapter concerns and questions

- ❖ Supervise activities of the Maids of Athena Chapters in her District
- ❖ Assist the MOA in establishing new Maids of Athena Chapters
- ❖ Assist in establishing a MOA District Lodge
- ❖ Receive notices and attend all MOA District Lodge Meetings
- ❖ Attend meetings of the MOA at District Conferences and Conventions
- ❖ Act as Parliamentarian at MOA meetings at District Conventions
- ❖ Oversee ALL financial dealings at the District Level
- ❖ Sign ALL checks and work closely with the MOA District Treasurer
- ❖ Submit an End-of-the-Year year examination of the Secretary and Treasurer's books
- ❖ Submit a Mid-Year and Annual Report to the National Grand Advisor
- ❖ Submit a Report at the DOP session of the District Convention
- ❖ Serve as the Chairman of the MOA District Committee
- ❖ Report to the District Governor on a monthly basis
- ❖ Stay in communication with the following:
 - MOA Liaison
 - MOA Grand President
 - MOA Grand Advisor
 - Chapter Advisors
- ❖ Assist the MOA District Lodge in planning for the District Convention with the following:
 - A meeting place for the MOA
 - Hotel accommodations
 - Business Meeting Agenda and materials needed
 - Social Activities planned and approved with the convention committee
 - Make sure the Delegate forms are in order
 - Verify all the fees are paid
 - Confirm matters and books are in order

Grand Advisor to the Maids of Athena

- ❖ The National Advisor directly supervises activities of the Maids of Athena Grand Lodge
- ❖ She attends all meetings of the MOA Grand Lodge
- ❖ Advises on proper procedure
- ❖ Gives approval on all important issues and actions
- ❖ Gives approval on all finance vouchers
- ❖ Submits an annual report to the Daughters of Penelope for considerations at the Supreme Convention
- ❖ She **IS** the direct link to Chapter and District Advisors through the MOA domain



The Maids of Athena are an “EMPOWERED” group of young women who support many wonderful projects. Their accomplishments reflect all that is positive about the Daughters of Penelope

Thank you for your time, guidance, support, and love

If you have any questions or concerns, please do not hesitate to contact the Maids of Athena Grand Lodge or Grand Advisor at anytime

Maids of Athena Headquarters
202-232-6300

Email Addresses:
moagrandlodge@gmail.com
moagrandadvisor@gmail.com

Don't forget to visit the Maids of Athena Website at:
www.maidsofathena.org

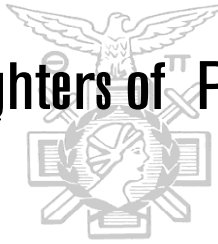


Addendums Attached

- ❖ AHEPA Family Harassment Policy (***Adopted in September 2014***)
 - (*This form may also be found on the MOA and DOP Website*)
- ❖ Protocol Initiative:
 - Prepping, Propriety, and Protocol
- ❖ Advisor's Monthly Reporting Template (for Sponsoring Chapter)
- ❖ MOA / DOP Dual Membership Form
 - (*This form may also be found on the DOP Website*)
- ❖ Chapter Audit Form (Under Construction)

Daughters of Π Penelope

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September 10, 2014

Dear Chapter President,

The below policy was unanimously adopted by the AHEPA Supreme Lodge and DOP Grand Lodge, after a Joint AHEPA and Daughters of Penelope Committee work effort. Please circulate the below policy to your members.

Sincerely in Theta Pi,

Elena Saviolakis
DOP Executive Director

JOINT POLICY REGARDING HARASSMENT WITHIN THE AHEPA DOMAIN

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

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

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

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

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

Prepping, Propriety, & Protocol

pro.to.col (n) the formal etiquette and code of behavior, precedence, and procedure for state and diplomatic ceremonies; a code of correct conduct.

INFORMAL MEETING:

Is just that... informal! It's a chapter meeting where the Order of Business is followed in an Informal setting. There's no dress code at informal meetings, so come as you are!

RITUAL MEETING:

Also called a formal meeting. It's a chapter meeting at which the ritual ceremony as described in the Book of Rituals is performed. SKIRTS or DRESSES must be worn to all ritual meetings. No food, drink, or smoking is permitted.

Use these tips to prep and make sure you are behaving appropriately, according to MOA protocol!



- ❖ **Gun Chewing:** All gum should be spit out before you walk in the door to a meeting and/or event
- ❖ **Proper Dress:** Explain that while you can look cute, there is a proper time and place for certain outfits. There is no need to flaunt all of your assets at a dinner-dance.
- ❖ **Not sure how to behave?** Use your best judgment, or ask for advice. A member of the Grand Lodge or your Chapter Advisor will be sure to guide you in the right direction!
- ❖ **Cell Phone Manners:** All cell phones should be silenced before entering a meeting and/or event.
- ❖ **Right to Talk:** You do not want to interrupt someone while someone is speaking. In the end, you look like you're in the wrong. If you have questions concerning information presented, or perhaps have an addition to the information presented, it is best to wait. Usually there will be time allotted for Q&A.
- ❖ Additionally, any corrections can be addressed afterward. You can always go up to the speaker one-on-one and give them the updated information. Afterward, an announcement can be made by the speaker, if appropriate.

For more help, check out the resources below for tools and tips on proper behavior

“Easy Etiquette for Preteens: Minding your Manners”
<http://www.pamf.org/preteen/growingup/etiquette.html>

[You can always refer to our Maids of Athena Constitution](#)

“Always improving this section”



Monthly Maids of Athena Report
(to sponsoring chapter)

Chapter Name _____

Chapter # _____

Last Meeting Date _____

Formal _____

Informal _____

of members present _____

Initiation _____

of Initiates _____

Treasury Report

Balance as of _____	\$
Deposit(s) Total	\$
Subtotal	\$
Expense(s) Total (-)	\$
Balance	\$

Are there any expenses that are over \$75.00 that need to be approved by the sponsoring chapter?

Calendar Update / Events:

Submitted by:

<i>Advisor</i>	X _____
<i>MOA President</i>	X _____
<i>MOA Treasurer</i>	X _____

Daughters of Penelope

Supreme Headquarters
1909 Q Street, NW
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Washington, DC 20009



Tel: 202.234.9741
Fax: 202.483.6983
www.daughtersofpenelope.org
E-mail: dophq@shepa.org

Proof of Membership for Dual Members

Name _____ ID# _____

Primary Address _____

City _____ State _____ Zip Code _____

Phone # _____ Email _____ Fax _____

PRIMARY CHAPTER **(DOP or MOA) Please indicate**

Chapter # _____ City _____ State _____

Paid Dues for 20 _____

Chapter President _____ Date _____ Chapter Secretary _____ Date _____

SECONDARY CHAPTER

Chapter # _____ City _____ State _____

Paid Dues for 20 _____

Chapter President _____ Date _____ Chapter Secretary _____ Date _____

*I understand it is my responsibility to show proof of membership in "good standing" to both the primary and secondary chapters on a **yearly basis** to be eligible to hold dual membership (Constitution-Article V; Section 1; d)*

Member Signature _____

Headquarters use only:

Application Received _____

Date Processed _____