

# 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 2019)

## Congratulations on being elected as a Maids of Athena Advisor

This 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 serious! Our Junior Order depend on their 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 her 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.

**In the event there is no DOP or AHEPA chapter to sponsor a chapter, the District will provide sponsorship and appoint one of the members to serve as Chairman until such time a DOP or AHEPA chapter becomes available to sponsor.**

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:

- ❖ ☑ Attending 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 **more** than \$250.00 and all matters involving public activity and/or participation. However, on matters involving public activity to expenditures over \$250.00, 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** (3) signatures on the checks signed by:
  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 should be responsible for their perspective offices*)

General Meetings and Miscellaneous

- ❖ The Advisory Board is to 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 are held and are properly conducted

- ❖ The Advisory Board is to see that all Chapter Obligations are met, both District and National  
*(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, 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 Leadership Handbook 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 contact the Maids of Athena Grand Lodge or Grand Advisor at anytime

Maids of Athena Headquarters  
202-232-6300

Email Addresses:  
[moagrandlodge@gmail.com](mailto:moagrandlodge@gmail.com)  
[moagrandadvisor@gmail.com](mailto:moagrandadvisor@gmail.com)

Don't forget to visit the Maids of Athena Website at:  
[www.maidsofathena.org](http://www.maidsofathena.org)



