

AD HOC COMMITTEE REPORT 2023

PROCEDURES REVISION 2023 SIDE BY SIDE WITH 2011 RITUAL

After receiving numerous recommendations and comments from chapters and districts, The **Daughters of Penelope Ad Hoc Committee** recommends the following:

1. Wherefore, in order to streamline, condense, shorten and simplify the procedure for meetings and ceremonies, certain appointed officers will be eliminated with the President, allowed to appoint those needed to properly conduct meetings. and allow meetings to take place in smaller venues with a more contemporary set-up;

NOW THEREFORE BE IT RESOLVED THAT:

the book be called **BOOK OF PROCEDURES** and the recommended chapter meeting and ceremony procedure shall be as set forth below, with Chapters having the option to have members appointed to handle certain tasks during each meetings OR the chapter may determine to have members appointed by the President for those duties for the entire year.


and **BE IT FURTHER RESOLVED THAT:** The President shall have the option as determined by the chapter to appoint members to read the prayers and conduct escorting at meetings only as needed. The Chapters shall also have the option to follow the new recommended meeting diagram or Chapters may select alternative seating arrangements for meetings as they deem appropriate. The duties of handling paraphernalia and checking membership at meetings may be assigned to the Vice President or another member who will assist the Vice-President with those tasks.



and **BE IT FURTHER RESOLVED THAT:** the wording used for meetings and ceremonies shall be mandatory, but the chapters shall have flexibility in the setup of the meeting room and the assigned members to handle certain parts of the meetings and ceremonies.

BELOW the CURRENT wording and CURRENT Page numbers refer to the current 2011 Ritual.

2. BE IT RESOLVED THAT the wording in reference to the Symbol on Page 3 be amended to delete the words “Interpretation of” and to include the new circular logo that was designed for marketing purposes to include the words “Daughters of Penelope” which were not included in the Symbol, and the page to read as follows:

RATIONALE: To place the circular logo in the ritual and give explanation why the Daughters of Penelope have two symbols.

CURRENT	RECOMMENDED CHANGE
<p><u>INTERPRETATION OF DAUGHTERS OF PENELOPE SYMBOL</u></p> <p>The HEAD OF PENELOPE, in ancient headdress, symbolizes FRIENDSHIP and WOMANHOOD, and is significant of the very foundation of LIFE, HOME, and COUNTRY.</p>	<p><u>DAUGHTERS OF PENELOPE SYMBOL</u></p> <div style="text-align: center;">  </div> <p>The HEAD OF PENELOPE, in ancient headdress, symbolizes FRIENDSHIP and WOMANHOOD, and is significant of the very foundation of LIFE, HOME, and COUNTRY.</p>

<p>The OLIVE WREATH, encircling the head of Penelope, is symbolic of the only prize given to the Olympic victors, participating in the famous Olympic Games.</p> <p>The CROSS is a symbol of our Christian Faith, and the CROSSED SABERS are taken from the Shield of the Greek Nation.</p> <p>The EAGLE symbolizes the United States.</p> <p>The letters THETA PI stand for Theghateres Tis Penelope; thus we are known as the Daughters of Penelope.</p>  <p>3.</p>	<p>The OLIVE WREATH, encircling the head of Penelope, is symbolic of the only prize given to the Olympic victors, participating in the famous ancient Olympic Games.</p> <p>The CROSS symbolizes our Christian Faith, and the CROSSED SABERS are from the Shield of the Greek Nation.</p> <p>The EAGLE symbolizes the United States.</p> <p>The letters ΘΠ (THETA PI) stand for Theghateres Tis Penelope; thus we are known as the Daughters of Penelope.</p>  <p>The Daughters of Penelope circular logo on the cover encompasses the same symbols and includes the name of the Order.</p> <p>3.</p>
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3. **BE IT RESOLVED** that Page 35 INFORMATION in the current 2011 Ritual, be moved to the front of the book to page 5, that the word “**memorize**“ is replaced with “**stand in reading**”. and the reference to not leaving stations vacant and Marshal be deleted, and password clarified as permanent, as follows:.

RATIONALE: the reference to stations is not needed, and members need not memorize meeting parts.

CURRENT	RECOMMENDED CHANGE
<p style="text-align: center;"><u>RITUAL INFORMATION</u></p> <p>It is recommended that each officer memorize her part of the ritual work and always stand in performing her part of the ritual or in answering the roll call.</p> <p>An officer's station is never left vacant during a meeting.</p> <p>35.</p>	<p style="text-align: center;"><u>MEETING INFORMATION</u></p> <p>It is recommended that each officer stand in reading her part of the ritual, in reporting or in answering the roll call.</p> <p>5.</p>

CURRENT	RECOMMENDED CHANGE
<p>When giving the password, each member stands, cups both hands around her mouth, and whispers the password in the ear of the Marshal. The permanent password is given to the member, at the time of initiation.</p> <p style="text-align: center;">35.</p>	<p>When giving the permanent password, the member stands, cups both hands around her mouth, and whispers the password in the ear of the other member. This password is given to the member, at the time of initiation.</p> <p style="text-align: center;">5.</p>

4. **BE IT RESOLVED THAT** the section on **Chapter Room Etiquette** be moved from page 36 to the page 4 in the front of the Book, with changes as noted below:

RATIONALE: Being on time should be understood and most members have no membership card.

CURRENT	RECOMMENDED CHANGE
<p style="text-align: center;"><u>CHAPTER ROOM ETIQUETTE</u></p> <p>THE USE OF THE GAVEL:</p> <p>1 rap - to seat all officers and members 2 raps - officers rise 3 raps - all rise</p> <ul style="list-style-type: none"> ▪ Members may not ENTER OR LEAVE the chapter room during: the opening or closing ceremonies, initiation ceremonies or balloting during an election. ▪ Knitting, smoking, chewing gum, are not permitted. ▪ Be on time so that the President may begin on time. ▪ Rise to address the Chair when desiring to speak, and address all remarks to the Chair. ▪ To make a motion, start with the words, "I move". ▪ Discuss only the immediate pending question, don't introduce other topics. ▪ Refrain from whispering or causing other disturbance during the meeting. ▪ Whenever a member visits another chapter, it is compulsory to show her membership card. She does not speak except under "Good of the Order," announcements or if asked to speak. <p style="text-align: center;">36.</p>	<p style="text-align: center;"><u>CHAPTER ROOM ETIQUETTE</u></p> <p>THE USE OF THE GAVEL:</p> <p>1 rap - to seat all officers and members 2 raps - officers rise 3 raps - all rise</p> <ul style="list-style-type: none"> ▪ All electronic devices should be silenced before the start of the meeting. ▪ Members may not ENTER OR LEAVE the chapter room during: the opening or closing prayer, during initiation ceremonies or balloting during an election. ▪ Knitting, smoking, vaping or chewing gum, are not permitted. ▪ Members are to rise to address the Chair when desiring to speak, and address all remarks to the Chair. ▪ To make a motion, start with the words, "I move". ▪ Discuss only the immediate pending question, don't introduce other topics. ▪ Refrain from whispering or causing other disturbance during the meeting. ▪ Whenever a member visits another chapter, she does not speak except under "Good of the Order," announcements or if asked to speak. <p style="text-align: center;">4.</p>

5. **BE IT RESOLVED THAT** the LIST OF NECESSARY CHAPTER PARAPHERNALIA be moved from page 35 to page 5 in the front of the book to follow the section on Chapter Room Etiquette, separate reference to Initiation Paraphernalia be deleted, the wording be changed as follows:

RATIONALE: Update what is necessary for the Chapters and place list in alphabetical order. Chapters may have more items if the chapter so desires.

CURRENT	RECOMMENDED CHANGE
<p><u>LIST OF NECESSARY PARAPHERNALIA</u></p> <p>Station Cloths Bible Cross Candles and Matches Jewels Baton (optional) Gavel Flags Charter Candle Snuffer Drape for Charter Rituals Constitution Manual of Instruction Robert's Rules of Parliamentary Law and Procedure</p> <p>34.</p>	<p><u>LIST OF NECESSARY CHAPTER PARAPHERNALIA</u></p> <p>Bible Candles and Matches or Battery Operated Candles Chapter Jewels Charter Constitution and Ritual Books Cross Drape for Charter Flags Gavel Chapter Jewels Lamp or candle for Spirit of Penelope Manual of Instruction Robert's Rules of Parliamentary Law and Procedure</p> <p>(Chapter Paraphernalia is set up for each meeting and put away after each meeting by the Vice President and/or any other Member(s) so appointed for this by the President. (Chapters may have additional paraphernalia items if desired.)</p> <p>5.</p>

6. **BE IT RESOLVED THAT** the Section entitled ORDER OF BUSINESS be amended to OUTLINE OF CHAPTER MEETING and move section to the start of the meeting section, as follows:

RATIONALE: To provide meaningful meeting outline and update committees.

CURRENT	RECOMMENDED CHANGE
<p>ORDER OF BUSINESS:</p> <p>A. Escort of Visitors</p> <p>B. Roll Call of Officers</p> <p>C. Ritual of Initiation</p>	<p><u>OUTLINE OF CHAPTER MEETING</u></p> <p>A. Opening Procedure (includes Opening Prayer, Escort of Visitors, Drape of Charter, etc.)</p> <p>B. Roll Call of Officers</p> <p>C. Initiation</p>

<p>D. Reading and approving minutes of the previous meeting and any special meetings</p> <p>E. Report of Treasurer</p> <p>F. Correspondence from:</p> <ol style="list-style-type: none"> 1. Supreme Headquarters 2. Grand Lodge 3. District Lodge 4. Local Sources <p>G. Committee Reports:</p> <p><i>Standing Committees</i></p> <ol style="list-style-type: none"> 1. Sunshine 2. Relief 3. Naturalization 4. Education 5. Program 6. Membership 7. AHEPA Family Committee <p><i>Special Committees</i></p> <p>H. Unfinished Business</p> <p>I. New Business:</p> <ol style="list-style-type: none"> 1. Bills 2. Elections 3. Special Announcements 4. Good of the Order 5. Installation <p>J. Adjournment of Business Meeting</p> <p>1. Closing Prayer:</p> <p style="text-align: center;">6.</p>	<p>D. Reading and approving minutes of the previous meeting and any special meetings</p> <p>E. Report of Treasurer</p> <p>F. Correspondence from:</p> <ol style="list-style-type: none"> 1. Supreme Headquarters 2. Grand Lodge 3. District Lodge 4. Local Sources <p>G. Committee Reports:</p> <ol style="list-style-type: none"> 1. <i>Chapter Standing Committees</i> (Constitution Article XI, Sec 2) <ol style="list-style-type: none"> a. Sunshine b. Relief c. Naturalization d. Education e. Entertainment f. Membership g. Chapter Maids of Athena Advisory Board h. AHEPA Family Committee i. Social Media 2. Chapter Special Committees <p>H. Unfinished Business</p> <p>I. New Business:</p> <ol style="list-style-type: none"> 1. Bills 2. Elections 3. Special Announcements 4. Good of the Order 5. Installation <p>J. Closing Procedure and Adjournment (Includes Closing Prayer)</p> <p style="text-align: center;">6.</p>
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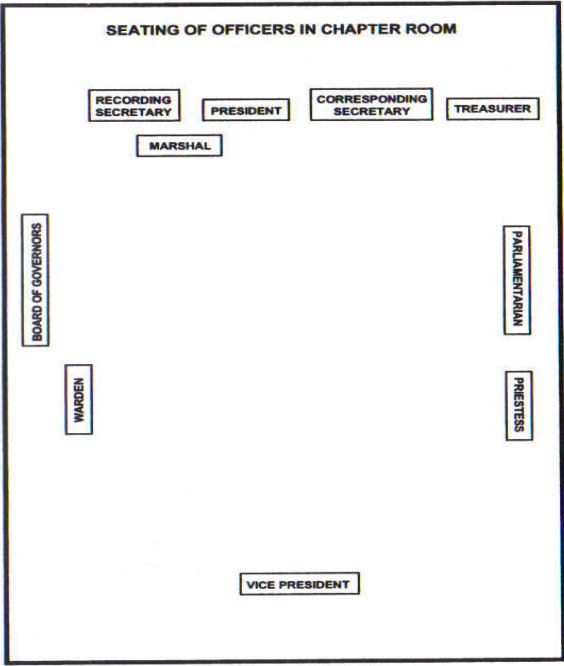
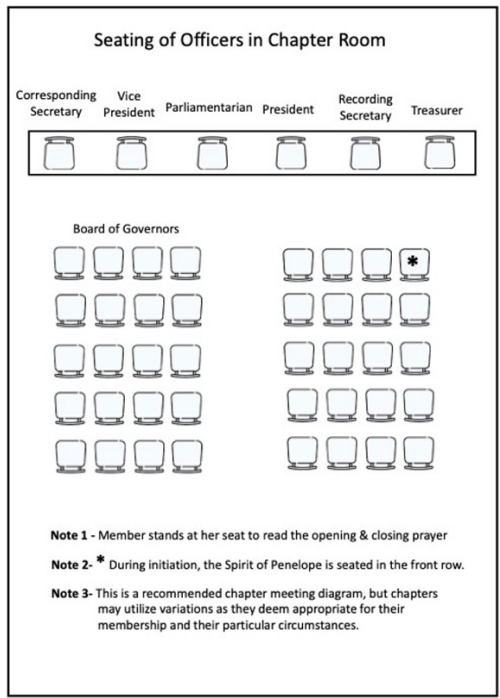
7. **BE IT RESOLVED THAT** the wording of the Chapter Meeting be amended, as follows:
RATIONALE: To provide streamlined meeting procedure and explanation as needed.

CURRENT	RECOMMENDED CHANGE
<p style="text-align: center;"><u>CHAPTER MEETING</u> <u>OPENING CEREMONIES</u></p> <p>A regular meeting shall be opened in the following manner:</p> <p>(Warden prepares stations. Each Officer's Jewel is placed at her station.)</p> <p>(The Bible and Cross are placed at the Priestess station or optional: At the Altar in center of meeting room.)</p> <p>(Membership attendance book is signed by members. Officers and members are seated.)</p> <p>(Sentinel secures the Chapter Room door.)</p> <p style="text-align: center;">4</p>	<p style="text-align: center;">REGULAR CHAPTER MEETING</p> <p>A regular chapter meeting shall be opened in the following manner:</p> <p>(The meeting room is prepared with officer jewels, cross and Bible placed on the Head Table.)</p> <p>Recommended Diagram at p. 14 President, Vice-President, Secretaries, Parliamentarian and Treasurer are seated at the Head Table. The Board of Governors are seated in the first row facing the President, with the other members seated facing the President. Chapters may use variations on the chapter room setup as deemed appropriate for their membership and particular circumstances.</p> <p>Membership attendance book is maintained by the Recording Secretary and signed by the members.</p> <p>Chapter Room Doors are to be secured.</p> <p style="text-align: center;">6 – 7</p>

8. **BE IT RESOLVED THAT** the chapter Diagram be changed to the following recommendation, although chapters may select variations as deemed appropriate for their chapter.
RATIONALE: To provide simpler seating arrangement for meetings.

Current

Recommended Change

Current	Recommended Change
<p>FIGURE 1</p>  <p style="text-align: center;">The Sentinel is seated next to the entry door.</p>	<p>CHAPTER MEETING ROOM DIAGRAM</p>  <p>Note 1 - Member stands at her seat to read the opening & closing prayer Note 2 - * During initiation, the Spirit of Penelope is seated in the front row. Note 3 - This is a recommended chapter meeting diagram, but chapters may utilize variations as they deem appropriate for their membership and their particular circumstances.</p>
32.	14.

9. **BE IT RESOLVED THAT** a description of appointments to be made by the President at the start of the meeting be added, as follows:

RATIONALE: To provide clear instructions as to who needs to be appointed for the meeting activities.

CURRENT	RECOMMENDED CHANGE
4.	<p>OPENING CEREMONIES</p> <p>PRESIDENT: (Prior to the start of the meeting, President appoints a member or members to read the Opening and Closing Prayers and to conduct any escorting, if needed.)</p>
4.	7.

10. **BE IT RESOLVED THAT** reference to procedure for meetings be revised as follows:

RATIONALE: Allow for more streamlined meetings.:

CURRENT	RECOMMENDED CHANGE
<p>(Escort of Visiting Officers – Please refer to Page 10)</p>	<p>Escort of Visiting Officers takes place at this time if there are visiting officers present. Refer to p. 15</p>
4.	7.

<p>PRESIDENT: “Worthy Priestess, please offer the blessings of Almighty God upon this Order.” (3 Raps)</p> <p>(Priestess reads the Opening Prayer from her station or in front of Altar)</p>	<p>PRESIDENT: “We will now have the Opening Prayer” (3 Raps)</p> <p>(Member so appointed stands at her seat and reads the Opening Prayer. Other Sisters stand at their seats.)</p>
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<p>PRIESTESS: “Our Father, Who art in Heaven, hallowed be thy Name. We humbly ask thy blessing upon all our Sisters gathered here in thy service. Help us to think clearly and wisely in our deliberations, and guide us in all our actions during this meeting. Amen”</p> <p>(Assembly makes the sign of the cross.) 4 - 5</p>	<p>PRAYER: (By member appointed by the President) “Our heavenly Father, we humbly ask thy blessing upon all our Sisters gathered here in thy service. Help us to think clearly and wisely in our deliberations, and guide us in all our actions during this meeting. Amen”</p> <p>(Assembly makes the sign of the cross.) 7 - 8</p>
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<p>(In the event the Charter of the Chapter must be draped for a departed Sister, it will take place at this time. See Chapter Room Draping of Charter Ceremony Page 30.) 5.</p>	<p>DRAPING THE CHARTER: (Takes place at this time, in the event the chapter has had a departed Sister since the last meeting.) Refer to p. 31. 8.</p>
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<p>PRESIDENT: “I now declare this Chapter to be regularly convened.” (1 rap)</p> <p>(Late commers may now enter the Meeting Room) 6</p>	<p>PRESIDENT: “I now declare this Chapter to be regularly convened.” (1 rap) 9.</p>
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<p>(Note: Marshal stands during roll call and answers for those who are absent) 7.</p>	<p>(Note: If a member is absent the Vice President so responds “Absent” for those who are absent.) 9.</p>
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<p>(Ritual of Initiation, see Page 11.) 7.</p>	<p>INITIATION: (Ceremony takes place at this time if there are initiates ready at this meeting.) Refer to p. 16. 9.</p>
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CURRENT

RECOMMENDED CHANGE

<p>PRESIDENT: “We shall now have the reading of the Minutes of the previous meeting.”</p>	<p>PRESIDENT: “We shall now have the reading of the Minutes of the previous meeting.”</p> <p>(The Secretary stands and reads the minutes of the previous meeting)</p>
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<p>PRESIDENT: “Are there any corrections to the minutes?”</p> <p>PRESIDENT: “Hearing none, the Minutes stand approved as read. (Or, “As corrected”)</p> <p style="text-align: center;">7 – 8</p>	<p>PRESIDENT: “Are there any corrections to the minutes?”</p> <p style="text-align: center;">(Any member with a corrections to the minutes shall stand and so state the correction.)</p> <p>PRESIDENT: “Hearing none, the Minutes stand approved as read. (Or, “As corrected”)</p> <p style="text-align: center;">9.</p>
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<p>(All letters are acted upon immediately after they are read.)</p> <p>8.</p>	<p>(All correspondence is acted upon immediately after being read.)</p> <p>10.</p>
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<p>(The President shall ask for the reports from the Chairmen of the Standing Committees and calls upon the Chairmen of the Special Committees. Membership applications will be presented.)</p> <p style="text-align: center;">9.</p>	<p>(The President asks for the reports from the Chairman of each Chapter Standing Committee and then from the Chairman of any Chapter Special Committees. Each Chairman stands and presents her report.)</p> <p style="text-align: center;">10.</p>
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<ol style="list-style-type: none"> 1. Sunshine 2. Relief 3. Naturalization 4. Education 5. Program 6. Membership 7. Maids of Athena <p style="text-align: center;">9.</p>	<p>1. Chapter Standing Committees</p> <ol style="list-style-type: none"> a. Sunshine b. Relief c. Naturalization d. Education e. Entertainment f. Membership (*New Member applications received shall be presented at this time.) g. Chapter Maids of Athena Advisory Board h. AHEPA Family Committee i. Social Media <p style="text-align: center;">10.</p>
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<p>CURRENT</p> <p>(If applicable after the membership report)</p> <p style="text-align: center;">“These applications shall take their regular course.”</p>	<p>RECOMMENDED CHANGE</p> <p>(*If any new member applications are presented during the Membership Committee report, the name of the applicants shall be read to the chapter by the Secretary, after which the President shall state:</p>
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<p>(Meaning that the applicants' names will appear on the next meeting notice.)</p> <p>9.</p>	<p>PRESIDENT: “This (These) _____ (state number of applications) applications have been presented and the name(s) of the applicants will appear on the next meeting notice to be initiated at the next chapter meeting. The applicant(s) shall be so informed to appear for initiation at the next chapter meeting.”</p> <p>2. Chapter Special Committees (if any) 10.</p>
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<p>PRESIDENT: “Are there any bills against the order?”</p> <p>(The bills are read by the Treasurer and acted upon.)</p> <p>9 - 10</p>	<p>PRESIDENT: “Are there any bills against the order?”</p> <p>(Any bills are presented to the membership. A motion to pay the bills shall be made and seconded and then voted upon by the membership.)</p> <p>11.</p>
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<p>(Election of Officers if necessary. See Article XXII of the Constitution)</p> <p>10.</p>	<p>ELECTION OF CHAPTER OFFICERS (Election of Officers, if necessary takes place at this time. See Article X of the Constitution)</p> <p>11.</p>
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<p>(Visitor(s) are invited to speak. Members, who have something to say, may do so at this time.)</p> <p>10.</p>	<p>(Any visiting Daughter from another chapter, any invited guests may be invited to speak, and chapter members wishing to speak, may do so at this time.)</p> <p>12.</p>
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<p>PRESIDENT: “Sisters, the regular business before us has been completed. Worthy Priestess please offer our closing prayer.” (3 Raps)</p> <p>PRIESTESS: (Reads prayer from her station)</p> <p>10.</p>	<p>PRESIDENT: “Sisters, the regular business before us has been completed. We shall now have the closing prayer.” (3 Raps)</p> <p>PRAYER: (Member so appointed by the President to read the prayer stands at her seat and reads the Prayer.)</p> <p>12.</p>
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CURRENT	RECOMMENDED CHANGE
<p>PRESIDENT: “Sisters, give the sign of our Order.” (1 Rap)</p>	<p>PRESIDENT: “Sisters, give the sign of our Order.” (All members give the sign of the Order) (1 Rap)</p>

<p>PRESIDENT: “Officers, remove your jewels.”</p> <p>“Sisters, I now declare this meeting to be regularly closed. We shall meet again when you are notified.”</p> <p>(Warden collects Chapter paraphernalia and puts it away.)</p> <p style="text-align: center;">11.</p>	<p>PRESIDENT: “Officers, remove your jewels.”</p> <p>(All Officers remove their jewels which are then placed at the President’s station to be stored appropriately to be ready for the next meeting.)</p> <p>PRESIDENT: “Sisters, I now declare this meeting to be regularly closed. We shall meet again when you are notified.”</p> <p>(Chapter jewels and paraphernalia are collected and stored in a secure location until the next meeting.)</p> <p style="text-align: center;">(Meeting closed) 13.</p>
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11. **BE IT RESOLVED THAT** the meeting procedure be amended to provide detail about the Escort procedure, as follows:

RATIONALE: Provide additional detail on the Escort of Visiting Officers.

CURRENT	RECOMMENDED CHANGE
<p>OFFICIAL ESCORT OF VISITING OFFICER(S)</p> <p>(The visiting officer(s) are seated temporarily in the back of the meeting room.)</p> <p style="text-align: center;">11.</p>	<p>ESCORT OF VISITING OFFICER(S)</p> <p>(Used when there is a visiting Officer to the Chapter. The visiting officer(s) are seated temporarily in the back of the meeting room.)</p> <p>(The President shall appoint member(s) to escort visiting officers to the front of the meeting.)</p> <p style="text-align: center;">15.</p>

<p>PRESIDENT: “Marshal, please escort our visiting officer(s) to my station. (3 Raps)”</p> <p>(The Marshal escorts all visitor(s) according to rank [lowest office to highest, with the exception of the highest ranking officer, who is escorted separately] to the President’s station.)</p> <p style="text-align: center;">11 - 12</p>	<p>PRESIDENT: “The visiting officers will be escorted to my station. (3 Raps)”</p> <p>(The appointed member(s) escort(s) all visitor(s) according to rank [lowest office first then to highest, with the exception of the highest ranking officer, who is escorted separately and last] to the President’s station.)</p> <p style="text-align: center;">15.</p>
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CURRENT	RECOMMENDED CHANGE
<p>Marshal, facing the President’s station says: MARSHAL: “Worthy President, it is with great pleasure that I present to you, Sister(s) _____ (name and rank).”</p> <p style="text-align: center;">12.</p>	<p>ESCORTING MEMBER: (appointed by the President) “Worthy President, it is with great pleasure that I present to you, Sister(s) _____ (name and rank).”</p> <p style="text-align: center;">15.</p>

<p>(Visitor(s) seated next to the President’s station, according to the protocol manual.)</p> <p>(The meeting then resumes.) Return to Page 3.</p> <p>12</p>	<p>(Visiting Officer(s) are seated next to the President, highest visiting officer to the right of the President, and alternating seated to the left side and right side of the President, in order of rank, according to the protocol manual.)</p> <p>(The meeting then resumes.) Return to p. 6</p> <p>15.</p>
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12. **BE IT RESOLVED THAT the Initiation Procedure** be amended, as follows:

RATIONALE: To clarify revised ceremony for Initiation.

CURRENT	RECOMMENDED CHANGE
<p><u>RITUAL OF INITIATION</u></p> <p>(Before the meeting, the Warden will prepare for the initiation ceremony by placing an unlighted candle for each candidate at the president’s station and unlighted candles and matches at each officer’s station.)</p> <p>12.</p>	<p><u>INITIATION CEREMONY</u></p> <p>(Before the meeting, the room will be prepared for the initiation ceremony by placing one lit or battery candle turned on at the President’s station and then one unlit candle for each candidate for initiation. The Spirit of Penelope shall also have an unlit candle. Battery candles may be used. The President will appoint the number of escorts needed for the initiates from the membership.)</p> <p>16.</p>
<p>CURRENT</p> <p>(The Secretary does so.)</p> <p>13.</p>	<p>RECOMMENDED CHANGE</p> <p>(The Secretary reads the names of those present for initiation.)</p> <p>16.</p>
<p>CURRENT</p> <p>PRESIDENT: “Marshal, retire to the ante room with your assistant(s) and prepare this (these) candidate(s) for initiation.”</p> <p>(The Marshal does so. Each candidate should have an escort.) (The escort(s) now stand(s) on the right side of the candidate(s), holding them lightly by the arm. When all is ready, the Marshal knocks.)</p> <p>SENTINEL: “Who knocks at the door?”</p> <p>MARSHAL: “The Marshal with _____ (how many) candidate(s) for initiation in our Order.”</p> <p>SENTINEL: “Worthy President, the Marshal with _____ candidate(s) seek admittance.”</p>	<p>RECOMMENDED CHANGE</p> <p>PRESIDENT: (Candidates for initiation wait outside the meeting room to be escorted in.)</p> <p>“Please escort the candidate(s) for initiation to my station.”</p> <p>(Candidates are escorted into the meeting room to the President’s station, by the appointed escort(s). If there are multiple candidates, more than one escort may be appointed.)</p> <p>(The escort(s) stand(s) on the right side of the candidate(s), holding them lightly by the arm and walk with them into the room.)</p>

<p>(Initiation officers stand, light their candles from their stations and remain standing throughout the entire ceremony. Then the President orders the Sentinel.)</p> <p>PRESIDENT: “Sentinel admit them.” 13.</p>	<p>(Chapter Officers stand as candidates enter the room and remain standing during the initiation ceremony.)</p> <p style="text-align: center;">16.</p>
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CURRENT

RECOMMENDED CHANGE

<p>(The Marshal leads the candidate(s) with their escort(s) once around the hall.</p> <p>The procession moves slowly and clockwise, passing by the Warden’s station first, then the station of the President, then the station of the Priestess and halts only when it reaches the station of the Vice President.)</p> <p>VICE PRESIDENT: “Marshal, who is this candidate (or, who are these candidates) with you and what is the purpose of your journey?”</p> <p>MARSHAL: “Worthy Vice President, (this candidate is here for initiation) or (these candidates are here for initiation). They have sought membership in our organization and are welcomed by our Sisters of _____ Chapter.”</p> <p>VICE PRESIDENT: “Marshal, your message is a happy one. You may proceed on your journey.”</p> <p style="text-align: center;">(The Marshal leads the candidate(s) to the station of the Warden.)</p> <p>MARSHAL: “Worthy Warden, I ask your permission to lead (this candidate) or (these candidates) through the Gate of self-criticism.”</p> <p>WARDEN: “Your request shall be granted. Candidate(s), the gate you are about to pass has this inscription for your guidance. Wise are they who practice Self-criticism before they pass judgment upon others. Consider this carefully as you proceed on your journey.”</p>	<p>(The candidates are escorted to the front of the head table by the appointed escorts and stand facing the Chapter President.)</p> <p>VICE PRESIDENT: (standing at the head table): “Candidates you have sought membership into our Order and are welcomed by the Sisters of _____ Chapter.”</p> <p>RECORDING SECRETARY: “Candidate(s), understand that wise are those that practice self-criticism before they pass judgment upon others. Consider this carefully as you are welcomed into our Sisterhood.”</p>
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~~(Marshal proceeds to the station of the President)~~

~~MARSHAL:~~

~~“Worthy President, I ask your permission to lead (this candidate) or (these candidates) through the Gate of Kindness and Tolerance.”~~

~~PRESIDENT:~~

~~“Your request shall be granted. Candidate(s), listen carefully to these words of Wisdom: ‘Noble are they who moderate their tongue with kindness and tolerance, and permit no evil word to cross the barrier of their lips.’ You may now proceed on your journey.”~~

~~(Marshal proceeds to the Station of the Priestess.)~~

~~MARSHAL:~~

~~“Worthy Priestess, I ask your permission to lead (this candidate) or (these candidates) through the Gate of Unselfishness.”~~

~~PRIESTESS:~~

~~“Your request shall be granted. Listen to an ancient truth: ‘Happy are they who have taken selfishness out of their heart.’ You may now proceed on your journey.”~~

~~(Marshal proceeds to the station of the Vice President)~~

~~MARSHAL:~~

~~“Worthy Vice President, (this candidate) or (these candidates) have passed through the Gates of our Sisterhood and are now ready to receive their charge.”~~

~~“Marshal, lead the candidate(s) to the President’s station.”~~

~~(The Marshal leads the candidate(s) to the President’s station and lines them up in front of it so that they are facing the President.)~~

~~VICE PRESIDENT:~~

~~“Candidate(s), you have come a long way on your noble quest and the light, which you seek, is within your reach. It is a light that symbolizes our ideals.”~~

~~The Marshal and the escort(s) stand in line behind the candidate(s) ready to assist or direct them as may be required.)~~

16.

TREASURER:

“Candidate(s), kindness and tolerance are quality characteristics. We ask you to listen carefully to these words of Wisdom: ‘Noble are they who moderate their tongue with **kindness and tolerance**, and permit no evil word to cross the barrier of their lips.’ ”

CORRESPONDING SECRETARY:

“To understand **unselfishness**, consider this ancient truth: ‘Happy are they who have taken selfishness out of their heart.’ You have now heard the wisdom of our Sisterhood and are ready to receive your oath of membership.”

VICE PRESIDENT:

“Candidate(s), you have come a long way on your noble quest for membership and the light, which you seek, is within your reach. It is a light that symbolizes the ideals of the Daughters of Penelope.”

17.

CURRENT

RECOMMENDED CHANGE

<p>PRESIDENT: “Let the Spirit of Penelope transmit to them the light of our Order.”</p> <p>(The Spirit of Penelope proceeds from the anteroom to the head of the President’s station, facing the candidate(s). The Spirit carries a lighted lamp, preferably an ancient type “LYCHNIA” or lighted candle.)</p> <p>SPIRIT OF PENELOPE: “Prepare the candidate(s).”</p> <p>(The Marshal takes the unlighted candles from the President’s station and gives one to each candidate. Then the Marshal announces:)</p> <p>MARSHAL: “Spirit of Penelope, the candidate(s) are ready.”</p> <p style="text-align: center;">17.</p>	<p>PRESIDENT: “Let the Spirit of Penelope transmit to the candidates, the light of our Order.”</p> <p>(The Spirit of Penelope proceeds forward to the President’s station, facing the candidate(s), carrying a lit candle, lighted lamp, (may be ancient type “Lychnia”) or turned on battery candle)</p> <p>(The President takes the unlit candle(s) from the table and gives one to each candidate.)</p> <p style="text-align: center;">18.</p>
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<p>(The Spirit of Penelope steps forward and lights the Neophyte’s candle.)</p> <p style="text-align: center;">17.</p>	<p>(The Spirit of Penelope steps forward and lights the candle(s) of the Candidate(s) {If using battery candles the candidate(s) are to turn the candle on at this point})</p> <p style="text-align: center;">19.</p>
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<p>(The Spirit returns quietly to her place in the room. At the same time, the Marshal collects and extinguishes the candles from the Neophyte(s) and places them on the President’s station. Initiation officers extinguish their candles and place them on their station.)</p> <p style="text-align: center;">18.</p>	<p>(The Spirit returns quietly to her place in the room. At the same time the Candidates extinguish their candles and the Vice President collects the candles.)</p> <p style="text-align: center;">19.</p>
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CURRENT

RECOMMENDED CHANGE

<p>PRESIDENT: “With the assistance of the Marshal, I will now instruct you as to the password and sign of our Order. The Daughters of Penelope has one secret password known as the permanent password. The permanent password is _____.”</p> <p>(Marshal whispers in candidates’ ear.)</p> <p style="text-align: center;">21.</p>	<p>PRESIDENT: “I will now instruct you as to the password and sign of our Order. The Daughters of Penelope has one secret password known as the permanent password. The permanent password is _____.”</p> <p>(Vice President whispers the permanent password into the candidates’ ear.)</p> <p style="text-align: center;">22.</p>
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13. **BE IT RESOLVED TO** change the words in the **Membership Oath** to eliminate the words, “I owe loyalty to the Mother Lodge”, as follows:

CURRENT	RECOMMENDED CHANGE
<p>I will obey and respect all the laws* Rules and mandates* And the traditions of this sisterhood.*</p> <p>I owe loyalty to the Mother Lodge* And to the AHEPA Family. *</p> <p>20.</p>	<p>I will obey and respect all the laws* Rules, mandates and traditions* Of this sisterhood.* And of the AHEPA Family. *</p> <p>20.</p>

14. **BE IT RESOLVED THAT** the procedure for **Installation** of officers be changed as follows:

RATIONALE: To clarify and streamline procedure for Installation.

CURRENT	RECOMMENDED CHANGE
<p>RITUAL OF INSTALLATION OF OFFICERS</p> <p style="text-align: center;">OPENING</p> <p>(Installation of officers will take place after the opening Prayer. The jewels should be placed at the President’s station in order of office. The Bible will be taken to the President’s station by the Marshal before retiring to the ante room to conduct the Installing Officer into the meeting room.</p> <p>If the installation is to be public, sign is omitted. Past Presidents, District Governors, visiting officers of the Daughters of Penelope and AHEPA, as well as invited dignitaries, should be met at the entrance upon their arrival and escorted to a reserved section.)</p> <p style="text-align: center;">22.</p>	<p><u>INSTALLATION OF OFFICERS</u></p> <p>(Installation of officers may take place after the Good of the Order or after the Close of the Meeting or at a separate ceremony. The Bible and the jewels in order of office should be placed at the President’s station in order of office.)</p> <p>If the installation is to be public, sign is omitted. Past Presidents, District Governors, visiting officers of the Daughters of Penelope and AHEPA members, as well as invited dignitaries, are seated in the room.)</p> <p style="text-align: center;">23.</p>
<p>Officers elect and Installing Officer retire to the ante room.)</p> <p style="text-align: center;">22.</p>	<p>(Officers-elect stand in the back of the room)</p> <p style="text-align: center;">23.</p>

CURRENT	RECOMMENDED CHANGE
<p>PRESIDENT: “Sisters, Brother Ahepans, honored guests, and all our friends present here, we are about to perform the Ritual of Installation of Officers. It is an important ceremony for us and especially for the</p>	<p>(Prior to the start of the installation the installing officer will be seated next to the President.) (If the installation takes place at a special Installation ceremony not at a Chapter meeting, add words in parenthesis, as appropriate)</p> <p>PRESIDENT: Sisters (Brother AHEPANs, honored guests and friends present) we are about to perform the Installation of Officers. It is an important ceremony for us and especially for the</p>

<p>officers-elect who are assuming their solemn responsibilities.”</p> <p>“Marshal, retire to the ante room and conduct the Installing Officer into the room.”</p> <p>(The Marshal retrieves the Bible from the Priestess² station and places it at the President’s station. The Marshal then leaves to escort the Installing Officer into the meeting room.)</p> <p>23.</p>	<p>officers-elect who are assuming their solemn responsibilities.”</p> <p>24.</p>
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CURRENT	RECOMMENDED CHANGE
<p>SENTINEL: “Worthy President, the Marshal with the Installing Officer is at the Door.”</p> <p>PRESIDENT: “Admit them.” (3 raps)</p> <p>(Upon entering the room, the Marshal escorts the Installing Officer down the center of the room to the left side of the President)</p> <p>MAHSHAL: “Worthy President, it is my honor to present to you the Installing Officer, Sister _____ (Title).”</p> <p>PRESIDENT: “Worthy Installing Officer, I welcome you in the name of _____ Chapter of the Daughters of Penelope. It is with pleasure that I surrender to you this gavel with all the authority it represents.”</p> <p>24.</p>	<p>PRESIDENT: “Worthy Installing Officer, I welcome you in the name of _____ Chapter of the Daughters of Penelope. It is with pleasure that I surrender to you this gavel with all the authority it represents.”</p> <p>24.</p>

CURRENT	RECOMMENDED CHANGE
<p>INSTALLING OFFICER: “Worthy Secretary, please read the names of the officers-elect.”</p> <p>(The Secretary does so, stating the name and officer according to rank, then gives the list to the Marshal to take to the Installing Officer; after the Installing Officer receives the list, she addresses the Marshal.)</p>	<p>INSTALLING OFFICER: “Worthy Secretary, please read the names of the officers-elect.”</p> <p>(The Secretary does so, stating the name and officer according to rank.)</p>

<p>INSTALLING OFFICER: “Marshal, proceed to the ante room and conduct the officers elect of this Chapter into the room.”</p> <p>(The Marshal leaves the room. In the ante room the officers elect prepare to enter)</p> <p>SENTINEL: “Worthy Installing Officer, the Marshal with the officers elect is at the door.”</p> <p>INSTALLING OFFICER: “Admit them.”</p> <p>(Marshal leads officers elect down the center of the room and stops at the President’s station.)</p> <p style="text-align: center;">25.</p>	<p>INSTALLING OFFICER: “Worthy Officers elect, please come forward to the President’s Station”</p> <p style="text-align: center;">(The officers elect come to the front of the room and stand to the side of the head table in order of their office.)</p> <p style="text-align: center;">25.</p>
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CURRENT	RECOMMENDED CHANGE
<p>INSTALLING OFFICER: “Worthy President, your office is a solemn trust. March ahead fearlessly; rule faithfully, judge impartially. This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”</p> <p>_____ “Marshal, conduct the President to her station.”</p> <p>(The new President takes the seat to the right of the Installing Officer’s chair.)</p> <p style="text-align: center;">26.</p>	<p>INSTALLING OFFICER: (Installing Officer presents the President’s Jewel and places around the neck of the new President.)</p> <p>INSTALLING OFFICER: “Worthy President, your office is a solemn trust. March ahead fearlessly; rule faithfully, judge impartially. This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”</p> <p>(The new President takes her seat to the right of the Installing Officer’s chair.)</p> <p style="text-align: center;">26.</p>

CURRENT	RECOMMENDED CHANGE
<p>(Officers-elect should stand in a line in order of office.)</p>	<p>(Other Officers-elect proceed to the front of the head table and stand in a line in order of office.)</p>
<p style="text-align: center;">CURRENT</p>	<p style="text-align: center;">RECOMMENDED CHANGE</p>
<p>INSTALLING OFFICER: “Worthy Sisters, I shall call upon the Vice President-elect to act for all of you in placing her left hand upon the Bible. Now raise your right hand (meaning all the officers-elect) and repeat after me the Oath of Office.”</p> <p style="text-align: center;">26.</p>	<p>INSTALLING OFFICER: “Worthy Officers-elect, please come forward, and I shall call upon the Vice President-elect to act for all of you in placing her left hand upon the Bible. Officers elect, please raise your right hand, and please place your left hand on the Sister in front of you, and repeat after me the Oath of Office.”</p> <p style="text-align: center;">26.</p>

<p><u>INSTALLING OFFICER</u> <u>PRESENTING JEWELS</u></p> <p>INSTALLING OFFICER “The members of this Chapter place full confidence in your ability to carry out the duties of your office. This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”</p> <p>OPTIONAL: (After the Oath of Installation is administered to the Vice President and all other officers, the Installing Officer will place the jewel of each officer around her neck. When all jewels are in place, the Installing Officer will give the officers their charge simultaneously, and instruct them to proceed to their respective stations.)</p> <p>(After each officer has received her jewel and charge, the Installing Officer instructs the Marshal to escort each officer to her respective station. After all the officers are at their station, the Marshal returns to her station.)</p> <p style="text-align: center;">27.</p>	<p>INSTALLING OFFICER: (Each officer is presented with the jewel of her office placed around her neck)</p> <p>“The members of this Chapter place full confidence in your ability to carry out the duties of your office. “This jewel is the symbol of your authority. May you wear it with great success and honor. I congratulate you.”</p> <p>INSTALLING OFFICER: “The new chapter officers may now proceed to their seats.”</p> <p style="text-align: center;">27.</p>
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15 **BE IT RESOLVED THAT** the **Ceremony for a Funeral** be amended as follows:

RATIONALE: To clarify to chapters the Ceremony for a funeral.

CURRENT	RECOMMENDED CHANGE
<p>(When.....the President shall arrange the details as to where the ceremony is to be held (Church, Cemetery, Funeral Parlor or at Home) and notify the officers and members through the Secretary of the time and place.)</p> <p style="text-align: center;">28.</p>	<p>(When..... the President shall arrange the details as to where the ceremony is to be held (Church, Cemetery, Funeral Home, at a Home or other location) and notify the officers and members through the Secretary of the time and place. In all instances permission to perform the ceremony should be discussed with and obtained from Clergy and those in charge of the Funeral arrangements.)</p> <p style="text-align: center;">28.</p>

<p>...attend in a body)</p> <p style="text-align: center;">28.</p>	<p>...attend as a group.)</p> <p style="text-align: center;">28.</p>
<p>(First officer to the right opens certificate of departed; reads name, date of initiation into chapter, date of death. An appropriate eulogy may be given at this time [optional].)</p> <p style="text-align: center;">29.</p>	<p>(First officer to the right opens In Memoriam Certificate (obtained from website or Headquarters); reads name, date of initiation into chapter, Chapter name and number. An appropriate eulogy may be given at this time [optional].)</p> <p style="text-align: center;">29.</p>

CURRENT	RECOMMENDED CHANGE
(The president walks out slowly, followed by her officers and members.) 31.	(The <i>In Memoriam Certificate</i> is then handed to a family member. The president walks out slowly, followed by the officers and members.) 31.

16. **BE IT RESOLVED TO** amend the **Draping of Chapter Charter** be revised, as follows:
RATIONALE: Clarify the draping of the Charter.

CURRENT	RECOMMENDED CHANGE
(When a Sister has passed away, the draping of a charter takes place on the first meeting following her death. The charter is placed at the President’s station. Meeting takes form in regular fashion.) 31.	(When a Sister has passed away, the draping of a charter takes place on the first meeting following her death. The charter is placed at the President’s station. During the regular meeting this Ceremony takes place after the Opening Prayer.) 31.

<u>CHAPTER ROOM CEREMONY</u> <u>DRAPING OF CHARTER</u>	<u>DRAPING OF CHAPTER CHARTER</u>
.....It is therefore fitting that we drape this crepe of black around our Charter for the period of forty days 31.It is therefore fitting that we drape this crepe of black around our Charter..... 31.

Several changes are now needed in the Constitution in view of the changes in the 2023 Ritual.
CONSTITUTION AMENDMENTS RECOMMENDED – (2/3 vote required):

17. **BE IT RESOLVED THAT** the **CONSTITUTION** is **AMENDED to Change Article X, CHAPTER OFFICERS, Sections 1 and 2** to strike the words **Warden, Priestess, Marshal and Sentinel** and add a new section b 1). regarding appointment of members to read the prayer and escort at meetings:

RATIONALE: To streamline and provide for more efficient meetings by removing the titles of the offices of Warden, Priestess, Marshal and Sentinel and changing them to members appointed only for reading the prayer or escorting as needed for meetings or if desired by the chapter, for the year.

CURRENT	RECOMMENDED CHANGE
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 1. Number and Titles of Officers. The officers of a Chapter shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, 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.

<p>Section 2. Elective and Appointive Officers. b. The appointive officers, chosen by the President, shall be: Marshal, Priestess, Warden, Sentinel, Parliamentarian and Chairman of the Maids Advisory Board.</p>	<p>Section 2. Elective and Appointive Officers. b. The appointive officers, chosen by the President, shall be: Parliamentarian and Chairman of the Maids Advisory Board. </p> <p>g. For Chapter Meetings, the Chapter President may appoint members as needed to read the Opening and Closing Prayers and to escort visitor(s) at meetings or candidates during initiation.</p> <p>1) If preferred by the Chapter, the Chapter President may appoint members to serve for the full year to conduct these duties: to read the Opening and Closing Prayers at meetings, and</p> <p>2) to escort visitor(s) at meetings or candidate(s) during initiation.</p>
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18. **BE IT RESOLVED TO** amend the **CONSTITUTION, ARTICLE XI** by adding to the duties of the VICE PRESIDENT with a new section b and changing current section b to section c as follows:
RATIONALE: Provide additional responsibility to the Vice President of handling the paraphernalia and checking membership at meetings.

CURRENT	RECOMMENDED CHANGE
<p>ARTICLE XI DUTIES AND POWERS OF CHAPTER OFFICERS</p> <p>Section 3. Vice President. a. 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, to conduct chapter meetings in the absence of the Chapter President and to perform such other duties that may be assigned by the President or by the Chapter.</p>	<p>ARTICLE XI DUTIES AND POWERS OF CHAPTER OFFICERS</p> <p>Section 3. Vice President. a. 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 Book of Procedures, to serve as Chairman of the Membership Committee, to conduct chapter meetings in the absence of the Chapter President and to perform such other duties that may be assigned by the President or by the Chapter.</p> <p>b. It shall be the duty of the Vice President to properly maintain and store all property of the Chapter, including regalia, paraphernalia, insignia and other articles,</p>

<p>b. In the event of the absence, resignation, disqualification, removal, or death of the President of the Chapter 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.</p>	<p>and to verify that those entering the chapter meeting room are members and to exclude anyone who is not entitled to enter or be in the meeting room while the Chapter is in session.</p> <p>c. In the event of the absence, resignation, disqualification, removal, or death of the President of the Chapter 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.</p>
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19. **BE IT RESOLVED TO** amend the CONSTITUTION, ARTICLE XI, Duties and Powers of Chapter Officers, by deleting Sections 7, 8, 9 and 10:

Delete: **Section 7. Warden Section 8. Priestess Section 9. Marshal Section 10. Sentinel**
RATIONALE: Eliminate these named officer positions.

20. **BE IT RESOLVED THAT** this Book of Procedures 2023 with any amendments take effect upon passage at the 2023 Supreme Convention in Las Vegas, however, any previously appointed officers for the coming year, whose appointed offices have now been changed, shall be permitted to complete their current term of office.

RATIONALE: Some titled positions may have been appointed for the coming year, and this resolution will allow them to complete their current term in their titled office.