

Daughters of Penelope

CONSTITUTION AND BY-LAWS



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**Daughters of Penelope
Constitution and By-Laws
including Amendments
through July 2023.
*All other copies are obsolete.***

MISSION STATEMENT

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

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Daughters of Penelope

CONSTITUTION AND BY-LAWS

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 ORGANIZATION

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

- a. Mother Lodge
- b. Chapters
- c. District Lodges
- d. District Convention
- e. Grand Lodge
- f. Supreme Convention
- g. Members at large
- h. Maids of Athena, as a Junior Auxiliary

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 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. She cannot serve as a Delegate or Alternate at any District or Supreme Convention.
- d. She may attend a District or Supreme Convention only as an observer.
- e. If a Chapter of the Order is instituted in the area in which she resides, she shall apply for affiliation in said Chapter.

Section 3. Parliamentary Authority. ROBERT'S RULES OF ORDER Newly Revised, shall be the authority on parliamentary procedure for the Daughters of Penelope for all matters not otherwise covered or provided for by the Constitution, laws, rules, regulations and manuals of the Order.

ARTICLE VI 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 (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 VII

MEMBERSHIP

Section 1. Qualifications. Any woman who is of good moral character, a believer in the existence of God and in the Divinity of Jesus Christ, who believes in and advocates the maintenance and promulgation of the principles, objects and ideals of our Order, who is willing to subscribe by its Constitution and the decrees and mandates of the Supreme Conventions, to obey its authorities and revere its Hellenic traditions, shall be eligible for membership in this Order.

- a. She shall be a citizen of the United States of America or of the country wherein a Chapter to which she applies for admission is located. If such applicant is not a citizen thereof she shall be required to declare intention to become a citizen.
- b. In any locality where there is no Chapter of the Maids of Athena, an applicant shall be eligible for membership in the Order provided she is over eighteen (18) years of age.
- c. A member may belong to no more than two chapters. Members must pay full dues to the primary chapter and only chapter dues to secondary chapter. She can only represent her primary chapter at a District or National Convention and must meet all requirements for a delegate. A member shall be eligible to serve in any elected position only in her primary chapter.

Section 2. Initiation. No person shall be admitted to membership except through the rites of initiation as prescribed by the Book of Procedures 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. 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 chapter 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 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 Headquarters and request the member's standing.
- e. If such a member is in good standing, but has not paid her current year's dues, said dues must be paid to the New Chapter before transfer can be affected by Headquarters.
- f. If such member has been suspended for nonpayment of Chapter dues, then the Chapter to which the member is seeking transfer is authorized to reinstate and transfer this member.
- g. Headquarters must furnish such information in complete detail and in each individual instance to both chapters concerned.

Section 8. Dual Member

- a. A member may belong to no more than two chapters. A dual member must pay full dues (including per capita) to the primary chapter and is

- required to pay only chapter dues (excluding per capita) to the secondary chapter.
- b. A dual member can only represent her primary chapter at a District or Supreme Convention and must meet all requirements to be a delegate or alternate for her primary chapter.
 - c. A dual member shall be eligible to serve in any elected position only in her primary chapter.
 - d. In the secondary chapter a dual member may serve on chapter committees but may not hold any elected office.
 - e. Attendance of a dual member at meetings of her secondary chapter will count for the requirement to be a delegate or alternate representing her primary chapter at a District or Supreme Convention. The secondary chapter shall verify to the primary chapter, the number of meetings attended by the dual member at the secondary chapter meetings in the year.

Section 9. Reinstatement of Member Suspended for Nonpayment of Dues.

- 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. Any reinstatements should be recorded and announced at the chapter meeting.
- 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 10. Reinstatement of Members While Under Charges of Misconduct.

A chapter who has followed the Constitutions as set forth in Article XVII Trial of Members, will require the member to appear at a trial if that member has resigned prior to said trial and now wishes to reinstate.

Section 11. Reinstatement Fees Due Headquarters. The Chapter Secretary shall submit to 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, for any members that are not current members due to delinquency in per capita who wish to reinstate and become in good standing for the current year.

Section 12. 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 VIII HEADQUARTERS

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

ARTICLE IX CHAPTERS OF THE ORDER

Section 1. The Chapter Defined. Any organization of eligible women, which individually or collectively, has duly petitioned for and received a Charter from the Grand Lodge or a properly authorized member thereof, and which, thus chartered and authorized, is functioning under the name and style of the Daughters of Penelope, shall be deemed to be a legally constituted Chapter of the Daughters of Penelope, and shall be subject to its jurisdiction.

Section 2. The Petition.

- a. A petition for a Chapter shall be in the approved form; it shall be signed by eight (8) or more women, either new, current and/or former members, who subscribe to the objects and ideals of the Order as set forth in Article II; and who meet all the requirements for membership as set forth in Article VII of the Constitution.
- b. Said petition shall be addressed to the Grand Lodge through the Daughters of Penelope District Governor of the District in which the Chapter seeks to be established, or if there is no District, the petition shall be addressed directly to the Grand Lodge.
- c. 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.
- d. Dual members shall not count toward meeting the membership requirement.

Section 3. Fees and Applications. Every petition for a Charter shall be accompanied with the application for membership of each petitioner whose name is signed thereon and shall also be accompanied with the required per capita tax, initiation fees or other appropriate fees as indicated on the application as set forth by the Supreme Convention. No petition for a Charter shall be considered unless it meets with the requirements of this section.

Section 4. Rejected Petitioners May Appeal to Supreme Convention. In the event of rejection of a petition for a new Chapter Charter, the petitioners may appeal to the Supreme Convention which shall have the power to sustain or overrule the decision of the Grand Lodge.

Section 5. Official Admittance.

- a. When a Charter is granted by the Grand Lodge to a new Chapter, said Chapter shall be formally and officially admitted into the Order when:
 1. Eight (8) or more of the petitioners have been admitted to the chapter by either initiation, transfer or reinstatement into the Daughters of Penelope (per Section 2a of this Article);
 2. the officers of the proposed Chapter shall have been duly elected and installed; and
 3. the members of the new Chapter have chosen their chapter name (as indicated in Section 2c).
- b. A new Chapter shall be officially established upon receipt by the Chapter of the authorization and Chapter Number from Headquarters.

Section 6. Additional Chapters in Same City. No Chapter shall be established in any city or town where there is already a Chapter or Chapters of this Order, unless there is a petition by at least twenty-five (25) or more women who are not, or never have been members of any other Chapter, and the District Lodge consents to the establishment of such additional Chapter.

Section 7. Power to Grant and Revoke Charters. The power to grant Charters for new Chapters and to revoke the charter of an established chapter shall be vested exclusively in the Grand Lodge.

Section 8. Merger of Chapters.

- a. Chapters may be consolidated only when three-fourths (3/4) of their respective members vote to do so, and the Grand President and District Governor consent thereto, or if there is no District, then by the Grand Lodge.
- b. These Chapters shall be allowed to keep their names hyphenated and Headquarters will issue the "700" series new number.

Section 9. Declaring a Chapter Inactive for Non-Payment. 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 per capita for at least eight (8) members and their District and National obligations by the date of the District Convention. If said Chapter has not paid per capita for least eight (8) members and 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 Headquarters the name, Chapter number, 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 acquired by the District Lodge, or if there is no District Lodge then by the Grand Lodge and held in reserve for a period of three (3) years. If, at the end of such period, the Chapter is still inactive, all its funds shall automatically revert to the District Treasury, or if there is no District, to the Grand Lodge Treasury.

Section 11. Paraphernalia of Inactive Chapters.

- a. The paraphernalia of an inactive Chapter should be sealed in a carton and when feasible held at a District location, or if there is no District, at Headquarters, with detailed inventory sheet on file with District and Headquarters. The same three (3) year period as for funds to apply.
- b. In the event the District has no location to store such items, paraphernalia should then be entrusted to one of the immediate past officers of the Chapter. Her name and address must be included on inventory file and listed with the District Lodge. It will be the obligation of that Sister to notify District and Headquarters of any change of address and/or change of holder of the chapter items.

Section 12. Reactivating a Chapter. A Chapter can be reactivated upon approval of the District Lodge, or if there is no District Lodge, approval of the Grand Lodge, when eight (8) or more members have indicated their intention to reinstate themselves or join as new members and reactivate the chapter and pay dues and reinstatement or initiation fees, where applicable, to the Chapter. The Chapter will be considered reactivated upon receipt by Headquarters of all per capita and reinstatement or initiation fees for 8 or more members. For reorganizing procedure, refer to Manual of Instruction.

ARTICLE X

CHAPTER OFFICERS

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.

Section 2. Elective and Appointive Officers.

- a. 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).
- b. The appointive officers, chosen by the President, shall be: Parliamentarian and Chairman of the Maids Advisory Board.
- c. All officers shall be citizens of the country in which their Chapter is located except in the instance where 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.
- d. All elective officers as well as Chairman of the Board of Governors of a Chapter shall be members in good standing.
- e. 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.
- f. 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 the Board of Governors.

- a. 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.
- b. If the retiring President of the Chapter is not able to serve as Chairman of the Board of Governors the current President shall appoint a past Chapter President for this position.

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. 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.

- b. The presiding officer shall announce the candidates for election and appoint three (3) tellers to tally the votes cast. Two of the tellers shall call out and verify the names on the ballots, and the third teller, together with the Chapter Secretary, shall tally the votes.
- c. The Secretary shall announce the final result to the Chapter.
- d. In the event of a tie, the members of the chapter shall vote again on the candidates. Refer to ROBERT'S RULES OF ORDER (Newly Revised).
- e. 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.

- a. The officers of the Chapter shall serve for a term of twelve months, or until their successors are elected and qualified. The term of office in the case of a newly established Chapter shall be considered from the date thereof they were elected until the next election.
- b. A Chapter President shall be eligible to run for reelection to succeed herself in office, but she shall not serve more than two consecutive terms within any five-year period. In the event the President does not succeed herself the second year, she shall be eligible to run for the office again within the five-year period, one term having expired.

Section 7. Vacancies in Chapter Office. A vacancy in the office of Chapter President shall filled automatically by the Chapter Vice-President. All other vacancies in elective office of the Chapter, 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.

Section 9. Chapter Special Dispensation. Any request for special dispensation from the Chapter must be submitted by the District Governor to the Grand President for approval on the proper form.

ARTICLE XI

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.

Section 2. Chapter 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. **Chapter Maids of Athena Advisory Board.** The local Daughters of Penelope Chapter shall select no more than 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 no more than 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 Chapter is sponsored by an AHEPA Chapter, with the AHEPA submitting no more than six (6) names to the Maids, or where the Maids Chapter is sponsored by the Daughters District Lodge the Maids District Advisor shall also serve as the Maids Chapter Advisor.
- h. **AHEPA Family Committee.** To secure and strengthen communications between AHEPA, the Daughters of Penelope, Maids of Athena and Sons of Pericles.
- i. **Social Media.** To help facilitate electronic communications amongst the members and generate exposure for the chapter via social media platforms.

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.

- 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.

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 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. Verified contact information.
 - 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. The Chapter Treasury books and accounts shall be reviewed and audited each year by the Board of Governors with a report submitted each year to the Chapter and District.

Section 7. 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 8. 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.

Section 9. Chapter Maids of Athena Advisory Board. Each member of the Chapter Maids of Athena Advisory Board is responsible to:

- a) be familiar with and have a copy of the Maids of Athena Constitution, Book of Procedures and Leadership Handbook in order to be qualified to properly guide and advise the Maids of Athena.
- b) approve all expenditures greater than \$250 and all matters involving public activity and/or participation.

- c) make sure the prescribed number of four (4) of Ritualistic meetings are held and properly conducted by the Maids Chapter, and if possible, memorized as per “Remarks” in the Book of Procedures.
- d) to see that all Chapter Obligations are met; both District and National (refer to the Maids of Athena Leadership Handbook).
- e) to make sure that individuals running for Maids of Athena office or as Delegates are in good standing, and that all members are notified in writing as to the time and place elections are to be held.
- f) to make sure that the collection and recording of all monies is carried out properly by the Secretary and Treasurer as per the Constitution and Leadership Handbook.
- g) supervise all official Chapter events and be responsible for the proper guidance of all rules, regulations, mandates, and the general conduct of the Maids of Athena. at all time, act impartially and attempt to settle grievances arising in the Maids of Athena Chapter.
- h) notify each other of attendance and make sure that at least one (1) Advisor is present for all Maids meetings and events and recommended that where possible all three (3) advisors attend the meetings regularly for proper supervision.
- i) to report to the Daughters Chapter at each business meeting the progress of the Maids of Athena and encourage support of the Maids of Athena their projects and activities.
- j) to help increase the membership of the Maids of Athena Chapter and encourage activities for social and educational development of the members, and for the welfare of the community.

ARTICLE XII

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 XIII

MEETINGS OF CHAPTERS

Section 1. Regular Meetings. Each Chapter shall hold at least seven (7) meetings a year. The date, place, time and type 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. Teleconferencing, video conferencing or a hybrid meeting shall be permitted as needed.

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 (10) 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 of the Supreme Convention or the Grand Lodge of the Daughters of Penelope or as provided in the Manual of Instruction. **ROBERT'S RULES OF ORDER Newly Revised**, shall be the authority on parliamentary procedure not otherwise covered or provided for by the Constitution, laws, rules, regulations and manuals of the Order.

ARTICLE XIV

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 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 Headquarters and waived members.

Section 5. Delinquent Members. A member who is six (6) 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. Years of Service. A member may be recognized for her years of service as a fully paid member. The years need not be consecutive.

ARTICLE XV

IMPEACHMENT OF CHAPTER OFFICERS

Section 1. The Complaint. Ten (10) 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. Any member may move for a secret ballot vote on this issue, which requires a majority vote for approval.

ARTICLE XVI

REMOVAL OF CHAPTER OFFICERS

Section 1. 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. Any member may move for a secret ballot vote on this issue, which requires a majority vote for approval.

ARTICLE XVII

TRIAL OF MEMBERS

Section 1. Written Complaint.

- 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 and a copy to the Chapter President.

- b. All charges shall be specific listing time(s), place(s), and alleged acts adequately stated, and particulars fully described. Otherwise, the said complaint shall be rejected for insufficiency by the Chapter Secretary and or Chapter President. When so rejected, the said complaint may be re-filed when properly completed.

Section 2. Merit of Complaint. 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 elected officers of the Chapter following the completion of the investigation. If the Committee finds merit in the complaint, the 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 that 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 of the Chapter 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. The member shall be notified at least two (2) 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 Section 1(b) of this Article.)

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 a member of the Order, not necessarily an attorney-at-law, to prosecute the complaint, 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. A case may be appealed, within three months after trial, through notification to the Grand President with copies to the Chapter President and Chapter Secretary. The Grand President shall then submit the appeal 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 the section pertaining to the Grand Counselor, Article XXIV Section 3.

ARTICLE XVIII

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, of which some may be 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, a District Advisor to the Maids of Athena, and a District Advisor of the Daughters of Penelope, who shall be the immediate past District Governor.
- b. In the event of a vacancy in the office of District Advisor to the Daughters of Penelope, she shall be replaced by a Past District Governor appointed by a majority vote of the District Lodge.

Section 3. Offices May Be Combined.

- a. The District Convention may, by a two-thirds (2/3) vote, combine the offices of District Lieutenant Governor with District Secretary and/or the offices of District Marshal with the office of District Treasurer. If the District has a separate Secretary and Treasurer, the District may by two-thirds (2/3) vote combine the position of District Lt. Governor and District Marshal.
- b. The District Convention may, by two thirds (2/3) vote combine the offices of District Advisor of the Daughters of Penelope with the position of District Advisor to the Maids of Athena.

Section 4. Qualifications

- a. No member shall be eligible for District office unless she has served in an elective office in her Chapter for one year and attended at least four of her own Chapter meetings in the current year.
- b. No member of the District Lodge shall hold any other elective office at the same time.
- c. A District Officer shall be a citizen of the country in which her Chapter is located except that any member in a Daughters chapter in a country other than the United States who takes up residence in the United States or any member of the United States who takes up residence in another country where there is a Daughters of Penelope Chapter, shall be eligible to hold office on the District Lodge provided such member has been a resident of the country of a Chapter in that District for at least six (6) months prior to the election of the District Lodge.
- d. Candidates running for District office shall be present at the District Convention 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.
- e. No member shall be eligible for the office of District Governor or District Lt. Governor unless she has served as Chapter President of a Chapter for one full year or as a District Lodge officer for one full year.
- f. The District Governor shall not simultaneously hold any other elective office in the Order.

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 or on the Grand Lodge except by special dispensation of the Grand President. Any request for special dispensation must be in writing from the District Governor.
- b. For districts with 150 members or less, special dispensation is not required. Any such chapter with a member serving in dual office 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 from registered delegates attending the District Convention. 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 XIX, 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 shall be 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 Daughters of Penelope Headquarters.

- 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 XIX

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 and to:
 1. to examine the books of such Chapter
 2. to report the findings regarding each chapter to the Grand President and Grand Liaison Officer;

3. to assure that each chapter meets all requirements, including proper submission of all per capita, assessments and obligations;
4. to work with the officers of each chapter to assure they understand their duties and responsibilities; and
5. to assure the chapter officers and members understand proper protocols of the Daughters of Penelope proper handling of all chapter finances.
6. To appoint the following District Standing Committees, which shall function throughout the fiscal year and which will report to the District Convention, and such other committees as deemed appropriate:
 1. Legislation
 2. Audit
 3. Budget & Finance
 4. Growth & Expansion
 5. Projects
 6. AHEPA Family
 7. Maids of Athena
 8. Penelope of the Year
 9. Scholarship
- 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 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 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 resignation, disqualification, removal, absence, 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 the 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.

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 assist the District Advisor to the Maids of Athena.

a. In the event the position of District Advisor of the Daughters of Penelope becomes vacant or if she is elected to the Grand Lodge, the position shall be filled by a Past District Governor appointed by a majority vote of the District Lodge.

Section 7. District Advisor to the Maids of Athena. It shall be the duty of the Maids of Athena 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 Headquarters by any means, preferably electronic, by the deadline date announced.

Section 9. District Audit Committee. The District Governor shall appoint three members of the District who shall serve as the District Audit Committee to review and audit the books, accounts and financial records of the District Treasury and thereafter submit for approval a report to the District Convention.

Section 10. Vacancies In The District Lodge.

- a. In the event of the resignation, disability, disqualification, removal or death of a District Lodge Officer, other than the District Governor, the vacancy shall be filled by the appointment of a qualified member of the District; said appointment shall be by majority vote of the District Lodge Officers.
- b. In the event of a vacancy in the office of the District Governor, the District Lt. Governor shall automatically succeed to the office.

Section 11. Past District Governors. All Past District Governors of a District in good standing with their Chapter, who have attended at least four (4) 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.

- 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 XX

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 the section pertaining to the Grand Counselor, Article XXIV, Section 3 (b).

ARTICLE XXI

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 current officers of the District Lodge.
- b. All Past District Governors as provided in Article XIX, Section 11.
- c. Each Chapter shall have six (6) delegates and no more than six (6) 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 no more than four (4) alternates.
- d. 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 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. Qualifications of Delegates.

- a. 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 chapter for at least one (1) year with per capita submitted to Headquarters and must have attended at least four (4) business meetings in the current year in their respective Chapter before becoming eligible to serve as a Delegate or Alternate, 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. In the case where a Sister, transferred back to her reactivated Chapter immediately upon its reactivation, she shall be accorded the same privileges as the reactivated members.
- b. In the case of a new Chapter, it must have received its Charter at least four (4) months prior to the election of delegates.
- c. 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 who is a citizen of another country and takes up residence in the United States, or a member of United States citizenship who takes up residence in another country where there is a Daughters of Penelope Chapter, shall be eligible to be elected as a delegate, provided such member has been a resident in the

jurisdiction of the District where she seeks to be a delegate or alternate for at least six (6) months prior to the election as a delegate or alternate.

- d. In the case of a new 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 and Alternates, she shall be eligible to serve as delegate or alternate.

Section 5. Time and Manner of Electing Delegates.

The Chapters of each District shall elect delegates and alternates 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 and alternates for the District Convention shall be held at said meeting.

Section 6 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 up to six (6) alternates.

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 at the appropriate time.

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 procedure not otherwise covered or provided for by the Constitution, laws, rules, regulations and manuals of the Order.

ARTICLE XXII GRAND LODGE

Section 1. Grand Lodge Officers. The elected officers of the Grand Lodge shall be: 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 been elected and served at least one full term in the office of Chapter President, Vice President, Secretary or Treasurer and been elected and served at least one full term as the District Governor prior to their election.
- b) They must be citizens of the country in which their Chapter is located.
- c) No member shall be eligible for the office of Grand President, Grand Vice President, Grand Secretary or Grand Treasurer who has not previously been elected and served at least one full term as a Grand Lodge Officer prior to election.
- d) No member, serving during her first term as a District Lodge Officer, or serving her first term as a District Governor, will be eligible to run for any office on the Grand Lodge.
- e) No member shall be elected and serve as Grand President for more than two (2) full terms, not necessarily consecutively.

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, and stating their willingness for candidacy, which writing shall be read to the Convention body.

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. After nominations, each candidate present at the Convention shall be afforded three (3) minutes to address the Convention Body.
- c. The one-page summary of each candidate's background, together with photograph shall be posted on the bulletin board in the Convention Room.
- d. In order to cast a ballot for Grand Lodge Officers, registered delegates must be present in person and have attended in person at least 2 of the prior business sessions of the current Supreme Convention.
- e. 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.
- f. In the event all offices have only one candidate, the Convention Chairman shall declare said candidates elected immediately after nominations are closed.
- g. 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.
- h. No member shall be elected and serve as Grand President for more than two full terms, not necessarily consecutive.

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. Prior to installations and assuming office on the Grand Lodge, it shall be required to resign the office in the Chapter or District Lodge. Special Dispensation is not an available option in this instance.

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 term or until their successors are elected and qualified. No Grand Lodge Officer shall serve in a particular Grand Lodge Office for more than two terms consecutively.

Section 8. Vacancies in the Grand Lodge.

- a. In the event of the resignation, disqualification, removal or death of a Grand Lodge Officer, other than the Grand President, the vacancy shall be filled

by the appointment of a member of the Order who meets all of the qualifications for election to the office; said appointment shall be by majority vote of the Grand Lodge Officers.

- 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 XXIII

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
 - i. Supreme Convention:
 - ii. Education
 - iii. Public Relations
 - iv. Budget and Finance
 - v. Resolutions and Recommendations
 - vi. Growth and Expansion
 - vii. Legislation on the Constitution and Book of Procedures
 - viii. Maids of Athena
 - ix. National Projects
 - x. Penelope of the Year
- d) or any other committee Standing or Special as it may be deemed necessary to expedite the work of the Daughters of Penelope.
- e) To oversee the promotion of the objectives of the Order and the management of the affairs of any chapters not within a designated district.
- f) To see that the rules of the Order are strictly enforced and that all officers, whether Grand Lodge, District Lodge, or Chapter, faithfully perform their respective duties.
- g) To give instructions and directions to the membership of law and usage, subject to appeal to the Grand Counselor of the Order. (See Article XXIV, Section 3).
- h) 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.
- i) At the end of her term, to advise the newly elected Grand President of any current issues regarding the management and operation of the Daughters of Penelope.

- j) Upon completion of her term of 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.
- k) 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. In the event of the resignation, disqualification, removal, or death of the Grand President, she shall automatically succeed to the office of Grand President.

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 approve, authorize and disperse all payments 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 review all banking account statements each month;
- d. To submit a report at each Supreme Convention and render thereto a full account of all receipts and disbursements of the Daughters of Penelope for approval by the Supreme Convention. (See Article XXVI, Sections 1 to 12 incl.).
- e. To serve as a member, but not the Chairman, of the Budget and Finance Committee at the Supreme Conventions.

Section 5. Grand Governor.

- a) The districts of the Daughters of Penelope in the United States and Canada shall be divided geographically into five (5) sections called zones. One Grand 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 consist of the following districts:
 - i. Zone 1 shall consist of Districts: 3, 4, 5, 6, 7, 8, 9
 - ii. Zone 2 shall consist of Districts: 1, 2, 10, 11
 - iii. Zone 3 shall consist of Districts: 12, 13, 14, 16, 17

- iv. Zone 4 shall consist of Districts: 20, 21, 22
- v. 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 assigned jurisdiction.
- d) For Chapters that are not within a designated district it shall be the responsibility of the Grand President to promote the objectives of the Order to these chapters and to oversee the management of the affairs of these chapters.

Section 6. Grand Advisor to the Maids of Athena.

The Grand Advisor to the Maids of Athena shall:

- a. be elected by the Supreme Convention of the Daughters of Penelope.
- b. be the Liaison Officer between the Grand Lodge of the Daughters of Penelope and the Maids of Athena and
- c. directly supervise all activities of the Maids of Athena Grand Lodge;
- d. advise the Maids of Athena on proper procedure
- e. give approval on all important issues or actions of the Maids of Athena
- f. attend all meetings of the Maids of Athena Supreme Convention and report on the same to the Daughters of Penelope Supreme Convention.
- g. Assure that the legislation passed by the Maids of Athena Supreme Convention is submitted to the Daughters of Penelope Legislation Chairman and processed per Article XXX, Section 4.
- h. attend all meetings of the Maids of Athena Grand Lodge and in consultation with the Grand President of the Daughters of Penelope, authorize and approve the activities and events of the Maids of Athena Grand Lodge.

ARTICLE XXIV

POWER AND AUTHORITY OF THE GRAND LODGE

Section 1. Duty of the Grand Lodge. 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.
- b. To respond to requests for rulings or opinions of the Grand Counselor which are made only through the Grand President. However, if the issue pertains to the Grand President, the request shall then be made through the Grand Secretary.
- c. To render opinions, rulings, and interpretations raised by members, Chapters, Districts, District Lodges, and members of the Grand Lodge made through the office of the Grand President.
- d. To act as judge on all appeals presented to the Grand Lodge on any and all controversies involving members, Chapters, or District, 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.
- e. To submit all official rulings and decisions to the Executive Director at Headquarters to be codified and retained at the Headquarters of the Order.
- f. 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 XXV

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. Teleconferencing and video conferencing shall be permitted.

Section 2. Special Meetings. Special meetings of the Grand Lodge may be called after due notice to all members of the Grand Lodge by either:

- a. The Grand President or
 - b. A majority of the members of the Grand Lodge through the Grand Secretary.
- Teleconferencing and video conferencing meetings shall be 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 XXVI

FINANCES OF THE DAUGHTERS OF PENELOPE HEADQUARTERS

Section 1. Revenue. The revenue of the Daughters of Penelope shall be managed through the Grand Lodge and shall be derived from per capita tax, initiation fees, chapter charter fees, reinstatement fees and such other sources as collected or received by Headquarters.

Section 2. Notification of Fees. 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 prescribed initiation fee in U.S. Dollars of each candidate initiated as established by the Supreme Convention.

Section 4. Chapter Dues. Chapter dues shall be set by each chapter according to its discretion provided that the amount shall be no less than the established per capita tax in U.S. dollars per member to be sent to Headquarters. In the case of a member who is initiated/reinstated after November 30, her per capita tax and dues shall apply to the following calendar year.

Section 5. Per Capita Tax. The amount of Per Capita Tax due from each member is to be set by the Supreme Convention and shall be remitted to Headquarters by the Chapters in U.S. Dollars each calendar year for a member to be current and in good standing.

Section 6. District Pro Rata. From the Per Capita Tax collected from the chapters in a District, Headquarters shall remit annually the established portion in U.S. dollars to the respective District as their pro rata.

Section 7. 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 8. New Chapter Charter Fees. Fees for a new Chapter shall accompany the application and shall be the property of the Daughters of Penelope Treasury at Headquarters and managed by the Grand Lodge.

Section 9. Deposits. All funds received at Headquarters or by the Grand Lodge shall be deposited in the name of the Daughters of Penelope in a bank or banks in the city of Washington, DC. Funds designated for investment shall be moved or deposited to the appropriate investment account(s) of the Daughters of Penelope.

Section 10. Withdrawals. The funds of the Daughters of Penelope may be withdrawn, or drawn on, only for authorized, appropriate and approved purposes, by check to be signed jointly or payment authorized jointly by the Grand President and Grand Treasurer.

Section 11. Investments. Investment Funds of the Daughters of Penelope shall be monitored by the Grand President and Grand Treasurer, with assistance from the Grand Lodge, and such other investment advisors as authorized by the Grand Lodge pursuant to the directives of the Supreme Convention. An investment report shall be made annually to the Supreme Convention by the Investment firm or the Grand Treasurer.

Section 12. Audit of Accounts. All books of accounts and financial records of Daughters of Penelope Headquarters and the Grand Lodge, and all other accounts under their control, shall be audited by a certified public accountant following the close of each fiscal year. The report of such audit shall be made to the Grand Lodge, and a copy shall be incorporated in, and made part of, the report to the Supreme Convention.

ARTICLE XXVII

IMPEACHMENT OF GRAND LODGE OFFICERS

Section 1. By Resolution. Any Grand Lodge Officer may be placed on impeachment trial where a written resolution has been lodged against them and filed with the Grand Secretary from either:

- a. Twenty (20) Chapters in good standing submitting written resolution of the reason(s) for impeachment duly signed by the Presidents or other designated officer of each chapter, or
- b. Not less than five (5) members of the current Grand Lodge submitting signed written resolution of the reason(s) for impeachment.
- c. If the officer accused is the Grand Secretary, the complaint shall be filed with the Grand President.

Section 2. 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 immediate past Grand President shall be the presiding judge.

Section 3. 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 members 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. In the event of a tie, the result is a not guilty verdict.

Section 4. 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 5. Parliamentary Authority. ROBERT'S RULES OF ORDER Newly Revised, shall be the authority on parliamentary procedure not otherwise covered or provided for by the Constitution, laws, rules and regulations of the Order.

ARTICLE XXVIII

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 assist Headquarters with the planning and execution of the Supreme Convention.

ARTICLE XXIX

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. Past Grand Presidents.
- a. Current Grand Lodge Officers.
- b. Current District Governors.
- c. 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 and First Time Delegates Forums will be held during the Supreme Convention week.

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 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 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 attend the Convention, it shall be their duty to make a comprehensive report to their Chapter regarding the business sessions of the Convention.
- b. With due notice to all members, 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.
- 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 any means, preferably electronic, and must be received at Headquarters no later

than June 1st. Members who desire to serve as a delegate are expected to be present at the meeting 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 in order to be qualified to be elected 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 four (4) months prior to the election of delegates.

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 December 31 of the year prior to the convention.

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 of the Convention to be able to participate in the business of the convention.

- b. 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.
- c. The payment of the Convention registration fee, shall be required for all Daughters' delegates, in order to be eligible for participation in the business sessions 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 and the number of delegates in attendance at each session, 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 Convention 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.
- d) All approved business documents and written reports past and present of the Supreme Convention be archived and available on the Daughters of Penelope HQ website.

Section 13. Committees Appointed By Chairman. The Convention 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. (Standing Committees are listed in Article XXIII Section 1c Grand President).

- 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, to fix the amount of the per capita tax for the membership and determine such other fees as appropriate.
- c. To authorize the expenditure of all funds of the Daughters of Penelope Grand Treasury, and designate the object, purpose and manner for which same shall be expended.
- 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 committees, and providing appropriate channels for the growth, expansion and the increased relevance and viability of the Order.
- g. To support new and existing schools, orphanages, and homes for the aged, in collaboration and conjunction with, the Order of AHEPA.
- h. To select no more than two (2) mandatory national projects per year.
- i. To elect the Grand Lodge Officers in accordance with the provisions of Article XXII 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.
- 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. Proceedings of Convention. All proceedings of the Supreme Convention shall be governed by

- a. 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 By-Laws. 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 XXX

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

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.

Section 2. Membership. (Maids of Athena Constitution Article IV) Any unmarried Christian girl of good moral character who is of Greek descent from either parent (including adopted or foster) or is immediately related to a member in good standing of the Order of AHEPA or the Daughters of Penelope, or who is a philhellene, and in addition, possesses the following special qualifications, shall be eligible for membership into 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. She shall have passed her fourteenth (14th) year of age, but not yet reached her twenty-eighth (28th) year.

Section 3. Objectives of the Maids of Athena. (Maids of Athena Constitution Article II).

- a) To promote and instill the spirit of patriotism, allegiance to the flag; support of the Constitution, obedience to the laws and reverence of history and traditions of the country of residency and/or citizenship.
- b) To stimulate love for and the appreciation of Hellenic culture, traditions, and ideals; to promote a study of Hellenic letters, arts, and sciences as our best contribution to the United States of America Canada, Bahamas and Greece.
- 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 assist the Orders of AHEPA and Daughters of Penelope in carrying out the aims and purposes of our parent organizations.
- f) To cooperate with and assist the Daughters of Penelope in promoting the progress and welfare of both the Daughters of Penelope and the Maids of Athena, and to prepare our members for admission into the Daughters of Penelope.

Section 4. Closure of Membership in Maids of Athena. (Maids of Athena Constitution Article IV Section 7). Members of the Maids of Athena shall automatically terminate their membership in the Order of the Maids of Athena 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 of office.

- a) Members who had dual membership in the Maids of Athena as of July 2022, shall be able to retain their dual membership until they reach the age of 28 years or upon their marriage.

Section 5. Amendments to the Constitution and Bylaws. (Maids of Athena Constitution Article XXV) The Maids of Athena Constitution may be amended at any Supreme Convention of the Maids of Athena (except such provisions as define the relation of this Order with the parent Order of the Daughters of Penelope) by a vote of two-thirds (2/3) of the members present and voting. Amendments must be passed by the Supreme Convention of the Daughters of Penelope before they may become part of the Constitution of the Order of the Maids of Athena.

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 Lodges 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.

The Grand Advisor shall

- a) Directly supervise all activities of the Maids of Athena Grand Lodge;
- b) Advise the Maids of Athena on all proper procedure;
- c) Give approval on all important issues or actions of the Maids of Athena;
- d) 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.

- e) Assure that the legislation passed by the Maids of Athena Supreme Convention is submitted to the Daughters of Penelope Legislation Chairman and processed per Article XXX, Section 4, Daughters of Penelope Constitution;
- f) Shall receive notice of and attend all meetings of the Maid of Athena Grand Lodge in consultation with the Grand President of the Daughters of Penelope, authorize
- g) and approve the activities and events of the Maids of Athena Grand Lodge;
- h) The Grand Advisor shall be charged with the responsibility of the contents of the Maids of Athena Advisor Guide. The Grand President of the Daughters of Penelope shall see to it that each District and Chapter Maids of Athena Advisor shall receive this guide in a timely manner;
- i) **The Advisory Board** shall be appointed by the newly elected Daughters of Penelope Grand President, Maids Grand Advisor, with recommendations of the Maid of Athena Grand President. Their duties shall include:
 - 1) Assist the Maids of Athena Grand Lodge and Maids Grand Advisor in establishing contacts in those areas in which Maids of Athena Chapters do not exist;
 - 2) Attend Regional events in the absence of the Grand Advisor;
 - 3) Report to the Maids of Athena Grand Advisor bi-monthly on their progress in establishing contact in their assigned area.

ARTICLE XXXII

DAUGHTERS OF PENELOPE TRADEMARK POLICIES. The Daughters of Penelope, as a matter of legal protection, registers, maintains, and preserves the rights to the organization's trademarks, including its name and emblem, for use by its Districts, Chapters, and members. In order to maintain protection of the organization's trademarks, the Daughters of Penelope has to ensure that the trademarks are used properly and not altered in any way that would cause confusion or blurring as to the source of the marks and thus cause the Daughters of Penelope to lose exclusive trademark protection. *See Annual Daughters of Penelope Trademark Use Document for Yearly Updates on Policies and Procedures.*

Section 1. Definition of "Trademarks." The trademarks of the Daughters of Penelope include any existing and future organization names, emblems, logos, seals, registered trademarks, common law trademarks, and other trademark interests, including but not limited to Daughters of Penelope and D.O.P.

Section 2. Trademark Emblem of Daughters of Penelope. The trademark emblem of the organization shall be the design as set forth below. The organization, including its Districts, Chapters, and members, shall use this as an official emblem of the organization and shall not alter the emblem in any way.



Section 3. Trademark Registrations. The organization's trademarks are registered and managed by the Supreme Headquarters of the Daughters of Penelope located in Washington D.C., as defined and approved by the Grand Lodge of the Daughters of Penelope. No Daughters of Penelope District, Chapter, or member may register a name, emblem, or mark of the organization nor seek to register a mark or name that is confusingly similar to the Daughters of Penelope trademarks.

Section 4. Persons Authorized to Use the Daughters Trademarks. All Daughters of Penelope Districts, Chapters, and members are granted permission to use the Daughters of Penelope trademarks and emblems in the promotion and furtherance of the organization's mission and purposes for things such as, but not limited to, sponsored programs, projects, educational, community services, and other events.

This includes:

- a. Printed materials for Districts and Chapter purposes, including promotional materials, letterheads, business cards, envelopes, and brochures.
- b. Respective websites, social media, or other digital media platforms provided that the trademarks are not altered in any way and abide by the policies and procedures.
- c. Registering website domain and social media names.
- d. State and Federal entity registration or regulatory filings as they relate to educational and non-profit status of the local districts, chapters, and organizations.
- e. Items for educational, athletics, and award programs such as certificates, awards, and trophies.

f. Products or services that are not offered by the Daughters of Penelope or its official licensees with written prior consent by the Supreme Headquarters of the Daughters of Penelope.

Section 5. Non- Permissible Use of the Trademarks. All Daughters of Penelope Districts, Chapters, and members may not use the Daughters of Penelope trademarks in the following ways without prior authorization from the Supreme Headquarters of the Daughters of Penelope. Non-permissible use includes:

- a. Altering the trademarks in any manner including when using the marks with any permissible uses.
- b. Use of the trademarks in a manner that will likely dilute, defame, disparage, or harm the reputation of the Daughters of Penelope.
- c. Use of the trademarks in any way that states or promotes personal or political beliefs.
- d. Use of the trademarks or products or services not official licensed, or without written approval, by the Supreme Headquarters of the Daughters of Penelope.

Section 6. Duty to Enforce the Organization Trademark Protection. All Daughters of Penelope officers and board members, including Grand Lodge, District Lodge, and Chapter officers, authorized to represent the Daughters of Penelope, have a duty to abide by the Daughters of Penelope trademark policies and procedures. All members of the organization have a duty to report any unauthorized use of the trademarks to the Supreme Headquarters of the Daughters of Penelope.

Section 7. Unauthorized Use of Daughters of Penelope Trademarks.

Unauthorized use of any Daughters of Penelope trademark is strictly prohibited and includes using the mark in a manner that does not meet conditions of membership, using the mark in a manner that does not meet the requirements set forth above, or using the mark when not permitted to do so. The Daughters of Penelope, as owners of the trademarks, has a legal obligation to be alert to infringements of the Daughters of Penelope trademarks and take all necessary steps to prevent any legal risks which may result from unauthorized use. Any unauthorized use by Daughters of Penelope Districts, Chapters, or members will be required to immediately to cease any such unauthorized use. All unauthorized use will be referred to the Daughters of Penelope Grand Counselor and Grand Lodge for review and action in accordance with the procedures set forth above.

Section 8. Licensing of the Daughters of Penelope Trademarks. The Supreme Headquarters of the Daughters of Penelope, as defined and approved by the Grand

Lodge of the Daughters of Penelope, shall have the sole authorization to license the Daughters of Penelope trademarks to vendors and third party entities. Districts, Chapters, and members must receive written consent prior to use of trademarks on products or services not offered by the Daughters of Penelope.

STANDING RULES FOR CONVENTIONS

- Delegates and Alternates must register at the Registration Desk of the Convention and receive their credentials.
- They must also register for committee assignment, indicating a first and second preference.
- Each delegate should have a Constitution.
- All business of the convention shall be conducted in conformity with the laws of the United States and ROBERTS RULES OF ORDER, NEWLY REVISED.
- The presiding officer shall enforce decorum at all times, for the orderly expeditious transaction of business.
- 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; clearly state your name, Chapter Number and District Number, and then speak.
- 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.
- Whenever the vote is close, or there is misconduct, or mis-announcement 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.
- Committee reports do not need a second, but if seconded (from habit) there is no harm.
- 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.
- All presiding officers are to be addressed by their proper title (see 6 above).
- 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.
- A secret ballot vote can be taken on any motion or resolution, if ordered by majority vote.
- The motion "to recess" is the proper motion to use between sittings of a convention session.
- 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).

- 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.
- There shall be no campaign favors at the Convention, except by the Grand President elect.
- 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.
- In the event the Supreme Convention is cancelled for any reason or unable to be held, the Grand Lodge by majority vote of its members, will determine whether to hold a Supreme Convention in some other manner other than an in-person convention, for that year only. Notice of any such change in the type of Convention to be held shall be communicated to all chapters and districts at least 60 days in advance of such Supreme Convention, or as soon as possible if the cancelation is due to a declared emergency.
- In the event the District Convention is cancelled for any reason or unable to be held, the District Lodge by majority vote of its members, with approval of the Grand President, will determine whether to hold a District Convention in some other manner other than an in-person convention, for that year only. Notice of any such change in the type of Convention to be held shall be communicated to all chapters in the district at least 60 days in advance of such District Convention, or as soon as possible if the cancelation is due to a declared emergency.
- Each convention committee be allocated a maximum of two (2) votes per District, with the exception of Penelope of the Year Committee, which will remain as one (1) vote per District.