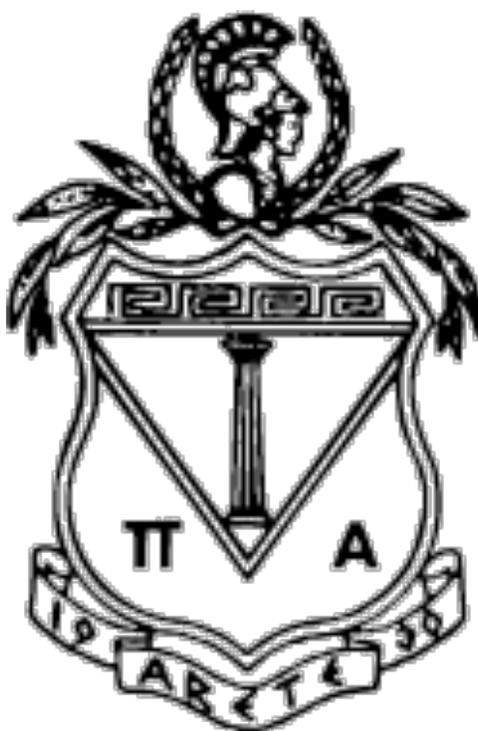


# ***Maids of Athena***

*Junior Auxiliary of the Daughters of Penelope*



## ***Constitution***

*Revised July 2021*

# *Table of Contents*

Preamble	7
Article I <i>Names</i>	7
Article II <i>Objectives</i>	7
Article III <i>Jurisdiction</i>	7
Article IV <i>Membership</i>	8
Section 1. Qualifications	8
Section 2. Initiation	8
Section 3. Initiation Fee	8
Section 4. Admission Procedure	8
Section 5. Procedure in Cases of Rejection	9
Section 6. Transfer of Membership	9
Section 7. Graduation to Membership in the Daughters of Penelope	9
Section 8. Assessment Fee	10
Section 9. Members at Large	10
Article V <i>Principle of Secrecy</i>	10
Article VI <i>Grand Lodge</i>	10
Section 1. Grand Lodge	10
Section 2. Duties of the Grand Lodge	10
Section 3. Meetings of the Grand Lodge	11
Section 4. Finances	11
Article VII <i>Officers of the Grand Lodge</i>	11
Section 1. Officers	11
Section 2. Qualifications	11
Section 3. Election	12
Section 4. Installation	12
Section 5. Term of Office	12
Section 6. Vacancies	12
Article VIII <i>Duties and Powers of Grand Lodge Officers</i>	12
Section 1. Grand President	12
Section 2. Grand Vice President	13

Section 3. Grand Secretary	13
Section 4. Grand Treasurer	13
Section 5. Grand Governor(s)	14
Article IX <i>National Advisor to the Maids of Athena</i>	14
Section 1. National Advisor	14
Section 2. Duties	14
Article X <i>Impeachment of Grand Lodge Officers</i>	14
Section 1. Procedure for Grievances	14
Section 2. The Trial	15
Article XI <i>Supreme Convention of the Maids of Athena</i>	15
Section 1. Supreme Convention	15
Section 2. Delegates	15
Section 3. Number & Voting Power of Delegates	15
Section 4. Credentials Committee	16
Section 5. Registration Fee	16
Section 6. Officers of the Supreme Convention	16
Section 7. Duties of Convention Officers	16
Section 8. The Supreme Convention	16
Section 9. Government for Proceedings of the Supreme Convention	17
Article XII <i>District Lodge</i>	17
Section 1. Composition	17
Section 2. District Officers	17
Section 3. Qualifications	17
Section 4. Election	18
Section 5. Meetings	18
Section 6. Finances	18
Article XIII <i>Duties and Powers of District Officers</i>	18
Section 1. District Governor	18
Section 2. District Lieutenant Governor	19
Section 3. District Secretary/Treasurer	19
Section 4. District Marshall	20
Section 5. Duties of All District Lodge Members	20
Section 6. District Athletic Director	20

Article XIV <i>District Advisor to the Maids of Athena</i>	21
Section 1. Election	21
Section 2. Duties	21
Article XV <i>Procedure for Grievances</i>	21
Section 1. Complaints	21
Section 2. Impeachment	21
Article XVI <i>District Convention of the Maids of Athena</i>	21
Section 1. District Convention	21
Section 2. Delegates	22
Section 3. Number and Voting Power of Delegates	22
Section 4. Officers of the District Convention	22
Section 5. Duties of the Convention Officers	22
Section 6. The District Convention	22
Section 7. Parliamentary Authority	22
Article XVII <i>Chapters</i>	22
Section 1. Sponsorship	22
Section 2. Petition	22
Section 3. Charter	23
Section 4. Name of Chapter	23
Section 5. Additional Chapters in the Same City	23
Section 6. Merger of Chapters	23
Section 7. Inactive Chapters	23
Section 8. Parliamentary Authority	23
Article XVIII <i>Chapter Officers</i>	24
Section 1. Officers	24
Section 2. Qualifications	24
Section 3. Terms of Office	24
Section 4. Vacancies	24
Section 5. Election	24
Section 6. Installation of Chapter Officers	24
Section 7. Resignation	25
Section 8. Removal from Office	25

Article XIX <i>Duties and Powers of Chapter Officers</i>	25
Section 1. Worthy Maid (President)	25
Section 2. Loyal Maid (Vice President)	25
Section 3. Recording Secretary	25
Section 4. Corresponding Secretary	26
Section 5. Treasurer	26
Section 6. Phylax	26
Section 7. Delphis	26
Section 8. Messenger	27
Section 9. Guards	27
Section 10. Sentinels	27
Section 11. Parliamentarian	27
Article XX <i>Local Advisory Board</i>	27
Section 1. Composition	27
Section 2. Chairman of the Local Advisory Board	27
Section 3. Duties of the Local Advisory Board	27
Article XXI <i>Meetings of Chapters</i>	28
Section 1. Regular Meetings	28
Section 2. Special Meetings	28
Section 3. Rules of Procedure	28
Section 4. Quorum	29
Section 5. Chapter Charter	29
Article XXII <i>Dues and Assessments</i>	29
Section 1. National Assessments	29
Section 2. Per Capita Tax and Fees of Chapter	29
Section 3. Delinquent Members	29
Section 4. Suspended Members	29
Section 5. Reinstated Members	30
Section 6. Assessment Fees	30
Section 7. Pro Rata	30
Article XXIII <i>Committees</i>	30
Section 1. Standing Committees	30
Section 2. Committee Meetings	31

Section 3. Written Reports	31
Article XXIV <i>Convention Rules</i>	31
Section 1. District & Supreme Convention	31
Section 2. Delegates and Alternates	31
Section 3. Qualifications of Delegates and Alternates	31
Section 4. Credentials	31
Section 5. Registration	32
Article XXV <i>Amendments</i>	32
Article XXVI <i>Official Pins and Paraphernalia</i>	32
Article XXVII <i>Procedure</i>	32
Article XXVIII <i>Trial of Members</i>	32
Section 1. Written Complaints Required	32
Section 2. Merits of Complaints Examined	32
Section 3. Decisions of Merits of Complaints	33
Section 4. The Trial	33
Section 5. Verdict and Punishment	33
Section 6. Appeals	33

# ***Constitution of the Order of the Maids of Athena***

## **Preamble**

Pursuant to Article XXXII, Section 1 of the Constitution of the Daughters of Penelope, providing for the establishment of a Junior Order of the Daughters of Penelope and in order to promote the social, ethical, and intellectual interests of its members; to cultivate good citizenship and patriotism for the country in which a Chapter exists; and to disseminate Hellenic Culture therein; this Constitution is hereby ordained and established.

## **Article I**

### *Names*

This Order shall be known as the Order of the Maids of Athena, the Junior Women's Auxiliary of the Daughters of Penelope, founded on July 5, 1930 in Tacoma, Washington.

## **Article II**

### *Objectives*

- (a) To promote and instill the spirit of patriotism; allegiance to the flag; support of the Constitution; obedience to the laws; and reverence for the history and tradition of the United States of America, Canada, Bahamas, and Greece.
- (b) To stimulate love for and appreciation of Hellenic culture, traditions, and ideals; to promote a better and more comprehensive understanding of the Hellenic people; and to encourage the study of Hellenic letters, arts, and sciences as our best contribution to the United States of America, Canada, Bahamas, and Greece.
- (c) To promote high standards of ethics and good fellowship; to develop human understanding, kindness, and helpfulness; to stimulate and encourage education; and to foster the growth and enhancement of charity.
- (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 Senior and Junior Women's Auxiliaries of the Order of AHEPA; and to prepare our members for admission into the Order of the Daughters of Penelope.

## **Article III**

### *Jurisdiction*

The jurisdiction of the Order of the Maids of Athena shall be coextensive with that of the Order of the Daughters of Penelope.

## **Article IV** *Membership*

### **Section 1. Qualifications**

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 AHEPA or 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.
- (c) A member of good standing is defined as an individual who has paid Per Capita Tax (annual membership dues) and has attending a minimum of four (4) chapter meetings per year.

### **Section 2. Initiation**

Initiation is the prerequisite to membership. No one shall be admitted to membership except through the rites of initiation as prescribed by the Ritual of the Order, and provided she has met all the qualifications for membership.

### **Section 3. Initiation Fee**

An initiation fee shall be remitted by any Chapter of the Order of the Maids of Athena, as outlined in the Leadership Handbook, or as outlined on the remittance forms issued for that year.

### **Section 4. Admission Procedure**

- (a) A candidate for membership shall submit duplicate copies of the application form authorized by the Order to a member of the Chapter to which she seeks admission. Each shall be filled out and signed by the applicant and endorsed by two (2) members in good standing of the Maids of Athena, or the Daughters of Penelope, or the Order of AHEPA. Both the initiation fee and the current year's Per Capita Tax shall accompany the application.
- (b) The members of the Chapter shall vote upon the admission of each candidate for membership. The Chapter shall give at least five (5) days' notice to its members of the candidates to be voted upon. Failure to do so shall be the cause for stopping the initiation of an applicant.
- (c) All applicants are accepted providing they meet the qualifications in Article IV Section 1 of the Maids of Athena Constitution.
- (d) Candidates elected to membership shall be notified by the Chapter Secretary, and within two (2) weeks after election, shall be invited to an initiation ritual. Upon failure to appear for initiation, after the third (3rd) invitation, the candidate shall forfeit the initiation fee and membership, unless the Chapter is convinced her failure to appear was due to some unavoidable causes in which case the time for her appearance may be extended. The Secretary shall quote the preceding sentence to the successful applicant when she notifies her.
- (e) The application of each new member shall be dated and signed by the Secretary and, together with the proper remittances, shall be sent to the Supreme Headquarters of the Maids of Athena within two (2) weeks after the date of initiation. A duplicate copy shall be kept for Chapter files.

## **Section 5. Procedure in Cases of Rejection**

If an applicant is rejected, the procedure shall be as follows:

- (a) The initiation fee and Per Capita Tax forthwith shall be returned to the petitioner together with notice of her rejection.
- (b) A rejected applicant shall have the right to resubmit her application after six (6) months of her rejection.
- (c) No applicant whose application has been rejected by one Chapter shall be eligible for membership in another Chapter until she has been released by the chapter which rejected her application. A two-thirds (2/3) vote by the members present shall be required for release. If the rejecting Chapter fails to notify the Chapter requesting release of any action taken on such release within two (2) regular meetings from the date of the request, the second Chapter may accept such applicant provided she is otherwise qualified for membership.
- (d) Paragraphs (b) and (c) hereof shall be quoted on all notices of rejection.

## **Section 6. Transfer of Membership**

- (a) Any member may transfer membership to another Chapter, even within the same city, except that no member may transfer more than once (1) 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 desires to transfer. She shall also notify the Chapter of which she is currently a member of her intention to transfer.
- (c) A transfer fee of shall accompany each application for transfer. The Chapter into which she is transferring shall remit one-half to Supreme Headquarters and shall retain one-half.
- (d) Immediately upon receipt of the application for transfer, the Secretary of the Chapter into which the member seeks transfer shall write to Supreme Headquarters and request the member's standing.
- (e) If the member seeking transfer is in good standing, but has not paid her current year's per capita tax, said per capita tax must be paid to the Chapter into which she seeks transfer before Supreme Headquarters can affect such transfer.
- (f) If the member seeking transfer has been suspended for nonpayment of Chapter dues, the Chapter into which the member seeks transfer is fully authorized to reinstate and transfer the member.
- (g) Such information must be furnished in complete detail to both Chapters concerned in each instance by Supreme Headquarters.

## **Section 7. Graduation to Membership in the Daughters of Penelope**

- (a) 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.
- (b) Members of the Maids of Athena in good standing with the Chapter and Supreme Headquarters, having reached the age of twenty-three (23) and wishing to continue membership in the Maids of Athena, shall be required to apply for membership in the Daughters of Penelope.
- (c) Maids of Athena seeking dual membership in the Daughters of Penelope shall submit a Daughters of Penelope application as well as a Dual membership application form to the Daughters of Penelope. Dual members will be required to pay their Maids of Athena per Capital Tax in its entirety and a one-time initiation fee to the Daughters of Penelope. The Daughters of Penelope Per Capita amount will be waived as per the Daughters of Penelope Constitution.

## **Section 8. Assessment Fee**

Aside from the Per Capita Tax remitted to Supreme Headquarters, an individual assessment fee shall be remitted to Supreme Headquarters, for each member, on a separate check.

## **Section 9. Members at Large**

A member who has become inactive because of her Chapter's inactive status, or a young woman wishing to become a member in an area which consists of at least an active Daughters of Penelope or AHEPA Chapter, shall have the privilege of maintaining her membership on a National level conforming to the following:

- (a) She shall pay her Per Capita Tax to Supreme Headquarters each year and receive a membership identification appropriate to this status.
- (b) She shall have the statue of a Maid of Athena, except for a vote or voice therein.
- (c) If a Chapter of the Order is instituted in the area she resides; she shall apply for membership in said Chapter.

## **Article V** *Principle of Secrecy*

This article shall be read to every member upon completion of her initiation.

- (a) The Order of the Maids of Athena shall have a secret password issued by the Grand President of the Maids of Athena through Supreme Headquarters with the approval of the Grand President of the Daughters of Penelope and the National Advisor.
- (b) The password is sent to the Secretary of each Chapter in good standing at the beginning of each calendar year. It is received by all members from the Secretary upon verification of having paid their annual Per Capita Tax. The password changes each year and identifies the member as being in good standing.

## **Article VI** *Grand Lodge*

### **Section 1. Grand Lodge**

The Grand Lodge of the Maids of Athena shall be guided by the advice of the Daughters of Penelope on all matters not included or clearly defined by these by-laws.

### **Section 2. Duties of the Grand Lodge**

The duties of the Grand Lodge shall be to:

- (a) Organize Chapters in the Maids of Athena.
- (b) Enforce the By-Laws, mandates, and decrees, and to carry out the plans and policies adopted by the Supreme Convention of the Maids of Athena and approved by the Supreme Convention of the Daughters of Penelope.
- (c) Participate in the deliberations of the Supreme Convention of the Maids of Athena.
- (d) Submit semiannual reports at the semiannual meeting of the Grand Lodge. If a Grand Lodge Officer

is unable to attend the semiannual meeting, she must submit her report, together with a letter stating the reasons for her absence, to the Grand President prior to the meeting.

- (e) Submit annual reports to be included in the Maids of Athena yearbook.
- (f) Write all correspondence in three (3) copies, which shall be sent to the following: Grand President of the Maids of Athena, National Advisor, and one for File.

### **Section 3. Meetings of the Grand Lodge**

- (a) The Grand Lodge shall hold at least three (3) meetings: immediately after the Supreme Convention, semiannually, and preceding the regular business meetings at the following Supreme Convention.
- (b) Special meetings may be called by the Grand President if needed, provided they are authorized by the Grand President of the Daughters of Penelope. Due notices shall be given to all members of the Grand Lodge through the Grand President.
- (c) A majority of the members of the Grand Lodge shall constitute the quorum for Grand Lodge Meetings. There shall be no voting by proxy.
- (d) A combined meeting of the Grand Lodges of the Daughters of Penelope and Maids of Athena, together with the National Advisor, shall be held immediately preceding and following Supreme Convention.

### **Section 4. Finances**

- (a) All monies belonging to the Grand Lodge of the Maids of Athena shall be deposited in their official name in such bank in Washington D.C., as may be designated by the Grand Lodge of the Daughters of Penelope.
- (b) The Grand President of the Maids of Athena, the Grand Treasurer of the Maids of Athena, the Grand President of the Daughters of Penelope, the National Advisor or the DOP Executive Director shall sign all checks issued by the Grand Lodge.

## **Article VII**

### *Officers of the Grand Lodge*

#### **Section 1. Officers**

- (a) The elected officers of the Grand Lodge of the Maids of Athena shall be a Grand President, a Grand Vice President, a Grand Secretary, a Grand Treasurer, and one (1) or more Grand Governors as the need and monetary concerns allow.
- (b) The immediately retiring Grand President of the Maids of Athena shall remain a member of the Grand Lodge in an advisory capacity with no vote. She may remain on the Grand Lodge in this capacity only providing she has not reached the age limit or has become a member of the Daughters of Penelope. She shall write all correspondence in five (5) duplicate copies, which shall be sent to the following: Grand President of the Maids of Athena, Grand President of the Daughters of Penelope, National Advisor to the Maids of Athena, Supreme Headquarters, and one for File.

#### **Section 2. Qualifications**

Grand Lodge Officers shall be members in good standing and must have previously served for at least one (1) full term in an elected office of a District Lodge, or in the case of a member residing in a one or two Chapter District, have served at least one (1) full term as Chapter President, and have attended four (4) business meetings of her Chapter in order to be eligible for Grand Lodge Office. No member shall be

eligible for the office of Grand President unless she has completed one (1) full term of an elective office on the Grand Lodge.

### **Section 3. Election**

The Officers of the Grand Lodge shall be elected at the Supreme Convention. The candidates shall be nominated from the Convention floor, and shall be voted upon by secret ballot, a majority vote being required for election. Candidates for a Grand Lodge office must be qualified and present, or submit a written reason for their absence to the Grand President in order to be nominated.

### **Section 4. Installation**

Grand Lodge Officers shall be inducted into office by the outgoing Grand President of the Maids of Athena in conjunction with the installations of the Grand Lodge of the Daughters of Penelope, and shall assume their duties immediately.

### **Section 5. Term of Office**

The officers of the Grand Lodge shall serve for a term of one (1) year or until their successors are elected and qualified, and no officer shall serve in the same office for more than two (2) consecutive terms. No elected officer shall hold another elective office while serving on the Grand Lodge.

### **Section 6. Vacancies**

Vacancies in the office by reason of resignation, disability, or removal shall be filled for the unfinished term by election from the Grand Lodge. If the vacancy should occur in the office of the Grand President, the Grand Vice President shall automatically fill her place.

## **Article VIII**

### *Duties and Powers of Grand Lodge Officers*

#### **Section 1. Grand President**

- (a) The Grand President is the Chief Executive Officer of the Order. She shall:
- 1) Preside at all meetings of the Grand Lodge.
  - 2) See that all rules of the Order are strictly enforced.
  - 3) See that all Officers serving on the Grand Lodge, the District Lodge, and the Chapters perform their duties faithfully.
  - 4) Assign each Grand Lodge Officer specific duties and Districts to serve as liaisons.
  - 5) Appoint a National Publications editor who shall be editor for the Maids of Athena section of the *AHEPAn Magazine*; and who shall be editor of the *Athenea*, the official publication of the Maids of Athena.
  - 6) Circulate a minimum of three (3) bulletins to all Chapters through Supreme Headquarters during her term.
  - 7) Submit a written report to the Supreme Convention of the Maids of Athena, stating the work accomplished during her term of office, outlining the general conditions of the Order, and recommending such legislation as she may deem necessary or expedient for its welfare. This report shall also be submitted to the Supreme Convention of the Daughters of Penelope.

- 8) Preside at the Supreme Convention until a Convention Chairperson has been elected and installed.
  - 9) Sign all checks issued by the Grand Lodge with the Grand Treasurer of the Maids of Athena and the Grand President of the Daughters of Penelope or the National Advisor to the Maids of Athena.
  - 10) Appoint the following National Standing Committees: Legislation, Grievance, Recommendations & Resolutions, Education, Ways & Means, Project, Budget & Finance, Ritual, Growth & Expansion (Rush), Auxiliary-Maids of Athena/Daughters of Penelope/Sons of Pericles/AHEPA Family, Athletics, Public Relations, Scholarship, Miss AHEPA, and any other necessary committee to expedite the business of the Order of the Maids of Athena. These standing committees shall convene throughout her term and shall report all findings to the Supreme Convention Standing Committees appointed by the Convention Chairman.
  - 11) Appoint a Historian who shall organize and maintain a full historical file on the Maids of Athena.
  - 12) The Grand President and the Grand Advisor of the Maids of Athena can grant special dispensation.
- (b) Upon termination of her office, the Grand President shall receive a Past Grand President's Pin and a gift to be selected by the Grand Lodge and the National Advisor.
  - (c) A former Grand President of the Order, in good standing with her Chapter, shall be entitled to vote at every Supreme Convention, but she shall defray her own expenses.

## **Section 2. Grand Vice President**

- (a) The Grand Vice President shall assist and cooperate with the Grand President in the promotion of the objectives of the Order and in the management of its affairs. In the absence or disqualification of the Grand President, she shall preside over meetings of the Grand Lodge and act as President.
- (b) The Grand Vice President shall keep close contact with the Chapters and Districts within her assigned area at all times.

## **Section 3. Grand Secretary**

- (a) The Grand Secretary shall attend and keep records of all the meetings of the Grand Lodge and perform such duties as may be assigned to her by the Grand President.
- (b) The Grand Secretary shall keep in close contact with the Chapters and Districts within her assigned area at all times.
- (c) The Grand Secretary shall receive in writing any authorized complaints or appeals and present them to the proper authorities for consideration and action.

## **Section 4. Grand Treasurer**

- (a) The Grand Treasurer shall keep a record of all monies received by Headquarters and belonging to the Order in a permanent ledger book.
- (b) The Grand Treasurer shall sign all checks of the Order with the Grand President of the Maids of Athena and the Grand President of the Daughters of Penelope or the National Advisor to the Maids of Athena.
- (c) The Grand Treasurer shall keep in close contact with the Chapters and Districts within her assigned area at all times.
- (d) The Grand Treasurer shall submit an itemized statement and written report in full account of

receipts and disbursements to the Supreme Convention, independent from the annual Auditor's report in the Yearbook.

### **Section 5. Grand Governor(s)**

- (a) It shall be the duty of each Grand Governor to assist and cooperate with the Grand President in the promotion of the Order and in the management of its affairs. Each Governor shall perform such duties as may be assigned to her by the Grand President or the Supreme Convention.
- (b) Each Grand Governor shall keep in close contact with the Chapters and Districts in her assigned area at all times.

## **Article IX**

### *National Advisor to the Maids of Athena*

#### **Section 1. National Advisor**

The National 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 Order of the Daughters of Penelope shall elect the National Advisor to the Maids of Athena.

#### **Section 2. Duties**

The National Advisor shall directly supervise all activities of the Grand Lodge of the Maids of Athena; shall receive notice of and attend all meetings held; shall advise on proper procedure; and shall give approval on all important issues or actions.

- (a) The National Advisor shall attend all meetings of the Supreme Convention of the Maids of Athena and report on the same to the Supreme Convention of the Daughters of Penelope for their consideration and action regarding any legislation passed by the Supreme Convention of the Maids of Athena.
- (b) The National 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.
- (c) The Advisory Board shall be appointed by the newly elected Daughters of Penelope Grand President, Maids National Advisor, and with the recommendations of the Maids of Athena Grand President. Their duties shall include:
  - 1) Assist the Maids of Athena Grand Lodge and the Maids National Advisor in establishing contacts in those areas in which Maids of Athena Chapters do not exist.
  - 2) Attend Regional events in there are in the absence of the National Advisor.
  - 3) Report to the Maids of Athena National Advisor bi-monthly on their progress in establishing contacts in their assigned area.

## **Article X**

### *Impeachment of Grand Lodge Officers*

#### **Section 1. Procedure for Grievances**

- (a) Any Grand Lodge Officer may be placed on trial if one-third of the Chapters of the Maids of Athena

submit a written complaint to the Grand Secretary, which shall be signed by the Presidents (or other designated officers) of the Chapters and the National Advisor. If the Grand Secretary is accused, the complaint shall be submitted to the Grand President of the Maids of Athena and the National Advisor.

- (b) Any Grand Lodge Officer may also be placed on trial by resolution of the Grand Lodge of the Maids of Athena, after conference and consultation with the Grand Advisor and the Grand Lodge of the Daughters of Penelope.

## **Section 2. The Trial**

The Grand Lodge of the Daughters of Penelope shall hold a trial only after due investigation and good sufficient cause for such action has been established. The Grand Lodge of the Daughters of Penelope has the power and the authority to remove and fix the punishment for any officer of the Grand Lodge of the Maids of Athena. The procedure for trial may be found in their Constitution.

# **Article XI**

## *Supreme Convention of the Maids of Athena*

### **Section 1. Supreme Convention**

The Supreme Convention of the Order of the Maids of Athena is the highest constituted body of Order, and its powers shall be limited only by the provisions of these By-Laws. It shall be by the discretion of the National Convention Committee, the specific time and place to be determined by the previous Supreme Convention of the Order of AHEPA.

### **Section 2. Delegates**

The Officers of the Grand Lodge, Past Grand Presidents in good standing with their Chapters, the District Governors, and the elected delegates from the Chapters shall be eligible to be delegates at the Supreme Convention of the Maids of Athena.

### **Section 3. Number & Voting Power of Delegates**

- (a) Chapters having and including twenty-five (25) members shall have two (2) full votes at the Supreme Convention, and Chapters having twenty-six (26) up to and including fifty (50) members shall have four (4) full votes at the Supreme Convention, providing they are in good standing and their Per Capita Tax is paid to Headquarters. When a Chapter elects two (2) Delegates, each shall have one (1) full vote, but if only one (1) Delegate is able to attend the Supreme Convention, the attending Delegate shall have one (1) vote for her Chapter.

<b>Example:</b>	<u>Members</u>	<u>Votes (Full)</u>
	< 25	2
	26 - 50	4
	51 - 100	6
	101 - 150	8

Plus an additional two (2) full votes for each additional segment of fifty (50) members.

- (b) Election of Delegates shall be held at a regular meeting no later than 40 days prior to the start of Supreme Convention, and all members shall be notified when this election is to take place. The

results of the delegate certification form and credential form shall be sent to Supreme Headquarters and the Grand President of the Maids of Athena one month prior to the opening of the Supreme Convention.

#### **Section 4. Credentials Committee**

The Grand President shall appoint a committee to receive and examine the credentials of the Delegates before the opening of the Convention. The committee shall report the number of delegates attending the Convention at each morning meeting of the Convention.

#### **Section 5. Registration Fee**

Delegates to the Supreme Convention must register and pay the required Registration Fee which shall be no more than one-half (1/2) the amount charged by the Daughters of Penelope Supreme Convention.

#### **Section 6. Officers of the Supreme Convention**

The Officers of the Convention shall be a Chairman, a Vice Chairman, and a Secretary. They shall be nominated from the floor from members of the Convention, and elected by a majority vote of the Delegates at the opening meeting, which shall be presided over by the Grand President. After election, the Grand President shall install the Convention Officers and surrender the Chair and Gavel to the Chairman. There shall be a Parliamentarian hired for the Supreme Convention of the Maids of Athena. She shall not be a member of the Order.

#### **Section 7. Duties of Convention Officers**

- (a) The Chairman shall immediately upon assumption of her duties:
  - 1) Appoint the Convention Standing Committees.
  - 2) Appoint any special committees as may be in her judgment to expedite the business of the Convention.
  - 3) Designate one (1) member to be Chairman of each committee. Each Committee Chairman shall report the resolutions and recommendations of her Committee to the Convention Body and submit copies of the Committee report in triplicate to the Grand President, Convention Secretary, and the National Advisor at the time designated by the Convention Chairman.
- (b) The Vice Chairman shall preside in the absence of the Chairman and assist the Chairman during all meetings of the Convention.
- (c) The Secretary shall record the Convention proceedings and keep the Committee Chairman, Chapter, and District Governors reports.

#### **Section 8. The Supreme Convention**

The Supreme Convention shall:

- (a) Promote the progress of the Order by establishing proper department, channels, and procedures for its growth, expansion, and usefulness.
- (b) Enforce the By-Laws and be guided by the Convention of the Daughters of Penelope.
- (c) Elect the Officers of the Grand Lodge.
- (d) Fix the amount of the Per Capita Tax fees (Annual Membership Dues charged by Supreme Headquarters) and charges for the entire Order of the Maids of Athena.
- (e) Authorize expenditures of money in the Grand Treasury, if necessary.
- (f) Pass resolutions and amendments to the By-Laws, if desirable.

- (g) Transmit all action to the Daughters of Penelope for approval.

## **Section 9. Government for Proceedings of the Supreme Convention**

All proceedings of the Supreme Convention shall be governed by the following:

- (a) The provisions of this Constitution.
- (b) The Constitution of the Order of the Daughters of Penelope.
- (c) Robert's Rules of Order.

## **Article XII** *District Lodge*

The District Lodge shall be subject to the Grand Lodge of the Maids of Athena and the Grand Lodge of the Daughters of Penelope, and shall act under their supervision and guidance in carrying out their duties and complying with the rules of the Order. A District Lodge will be formed under the discretion of the Grand Lodge.

### **Section 1. Composition**

The District Lodge of the Maids of Athena shall consist of the Chapters organized by the Grand Lodge into regional groups or Districts, their number, their boundaries, and jurisdiction to coincide with the Districts of the Daughters of Penelope.

### **Section 2. District Officers**

- (a) The Officers of each District shall be a District Governor, a District Lieutenant Governor, a District Secretary, a District Treasurer, and a District Marshall. The delegation at the District Convention may, by a two-thirds vote, combine the offices of a Lieutenant Governor and Marshall, and the offices of Secretary and Treasurer.
- (b) A District having less than three Chapters shall be ineligible to elect officers of a District Lodge. Instead, the District shall have a District Contact selected from the District and recommended after consultation by the District Lodge of the Daughters of Penelope and the District Advisor, and appointed by the Grand Lodge. The District Contact shall be closely supervised and supported by those who recommended her.

### **Section 3. Qualifications**

- (a) No member shall be eligible for the office of District Governor unless she has completed one (1) term as Chapter President or as a District Lodge Officer, is in good standing with her Chapter, and has attended four (4) business meetings of her Chapter.
- (b) No member shall be eligible for the remaining District Offices unless she is in good standing, has served as President, Vice President, Secretary or Treasurer of her Chapter, and has attended four (4) business meetings of her Chapter. All Officers must reside within the boundaries of the District for their term in office. No officer of the District Lodge shall hold any other elective office at the same time.
- (c) The term of office shall be one (1) year, and each District Officer may only serve two (2) consecutive terms in the same office.
- (d) Vacancies shall be automatically filled by members of the District Lodge moving up according to protocol rank. If it is deemed necessary to fill the remaining office, the District Governor, with the

approval of the District Advisor, shall appoint a member to the lowest District Lodge position. If, for any reason, such protocol advancement is deemed unwise by a consensus of the District Lodge in a particular case, the District Governor, with the approval of the District Advisor, may fill the position by direct appointment.

#### **Section 4. Election**

- (a) There shall be at least one-half (1/2) of the Chapters in each District represented at the District Convention in order to elect officers of the District Lodge. The Officers of the District Lodge shall be nominated from the floor at the District Convention and elected by majority vote.
- (b) Candidates for election shall be present or, should they be unable to attend, shall submit a written statement giving the reason for their absence to the District Governor to be read at the District Convention at the time of the nomination.
- (c) Failing this, the procedure for elections of District Officers shall be to submit official nominations within thirty (30) days following the District Convention. The local Advisory Board of each Chapter in good standing may submit a candidate or candidates for District Lodge Officers. Nominees must then submit their own applications in writing to the newly elected District Advisor and the Grand Lodge Officer appointed to act as a Liaison to the District by the Grand President. The two shall work together to select the Officers for the Maids of Athena District Lodge and make any further necessary appointments.

#### **Section 5. Meetings**

- (a) Meetings of the District Lodge shall be held whenever necessary at the call of the District Governor or District Advisor.
- (b) A quorum at such meetings shall be constituted by a majority of the members. There shall be no voting by proxy.
- (c) The District Lodge shall hold at least three (3) "in person" meetings: immediately after the District Convention, semiannually, and preceding the regular business meeting at the following District Convention.

#### **Section 6. Finances**

- (a) District Officers may make expenditures only with the authorization of the District Advisor, and each shall be accompanied by an itemized statement and a copy made for the files.
- (b) Each District Lodge shall be entitled to a prorated share of the fees paid to Supreme Headquarters, consisting of a portion of the initiation fee charged to each new member, one-half (1/2) the total amount received from reinstatements, and a portion of the Per Capita tax paid annually by each member in the District.
- (c) Each District Lodge shall have the right to increase its own Treasury, either through contributions, donations, or proceeds from projects.

### **Article XIII**

#### *Duties and Powers of District Officers*

##### **Section 1. District Governor**

- (a) The duties of the District Governor shall be to:
  - 1) Visit every Chapter within her District at least once (1) a year. The District shall bear the

- expense of the first visit; the Chapter shall pay for any additional visit required.
- 2) Investigate applications for the establishment of new Chapters and report each such possibility to the District Advisor, Grand Liaison, Grand President of the Maids of Athena, and Supreme Headquarters.
  - 3) Submit a quarterly report on the condition of her District to the District Advisor, the Grand President of the Maids of Athena, and the Grand Lodge Officer assigned to her District.
  - 4) Sign checks with the District Treasurer of the Maids of Athena and the District Advisor, with the approval of the District Advisor.
  - 5) Send copies of all correspondence to the District Advisor, the Grand Lodge Officer assigned to her District, the District Secretary of the Maids of Athena, and retain one on file.
  - 6) Submit an annual written report on the general condition of her District at the District and Supreme Conventions. This report shall also be read to the District Convention of the Daughters of Penelope and copies filed with Supreme Headquarters, the Grand President of the Maids of Athena, the Grand Lodge Liaison assigned to her District, and the National Advisor to the Maids of Athena.
  - 7) Circulate a minimum of five (5) bulletins during her term of office to all Chapters.
- (b) The powers of the District Governor shall be:
- 1) Authority to call a meeting of the officers or members of any Chapter within her District; to examine the books of any Chapter and report her findings to the Grand President of the Maids of Athena and the District Advisor; to suspend a Charter of any Chapter.
  - 2) Preside at the District Convention until the Chairman of the Convention has been elected and installed.
  - 3) To attend the Supreme Convention as a Delegate with all the privileges of that body. Expenses, when possible, may be taken in total or part from the District Treasury.
  - 4) Upon retiring, the immediate Past District Governor shall be a delegate to the District Convention of her District, with all the privileges thereof, provided she is in good standing with her Chapter.

## **Section 2. District Lieutenant Governor**

- (a) The District Lieutenant Governor shall assist the District Governor in the execution of her duties and perform such duties as may be designated by the District Governor. In the event of disability, removal or death of the District Governor, she may assume her duties, including attending the Supreme Convention.
- (b) She shall submit articles on District affairs to AHEPA Family platforms.
- (c) She shall submit an annual report to the District Convention, with recommendations to further the progress of her Districts and Chapters.

## **Section 3. District Secretary/Treasurer**

- (a) Duties of the District Secretary shall be:
  - 1) Attend all meetings of the District Lodge and keep an accurate record of all business transacted. Perform other duties as designated by the District Governor.
  - 2) Send copies of all correspondence of the Office to the District Governor, the District Advisor, and the Grand Lodge Officer assigned to her District, and retain one on file.
  - 3) Serve as Chairman of the District Convention Credentials Committee, verifying the qualifications and assisting in the registration of all delegates and alternates of the Maids of Athena who are eligible to represent their Chapters at the District Convention.

- (b) Duties of the District Treasurer shall be:
  - 1) Receive all monies belonging to the District and give receipts for the same.
  - 2) Sign all checks which must be countersigned by the District Governor and the District Advisor.
  - 3) Report semi-annually on all monies received and expended to the District Governor and the District Advisor, and Supreme Headquarters.
- (c) Records
  - 1) The District Secretary-Treasurer shall keep two (2) separate sets of records; one as Secretary and one as Treasurer, and both shall be bound in a permanent ledger.
  - 2) The District Secretary-Treasurer shall submit a separate report as a Secretary, and one as Treasurer, to the District Convention with recommendations to further the progress of the Chapters.

#### **Section 4. District Marshall**

- (a) Duties of the District Marshall shall be to:
  - 1) Execute the orders of the District Governor.
  - 2) See that the proceedings of opening and closing the meetings in each Chapter shall be uniform.
  - 3) Inspire enthusiasm among the members. Help organize new Chapters.
  - 4) Submit a written report at the District Convention with recommendations to further the progress of the Chapters.

#### **Section 5. Duties of All District Lodge Members**

- (a) Attend all “in person” meetings held by the District Lodge.
- (b) Send copies of all correspondence to the District Governor, District Advisor, Grand Lodge Liaison Officer, Grand President, and keep one on file.
- (c) Submit a bi-monthly report on the status of her liaison Chapter, to be received by the first week of the following month.
- (d) Serve as liaison for an assigned Chapter designated by the District Governor.
- (e) Submit an annual report at the District Convention, with recommendations to further the progress of the District and Chapters.
- (f) Communicate with her liaison Chapter at least twice a month, either in the form of a phone call, visitation, or bulletin. She shall send her liaison Chapter a bulletin on a regular basis to keep the lines of communication open between them.

#### **Section 6. District Athletic Director**

When there are more than five (5) Chapters, or 150 members, in a District, the position of District Athletic Director may be added to the District Lodge, upon the consent of the District Convention Delegation.

Her duties shall be to:

- (a) Coordinate all athletic tournaments held in the District.
- (b) See that all tournaments have their format and rules circulated four (4) weeks prior to the tournament.
- (c) Execute the orders of the District Governor.
- (d) Submit a written report at the District Convention with recommendations to further the progress of the Chapters.

## **Article XIV**

### *District Advisor to the Maids of Athena*

#### **Section 1. Election**

The District Advisor to the Maids of Athena shall be elected by the District Convention of the Daughters of Penelope.

#### **Section 2. Duties**

- (a) The District Advisor shall supervise the activities of the Maids of Athena in her District; she shall assist in the District Governor in establishing new Chapters; shall receive notice of and attend all meetings of the District Lodge; and shall give approval on all important issues or actions. She shall report to the District Governor of the Daughters of Penelope.
- (b) She shall attend all business meetings of Conventions of the Maids of Athena, and shall submit a written report to both the District Convention of the Daughters of Penelope and the Maids of Athena.
- (c) The District Advisor shall sign all checks pertaining to the District Treasury, which shall be countersigned by the District Governor and the District Treasurer of the Maids of Athena.
- (d) The District Advisor shall be the Parliamentarian for the District Convention of the Maids of Athena.
- (e) In the event the District Advisor to the Maids of Athena finds that she cannot continue the duties of her office, she shall immediately notify the District Governor of the Daughters of Penelope. If this period of inactivity continues for two (2) months, it shall be the duty of the District Governor of the Daughters of Penelope to appoint a replacement to the Office of District Advisor to the Maids of Athena.

## **Article XV**

### *Procedure for Grievances*

#### **Section 1. Complaints**

Complaints against a District Lodge Officer of the Maids of Athena, authorized by one-fourth (1/4) of the Chapters, must be in writing and signed by the Chapter Presidents, and shall be submitted to the District Advisor who shall confer with the District Lodge of the Daughters of Penelope. After due consideration, their decision shall be final.

#### **Section 2. Impeachment**

A petition for impeachment of a District Lodge Officer shall follow the same procedure as outlined for the Grand Lodge in Article X, except it shall be under the jurisdiction of the District.

## **Article XVI**

### *District Convention of the Maids of Athena*

#### **Section 1. District Convention**

The District Convention shall be held in a month and place to be determined by the previous District

Convention of the Order of AHEPA. It shall follow the form of the Supreme Convention with the following exceptions.

### **Section 2. Delegates**

The Officers of the District Lodge, all Past District Governors in good standing with their Chapter, and the elected delegates from the Chapters shall be eligible to be delegates at the District Convention of the Maids of Athena.

### **Section 3. Number and Voting Power of Delegates**

Each Chapter is entitled to four (4) delegates and four (4) alternates, with each delegate having one vote.

### **Section 4. Officers of the District Convention**

The procedure shall be the same as that of the Supreme Convention [Article XI, Section 6.], except that the District Governor shall preside and conduct the installation. The District Advisor shall be Parliamentarian.

### **Section 5. Duties of the Convention Officers**

The procedure shall be the same as that of the Supreme Convention [Article XI, Section 7.].

### **Section 6. The District Convention**

The procedure shall be the same as that of the Supreme Convention [Article XI, Section 8.], except that the District shall not fix the Per Capita Tax, etc., and the District shall transmit its actions to the Supreme Convention for approval.

### **Section 7. Parliamentary Authority**

Robert's Rules of Order shall be the authority of parliamentary law not otherwise covered or provided for by the laws, rules, and regulations of the Order.

## **Article XVII**

### *Chapters*

#### **Section 1. Sponsorship**

Local Chapters shall be sponsored by local Daughters of Penelope or AHEPA Chapters. When there is no Daughters of Penelope Chapter or AHEPA Chapter the District Lodge may sponsor a new Maids of Athena Chapter. They shall be composed of groups of young ladies, eight (8) or more in number, who have petitioned for and obtained a Charter from Supreme Headquarters of the Maids of Athena, and who have regularly passed through the Rite of Initiation.

#### **Section 2. Petition**

- (a) A petition for Charter must be on a form issued by Supreme Headquarters, signed by eight (8) or more girls who have never been members of any other Chapter, each of whom must be a firm believer and advocator of the objects and principles of this Order, and who meet all the requirements for membership as set forth in these By- Laws.
- (b) The petition also shall be signed by the sponsoring President or Secretary of either the local Daughters of Penelope or AHEPA Chapter) and shall be addressed to the Grand Lodge of the Maids

of Athena through the District Governor of the District in which the Chapter wishes to be established.

- (c) Every petition for Charter must be accompanied with the proper Charter fee, completed membership applications, initiation fees) and Per Capita Tax to Supreme Headquarters. [See Article XX, Sections 1 & 2.]

### **Section 3. Charter**

When a Charter is granted by the Supreme Headquarters to a new Chapter, it shall formally and officially be admitted into the Order only after at least eight (8) of the petitioners have been initiated and the Officers of the proposed Chapter shall have been elected and installed.

### **Section 4. Name of Chapter**

A Charter shall bear a name chosen by the members and approved by Supreme Headquarters. No Chapter shall be named for a living person or bear a duplicate name.

### **Section 5. Additional Chapters in the Same City**

No Chapter shall be established in any city or town where there is already a Chapter or Chapters of this Order, unless the District Lodge, the Grand President, and the Grand Lodge Officer of the area in which the Chapter is to be established consent to the establishment of an additional Chapter.

### **Section 6. Merger of Chapters**

Chapters may consolidate only when three-fourths (3/4) of their respective members agree to do so. A petition for the Merger shall bear the signature of both Chapter Presidents, and shall be submitted to the District Governor and District Advisor. Upon their approval, the petition shall then be forwarded to the Grand Lodges of the Maids of Athena and the Daughters of Penelope for final decision.

### **Section 7. Inactive Chapters**

- (a) Where it is impossible to reactivate a Chapter within one (1) fiscal year, properties and monies of this Chapter shall go to the local Daughters of Penelope Chapter to be held in trust until such time as the Chapter reorganizes.
- (b) In the event there is no local Chapter of the Daughters of Penelope, the money shall revert to the Grand Lodge Treasury of the Maids of Athena to be held in trust until such time as the Chapter reorganizes.
- (c) In cases where a Chapter remains with less than eight (8) members, those members may remain members in good standing with all the rights and privileges thereof. Where there are less than eight (8), but more than five (5), the Chapter may remain active with special dispensation from the Grand President of the Maids of Athena or the National Advisor to the Maids of Athena.

### **Section 8. Parliamentary Authority**

Robert's Rules of Order shall be the authority of parliamentary law not otherwise covered or provided for by the laws, rules, and regulations of the Order.

## **Article XVIII**

### *Chapter Officers*

#### **Section 1. Officers**

- (a) The elected officers of the Chapters of the Maids of Athena shall be a Worthy Maid, Loyal Maid, Recording Secretary, Corresponding Secretary, Treasurer, Delphis, Phylax, and Messenger. The offices of Recording and Corresponding Secretary may be combined.
- (b) The appointed officers shall be the Guards, Sentinels, and a Chapter Parliamentarian. They shall be appointed by the Worthy Maid and announced at the meeting following her election.

#### **Section 2. Qualifications**

- (a) To be eligible for election to office, members must be in good standing, and must have attended at least four (4) business meetings in their own Chapter during the current year. To be a candidate for Worthy Maid, a member must have previously served for a full year in an elective office in any Chapter of the Maids of Athena. In a new or reactivated Chapter, any member in good standing is eligible for the office of Worthy Maid.
- (b) Worthy Maid and Loyal Maid must reside within their District boundaries for the full term of office to ensure proper execution of all duties.

#### **Section 3. Terms of Office**

The offices of the Chapter shall serve for a term of twelve (12) months, or until their successors are elected and qualified. In the case of a new Chapter, the first term shall be from the time the new officers are installed until the following election. Marriage during a term of office shall not disqualify the officer from completing her term.

#### **Section 4. Vacancies**

Vacancy in an elected office shall be filled by an election at the next regular meeting of the Chapter. Vacancy in an appointed office shall be filled by a member appointed by the Worthy Maid.

#### **Section 5. Election**

- (a) Chapter officers shall be elected at the first regular meeting in May or June of each year, and shall assume their duties as of July 1st.
- (b) Candidates for elective offices shall be nominated from the floor and voted upon by secret ballot. It shall take a majority vote to elect. The presiding officer shall appoint three (3) tellers to count the votes.

#### **Section 6. Installation of Chapter Officers**

- (a) Both elective and appointive officers shall be installed at a private or public meeting of the Chapter, preferably with the officers of the local Chapter of the Daughters of Penelope and AHEPA attending. Whenever possible, all installations should be conducted by a Past or Present Grand or District Lodge Officer, or Past or Present Chapter Presidents of the Order.
- (b) If after notification of the time of the installation, any officer fails to present herself without cause; her office may be declared vacant. If an officer has a substantial reason for her absence, she shall be installed at the first possible Chapter meeting.
- (c) If a formal installation is to take place at a later date, the oath shall be administered before the beginning of their term of office.

## **Section 7. Resignation**

A Chapter officer wishing to resign shall submit her resignation in writing to the Secretary of the Chapter. All obligations must be paid before the resignation shall be accepted.

## **Section 8. Removal from Office**

If any officer fails to attend three (3) regular consecutive meetings of the Chapter without sufficient reason, she may be removed from office by two-thirds (2/3) vote of the members present and voting at a regular Chapter meeting. The officer shall be given a hearing at the meeting at which time she may offer an explanation for her absence.

# **Article XIX**

## *Duties and Powers of Chapter Officers*

### **Section 1. Worthy Maid (President)**

- (a) As head of a Chapter of the Maids of Athena, and a presiding officer, it is her solemn duty to enforce the By-Laws, decrees, rules, and regulations of the Order among the officers and members of her Chapter.
- (b) She shall see that accurate records and accounts are kept and that all reports and remittances to Supreme Headquarters and the District are made promptly when due.
- (c) She shall appoint the officers and chairmen of committees as authorized by the Chapter with all the rights and privileges.
- (d) She shall submit an annual written report as per form in the Leadership Handbook, with copies to be submitted to the District Governor, Grand President, Grand Lodge Liaison Officer, and District Advisor to the Maids of Athena.
- (e) She shall submit copies of correspondence to the District Governor, District Advisor, Grand Lodge Liaison Officer, and keep one on file.

### **Section 2. Loyal Maid (Vice President)**

- (a) The Loyal Maid shall assist the Worthy Maid in conducting the business of the Chapter, and shall perform such other duties as may be assigned to her by the Worthy Maid or her Chapter. In the case of the disability or removal of the Worthy Maid, she shall automatically assume the office of Worthy Maid.
- (b) She shall submit new articles to the District Lieutenant Governor.

### **Section 3. Recording Secretary**

The duties of the Recording Secretary shall be to:

- (a) Keep minutes of all meetings in a permanent Ledger.
- (b) Record attendance of members at regular meetings.
- (c) Submit to the Worthy Maid, before each meeting, a list of unfinished business to be taken up at the meeting and help with the preparation of the agenda.
- (d) Collect all Per Capita Tax from the members and monies received by the Chapter, and give a receipt for the same. Turn all monies over to the Treasurer immediately after collection and receive receipt for the same.
- (e) Submit a semi-annual report to the Chapter in the form of an itemized statement showing the

amount received and the sources of the receipts, the amounts disbursed and the purpose of the disbursements, the balance in the bank to the credit of the Chapter, the number of members in good standing, the number initiated, the number of delinquent members, the number suspended, and the names of deceased members. Copies shall be sent to the District Governor of the Maids of Athena, the local Chapter of the Daughters of Penelope, the District Advisor, Supreme Headquarters, the Grand Lodge Liaison Officer, and keep one on file.

#### **Section 4. Corresponding Secretary**

The duties of the Corresponding Secretary shall be to:

- (a) Circulate membership ID numbers when received from Headquarters to the appropriate members and give such members the current year's password.
- (b) Send copies of all correspondence to the Chapter President, District Lodge Liaison Officer, District Governor, Grand Lodge Liaison Officer, District Advisor, and keep one of file.
- (c) Send notices of all meetings of the Chapter to each member, the local Advisory Board, and the President of the local Daughters of Penelope Chapter. At least five (5) days' notice shall be given for all meetings.

#### **Section 5. Treasurer**

The duties of the Treasurer shall be to:

- (a) Receive all monies due the Chapter from the Recording Secretary, and give her a receipt for the same.
- (b) Promptly deposit money in the name of the Maids of Athena, the Name of the Chapter, and Number of the Chapter in such bank as may be designated by the Chapter.
- (c) Determine that all checks and money issued have first been authorized by the Chapter, and the checks countersigned by the Worthy Maid of the Chapter and by the Chairman of the Local Advisory Board.
- (d) Keep an itemized record of all monies received and expended in a permanent ledger, as per same in the Leadership Handbook.
- (e) Make quarterly financial reports to the Chapter and any other time the Worthy Maid or Advisory Board may request.
- (f) She shall see that accurate records and accounts are kept and that all reports and remittances to Supreme Headquarters and the District are made promptly when due.

#### **Section 6. Phylax**

The Phylax shall:

- (a) Have custody of all property of the Chapter, shall keep a detailed record of property such as regalia, insignia, By-Laws, and Rituals, and preserve them from abuse or destruction.
- (b) Be responsible for the physical arrangements for the meetings of the Chapter.
- (c) It shall be her sole responsibility to make sure that the paraphernalia is at every meeting, even if she cannot attend.

#### **Section 7. Delphis**

The Delphis shall open and close all meetings of the Chapter with a prayer, and shall perform all other ritualistic duties as are ascribed to her in the Ritual.

## **Section 8. Messenger**

It shall be the duty of the Messenger to execute the orders of the Worthy Maid, and to assist her in the conduct of meetings and all official ceremonies.

## **Section 9. Guards**

The Guards shall see that the flags are properly posted at every meeting, either by the official presentation of the colors, or by posting them before the meeting. The Guards shall assist the Messenger in all official ceremonies and in escorting the visitors.

## **Section 10. Sentinels**

- (a) The Inside Sentinel shall see that no one enters or leaves the meeting room during the opening or closing ceremonies. During the Initiation ceremonies, no one shall be admitted except members of the Degree Team.
- (b) The Outside Sentinel shall guard the entrance of the Chapter room to keep out those who have no right to enter while the Chapter is in executive session. She shall also refuse admittance to late members until the proper time to enter.

## **Section 11. Parliamentarian**

It shall be the duty of the Chapter Parliamentarian to know Robert's Rules of Order, and to advise the Chair on proper procedure.

# **Article XX**

## *Local Advisory Board*

### **Section 1. Composition**

- (a) The local Daughters of Penelope Chapter President shall be the ex-officio member of this committee.
- (b) The local Chapter of the Daughters of Penelope shall select or elect six (6) Daughters who are qualified and willing to serve as Maids of Athena Chapter Advisors, and submit their names in writing. The Maids of Athena shall elect three (3) of these six (6), and submit their names to the Daughters of Penelope Chapter President, who shall designate one (1) to serve as Chairman. The same procedure shall be followed where the Maids Chapter is sponsored by the local AHEPA Chapter, with the AHEPA submitting six (6) names to the Maids.
- (c) The Maids of Athena Chapter Advisor cannot hold dual membership.

### **Section 2. Chairman of the Local Advisory Board**

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

### **Section 3. Duties of the Local Advisory Board**

- (a) Each member of the Advisory Board shall be familiar with and have a copy of the Maids of Athena Constitution, Book of Rituals and Leadership Handbook in order to be qualified to properly guide and advise the Maids of Athena.
- (b) They are to approve all expenditures greater than \$250 and all matters involving public activity

and/or participation. However, on matters pertaining to expenditures over \$250, but not exceeding the amount of the treasury, no decision of the Local Advisory Board shall be effective until approved by the local Chapter of the Daughters of Penelope.

- (c) They are to make sure the prescribed number (4) of Ritualistic meetings are held and properly conducted, and if possible, memorized as per “Remarks” in the Book of Rituals.
- (d) The Advisory Board is to see that all Chapter Obligations are met; both District and National (refer to the Maids of Athena Leadership Handbook).
- (e) They are to make sure that individuals running for 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) The Advisory Board should 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) They shall 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.
- (h) At all times, they are to act impartially and attempt to settle grievances arising in the Chapter.
- (i) Advisors should notify each other and make sure that at least one (1) Advisor is present, but it is recommended that all three (3) advisors attend the meetings regularly for proper supervision.
- (j) They shall report to the Daughters Chapter at each business meeting the progress of the Maids of Athena, and urge them to support their projects and activities.
- (k) The Advisory Board shall help increase the membership of the Chapter and encourage activities for social and educational development of the members, and for the welfare of the community.

## **Article XXI**

### *Meetings of Chapters*

#### **Section 1. Regular Meetings**

- (a) Each Chapter shall hold at least one (1) meeting per month, and each Chapter must hold at least four (4) Ritual meetings per year. The date, place, and hour shall be selected by the Chapter, and the meeting shall be called by the Worthy Maid or the Advisory Board.
- (b) Regular meetings may be suspended by a two-thirds (2/ 3) vote of members present and voting at a regular meeting, provided that the period of suspension shall not exceed two (2) months.

#### **Section 2. Special Meetings**

Special meetings may be called by the Worthy Maid, and shall be called upon the written request of ten (10) members of the Chapter, sent to the Corresponding Secretary. At least three (3) days’ notice shall be given, the purpose of the meeting shall be mentioned in the call, and the business shall be limited to the purpose stated.

#### **Section 3. Rules of Procedure**

- (a) The proceedings of Chapters shall be governed by the provisions of the Constitution, and rules determined there under, either by the Supreme Convention or the Grand Lodge of the Maids of Athena.
- (b) The parliamentary authority not provided for by legislative authorities of this Order shall be Robert’s Rules of Order.

## **Section 4. Quorum**

Seven (7) members or fifty percent (50%) of the Chapter's members in good standing, two (2) of whom must be an elected officer shall constitute the quorum.

- (a) Chapters unable to meet quorum can petition the Grand Lodge for 'online meetings' which will allow a Chapter to have a maximum of 3 members join a meeting via video call and vote on motions. 'Online meetings' will not be granted for Ritual meetings or Chapter Elections.

## **Section 5. Chapter Charter**

The Chapter is responsible for the safekeeping and storage of their Charter, and must be aware of its whereabouts at all time. The Charter must be readily available for use at all times.

# **Article XXII**

## *Dues and Assessments*

### **Section 1. National Assessments**

Each Chapter shall have the power to establish its dues and fee, provided the rates shall not be less than the required amounts due Supreme Headquarters of the Maids of Athena, which are as follows:

- (a) The Per Capita Tax shall be payable to Supreme Headquarters by December 31<sup>st</sup> for every member of each Chapter in good standing. A Per Capita Tax remittance form can be obtained from Supreme Headquarters for this purpose

### **Section 2. Per Capita Tax and Fees of Chapter**

- (b) The Initiation Fee and Per Capita Tax shall be paid on or before December 31<sup>st</sup> of each year to the Recording Secretary. On March 31<sup>st</sup>, the Secretary shall notify members in arrears. Members whose Per Capita Tax is not paid by June 1<sup>st</sup> shall be known as Delinquent Members. On November 1<sup>st</sup>, the Secretary shall notify members in arrears, pointing out that after thirty (30) days, membership shall be suspended for nonpayment of Per Capita Tax
- (c) If a member is initiated into the Order after November 30<sup>th</sup>, her Per Capita Tax shall apply to the following year.
- (d) All Chapter remittances must be in the form of U.S. Dollars.
- (e) Per Capita Tax and all fees shall be outlined in the Leadership Handbook and outlined in remittance forms.

### **Section 3. Delinquent Members**

A member in arrears six (6) months may attend meetings as a silent observer without the right to speak, vote, or participate in the business of the Chapter, and shall not be counted in the quorum. A delinquent member shall not receive the current password from any member of this Order.

### **Section 4. Suspended Members**

A member, who has been notified that she will be suspended in thirty (30) days, shall be suspended unless her dues are paid or a truly justifiable reason can be given. The Secretary of the Chapter shall send immediately the name of the suspended member, her address, and the date of the suspension to the District Governor and Supreme Headquarters. She shall also inform the suspended member of her suspension and shall advise her how she may become reinstated after a thirty (30) day period. A suspended member may

not enter the Chapter room during regular meetings of the Chapter, nor shall she be entitled to receive the password or wear the emblems of the Order.

### **Section 5. Reinstated Members**

- (a) A member suspended solely for nonpayment of Per Capita Tax may be reinstated upon payment of the current year's Per Capita Tax, plus Reinstatement fee.
- (b) A member suspended for other than nonpayment of Per Capita Tax, and desiring to be reinstated, shall make an application in writing, accompanied by the fee, and submit it to the Secretary of the Chapter, who shall report it at the next meeting. The Secretary shall then notify the members of the name of the applicant for reinstatement which shall be voted upon at the next regular meeting. A two-thirds (2/3) vote shall be required.

### **Section 6. Assessment Fees**

In order for a member of the Maids of Athena to be in good standing, she must remit an Assessment Fee annually to Supreme Headquarters. This fee will be placed in a long-term investment account.

### **Section 7. Pro Rata**

The Pro Rata amount to be remitted by the Grand Lodge of the Maids of Athena to active Districts shall be based on the amount of Per Capita remitted to Supreme Headquarters by December 31st of the previous year.

## **Article XXIII**

### *Committees*

#### **Section 1. Standing Committees**

The Chapter Worthy Maid shall appoint the following standing committees, with the approval of the Advisory Board, and shall appoint a Chairman for each.

- (a) Sisterhood Committee: To visit the members who may be ill. To send correspondence to members going through major life events, good or bad.
- (b) Educational Committee: To secure competent lecturers for the Chapter, and otherwise promote the educational program of the Order.
- (c) Committee on Entertainment: To arrange for and provide wholesome programs of entertainment for the members of the Chapter, or for special occasions, or to prepare a program book for the year.
- (d) Growth & Expansion Committee: To secure new, qualified members; to facilitate the reinstatement of delinquent members; and to encourage large attendance at Chapter meetings.
- (e) Grievance Committee: To receive and investigate all grievances and present their findings to the Advisory Board for action.
- (f) Marketing and Public Relations Committee: To see that the Chapter is well known for its worthwhile projects and activities. This includes the use of social media.
- (g) Athletic Committee: To secure an athletic program for the Chapter.
- (h) Auxiliaries Committee: To encourage a better relationship with the Daughters of Penelope, Sons of Pericles, and AHEPA Chapters in the community.
- (i) Projects Committee: To plan fundraisers for District and National charity projects.
- (j) Scholarship Committee: To encourage every eligible member to apply for District and National Scholarships.
- (k) Ways & Means Committee: To plan fundraisers for the Chapter to raise money to increase the Chapter treasury.

## **Section 2. Committee Meetings**

A committee meeting shall be on call of the Chairman, but any two (2) members of a committee shall have the power to call a meeting if the Chairman fails her duty. The progress or recommendations of the Committee shall be reported to the Chapter by the Chairman.

## **Section 3. Written Reports**

A written report shall be submitted and read at each meeting, with the name of the Chairperson and a date kept on file by the Worthy Maid. If there is nothing to report at the meeting, this shall be written and submitted.

# **Article XXIV**

## *Convention Rules*

### **Section 1. District & Supreme Convention**

The Order of the Maids of Athena shall be entitled to hold annual District and Supreme Conventions provided the following requirements for the Chapters and Delegates shall be complied with:

- (a) The specific time and place of both Conventions shall be determined by the previous respective Convention of the Order of AHEPA.
- (b) Every Chapter participating must have been organized and have received its Charter at least three (3) months before the date of the Convention, and must have at least eight (8) members in good standing with Supreme Headquarters.
- (c) Chapters must have paid all obligations to the District and Grand Lodge to be represented at the Convention.
- (d) In order to be eligible for any District or National award, a Chapter must be in good standing for one (1) full year.

### **Section 2. Delegates and Alternates**

- (a) For number and voting power of Delegates, see Article XI Section 3(a), and Article XVI Section 3(a) of this Constitution.
- (b) They shall be elected at a regular business meeting in May or June, and all members shall be notified in writing when this election is to take place. The results of the election shall be sent to the District Governor and the District Secretary for the District Convention and to the Grand President and Supreme Headquarters for the Supreme Convention, at least fifteen (15) days before the District Convention and by July 5th for the Supreme Convention.
- (c) Delegates for the Supreme Convention are required to attend all sessions other than the elected session, in order to participate in elections.

### **Section 3. Qualifications of Delegates and Alternates**

Delegates and alternates must have been members in good standing with Headquarters for at least six (6) months before the Convention and must have attended at least four (4) regular business meetings of their Chapter to be eligible to attend the Convention as a representative of their Chapter at the direction of the National Advisor.

### **Section 4. Credentials**

- (a) The Credentials for the delegates and alternates issued by Supreme Headquarters must be signed by the Chapter President and Secretary and the Chairman of the local Advisory Board.
- (b) No delegates shall be admitted to the Convention without the proper credentials. They shall be presented to the Credentials Committee at Convention Headquarters.

## **Section 5. Registration**

All delegates must register at the Conventions and pay the required fee. At both Conventions, the Maids of Athena shall pay one-half (1/2) the amount the Daughters of Penelope pay.

### **Article XXV**

#### *Amendments*

These By-Laws 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 and AHEPA) 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 and Order of AHEPA before they may become part of the By-Laws of the Order of the Maids of Athena.

### **Article XXVI**

#### *Official Pins and Paraphernalia*

Supreme Headquarters shall prescribe the design and form of the Official pin and other jewelry of the Maids of Athena. Only members in good standing shall be privileged to wear or display the official jewelry of the Maids of Athena.

### **Article XXVII**

#### *Procedure*

All proceedings of the District and Supreme Conventions and meetings of all Chapters shall be governed by:

- (a) The provisions of this Constitution.
- (b) The rules and regulations adopted by a majority of the delegates.
- (c) The Constitutions of the Daughters of Penelope and Order of AHEPA
- (d) Robert's Rules of Order.

### **Article XXVIII**

#### *Trial of Members*

## **Section 1. Written Complaints Required**

- (a) When an officer or member of a Chapter believes that another member is guilty of conduct in violation of the rules or principles of the Order, she may file an itemized complaint against the member, which shall be in writing and filed with the Secretary of the Chapter.
- (b) All charges shall be specific; time(s), place(s), and alleged acts adequately stated and particulars fully described; otherwise, the complaint shall be rejected for insufficiency. When so rejected; the said complaint may be refilled when properly filed with the local Advisory Board.

## **Section 2. Merits of Complaints Examined**

Within thirty (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 is

findings to the Chapter at its first regular meeting following the completion of the investigation.

### **Section 3. Decisions of Merits of Complaints**

If after hearing the report of the investigating committee, a majority of members present at such regular meeting believe that the charges contained in the complaint are well founded and constituted 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 her Chapter, she 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.

### **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, at her discretion, may appoint a member of her Chapter or of another Chapter of this Order 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 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 conducted by the tellers whom the presiding officer shall appoint for the purpose.
- (c) If a majority of the ballots cast read "guilty", then 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.

### **Section 6. Appeals**

The right of appeal is vested in every member of this Order. A case may be appealed within three (3) months after trial through the National Advisor, Grand Secretary, and Grand Counselor, who shall determine the merits of the case on the basis of a complete outline of the facts, and those decisions shall be final.