

Maids of Athena

How to Start a Chapter

If eight (8) or more girls are interested in forming a Maids Chapter:

First, contact the DOP District Governor or MOA Grand Lodge Liaison so they may check with Headquarters to determine if a Maids Chapter ever existed in the area.

- **If yes**, then produce paperwork (Reactivation Sheet, Applications) as an existing Chapter but with all new members. The Maids of Athena National Liaison can provide this paperwork to you.
- **If no**, then complete a Petition for Charter and receive a Charter issued by National Headquarters. The petition must be signed by the sponsoring President or Secretary of the local DOP or AHEPA Chapter. A Maids of Athena Chapter may bear a name chosen by the members and approved by Headquarters (so long as it has not been used by another Chapter).

An initial, informational meeting should be formed with the knowledge of the local DOP Chapter, DOP District Governor, MOA District Lodge (if applicable) and MOA National Liaison to go over the following topics about the Maids of Athena. The meeting should be in a social or informal setting.

- **History & Progress of the MOA**
- **The AHEPA Family**
- **Charity & Fundraising**
- **Educational Program**
- **Projects**
- **Events Schedule**
- **Fees & Obligations**

A Question & Answer period should take place. Neophyte Manuals and Applications should then be distributed.

An initiation date, time, and place should be announced. Be sure to remind the Neophytes to bring their Membership Dues to the initiation. Again you need to inform the local DOP Chapter, DOP District Governor, MOA District Lodge (if applicable) and MOA National Liaison about the date and time of the meeting.

A follow-up phone call should be placed to ensure everyone's attendance.

The MOA District Lodge should be invited to perform the Ceremony of Initiation. If possible, invitations should be extended to other dignitaries such as the MOA Grand Lodge, the MOA National Advisor, etc. *If there is no MOA District Lodge, the MOA Grand Lodge and DOP District Lodge should be invited to perform the ceremony.*

If time permits, election of the Chapter officers should take place after the initiation.

All paperwork should be sent to National Headquarters immediately. The following must be completed and mailed:

- **Application Forms**
- **Remittance Forms**
- **Petition for Charter/Reactivation Sheet**
- **Chapter Election Return Form**
- **Checks for Membership Dues plus Initiation Fees (*Payable to Maids of Athena*)**

Please mail all paperwork to:

Maids of Athena
c/o AHEPA National Headquarters
1909 Q Street, N.W. , Suite 500
Washington, DC 20009, USA