

Maid of Athena

“Empower”



Leadership Handbook

2014 - 2015

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The Maids of Athena

The Art of Leadership



“The smart leader listens, the good leader motivates, the great leader inspires.”
-William Arthur Ward

A leader is a woman who has earned recognition. She is in a position to motivate, inspire, and continue building upon a strong foundation.

A leader is open to the ideas of those around her. She listens, she evaluates, and she encourages creativity and innovation. She is not interested in having her own way, but in finding the best way.

A leader does not say, “Get going!” Instead, she says, “Let’s go!” and leads the way. She does not walk behind with a whip; she is out in front with a banner.

A leader considers the individuals in her organization as partners in the work. She sees to it that they share in the rewards. She glorifies team spirit.

A leader duplicates herself in others. She is a person builder who allows people to grow. She recognizes that motivation is the strength behind an organization’s productivity.

A leader has faith in people. She believes in them, trusts in them, and draws out the best in them.

She is empathetic yet firm and fair in her decisions. She lets her mind guide the decisions of her heart.

A leader is a self-starter. She creates plans and sets them into motion with the help of those around her. She is both a woman of thought and action; a dreamer and doer.

A leader has a sense of humor. She is not a stuffed shirt. She can laugh at herself. She has a humble spirit.

A leader sets high standards and goals and strives on ensuring she meets them herself. She leads through example.

The Maids of Athena

Getting Organized



Every Chapter should have the following items:

1. Initiation Kit (*includes the following items*)
Book of Rituals, MOA Application Forms, candles and candleholders, cloth for the Altar, Holy Bible, Cross, blindfolds, gifts for each Neophyte (*i.e. Pi Alpha Pins*)
2. Constitution
3. Robert's Rules of Order
4. Neophyte Manual
5. Maids of Athena Applications
6. Daughters of Penelope Applications
7. President's Gavel
8. MOA & DOP Directories
9. Original Charter
10. Personal Filing System (*i.e. binder to keep correspondence & chapter records*)
11. Jewels
12. Chapter Bulletin/Newsletter

The Maids of Athena

Executive Responsibilities



Article XIX

Duties and Powers of Chapter Officers

Section 1. Worthy Maid

- (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 Manual of Instruction, 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.

Dear Worthy Maid,

Congratulations on being elected to the highest office in your chapter! As Worthy Maid, you have been elected to be both the manager *and* leader of your chapter. Your office will require you to fill a number of responsibilities with the help of your sisters. In the pages to follow, you will find a useful guide outlining these responsibilities.

Remember, there are many individuals to guide you through any questions you may have. Don't forget to contact your Chapter or District Advisor, your District Contact or District Governor, or your Grand Lodge Liaison Officer with questions.

First Thing First...

1. Read the Ritual Book and Constitution to familiarize yourself with the contents. Understanding the details outlined in these resources will help you to successfully complete your term and commit yourself to our Order.
2. Be well-prepared for your meetings with a meeting agenda, constitution and ritual book. Practice your ritual ceremonies if you know you will be holding a visitation, initiation, installation of officers, etc.
3. Meetings that have agendas are more focused and shorter; without agendas, you may lose the attention of your members. It is also a good idea to send the agenda to members *before* the meeting. This way, they know what will be discussed and can come prepared to share ideas. (*See pages 7 - 8 for an example of a meeting agenda*)
4. Keep the conversation relevant to the topic at hand, and save social talk for *after* the meeting. If discussion is de-railed, you may say, "In the interest of time, I think we'd better get back to the subject at hand."
5. During discussion, be sure to listen to all sides and remain impartial. Ensure that all needed information and/or ideas are thoroughly explained before votes are taken. In addition, summarize proceedings as you go, so members know which motions and decisions are on the table.
6. Schedule meetings when it is convenient for most members. Be considerate of time *and* location, especially if members must commute from far away. Meetings should take place in a formal setting; do not hold meetings at a social place (i.e. bar, club), where you will be distracted and interrupted. If you are finding it difficult to target a meeting date via email, you may consider asking your Board to call members.
7. Your District and National Officers should be informed about your events. They will publicize these events and try to attend. Events should also be submitted each month for inclusion on the National Calendar.



Monthly Responsibilities of the Worthy Maid

August

- Arrange meeting with executive members and advisor to discuss chapter calendar for the year

September

- Attend Governor's Conference in Washington, DC
- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a monthly meeting reminder
- Remind Recording Secretary to make a directory for the chapter members
- Remind Recording Secretary to send upcoming events to Grand Secretary
- At meeting, start delegating committee leaders
- At meeting, present Chapter Calendar of Events to membership
- At meeting, announce National Project and President's Project for the year
- At meeting, present information gathered at Governor's Conference
- Arrange a date for the Treasurer, Advisor and President to change signing authorities on the MOA Bank Account

October

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting

November

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Remind Corresponding Secretary to send the Chapter Progress Report (due on the 15th of the month)
- MOA Day Activity

December

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Remind Recording Secretary and Treasurer that Dues and Obligations are to be send to AHEPA Headquarters by December 31st

January

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Remind Corresponding Secretary to send the Chapter Progress Report (due on the 15th of the month)

February

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting

March

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Remind Corresponding Secretary to send the Chapter Progress Report (due on the 15th of the month)

April

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting

May

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Attend District COnvention (if applicable)

June

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- E-mail completed Annual Report by June 15th to District Advisor, DOP Chapter President , MOA Grand Lodge Liaison and keep on in Chapter file
- Attend District COnvention (if applicable)

July

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Attend the National AHEPA Convention



Maids of Athena Chapter Meeting Agenda

Date:

1. Call to Order
Start time: _____
2. Opening Prayer
3. Roll Call of Officers: _____

4. Initiation of _____ (if applicable)
5. Minutes of Previous Meeting
Motion to approve minutes by: (Sister) _____
Seconded by: (Sister) _____

All in favor? Yes/ No
Motion passes/motion fails

6. Treasurer's Report
Balance as of (insert month): \$ ____
Total Deposited: \$ ____
Total Withdrawn: \$ _____
- Report approved by: _____
- Seconded by: _____

All in favor? Yes/No

7. Correspondence
 - From Supreme Headquarters

 - From Grand Lodge

 - From District Lodge

- From Auxiliaries

8. Committee Reports

- a. Standing Committees

- b. Special Committees

9. Unfinished Business

10. New Business

- a. Bills against the Order

- b. Special Announcements

- c. Good of the Order

11. Adjournment

End Time _____

NEXT MEETING: (*insert date, time, and location*)



The Oath of Membership

To be given by the Worthy Maid or visiting Officer during Initiation:

“I, (Repeat your name in full)* in the presence of Almighty God and these witnesses* of my own free will do solemnly affirm that* I will be actively and steadfastly loyal* to the Order of the Maids of Athena. * I will obey and respect all the laws and rules of this Sisterhood * and the mandates of the Daughters of Penelope * of which the Maids of Athena is the Junior Auxiliary. * I will never reveal to any outsider the Secret Work of the Maids of Athena. * I will be helpful and true to all my Sisters of this Order * and will respect and protect their good name. * I will always try to live up to the principles and ideals of our Sisterhood * and to be worthy of my title as Maid of Athena* So help me God.”

To be given by the Worthy Maid of visiting Officer during Installations:

“I hereby do solemnly swear * that I shall do my best * to carry out the Duties of my Office * faithfully, * impartially, * and with unflinching devotion. * So Help Me God.”

The Maids of Athena

Executive Responsibilities



Article XIX

Duties and Powers of Chapter Officers

Section 2. Loyal Maid

- (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 the Worthy Maid.
- (b) She shall submit new articles to the District Lieutenant Governor and Co-editor of the *AHEPAN Magazine* for the Maids of Athena for publication.

The Maids of Athena

Executive Responsibilities



Article XIX Duties and Powers of Chapter Officers

Section 3. Recording Secretary

The duties of the Recording Secretary shall be to:

- (a) Keep minutes of all meeting 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 dues 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.



Monthly Responsibilities of the Recording Secretary

September

- Complete minutes and add them to the File
- Gather information to make a Directory for the chapter including, name, position, address, phone number and email

October

- Complete minutes and add them to the File
- Disperse Chapter Directory at meeting

November

- Complete minutes and add them to the File
- Collect Dues from membership and give receipts to members

December

- Complete minutes and add them to the File
- Collect Dues from membership and give receipts to members
- Complete Remittance Forms for Dues and Mandatory Obligations. Once completed, give forms and the money to the Treasurer

January- August

- Complete minutes and add them to the File



MOA Chapter Minutes for (insert date) Meeting

Date: _____

Members Present: _____

The regular business meeting of (Chapter name & number) of the Maids of Athena was called to order by Worthy Maid (insert name) at (insert time). An informal/formal meeting then followed.

Roll Call:

-

Initiation: (when applicable)

- The initiation of (insert neophyte name) occurred into the Order of the Maids of Athena.

Previous Minutes:

- The minutes of the (insert month) meeting were read and approved as read (or approved as corrected) by (insert name), seconded by (insert name), and approved by all.

Treasurer's Report:

- Balance as of (insert date): \$ _____
- Total Deposited: \$ _____
- Total Withdrawn: \$ _____
- The treasurer's report for (insert month) is motioned to be approved as read by (insert name), seconded by (insert name), and approved by all.

Correspondence:

- From Supreme Headquarters
- From Grand Lodge
- From District Lodge
- From Auxiliaries

Committee Reports:

- Standing Committees:
- Special Committees:

Unfinished Business:

New Business:

- Bills against the order:
- Good of the Order

The business for the evening having been concluded, Worthy Maid (insert name) asked for the Closing Prayer. The meeting was adjourned at (insert time).

Respectfully submitted,

Signature of Recording Secretary

Date

Signature of President

Date

The Maids of Athena

Executive Responsibilities



Article XIX Duties and Powers of Chapter Officers

Section 4. Corresponding Secretary

The duties of the Corresponding Secretary shall be to:

- (a) Circulate dues cards when received from Headquarters, with the current year's Grand President of the Maids of Athena's signature on the back, to the appropriate members and give such members the current year's password.
- (b) Have custody of the seal of the Chapter, and affix the same on all official documents.
- (c) Send copies of all correspondence to the Chapter President, District Lodge Liaison Officer, District Governor, Grand Lodge Liaison Officer, District Advisor, and keep one on file.
- (d) Send notices of all meetings of the Chapter to each member, and 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.



Monthly Responsibilities of the Corresponding Secretary

September

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar

October

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar

November

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar
- E-mail completed Chapter Progress Report by November 15th to Chapter President, District Advisor, DOP Chapter President, MOA Grand Lodge Liaison and keep on in Chapter file

December

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar

January

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar
- E-mail completed Chapter Progress Report by January 15th to Chapter President, District Advisor, DOP Chapter President, MOA Grand Lodge Liaison and keep one in Chapter file
- Disperse Dues Cards sent by National AHEPA Headquarters

February

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar

March

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar
- E-mail completed Chapter Progress Report by March 15th to Chapter President, District Advisor, DOP Chapter President, MOA Grand Lodge Liaison and keep one in Chapter file

April – May

- Send a reminder e-mail or call the chapter membership and all chapter advisors at least 5 days prior to a chapter meeting
- E-mail the Grand Secretary any important dates to be added to the National Calendar

May

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Attend District COnvention (if applicable)

June

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting
- Send the updated and completed Chapter Election Return Form to AHEPA Headquarters in Washington, DC and keep a copy in the chapter file

July-August

- Prepare agenda for monthly meeting
- Remind Corresponding Secretary to send out a remind the membership of the upcoming monthly meeting one week prior to meeting

The Maids of Athena

Executive Responsibilities



Article XIX Duties and Powers of Chapter Officers

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 the number of the Chapter in such banks as may be designated by the Chapter.
- (c) Determine that all checks and money issued have first been authorized by the Chapter, and that 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 Manual of Instruction.
- (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.



Monthly Responsibilities of the Treasurer

September

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)
- Go to the bank with Chapter President and Advisor to change the signing authority on the MOA Bank Account

October

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

November

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

December

- Collect Dues from Recording Secretary and deposit right away
- Complete checks for Dues and Mandatory Obligations to the **Maids of Athena** and to be sent to **AHEPA Headquarters** by **December 31st**
- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

January

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

February

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

March

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

April

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

May

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

June

- Complete Section IIC2 of the **Chapter Annual Report** due on **June 15th** and send information to the President
- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

July

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

August

- Complete monthly treasurers worksheet (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)

Treasurer's Monthly Worksheet

Date: _____

REVENUES

Name/Reason

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BILLS AGAINST THE ORDER

Name/Reason

Check #

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BALANCE AS OF _____ : \$ _____

Respectfully submitted,

Signature of Treasurer

Date

Signature of President

Date

Things to Keep in Mind

What You Need

- The treasurer is one of the most important positions in your chapter. She must be very organized and keep records of everything!
- The following items are essential to every treasurer: an account book, monthly treasurer worksheets, a check book, a check register, a deposit bag, a receipt book and a binder.
- Learn to keep records of all monetary activity on a monthly basis using the monthly treasurer's worksheet or an electronic spreadsheet, which **MUST** be submitted at every meeting. This must include all deposits, withdrawals, checks, fees, etc. If you are unable to attend the meeting, send the report to your chapter president to be read on your behalf.
- File your monthly treasurer's worksheets with chapter minutes in a file binder.
- Bills against the Order must be passed by the floor for reimbursement. Make sure to **ALWAYS** make copies of the checks written and stapled with the invoice and receipt. Keep a copy for your files.
- You should keep one section of the binder for invoices/bills that have cleared through the bank and another section for the monthly bank statements.
- Any money collected needs to have a receipt accompany it and must be deposited in the Maids of Athena account on the **NEXT** working day!

Opening a Bank Account

- Please review the steps in obtaining an EIN (Tax ID). You must have this when opening an account. Make sure that you, the president, and advisor go in person to sign your names on the account. Contact the AHEPA Controller to give you the necessary paperwork you need to get a tax ID number.
- When opening an account, the chapter president must bring along the election return form as well as a copy of chapter minutes so the bank can verify the individuals with signing authority.
- We recommend that you choose the option of having your written checks returned to you once cashed so you have an additional record.

Handling Money

- Dues
 - The secretary collects the dues and gives a receipt for the dues to the treasurer. Then the treasurer recounts the money to make sure that everything is correct and gives a receipt in return confirming the amount.
- Events
 - The treasurer is to collect all monies; however, the president, secretary, treasurer, and the advisor, should count the money (at least twice) to make sure an accurate account is taken.
 - In the event that the treasurer is absent from a meeting, only the president shall be in charge of the money.

Writing Checks

- The Constitution states that there must be 3 signatures on the bank account: the advisor, treasurer, and president. The check needs at least two signatures to be valid, but one of the signatures must always be the advisor. If the treasurer is under the age of 16, she cannot be put on the signature cards, but she must still maintain the check book.
- If you have bills against the Order passed during your meeting, issue checks; do not give cash. Checks are a great source of documentation.

Budgeting

- It is very important to always have a budget. The Executive Board should work together to create a budget for the chapter. Here is an example of a budget you can follow. Tailor it to your chapter's needs.

	BUDGET 2012-13	ACTUAL 2012-13	Variance
REVENUE:			
Fundraising	\$500.00	\$300.00	(200.00)
Project-Dance	\$500.00	\$800.00	\$300.000
Project- Item Sale	\$3,750.00	\$4,250.00	\$500.00
TOTAL REVENUES:	\$4,750.00	\$5350.00	\$600.00
EXPENSES:			
Mandatory Obligations	\$80.00	\$80.00	0
MOA Day	\$50.00	\$50.00	0
National Project	\$250.00	\$250.00	0
Supplies	\$50.00	\$75.00	(\$25.00)
Printing	\$75.00	\$100.00	(\$25.00)
Mailings	\$150.00	\$125.00	\$25.00
TOTAL EXPENSES:	\$655.00	\$680.00	(\$25.00)
<u>SURPLUS (DEFICIT)</u>	\$ 4,095.00	\$ 4670.00	\$575.00

- Once you have your receipts, you can insert your totals into the “Actual” column and it will automatically calculate for you at the bottom if you are in surplus or deficit. If you wish to use this model, email the MOA Grand Treasurer for this example and its formulas.

Check Register

- The treasurer must have a check register in a spreadsheet or in a notebook which clearly labels the check number (#), the date it was written, to whom it was written, the reason/bill and date it was cashed. Please make sure you also have hard paper copies because computers do crash! Make sure to have a file back-up on a disk.
- Every time a check is written and signed out to someone, you should be updating the check register. The **check register should match all expenses** you have on file.
- You will receive a bank statement every month. On the bank statement you will find below a list of checks that cleared that month and on what day, and update the date it was cashed.
- Make sure that the updated Bank Book Balance (less any uncashed checks) equals your Treasurer's Report Balance. If there is a discrepancy, look for a clerical error or an item that you might have forgotten. These two balances should always be the same.

How to Balance Your Check Book

- Write everything in your check register immediately! If you make a mistake, void the check by writing the word VOID, and always keep the check in your register. Write on your check register VOID underneath the column "Checks Cleared".
- If you make a mistake on a check, do not tear it up. Make a line across it, write "CANCELLED", keep it on file for reference, and make a note at the end of that month's treasurer's report.
- Always keep track of how much is in your account and verify this number when you receive your monthly statement. If you use online banking, verify that the checks and deposits have cleared (this means posted in your account.)

National Obligations

- Make sure to fill out all documents and forms properly
- Only send money for members from which you have collected dues. This is an individual's personal expense.
- (For Canada) All obligations must be made in U.S. Funds. In order to know your exchange costs, make U.S. Money Orders at the bank instead of Chapter checks in US funds. You will know as soon as you go to the bank, how much exchange is and how much will be withdrawn from your account.
- If you have any problems or questions, feel free to call your Grand Liaison Officer or the Grand Treasurer and she will make sure to direct you to the proper person.

The Maids of Athena

Executive Responsibilities



Article XIX

Duties and Powers of Chapter Officers

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.

The Maids of Athena

Executive Responsibilities



Article XIX

Duties and Powers of Chapter Officers

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 ascribed to her in the Ritual.



Opening Prayer

DELPHIS:

“Our Father, who art in Heaven, we humbly beseech Thy Blessing.
Keep us, O God, from pettiness:
Let us be large in thought, in word, in deed.
Let us be done with fault-finding, and leave off self-seeking.
May we put away all pretense, and meet each other face to face, without self-pity
and without prejudice. May we never be hasty in judgment, and always generous.
Let us take time for all things:
Make us to grow calm, serene, gentle.
Teach us to put into action our better impulses, straightforward and unafraid,
Grant that we may realize it is the little things that create differences, that in the
big things of life we are as one.
And may we strive to touch and to know the great, common human heart of us
all, and O Lord God, let us not forget to be kind.
We pray Thee to guide us in all our actions during this meeting for the Good of
the Order.”

The Friendship Cross is done by all.

Closing Prayer

DELPHIS:

“Almighty Father,
We thank Thee for all that we have completed this day,
and we beg Thee to guide us outside this Order
so that we may always be worthy of the Maids of Athena, and of the
Daughters of Penelope, of which we are an auxiliary.
We pray Thee to help us remain faithful and true to our duties and ideals.
We also pray Thee to keep us in health and peace.
Amen.”

All do the Friendship Cross.

The Maids of Athena

Executive Responsibilities



Article XIX

Duties and Powers of Chapter Officers

Section 8. Messenger

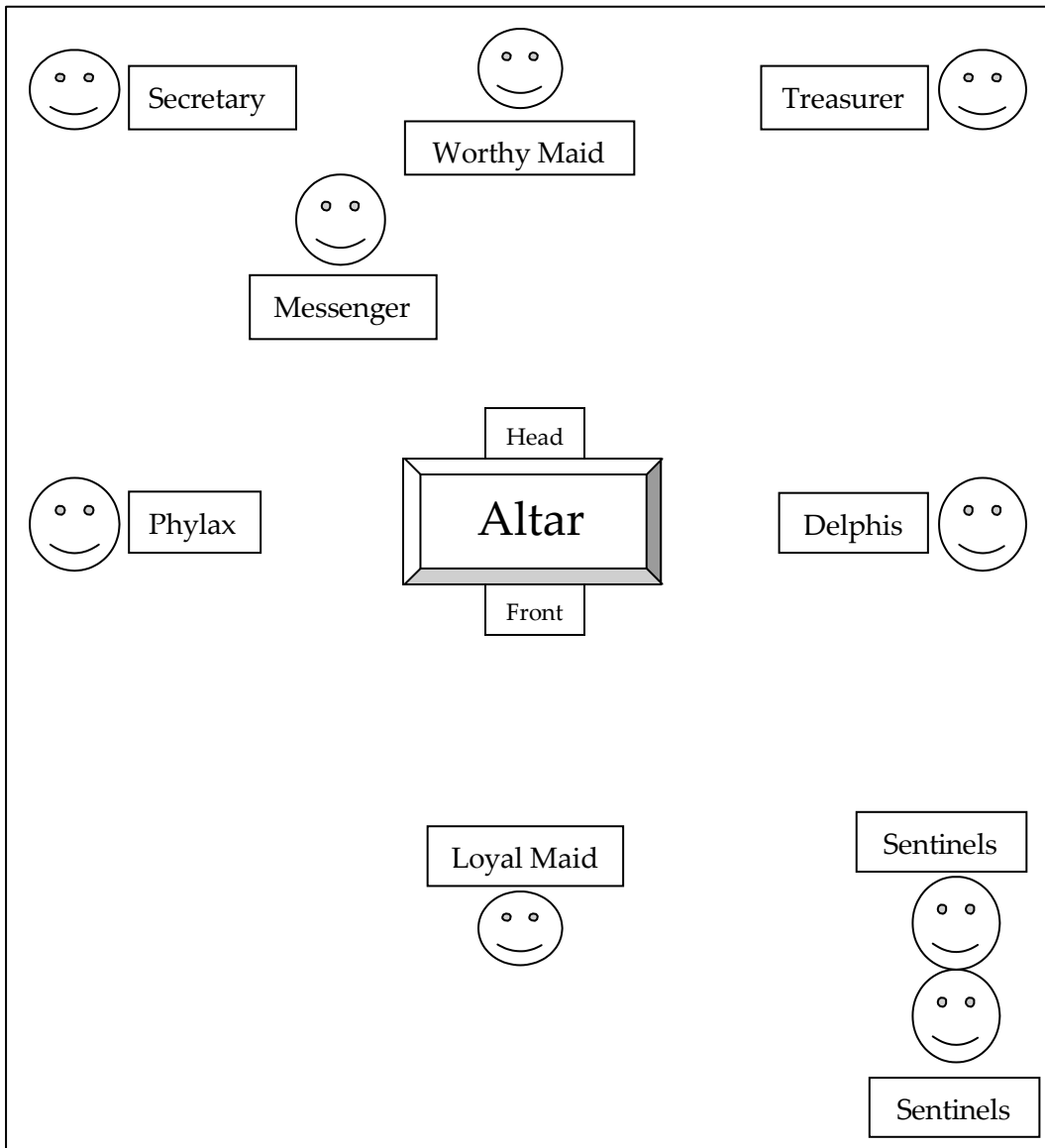
It shall be the duty of the Messenger to execute the orders of the Worthy Maid, and to assist her in the conduct of meetings and all official ceremonies.



Seating of Officers in Chapter Room

Regular Meeting

Chapter Room





Duties of the Advisor

- ❖ *National Advisor* – The National Advisor directly supervises activities of the Maids of Athena Grande Lodge. She attends all meetings, advises on proper procedure, and gives approval on all important issues and actions. In addition, she must submit an annual report to the Daughters of Penelope for considerations at the Supreme Convention. She is a direct link to Chapter and District Advisors through the MOA domain.

- ❖ *District Advisor* – The District Advisor supervise the activities of the Maids of Athena District Lodge. She must attend all business meetings of the Convention and submit written reports to both Conventions of the Daughters of Penelope and the Maids of Athena. As well, she countersigns all checks pertaining to the district treasury.

- ❖ *Chapter Advisor* – The local Daughters of Penelope chapter shall select or elect six qualified Daughters of Penelope members who are willing to serve as Maids of Athena Chapter Advisor and submit these names to the Maids of Athena chapter. The Maids of Athena shall elect three of these six and submit these names to the Daughters of Penelope Chapter President, who shall designate on to be chairman. The Chapter Advisor should be present at all meetings and advise chapter in all aspects.

About the Maids of Athena

History

Who are the Maids of Athena?

The Maids of Athena is an international philanthropic and fraternal organization, a sisterhood of young women of Hellenic descent and philhellenes, and a Junior Order of the American Hellenic Educational Progressive Association (AHEPA) and the Junior Auxiliary of the Daughters of Penelope.

A Brief History of the Maids of Athena

Mr. Thomas D. Lentgis, the Supreme Governor of the Order of AHEPA, founded the Maids of Athena on July 5, 1930 in Tacoma, Washington. At the time, the first chapter Sparta #1 was founded with 12 original members; however, a charter was not granted until November 18, 1937. Charters were then granted to Alethea #2 in Seattle, Washington, Diana #3 in Portland Oregon, And Ariadne #4 in Vancouver, British Columbia. By the end of 1937, there were 20 chapters and a total membership of 444.

The first constitution and ritual were written in 1935. At the 1950 Supreme Convention in Cleveland, the Maids of Athena officially became the Junior Auxiliary of the Daughters of Penelope. In 1953, the first National Conference of the Maids of Athena was held in Houston. The first Maids of Athena Grande Lodge was elected in 1954 at the Pittsburgh Conference

Ideals of the Maids of Athena

Each Maid of Athena member should strive to achieve and embody the ideals of our order; Truth, Goodness, and Beauty.

Truth in thought, word, and deed, in being true to fellow sisters and the goals, principles, and philosophies of the Maids of Athena.

Goodness in thought, word, and deed, in being good of heart and allowing that to radiate outward and in all that you do, in treating your sisters with kindness, in remembering those less fortunate, in being selfless in all that you undertake, in looking for the good in all things, and in keeping in mind the Good of the Order.

Beauty in thought, word, and deed, in being a beautiful person in having a beautiful and kind soul, in seeing the beauty of all, in representing the beauty of Athena, through intellect, strength, rationality, and steadfastness.

About the Maids of Athena

Objectives

Excerpt from Article 2 of the Maids of Athena Constitution:

- ❖ To promote and instill the spirit of **patriotism**; allegiance to the flag; support the **Constitution**, obedience to the laws and reverence for **history** and **tradition** of the United States of America, Canada, Bahamas, and Greece.
- ❖ 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.
- ❖ **To promote high standards of ethics and fellowship.**
- ❖ To develop human **understanding, kindness** and **helpfulness**; to stimulate and encourage **education**; and to foster the growth and enhancement of **charity**.
- ❖ **To further the ideals of obedience and respect towards parents and elders.**
- ❖ To **assist the Orders of AHEPA and Daughters of Penelope** in carrying out the **aims** and **purposes** of our parent organizations.
- ❖ To **cooperate** with and **assist** the chapters of 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.**

About the Maids of Athena

Philosophy

- ❖ The Maids of Athena is a learning experience, where a young woman can grow and realize the potential of her individuality through constructive means.
- ❖ The Maids of Athena is not a singular experience, but interwoven with the thread of humanity: to seek, to grow, to become, hand in hand with one's Sisters.
- ❖ The Maids of Athena is the embracement of ARETE: Virtue in the Ancient Greek sense of all-encompassing excellence through self-knowledge and individual perfection.
- ❖ The Maids of Athena builds character spiritually, intellectually, and socially. Not only through the aims and ideals of the Order, but also through the numerous activities, programs, and strong bonds of friendship provided by the structure of our sisterhood.
- ❖ The Ancient Greeks felt that every individual had the power to choose their own fate, and with that, to become an active member in society.
- ❖ The Ancient Greeks were the first to develop this sense of individuality, which is irrevocably mixed with the sense of citizenship of community. The Greeks always saw things as parts of a whole; and the harmony they sought in literature, government, science, and the arts was a balance of excellence.
- ❖ The MOA goal is to experience the joys and sorrows of life with the comfort and companionship of your sisters.
- ❖ The Maids of Athena is dedicated to the principles underlying the family and cherishes the close ties of the family. This relationship is personified by the AHEPA Family. Each Order is separate but united in purpose, ideals and mutual respect.
- ❖ Membership in the Maids of Athena implies a duty and responsibility: to oneself, to the Order, and to society. A member begins her journey as a neophyte and leaves the Order as a Maid of Athena, a leader, a teacher, a friend... a fully developed individual whose activities and contributions serve as an example for others to follow.

About the Maids of Athena

Crest



The crest's main part is in the shape of a shield representing the growth of intellectual thought. In its center is a Doric column, representing our stability and fortitude, enclosed by a triangle. The three sides of the triangle represent **Truth, Goodness, and Beauty.**

The Greek key at the top of the triangle represents an eternal link between the value of the past and the hope of the future. Below the triangle are our sorority letters ΠΑ which stand for Παρθενος Της Αθηνας (Parthenos Tis Athena).

Above the shield is Athena, balanced on both sides by a laurel wreath that symbolizes Victory and Leadership. Draping the shield are two olive branches symbolizing Peace.

Below the shield floats a ribbon with the word ARETE- Virtue in the ancient Greek sense meaning an all-encompassing excellence through self- knowledge and individual perfection- and the year of founding, 1930.

Official crest colors are blue and gold. The blue background of the shield stands for truth and faithfulness. The remaining parts in gold represent fineness in character.

About the Maids of Athena

Goals, Principles & Ideals

- ***Sisterhood***

Association or unification of women in a common cause.

- ***Service***

An act of assistance or benefit to another or others; favor.

- ***Citizenship***

The status of a citizen with its attendant duties, rights, and privileges.

- ***Hellenism***

The adoption of Greek ideas, style, or culture.

- ***Family***

A group of persons sharing a common ancestry.

- ***Arete***

Greek for Virtue.



Geographic Distribution of MOA Chapters

The Maids of Athena has chartered over 250 Chapters since its inception. These chapters are spread across the United States, Canada and Greece. Listed below is the geographic distribution by country and state/province.

DISTRICT 1

Georgia
Alabama
Tennessee
S. Carolina
Mississippi

DISTRICT 2

Florida

DISTRICT 3

Virginia
W. Virginia
Maryland
WashingtonDC

DISTRICT 4

Pennsylvania
N. Carolina

DISTRICT 5

New Jersey
Delaware

DISTRICT 6

New York

DISTRICT 7

Connecticut
Rhode Island
Massachusetts

DISTRICT 8

Massachusetts

DISTRICT 9

Maine
Vermont
New Hampshire

DISTRICT 10

Michigan

DISTRICT 11

Ohio
Kentucky
W. Virginia
Pennsylvania

DISTRICT 12

Indiana

DISTRICT 13

Illinois
Wisconsin
Missouri

DISTRICT 14

Iowa
Minnesota
N. Dakota
S. Dakota

DISTRICT 15

Kansas
Oklahoma
Nebraska
Missouri

DISTRICT 16

Louisiana
Texas
Arkansas

DISTRICT 17

New Mexico
Colorado
Wyoming
Idaho
Montana
W. Nebraska
Utah

DISTRICT 20

Arizona
S. California
Nevada
Hawaii

DISTRICT 21

N. California
Nevada

DISTRICT 22

Oregon
Washington
Alaska

DISTRICT 23

Quebec
Ontario
Newfoundland
Nova Scotia
PEI
New Brunswick

DISTRICT 24

Alberta
Saskatchewan
Manitoba

DISTRICT 25

Greece

DISTRICT 26

British Columbia

DISTRICT 27

Cyprus



Ceremonial References

United States of America

Pledge of Allegiance

“I pledge allegiance to the Flag * of the
United States of America *
And to the Republic * for which it stands
* one Nation, *
Under God * indivisible * with Liberty
and Justice for all.”

The Star Spangled Banner

Oh, say can you see by the dawn's early
light
What so proudly we hailed at the
twilight's last gleaming?
Whose broad stripes and bright stars
thru the perilous fight,
O're the ramparts we watched were so
gallantly streaming?
And the rocket's red glare, the bombs
bursting in air,
Gave proof through the night that our
flag was still there.
Oh, say does that Star - Spangled
Banner yet wave
O're the land of the free and the home of
the brave?
-Francis Scott Key

Canada

Canadian Oath of Allegiance

“I, _____, swear that I
will be faithful and bear true allegiance
to Her Majesty Queen Elizabeth the
Second, her Heirs and Successors,
according to law, and that I will
faithfully observe the laws of Canada
and fulfill my duties as a Canadian
citizen. So help me God.”

O Canada!

O Canada!
Our home and native land,
True patriot love in all thy sons
command.
With glowing hearts we see the rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee!
O Canada, we stand on guard for thee!
-Robert Stanley Weir

Greek National Anthem

Σε γνωρίζω από την κόψη
του σπαθιού την τρομερή,
σε γνωρίζω από την όψη
που με βία μετράει την γη.
Απ' τα κόκκαλα βγαλμένη
των Ελλήνων τα ιερά,
και σαν πρώτα ανδρειωμένη,
χαίρε, ο χαίρε, Ελευθερία!

Se gnoriso apo tin kopsi
tou spathiou tin tromeri,
Se gnoriso apo tin opsi
Pou me via metra tin yi.
Ap ' ta kokkala vialmeni
Ton Ellinon tai era,
Kai san prota andriomeni,
Haire, o haire, Eleftheria!

-Dionysios Solomos



Chapter Fundraising Ideas

Who said fundraising has to be boring?! Use these creative ideas to organize fun and successful fundraising events for your chapter. The proceeds you make can benefit your Chapter or the charities you support.

October: Host a Fall Festival in your church hall or parking lot! Invite local families with children to participate in games designed and set-up by your chapter. Open a Haunted House, dress in costumes, and play some spooky music. Sell tokens for your different activities to fundraise.

Helping Hand: you can sell tokens for 25 cents each and games can be 1-3 tokens, 2 tokens for the Haunted House.

November: Sell tickets each Sunday at church to raffle off a Thanksgiving Turkey! You can charge any amount you want per ticket (\$1/ticket usually works best).

Helping Hand: 1st Prize= Honey Baked Turkey, 2nd Prize= Frozen Turkey, 3rd Prize= Thanksgiving Gift Basket with things like stuffing, c r a n b e r r y sauce, etc.

Don't forget - National MOA Day is November 7th. Plan a fundraiser and donate to help the Grand Lodge Treasury. Remember, the Grand Lodge cannot make visitations to help out if they don't have money in their budget to travel.

December: Ask a local Son of Pericles or AHEPAn to dress as Santa Claus for your Breakfast with Santa event! Turn your church hall into a winter wonderland and ask your local Daughters of Penelope Chapter to help with cooking.

Helping Hand: Decorate picture frames during your November meeting and charge \$5 for a picture with Santa, complete with your hand-made frames.

Not enough time to organize a Breakfast with Santa? Offer gift-wrapping services instead! Individuals can drop-off packages at a certain time and pick them up later for a small fee.

Helping Hand: Purchase festive wrapping paper and gift bags. Charge something reasonable, like \$1/gift or \$5/group of gifts.

January: Kick-off the New Year with a bake sale! Think outside the box and try selling Vasilopita instead of cookies and cakes. Don't have a good recipe? Ask your local Daughters of Penelope Chapter for help!

Helping Hand: Before the bake sale, get together and have a baking party!

February: It's the season of love, so celebrate it by hosting a Date Auction! Round up young, local singles and let the bidding begin.

Helping Hand: Include an activity coupon (for example, dinner for two at a fun restaurant) with each auction package. You can also auction more than one person at a time in a group-date package to make for a more comfortable and fun evening!



Other Fundraisers to Consider...

March: Celebrate National Chocolate Day on March 8th by selling chocolate bars! Host a Saint Patrick's Day Luncheon or Dinner for some extra fun this month!

April/May: Sell potted plants or seedlings to mark the beginning of Spring! Sponsor an Easter Egg Hunt for your local community!

June: Host a car wash with your local Sons of Pericles chapter!

Or, try something throughout the year:

Babysitting: Contact the Presidents of your local Daughters of Penelope and/or Philoptochos chapters to offer babysitting services during meetings! Those mothers that would like to attend, but are in need of sitters, can bring their children to be watched by your chapter members during monthly meetings.

Tutoring: Offer homework help a couple of days each week to help those kids in your community who are too uncomfortable to ask questions to teachers or adult tutors. Advertise in your local church newsletter or bulletin and charge a small fee for each session.

T-Shirts: Create a logo or design that's fun for everyone! If getting t-shirts printed is not in your budget, make your own. Get out the fabric glue and paint and personalize shirts for everyone.

Sell it: Whether it's chocolate, wrapping paper, calendars, or candles, people will buy it! Family and friends will always support you when you're trying to sell something – get creative!