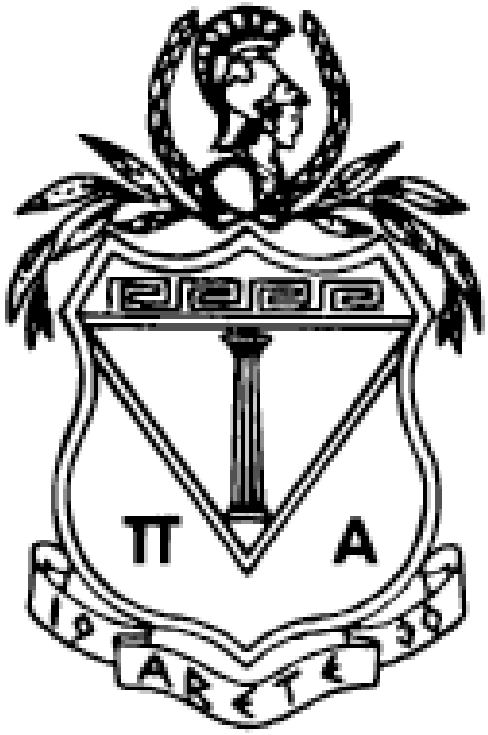
Maids of Athena

Junior Auxiliary of the Daughters of Penelope



Constitution

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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 traditions of the country of residency and/or citizenship(s).
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.
C. To build up character by promoting in every manner possible a high standards of ethics and good fellowship amongst its members; to develop the spirit of human understanding, mutual benevolence and helpfulness; to stimulate and encourage education, to make possible for its members the full enjoyment of educational facilities; and to point out to them the beauties of sacrifice and the deformities of selfishness.
D. To further the ideals of obedience and respect towards parents and elders.
E. To cooperate with and assist the Daughters of Penelope in promoting the progress and welfare of both the Daughters of Penelope and the Maids of Athena and to prepare its members for admission into 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

To be eligible for membership, an applicant must meet **all** of the following requirements:

1. Personal Character
    a. Must be a Christian female of good moral character.
2. Cultural or Familial Connection
    a. Must meet <u>at least one</u> of the following:
        i. Be of Greek descent through at least one parent (including adoptive or foster parents), or
        ii. Be immediately related to a member in good standing of the Order of AHEPA or the Daughters of Penelope, or
        iii. Be a Philhellene (a person who supports Greek culture and ideals).
3. Citizenship
    a. Must be a citizen of the country in which the Chapter she is applying to is located.
        i. If not a citizen, she must declare her intention to become a citizen of that country.
4. Age Requirement
    a. Must be at least 14 years old and not yet 28 years old at the time of application.

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:

1. The initiation fee and Per Capita Tax forthwith shall be returned to the petitioner together with notice of her rejection.
2. A rejected applicant shall have the right to resubmit her application after six (6) months of her rejection.
3. 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.
4. 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 shall accompany each application for transfer and be remitted to Supreme Headquarters.
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.
H. 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 that does not have an active chapter nearby, shall be assigned, in consultation with her, to a chapter available to her by either the MOA District Lodge or the MOA Grand Lodge if a District Lodge does not exist in that area. She will be awarded all rights and privileges that come with membership in the Maids of Athena and shall be allowed to attend meetings via a virtual platform.

Section 7. Closure of Membership in the Maids of Athena

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), except in the case of officers, who shall be allowed to complete their term of office.
B. Members who had dual membership in the Maids of Athena as of July 2022 shall be able to retain their

membership until they reach the age of 28 years. If she holds a board position as she enters her 28th year, she may finish her term as a board member.

C. Any Maids of Athena or Daughter of Penelope who qualifies for membership with the other and wishes to have membership in the other, may do so as long as they are in good standing in their Maids of Athena Chapter or Daughters of Penelope Chapter and all fees are paid, if any, to the chapter they wish to join.

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:

1. She shall pay her Per Capita Tax to Supreme Headquarters each year and receive a membership identification appropriate to this status.
2. She shall have the statue of a Maid of Athena, except for a vote or voice therein.
3. If a Chapter of the Order is instituted in the area she resides; she shall apply for membership in said Chapter.
4. Members at large do not guarantee the opportunity to apply for scholarships. She must meet the scholarship requirements.

Section 10. Good Standing

A. A member shall be defined as a member in good standing when their membership dues are current and they have attended four (4) chapter meetings.

B. If a member wishes to serve on the District or Grand Lodge, they must also attend four (4) meetings on their respective Lodge.

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 Grand 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.

C. Secret rituals shall not be revealed to anyone other than to a member in good standing of the Maids of Athena.

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 this constitution.

Section 2. Duties of the Grand Lodge

The duties of the Grand Lodge shall be to:

1. Organize Chapters in the Maids of Athena.
2. Enforce the Constitution, 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.
3. Participate in the deliberations of the Supreme Convention of the Maids of Athena.
4. 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.
5. Submit annual reports to be included in the Maids of Athena yearbook.
6. Write all correspondence in three (3) copies, which shall be sent to the following: Grand President of the Maids of Athena, Grand 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 Grand Advisor, shall be held immediately preceding and following the 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 Grand 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, Grand 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 Grand 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 Grand 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 Grand 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

Grand Advisor to the Maids of Athena

Section 1. Grand Advisor

The Grand Advisor to the Maids of Athena shall be the Liaison Officer between the Grand Lodges of the Daughters of Penelope and the Maids of Athena. The Supreme Convention of the Order of the Daughters of Penelope shall elect the Grand Advisor to the Maids of Athena.

Section 2. Duties

The Grand Advisor shall:

1. Directly supervise all activities of the Grand Lodge of the Maids of Athena;
2. Advise the Maids of Athena on all proper procedure;
3. Give approval on all important issues or actions of the Maids of Athena;
4. The Grand Advisor shall attend all meetings of the Supreme Convention of the Maids of Athena and report on the same to the Supreme Convention of the Daughters of Penelope;
5. Assure that the legislation passed by the Maids of Athena Supreme Convention is submitted to the Daughters of Penelope Legislation Chairman and processed per ARTICLE XXX, Section 4, Daughters of Penelope Constitution;
6. Shall receive notice of and attend all meetings by the Maids of Athena Grand Lodge and in consultation with the Grand President of the Daughters of Penelope, authorize and approve the activities and events of the Maids of Athena Grand Lodge;

7. The Grand Advisor shall be charged with the responsibility of the contents of the Maids of Athena Advisor Guide. The Grand President of the Daughters of Penelope shall see to it that each District and Chapter Maids of Athena Advisor shall receive this guide in a timely manner.
8. The Advisory Board shall be appointed by the newly elected Daughters of Penelope Grand President, Maids Grand Advisor, and with the recommendations of the Maids of Athena Grand President. Their duties shall include:
    a. Assist the Maids of Athena Grand Lodge and the Maids Grand Advisor in establishing contacts in those areas in which Maids of Athena Chapters do not exist;
    b. Attend Regional events in the absence of the Grand Advisor;
    c. Report to the Maids of Athena Grand 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 Grand Advisor. If the Grand Secretary is accused, the complaint shall be submitted to the Grand President of the Maids of Athena and the Grand 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 this Constitution. 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.

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

B. Plus an additional two (2) full votes for each additional segment of fifty (50) members.
C. 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. In the event that a chapter is activated or re-activated between January and July of the current year the Supreme Convention takes place, the same rules apply as long as they have paid their Per Capita tax.

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 Grand 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:

1. Promote the progress of the Order by establishing proper department, channels, and procedures for its growth, expansion, and usefulness.
2. Enforce the Constitution and be guided by the Convention of the Daughters of Penelope.
3. Elect the Officers of the Grand Lodge.
4. 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.
5. Authorize expenditures of money in the Grand Treasury, if necessary.
6. Pass resolutions and amendments to the Constitution, if desirable.
7. 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:

1. The provisions of this Constitution.
2. The Constitution of the Order of the Daughters of Penelope.
3. 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 Grand 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.

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 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 Chapters. When there is no Daughters of Penelope Chapter or if the Daughters of Penelope local chapter is unwilling/unable to sponsor, the Daughters of Penelope District Lodge, or a local AHEPA chapter or the AHEPA District Lodge will sponsor a new or reinstated Maids of Athena Chapter. The Maids of Athena chapter will be advised by three advisors of their sponsoring Daughters of Penelope Chapter or their sponsoring AHEPA Chapter or their sponsoring Daughters of Penelope District Lodge or their sponsoring AHEPA District Lodge.

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 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 Maids of Athena Grand Lodge Headquarters to be held in trust until such time as the Chapter reorganizes.
B. 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 Grand 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 term of office shall be one (1) year, and each Chapter Officer may only serve two (2) consecutive terms in the same office. In the case of a new Chapter, the first term shall be from the time the new officers are installed until the following election.

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 Constitution, 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:

1. Keep minutes of all meetings in a permanent Ledger.
2. Record attendance of members at regular meetings.

3. 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.
4. 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.
5. 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:

1. Circulate membership ID numbers when received from Headquarters to the appropriate members and give such members the current year's password.
2. 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.
3. 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:

1. Receive all monies due the Chapter from the Recording Secretary, and give her a receipt for the same.
2. 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.
3. 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.
4. Keep an itemized record of all monies received and expended in a permanent ledger, as per same in the Leadership Handbook.
5. Make quarterly financial reports to the Chapter and any other time the Worthy Maid or Advisory Board may request.
6. 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:

1. Have custody of all property of the Chapter, shall keep a detailed record of property such as regalia, insignia, Constitution, and Rituals, and preserve them from abuse or destruction.
2. Be responsible for the physical arrangements for the meetings of the Chapter.
3. 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

1. 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.
2. 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. 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. 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.
C. Virtual meetings are permitted as needed.

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 thereunder, 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. Members are permitted to participate in meetings via video call as necessary. Members who participate via video call shall be counted towards quorum and are permitted to vote on motions.

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 times. 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 31st for every member of each Chapter in good standing.
B. A Per Capita Tax remittance form can be obtained from Supreme Headquarters for this purpose.

Section 2. Per Capita Tax and Fees of Chapter

A. The Initiation Fee and Per Capita Tax shall be paid on or before December 31st of each year to the Recording Secretary. On March 31st, the Secretary shall notify members in arrears. Members whose Per Capita Tax is not paid by June 1st shall be known as Delinquent Members. On November 1st, the Secretary shall notify members in arrears, pointing out that after thirty (30) days, membership shall be suspended for nonpayment of Per Capita Tax.
B. If a member is initiated into the Order after November 30th, her Per Capita Tax shall apply to the following year.
C. All Chapter remittances must be in the form of U.S. Dollars.
D. 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 immediately send 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:

1. The specific time and place of both Conventions shall be determined by the previous respective Convention of the Order of AHEPA.
2. 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.
3. Chapters must have paid all obligations to the District and Grand Lodge to be represented at the Convention.
4. 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 Grand 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 District and Supreme 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

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

Article 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:
1. The provisions of this Constitution.
2. The rules and regulations adopted by a majority of the delegates.
3. The Constitutions of the Daughters of Penelope and Order of AHEPA
4. 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 a 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 its 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 Grand 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.