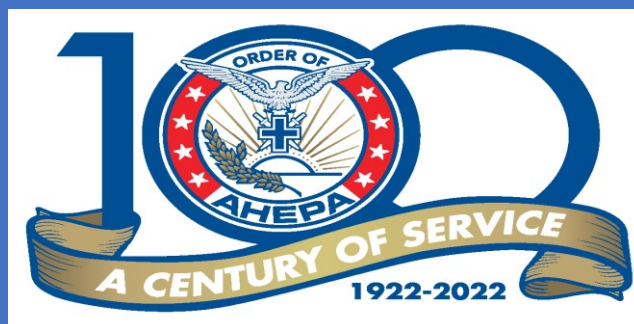




# 2020 AHEPA By-Laws



RORY PUCKERIN

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# AHEPA BYLAWS

Including 2018 Amendments

## ARTICLE 1

*(See Constitution Article 6)*

### MEMBERSHIP

#### SECTION A. APPLICATION, ELECTION, INITIATION AND ADMISSION

1. FORMAL APPLICATION FOR MEMBERSHIP: Any male person seeking membership in the AHEPA, shall fill out, sign and file with the Secretary of the Chapter which he desires to join, the required application for membership. His application shall be endorsed by one (1) or two (2) members of the AHEPA in good standing and shall be accompanied with the required initiation fee.
2. NATIONAL MEMBER: Any male person seeking membership in AHEPA but not wanting to belong to a particular Chapter may submit an application as a "National AHEPAN" to the Supreme Lodge in care of National Headquarters, to be placed in the District at-large chapter corresponding to their geographic area, along with annual dues ("National AHEPAN Dues") in an amount established by the AHEPA BOARD; provided that the National AHEPAN Dues are (a) not less than Seventy-five Dollars (\$75.00) per year; and (b) shared with the Chapters and Districts as outlined in Article 3, Section B of these AHEPA Bylaws. Individuals Applying for Membership as a National Member who are accepted by the Supreme Lodge (a "National Member") Shall not be eligible for any Chapter, District or National office, and they may attend any District or Supreme Conventions as observers but not as Delegates or Alternates. The local Chapters near any new National AHEPAN May contact such individual to see if he wishes to become a member of that Chapter instead of a National AHEPAN. The application is to include a statement of belief in the existence of God and in the divinity of Jesus Christ.

#### SECTION B. APPLICANTS MAY BE INVESTIGATED

The Secretary receiving the application shall present and read the same to the Chapter. If the applicant has complied with all requirements thereof, the President of the Chapter, or whoever is acting in his stead may refer it to a committee for investigation, who may investigate the fitness of the applicant and report its finding to the Chapter.

#### SECTION C. DUE NOTICE PRIOR TO BALLOTING

Upon receipt of the investigation committee's report, information about the applicant may be circularized to the members.

#### SECTION D. NO REJECTION FOR PERSONAL DIFFERENCES

Following the compliance of the requirements set forth in Sections A and C of this Article 1, the application in question will be submitted to the Chapter, at a legal meeting thereof, to be balloted upon for acceptance or rejection. The balloting shall be done secretly and in the absence of the applicant. An individual may be approved for membership by a majority vote of the members present and voting. No member shall vote against an applicant because of personal, religious, political or commercial differences.

#### SECTION E. RIGHTS OF REJECTED APPLICANTS

If a candidate is rejected, he shall have the right to re-submit his application.

**ARTICLE 2**  
*(See Constitution Article 7)*  
**INITIATION OF NEW MEMBERS**

**SECTION A. INITIATION PREREQUISITE TO MEMBERSHIP**

Except for National Members, every candidate for membership in the AHEPA, whose application has been duly accepted, shall present himself at the time and place designated to him by the Secretary and shall submit to be initiated into the secret mysteries of the AHEPA, in accordance with the requirements of the prescribed ritual, prescribed by the Supreme Lodge thereof, before the full rights, benefits and privileges of membership can be conferred upon him.

**SECTION B. DUTIES AND OBLIGATION TO BE ADMINISTERED IN  
ENGLISH, HELLENIC LANGUAGE, OR NATIONAL LANGUAGE**

The obligations when administered to candidates, shall be administered in English, Greek or the language of the country in which the chapter is located. Every candidate initiated into the AHEPA shall repeat, in the appropriate language, the following obligation: "I pledge allegiance to the flag of [insert the name of your nation] and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all", or the appropriate national affirmation.

**SECTION C. FEES FOR INITIATION IN THE AHEPA**

The Order of AHEPA shall not charge an initiation fee to its membership. No chapter, district, or National Headquarters shall charge an initiation fee in any manner.

**SECTION D. NOTICE TO CANDIDATES**

The Chapter Secretary shall notify, in writing, each successful candidate and shall designate the specific time and place when and where the said candidate is to present himself for initiation.

**SECTION E. APPLICATION KEPT AT THE HEADQUARTERS**

Except for National Members, all applications for membership in the AHEPA shall be accompanied by the initiation fee, and the Secretary of the Chapter receiving said applications shall, after the same shall have been accepted and the applicants duly initiated, deliver them for filing to AHEPA Headquarters, which shall issue certificates of membership and receipt, and deliver them to the new members.

**SECTION F. CURRENCY**

All monetary remittances to AHEPA Supreme Headquarters are to be in American currency.

**ARTICLE 3**  
*(See Constitution Article 7)*  
**MEMBERSHIP DUES**

**SECTION A. TIME AND MANNER OF PAYMENT**

Each Chapter shall have power to assess its membership regular annual dues at its discretion. Such chapter dues shall be payable in advance, and no later than March 31 of the current dues year. The members shall pay their dues to the Secretary, President or Treasurer of the Chapter. The Chapter Secretary shall render to AHEPA Headquarters

monthly-itemized statements of all monies collected for the Chapter. This does not change the deadline provisions of Article 13, Section H. 1 of the Order of AHEPA Constitution.

#### **SECTION B. AMOUNTS OF PER CAPITA ASSESSMENTS**

Every Chapter shall remit to AHEPA Headquarters at the rate of Forty-Five Dollars (\$45.00) per year for each member, except for those members who have been members in good standing of the Order of AHEPA for fifty (50) years. Such fifty (50) year members will receive a life membership card. The per capita assessment payment shall be allocated as follows: to the District Lodge Two Dollars (\$2.00), the balance to the General Fund.

#### **SECTION C. COMMITTEES TO COLLECT DUES**

The President of the Chapter may, either upon a vote of the Chapter, or on his own initiative, whenever he deems it necessary, appoint special committees to call on members and collect their dues for the Chapter.

#### **SECTION D. PAYMENT PROCEDURES**

1. **CHAPTERS MUST REMIT PROMPTLY:** The per capita assessment provided for in Article 7 of the AHEPA Constitution is due and payable to the AHEPA Supreme Treasury immediately after the candidate is initiated or the member pays his dues, and in no instance shall a Chapter delay the payment thereof for more than thirty (30) days. The President, Secretary and Treasurer of each Chapter are specifically charged with the duty of complying strictly and faithfully with the requirements of the AHEPA Constitution and the AHEPA By-Laws.
2. **MILITARY SERVICE:** The per capita assessment for a member who is inducted into the armed forces of the United States, or the respective country of which he is a citizen, shall be suspended for the period of his active duty. Such member shall receive credit for the years of service that he is on active duty, notwithstanding any non-payment of dues, for the purpose of service pins.
3. **DISTRICT LODGE REMITTANCES:** The allocations and remittances to the District, Lodges referred to in Section A of Article 7 of the AHEPA Constitution shall be made by the AHEPA Headquarters quarterly to the District Lodges aforesaid respectively.

### **ARTICLE 4 FAILURE TO PAY DUES**

#### **SECTION A. INACTIVE MEMBERS ARE SILENT**

A member, who has neglected to pay promptly the dues assessed by the Chapter, shall be listed as inactive. Such an inactive member, when as long as six (6) months in arrears with his payment of dues, shall be allowed to attend meetings as a silent observer only, but shall not have the right to speak, vote or otherwise participate in the business of the Chapter, nor receive the current password. Membership cards shall be issued to bona fide members in good standing only.

#### **SECTION B. BAD STANDING MEMBERS MAY BE SUSPENDED**

A member, who is as long as eleven (11) months in arrears with the payment of his dues, shall be listed as being in bad standing. He shall be notified of his protracted delinquency by the Secretary of the Chapter in writing, and shall be reminded that he is running the risk of being suspended for non-payment of dues. If, within thirty (30) days after he has been thus notified and reminded, he neither pays his dues nor gives a truly justifiable reason for his delinquency to the Chapter, he shall be suspended, and the Secretary shall report to AHEPA Headquarters his name and address and the date of suspension.



## **SECTION C. IPSO FACTO SUSPENSION**

In the event, however, that AHEPA Headquarters has not received any per capita assessment for twelve (12) consecutive months for any member, such member shall be considered Ipso Facto suspended with the loss of the rights and privileges of a member in good standing.

## **ARTICLE 5 REINSTATEMENT OF MEMBERS**

### **SECTION A. RIGHTS TO BE REINSTATED**

1. **REINSTATEMENT FEE AND APPLICATION:** Any member who has been suspended solely for the nonpayment of dues should be reinstated upon the payment of the current year's dues provided, however that such member shall file appropriate application with the Secretary of his Chapter, and such application shall severally be acted upon at a meeting of the Chapter by a majority vote. The Order of AHEPA shall not charge a reinstatement fee to its membership. No chapter, district, or National Headquarters shall charge a reinstatement fee in any manner.
2. **MEMBERS SUSPENDED FOR LESS THAN THREE YEARS:** Any member who has been suspended merely for the nonpayment of dues for no more than three (3) years shall only have the right of being reinstated automatically by the additional method of merely making payment of all dues in arrears.
3. **MEMBERS WHO HAVE MOVED:** Any member who has been suspended for nonpayment of Chapter dues, and who has moved from the city where his Chapter is located, may apply for reinstatement and transfer to the Chapter in the city where he now resides. Such member can be reinstated by paying existing fees to the Chapter to which he desires to transfer, plus the required reinstatement and transfer fees. The transfer and reinstatement of such members shall be permitted solely between the Chapter whose transfer fees are required, and Headquarters; the Executive Director must, however, notify the original Chapter of such transfer and reinstatement. In the event that no response is received from said Chapter following request and notification within thirty (30) days, AHEPA Headquarters must complete and effect such reinstatement and transfer.

### **SECTION B. REINSTATEMENT AT CHAPTER'S DISCRETION**

Upon showing made to a Chapter that a member who has been suspended for the nonpayment of dues is financially unable to comply with the requirements of Section A of this Article 5, but is desirous to be reinstated, the Chapter by majority vote, being convinced of the truth of such showing, may waive the payment of its share of the dues and restore the member in question to good standing, if he pays Three Dollars (\$3.00) for each delinquent year from the period in which he became delinquent to the date of his reinstatement and not exceeding a maximum of three (3) annual payments, as provided in Section A of this Article 5.

### **SECTION C. REINSTATEMENT OF INVOLUNTARILY SUSPENDED MEMBERS**

A member suspended for other causes than the non-payment of dues, desiring reinstatement, shall make application thereof, by a letter addressed to the Secretary and accompanied by a fee of One Dollar (\$1.00). Before action is taken upon his case, the Board of Governors shall investigate such suspended member to determine whether or not he is worthy of being reinstated. The Board of Governors shall report its decision to the Chapter for approval or rejection, but in no case shall a reinstatement be effected on lesser requirements or lighter terms than those of Sections A and B of this Article 5.

### **SECTION D. REINSTATEMENT OF SUSPENDED MEMBERS**



A suspended member, in order to regain his rights and privileges as a member in good standing, must reinstate himself, and the provisions covering reinstatements shall apply. All reinstatements shall be strictly construed in accordance with the provisions and limitations of the AHEPA Constitution and AHEPA By-Laws. If a candidate is rejected, he shall have the right to re-submit his reinstatement application after six (6) months from the date of his rejection.

## **ARTICLE 6**

### **TRANSFERS OF MEMBERS**

#### **SECTION A. PROCEDURE IN TRANSFERRING MEMBERSHIP**

Any member who is in good standing and whose current dues have been paid is eligible for transfer from one Chapter to another. A transfer may be effected as follows:

1. **TRANSFER APPLICATION:** The member seeking transfer shall file an application in writing to the Secretary of the Chapter to which he desires to transfer. A copy of the transfer application shall be forwarded to the Chapter from which he is transferring.
2. **PAYMENT OF DUES:** The application shall be accompanied by current dues, if not already paid to the old Chapter. Members suspended for nonpayment of Chapter dues must reinstate and transfer into the new Chapter either by the reinstatement process as set forth in the AHEPA Constitution and AHEPA By-Laws, or by full payment of all back Chapter dues to the new Chapter. If retention of membership is by full payment of back Chapter dues, such full payments will be remitted to AHEPA Headquarters which in turn will remit to the old Chapter the delinquent dues of the transferring member.
3. **HEADQUARTERS NOTIFICATION:** The Secretary of the Chapter receiving a member by transfer shall, in writing, so notify AHEPA Headquarters.
4. **APPROVAL:** A transfer shall be approved by a majority vote at any regular meeting of the Chapter to which the transfer is sought.
5. **TRANSFER RESTRICTIONS:** Any member may transfer to another Chapter, even within the same city, except that no member may transfer more than once within a two (2) year period unless he has moved his place of residence to another city.

#### **SECTION B. TRANSFERS FROM INACTIVE CHAPTERS**

Members of inactive Chapters may transfer their membership to active Chapters by following the procedure prescribed in the preceding SECTION A of this ARTICLE 6 on certification by the Supreme Lodge to the Chapter accepting the transferees that they have been duly initiated into the AHEPA.

#### **SECTION C. DUPLICATION OF MEMBERSHIP FORBIDDEN**

Duplication of membership in the AHEPA is hereby forbidden. No person can be a bona fide member in good standing of more than one Chapter.

## **ARTICLE 7**

*(See Constitution Article 8)*

### **NEW CHAPTERS**

#### **SECTION A. THE PETITION AND PETITIONERS**

A Petition Form provided by the Headquarters for establishing a new Chapter requires the names, addresses, and signatures of no less than ten (10) individuals who subscribe to the Mission Statement set forth in Article 1 and who meet the requirements for membership prescribed in Article 6 of the AHEPA Constitution. Former members suspended for nonpayment of dues and members transferring to other Chapters shall so state next to their name and identify the respective Chapter. The Petition shall be addressed to the Supreme Lodge after being endorsed by the Governor of the District in which the Chapter is to be established. No new Chapter may be established in a city where a Chapter exists, except by the approval of two thirds of the Supreme Lodge.

#### **SECTION B. FEES AND APPLICATIONS**

Every petition for a Chapter shall be accompanied with or supplemented by the application for membership of each petitioner, whose name is signed thereon and shall also be accompanied with or supplemented by the full amount of the required initiation fee. No petition for a Chapter shall be considered, unless it meets the requirements of this Article 7.

#### **SECTION C. POWER TO GRANT AND REVOKE CHARTERS**

The power to grant Charters shall be vested in the Supreme Lodge, or in any member or members thereof designated for this duty by a majority vote of the Supreme Lodge. The power to revoke a Charter shall be vested exclusively in the Supreme Lodge.

#### **SECTION D. NEW CHAPTERS OFFICIALLY ADMITTED**

A new Chapter shall be formally and officially chartered and admitted into the AHEPA, after, and not before, ten (10), at least, of those who petitioned for same shall have been duly initiated and the Officers of the proposed Chapter shall have been elected and installed. When the Chapter is thus organized, chartered and installed, the Supreme Lodge shall forthwith remit to the Treasurer of said Chapter such portion of the fees as thereto belongs under the provisions of the AHEPA Constitution and AHEPA By-Laws and decrees of the AHEPA.

#### **SECTION E. PROVISIONAL CHAPTERS**

Chapters in the process of formation shall be termed "Provisional" and shall be under the jurisdictional care and guidance of the District Lodge.

#### **SECTION F. ADDITIONAL CHAPTER IN SAME CITY**

No Chapter shall be established in any city or town where there is already a Chapter or Chapters of the AHEPA, unless there is a petition by at least thirty-five (35) or more men who are not and have never been members of any other Chapter, and the District Lodge consents to the establishment of such additional Chapter.

#### **SECTION G. MERGER OF CHAPTERS**

Chapters may consolidate, when three-fourths (3/4) of their respective members agree to do so, and the Supreme President and District Governor consent to such a merger.

#### **SECTION H. INACTIVE CHAPTERS AND THEIR ASSETS AND FUNDS**

A Chapter shall be deemed "Inactive" if during a complete calendar year it does not have any meetings, does not pay any of its national per capita tax and does not conduct, and report, its election of officers for that calendar year. AHEPA Headquarters will provide advance information about any Chapter becoming, or about to become, Inactive to the last known officers of that Chapter and the District Lodge. If a Chapter is Inactive for three (3) consecutive full years, a written notice will be sent by Headquarters to the last known President, Secretary and Treasurer of said Chapter and its District Governor. If the Chapter is not reactivated and ceases to become Inactive within six (6)

months of that notice, the Inactive Chapter's charter is automatically deemed suspended and its unrestricted and uncommitted assets and funds will be transferred to the District of that Chapter, with fifty percent (50%) of such assets and funds going into the District scholarship foundation in the name of such chapter (or the AHEPA National Educational Foundation in the name of such Chapter if no District Educational Foundation exists), and the remaining fifty percent (50%) of such assets and funds being used by the District of such Inactive Chapter to help problem Chapters in that District and fund District programs. If any such Inactive Chapter is subsequently reactivated, then any un-restricted remaining funds or assets of that Chapter held by the District will be returned by the District to that re-activated Chapter.

## **ARTICLE 8 MEETINGS OF CHAPTERS**

### **SECTION A. REGULAR MEETINGS OF CHAPTER**

Regular meetings of the Chapters shall be held at such times, places and hours as the respective Chapters may select.

### **SECTION B. SPECIAL MEETINGS OF CHAPTERS**

Special or extraordinary meetings of Chapters shall be held upon either: (i) the call of the Chapter President; or (ii) upon the written request (a "Requested Meeting") to the President by the lesser of: (A) ten (10) members of the Chapter; or (B) twenty-five percent (25%) of the members of the Chapter in good standing. Reasonable advance notice shall be given to the members in advance of any such special meetings, stating the time, place and purpose thereof. Requested Meetings must be held within a reasonable period of time, not to exceed thirty (30) days, after such request.

### **SECTION C. QUORUM FOR TRANSACTING BUSINESS**

A quorum for the transaction of business shall consist of nine (9) members of a Chapter, except where the Chapter has a membership of less than thirty-five (35), in which case a quorum shall consist of five (5) members of the Chapter.

Five (5) members shall constitute a quorum in any Chapter for the initiation of candidates or other ritualistic work.

Business valid unless challenged: A quorum is always presumed to be present once a meeting has commenced, unless it is publicly challenged. Therefore, business that has been transacted in the unascertained absence of a quorum is legal unless challenged before other business has intervened. If challenged before other business has been taken up, the business acted on is automatically voidable. Notwithstanding the above, quorum must be numerically established on the record before motions to dissolve or merge the chapter, or any act that would spend more than 10% or more out of the chapter treasury is made and executed.

### **SECTION D. PRIVILEGE TO SUSPEND MEETINGS**

Chapters by two-thirds (2/3) vote of members present and voting at a regular meeting may suspend any meetings for a period not exceeding two (2) months.

### **SECTION E. RULES OF PROCEDURE FOR CHAPTERS**

The proceedings of Chapters shall be governed by the provisions of the AHEPA Constitution and AHEPA By-Laws and the rules made thereunder either by the Supreme Convention or by the Supreme Lodge of the AHEPA.



In the event of a problem arising in a Chapter for the solution of which no rule has been provided by any of the legislative or Supreme authorities of the AHEPA, then and in such a case, such a problem or parliamentary inquiry shall be governed by Demeter's Manual of Parliamentary Law and Procedure.

## **ARTICLE 9**

*(See Constitution Article 9)*

### **CHAPTER OFFICERS**

#### **SECTION A. ELECTIVE AND APPOINTIVE OFFICERS**

The following Chapter Officers, and no others, shall be elected: President, Vice President, a Vice President/Director of Hellenism, Vice President/Director of Education, Vice President/Director of Philanthropy, Vice President/ Director of Civic Responsibility, Vice President/Director of Family and Individual Excellence, Secretary, Treasurer and the Board of Governors (except the Chairman of the Board of Governors). The Athletic Director, Warden, Chaplain, Captain of the Guard, Sentinels and Communications Director shall be appointed by the President.

#### **SECTION B. QUALIFICATIONS**

No member shall be eligible to the office of Chapter President unless he has previously served in an elective Chapter, District or Supreme Lodge office for at least one (1) year. No person shall hold an elective office in a Chapter while holding at the same time an office in the Supreme Lodge or on the AHEPA Board of Trustees. Before assuming another office in the AHEPA, it shall be required of him to resign the office he holds. A Delegate to a District or Supreme Convention shall not be considered as serving in an elective office within the meaning of this provision.

#### **SECTION C. ELECTION AND INSTALLATION OF CHAPTER OFFICERS**

Chapter Officers shall be elected and appointed at a regular meeting of the Chapter in May or June of each year and they shall assume their duties the first (1st) day of July of that year. Written notice that Chapter elections will take place at such meeting shall be provided to the members of the Chapter at least ten (10) days in advance of such meeting.

#### **SECTION D. PROCEDURE OF ELECTING OFFICERS**

Candidates for office shall be nominated from the floor, and they shall be voted upon by secret ballot. The President shall appoint three (3) tellers, who shall call out the names written on the ballots, and the score shall be taken down by the Secretary, and one of the Tellers, who shall in turn announce the results to the President, and the President shall announce the results to the Chapter. The candidate receiving a majority of the votes cast shall be deemed elected to the office for which he is nominated. A tie vote shall be broken by a vote of the President, but the President's power to break a tie vote shall not deprive him of his right to vote in the first instance. Nominations and elections shall be held in one and the same meeting of the Chapter.

#### **SECTION E. VACANCIES FILLED BY SUCCESSION**

In the event of a vacancy, however caused, in the office of the President, the same shall be filled by the Vice President, who, in such an event, shall automatically succeed to and assume the duties of the Presidency.

#### **SECTION F. VACANCIES FILLED BY ELECTIONS**

All vacancies, other than that of the President, whenever and however caused, shall be filled by an election at the regular meeting of the Chapter immediately following the vacancy. This does not apply in the case of vacancies in appointive offices, as such vacancies shall be filled by appointment.

**ARTICLE 10**  
*(See Constitution Article 9)*  
**DUTIES AND POWERS OF CHAPTER OFFICERS**

**SECTION A. CHIEF HEAD OF CHAPTER ACTIVITIES**

The President shall be the head and presiding officer of the Chapter and shall do all things necessary and proper to promote the growth, expansion, efficient functioning and general welfare of his Chapter.

**SECTION B. POWER AND DUTY TO ENFORCE AHEPA CONSTITUTION AND AHEPA BYLAWS**

It shall be the duty of the President to enforce the AHEPA Constitution, AHEPA By-Laws, decrees, rules, and regulations of the AHEPA and to encourage strict adherence thereto among the Officers and Members of his Chapter.

**SECTION C. MAY SUSPEND MEMBERS**

The President shall have the power to suspend any member, for good and sufficient reasons, by consent of the majority of the members present, after a hearing has been had thereon. Such a suspension shall remain in full force and effect while the cause there for exists.

**SECTION D. PRESIDENT TO APPOINT COMMITTEES**

It shall be the duty of the President to appoint such committees as he may deem necessary to carry on either the regular or special work of the Chapter; to appoint committees for special purposes, when required to do so by a majority of the members present at any meeting of the Chapter; to instruct such committees in their respective duties; to hold them accountable for the performance of the services assigned to them with full power of dismissal and substitution.

**SECTION E. STANDING COMMITTEES OF CHAPTERS**

Each Chapter President may upon the assumption of his office, appoint the following standing committees:

1. **MEMBERSHIP COMMITTEE:** To secure new qualified members, to facilitate the reinstatement of delinquents and to encourage larger attendance at Chapter meetings;
2. **EDUCATIONAL COMMITTEE:** To secure competent lecturers for the Chapter and to otherwise promote the educational program of the AHEPA;
3. **NATURALIZATION COMMITTEE:** To aid members in their efforts to become United States citizens;
4. **PUBLIC RELATIONS COMMITTEE:** To disseminate appropriate publicity of all Chapter programs and functions to the press, radio, and television outlets;
5. **COMMITTEE ON ENTERTAINMENT:** To arrange for and provide wholesome programs of entertainment for the membership of the Chapter;
6. **SONS OF PERICLES ADVISORY BOARD:** Shall consist of three (3) AHEPA members, two (2) of whom shall be selected from a list of names recommended in writing by the Chapter of the Sons of Pericles, and the third to be an appointee of the AHEPA President (see Article XIII, Sons of Pericles Constitution);
7. **COMMITTEE ON FELLOWSHIP:** To visit members who may be ill, and convey to them the sympathy and good wishes of the Chapter;
8. **COMMITTEE FOR THE RELIEF OF MEMBERS IN DISTRESS;** and
9. **OTHER STANDING COMMITTEES:** Such other committees as he or the Chapter may deem necessary.

## **SECTION F. EX-OFFICIO MEMBER OF COMMITTEES**

The President shall be ex-officio member of all Committees whether appointed by him or chosen by the Chapter.

## **SECTION G. DUTIES OF THE VICE-PRESIDENT AND VICE-PRESIDENTS/DIRECTORS**

1. VICE PRESIDENT: It shall be the duty of the Vice President to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to him either by the President or by the Chapter. In the event of the absence, disqualification or disability of the President, the Vice President shall assume and perform the duties of the President. The duties of the other Vice Presidents/Directors shall be as follows:
2. VICE PRESIDENT/DIRECTOR OF HELLENISM: The Vice President/Director of Hellenism shall be primarily responsible for initiating, implementing and coordinating all types of programs, activities and initiatives which serve to promote Hellenism. These responsibilities will include coordinating programs with all other Vice Presidents/Directors of Hellenism, or similar Officers or committee chairpersons, at the Chapter, District and National levels, including working with the Cyprus and Hellenic Affairs Committee.
3. VICE PRESIDENT/DIRECTOR OF EDUCATION: The Vice President/Director of Education shall be primarily responsible for initiating, implementing and coordinating all types of programs, activities and initiatives which serve to promote the Hellenic ideal of education. These responsibilities will include coordinating programs with all other Vice Presidents/Directors of Education, or similar Officers or committee chairpersons, at the Chapter, District and National levels, including working with the AHEPA National Educational Foundation and any other educational or scholarship organizations. In addition, the Vice President/Director of Education may serve as the Chairperson of any Educational Foundation or Fund.
4. VICE PRESIDENT/DIRECTOR OF PHILANTHROPY: The Vice President/Director of Philanthropy shall be primarily responsible for initiating, implementing and coordinating all types of programs, activities and initiatives which serve to promote the Hellenic ideal of philanthropy. These responsibilities will include coordinating programs with all other Vice Presidents/Director of Philanthropy, or similar Officers or committee chairpersons, at the Chapter, District and National levels, including working with the AHEPA Charitable and Philanthropic Corporation, Penelope Foundation and any other philanthropic organizations.
5. VICE PRESIDENT/DIRECTOR OF CIVIC RESPONSIBILITY: The Vice President/Director of Civic Responsibility shall be primarily responsible for initiating, implementing and coordinating all types of programs, activities and initiatives which serve to promote the Hellenic ideal of civic responsibility. These responsibilities will include coordinating programs with all other Vice Presidents/Directors of Civic Responsibility, or similar Officers or committee chairpersons, at the Chapter, District and National levels, including working with Cooley's Anemia Foundation, the AHEPA Bone Marrow Registry Program, AHEPA National Housing Corporation, Papanicolaou Cancer Fund, Penelope House and any other similar organizations.
6. VICE PRESIDENT/DIRECTOR OF FAMILY AND INDIVIDUAL EXCELLENCE: The Vice President/ Director of Family and Individual Excellence shall be primarily responsible for initiating, implementing and coordinating all types of programs, activities and initiatives which serve to promote the Hellenic ideal of family and individual excellence. These responsibilities will include coordinating programs with all other Vice Presidents/Directors of Family and Individual Excellence, or similar Officers or committee chairpersons, at the Chapter, District and the National levels, including working with all other affiliates, divisions or auxiliaries of the AHEPA Family, the AHEPA Family National Sports Programs, the Sons of Pericles, Maids of Athena, and any other organizations dedicated to promoting family values and individual excellence.

## **SECTION H. DUTIES OF THE SECRETARY**



The Secretary shall keep minutes of all meetings and conduct all correspondence delegated to him by the President. No communication shall be official without the seal of the Chapter. He shall also collect all dues from members and turn them over to the Treasurer immediately after collection; he shall countersign all receipts for dues. He shall execute a bond payable to the Chapter in the sum of One Thousand Dollars (\$1,000.00), as a security against defalcation of the Chapter's funds. The premium for such bond shall be paid by the Chapter. The Secretary shall submit a semi-annual report to the Chapter in the form of an itemized statement showing the amounts received and the sources from which the receipts came; the amounts disbursed and the purposes for which such disbursements were made; the balance in bank to the credit of the Chapter; the number of members in good standing; number of delinquents; number of suspended and the names of deceased members. This report shall also contain an account of any other matter of importance to the Chapter. Copies of this report shall be sent to AHEPA Headquarters and to the District Governor.

#### **SECTION I. DUTIES OF THE TREASURER**

The Treasurer shall receive all monies coming to the Chapter, care for the finances, and pay out all monies upon vote of the Chapter. All checks issued by him shall be countersigned by the President. All receipts to the members for dues shall be issued by him (to be countersigned by the Secretary) and shall contain the seal of the Chapter. The Treasurer shall make a report of the finances of the Chapter at every meeting and also quarterly reports to the Chapter. He shall execute a bond payable to the Chapter in the sum of One Thousand Dollars (\$1,000.00), as security against defalcation of Chapter money coming to his hands. The cost of said bond shall be paid by the Chapter. He shall keep books and records of all matter pertaining to his office; he shall pay out no monies, unless so ordered by a majority vote of the members of the Chapter present at a regular meeting, or unless provided for in the AHEPA Constitution and AHEPA By-Laws or by decrees of the Supreme Conventions. His bond shall be held by the Board of Governors of the Chapter.

#### **SECTION J. DUTIES OF THE WARDEN**

It shall be the duty of the Warden to open and close the Chapter Hall, to have custody and take good care of all property of the Chapter, regalia, insignia and paraphernalia, and to preserve it from abuse and destruction.

#### **SECTION K. DUTIES OF THE CHAPLAIN**

It shall be the duty of the Chaplain to open and close the meetings of the Chapter with prayer; and to promote the spiritual welfare of the members.

#### **SECTION L. DUTIES OF THE CAPTAIN OF THE GUARD**

It shall be the duty of the Captain of the Guard to execute the orders of the President and to assist him in the conduct of the meetings and initiation ceremonies.

#### **SECTION M. DUTIES OF THE SENTINELS**

It shall be the duty of the Sentinels to guard the entrances to the Chapter Hall and to keep out those who have no right to enter while the Chapter is in executive session.

#### **SECTION N. DUTIES OF THE BOARD OF GOVERNORS**

It shall be the duty of the Board of Governors to examine the books and records of all Officers of the Chapter and to report to the Chapter for rejection or approval; such reports shall be made at least once every three (3) months. The Board of Governors shall supervise the business of the Chapter but shall not negotiate or perfect any business without the approval of a majority of the members of the Chapter present at a regular session thereof.

#### **SECTION O. DUTIES OF THE COMMUNICATIONS DIRECTOR**

It shall be the duty of the Communications Director to have access to e-mail and internet service and to disseminate all information pertaining to AHEPA to his chapter membership.

## **ARTICLE 11 LIMITATIONS OF CHAPTER OFFICERS' POWER**

### **SECTION A. LIMITS ON CHAPTER OFFICERS**

The powers and duties of Chapter Officers shall be limited within the scope, letter and spirit of the AHEPA Constitution and AHEPA By-Laws and decrees of the AHEPA, and at all times their conduct and the exercise of their powers shall be of such nature as is best calculated to secure new members and to promote the best interests of their respective Chapters. They shall not violate or encroach upon the power and jurisdiction of the Supreme or District Lodges.

### **SECTION B. RESPECT FOR SUPREME AND DISTRICT OFFICERS**

At all times Chapter Officers must respect the Supreme and District Lodge Officers, and shall honor and carry out their decrees, rules and regulations, and they shall ever seek to cooperate with the Supreme and District Lodge Officers in a spirit of harmony and fraternal obedience.

## **ARTICLE 12 (See Constitution Article 12) DUTIES AND POWERS OF DISTRICT LODGES OFFICERS**

### **SECTION A. THE DISTRICT GOVERNORS**

It shall be the duty of each District Governor:

1. **ENFORCE RULES:** To enforce the AHEPA CONSTITUTION and AHEPA BYLAWS, decrees, rules and regulations of the AHEPA and to encourage strict adherence thereto among all members of the District Lodge;
2. **VISITATIONS:** To visit the Chapters in his District as often as possible; the necessary expense incidental to these visits shall be defrayed from the District Treasury out of the appropriations made for that purpose by the District Convention;
3. **NEW CHAPTERS:** To investigate any application for the establishment of a new Chapter within his District and to report to the Supreme President on same;
4. **REPORTS:** To report the condition of his District to the Supreme Lodge at least once in three (3) months, the necessary blanks for this purpose to be supplied the District Governors by the Supreme Lodge; and
5. **REGIONAL CONFERENCES:** To attend and participate in one of the Regional Conferences called by the Supreme President to review the programs of the AHEPA for the year. These conferences are to be headed by the Supreme President or his designee. **EXPENSES:** The expenses of all District Governors for attending these conferences are to be limited to transportation expenses only and shall be paid out of the appropriation for same.

### **SECTION B. POWER OF DISTRICT GOVERNORS**

Each District Governor shall have the right, power and authority:

1. CALL MEETINGS: To call a meeting of the officers or members of any Chapter in his District, examine the books of such a Chapter and report his findings to the Supreme President. All necessary expense connected with the exercise of this power shall be defrayed from the District Treasury;
2. SUSPEND CHARTERS: For justifiable cause, to suspend the Charter of any Chapter within his gubernatorial District by and with the consent of his District Lodge and the Supreme President;
3. OBTAIN ASSISTANCE: To deputize any member of his District to assist him in the supervision of the work therein;
4. SERVE AS CONVENTION DELEGATE: To sit in the Convention of his District and, as a Delegate-at-large, in the Supreme Convention of the AHEPA, to participate in the deliberation and to vote on all matters acted upon by the respective Conventions herein mentioned; and
5. GROWTH AND EXPANSION: To be responsible for the growth and expansion of said District, and to this end he shall appoint the necessary committee or committees required for the purpose of increasing the membership of the District.

#### **SECTION C. DISTRICT LIEUTENANT GOVERNOR AND VICE PRESIDENT/DIRECTORS**

It shall be the duty of the District Lieutenant Governor to assist the District Governor in his duties and to perform such other duties as may be designated to him by the District Governor. In the event of removal, resignation, absence, illness, disqualification or death of the District Governor, the District Lieutenant Governor shall assume the duties of the District Governor. The duties of the District Vice Presidents/Directors are those specified in Article 10, Section C for the corresponding Vice President/Directors of a Chapter.

#### **SECTION D. DISTRICT SECRETARY**

The District Secretary shall: (1) be the Secretary of the District Lodge; (2) attend all District Lodge meetings; (3) keep accurate and concise minutes thereof, and (4) perform such other duties as are designated to him by the District Governor.

#### **SECTION E. DISTRICT TREASURER**

It shall be the duty of the District Treasurer to: (1) receive all monies belonging to his District; (2) give a receipt for same; (3) sign all checks, which must be countersigned by the District Governor; and (4) report quarterly on all monies received and expended by him to the Supreme Lodge and to the District Governor, copies of which report he shall send to his Chapters. He shall give a bond in the sum of One Thousand Dollars (\$1,000.00) as security against the defalcation of the District funds coming into his possession. The bond fee shall be paid from the funds in the custody of the District Lodge Treasurer.

#### **SECTION F. DISTRICT MARSHAL**

It shall be the duty of the District Marshal to: (1) execute the orders of the District Governor; (2) see that the proceedings of the different Chapters are uniform in the conduct of the opening and closing of the meetings; (3) inspire enthusiasm among the members; (4) take such initiative in the organization of new Chapters as may be delegated to him by the District Lodge; and (5) co-ordinate all educational activities in his District.

#### **SECTION G. DISTRICT WARDEN**

The District Warden shall: (1) have custody of all properties of the District Lodge; (2) preserve and protect the Archives of the District; and (3) have other duties as shall be assigned to him by the District Governor. The District Warden shall have the duties and responsibilities to account for all items belonging to the District immediately upon the election of his successor.



## **SECTION H. DISTRICT ATHLETIC DIRECTOR**

It shall be the duty of the District Athletic Director to supervise and coordinate the athletic activities and programs of the Chapters within the District.

## **SECTION I. PAST DISTRICT GOVERNORS**

The immediate retiring District Governor shall be a Delegate to the District Convention of his District and shall be entitled to one (1) vote, with all the rights and privileges of the other Delegates, with the understanding that he be in good standing with his Chapter.

## **SECTION J. DISTRICT ADVISOR**

1. **DUTIES:** It shall be the duty of the District Advisor to supervise the activities of the Sons of Pericles in his District. He shall directly supervise and work with the District Lodge of the Sons of Pericles and shall countersign all checks for expenditures pertaining to said Sons of Pericles. He shall render reports on the progress of the Sons of Pericles.
2. **SELECTION:** The District Advisor shall be appointed for a one (1) year term by the incoming District Governor from a list of three (3) names submitted by the newly elected Sons District Lodge before the closing of the District Convention. Three (3) additional District Advisors shall be selected concurrently by the newly-elected Sons District Lodge for one (1) year terms. In the event that the District Advisor is not appointed by the end of the District Convention, the National Advisory Board shall select an appropriate District Advisor from the list submitted by the Sons of Pericles within seven (7) days from the close of the District Convention.

### **ARTICLE 13**

*(See Constitution Article 12)*

## **DISTRICT LODGE QUALIFICATIONS AND DISTRICT ADMINISTRATION SECTION**

### **A. QUALIFICATIONS**

1. **QUALIFICATIONS:** No member shall be eligible to be elected to any District Lodge office unless he has previously served in an elective office of a Chapter, District Lodge or Supreme Lodge, and no person shall hold an office in the District Lodge while holding at the same time an elective office in a Chapter or in the Supreme Lodge, except by special dispensation of the Supreme Lodge, upon written request of the District Convention, or the District Lodge. Before assuming his office in the District Lodge, it shall be required of him to resign the office he holds in the Chapter or the Supreme Lodge. A Delegate to a District or Supreme Convention shall not be considered as serving in an elective office within the meaning of this provision.
2. **DISTRICT GOVERNOR ELIGIBILITY:** No member shall be eligible for the office of District Governor unless he shall have served as President of a Chapter for at least one (1) year, and as a member of the District Lodge in an elective office for at least one (1) year; or unless he shall have served for two (2) or more years on any District Lodge as an elected Officer.

### **SECTION B. OFFICES MAY BE COMBINED**

1. **COMBINED OFFICES:** The District Convention may by two-thirds (2/3) vote combine the offices of Lieutenant Governor and Marshal and the office of Secretary and Treasurer respectively.
2. **VACANCIES:** In the event of a vacancy in the office of District Governor, the Lieutenant Governor shall automatically become the District Governor. All other vacancies shall be filled by the District Lodge.

## **SECTION C. DISTRICT LODGE MEETINGS**

1. **MEETINGS:** Meetings of the District Lodge shall be whenever necessary at the call of the District Governor, or upon his disability, illness or refusal, by the District Lieutenant Governor, or on his disqualification, refusal or illness, by two (2) members of the District Lodge. The District Secretary shall notify members of the District Lodge of the District Lodge meeting and the time and place that the same will be held.
2. **QUORUM:** A quorum of the District Lodge shall consist of a majority of the members of the District Lodge. No business shall be transacted unless a majority of the members are present. There shall be no voting by proxy.

## **SECTION D. SUBJECT TO SUPREME LODGE**

The District Lodges shall be subject to the supervision and direction of the Supreme Lodge.

## **SECTION E. FINANCIAL SOURCES OF DISTRICT**

1. **SUPREME TREASURY PAYMENTS TO DISTRICTS:** The AHEPA Supreme Treasury shall refund to the several District Lodges at the rate of: (a) One Dollar (\$1.00) for every Fifteen Dollars (\$15.00) initiation fee received by the AHEPA Supreme Treasury; (b) Fifty Cents (\$0.50) for every Five Dollars (\$5.00) reinstatement fee received by the AHEPA Supreme Treasury; and (c) Two Dollars (\$2.00) for every full year's per capita assessment received from the Chapters of their respective Districts. These refunds shall be due and payable quarterly.
2. **DISTRICT SHORTFALL FUNDING:** In Districts where the membership is small and the revenue insufficient to cover expenses, the AHEPA Supreme Treasury shall pay to such Districts any deficit not to exceed the sum of One Hundred Dollars (\$100.00), provided the membership in good standing is less than three hundred (300) members.

## **ARTICLE 14**

*(See Constitution Article 11)*

## **DISTRICT CONVENTIONS**

### **SECTION A. TIME AND MANNER OF ELECTING AND REPORTING DELEGATES**

1. **ELECTION OF DELEGATES AND ALTERNATES:** The Chapters of the respective Districts shall elect Delegates and Alternates for District Conventions in the same manner as those elected for the Supreme Convention, except that they shall be elected during the months of March, April or May of each year at a regular meeting of each Chapter, provided ten (10) days written notice has been given to each member advising that election of Delegates for District Convention shall be held at said meeting. The results of said election shall be certified to the District Secretary by certified mail, return receipt requested immediately thereafter, or at least twenty (20) days prior to the official opening of the District Convention; the twenty (20) days to be determined by the date appearing on the return receipt made at the time of posting.
2. **DELEGATE AND ALTERNATE LISTS:** The District Secretary in turn shall prepare a complete list of such Delegates and Alternates and mail a copy of such list to the Secretary of each Chapter in his District at least ten (10) days before said District Convention convenes and a copy of said list shall be posted at the Convention Hall before the Convention convenes and shall be kept posted during the entire length of the Convention. No Delegate or Alternate shall be entitled to participate in said Convention whose name is not included in said list.

### **SECTION B. NUMBER AND VOTING POWER OF DELEGATES AT DISTRICT CONVENTIONS**

1. **NUMBER OF DELEGATES:** Each Chapter shall elect six (6) Delegates to represent it at a District Convention. No Chapter shall elect more than six (6) Delegates and no Delegate shall have more than one vote at such District Convention. If a Chapter does not timely pay its District per capita assessment in accordance with its Districts

Bylaws prior to or during a District Convention, none of its Delegates nor Alternates shall be permitted to participate in said District Convention.

2. **SMALLER CHAPTERS:** In the event that the membership of an existing Chapter drops from fifteen (15) to not less than ten (10) members, then and in such event the Chapter shall be entitled to two (2) votes at the District Convention, but only in cities where no other Chapter exists.

### **SECTION C. OFFICER ELECTIONS AT DISTRICT CONVENTIONS**

The District Governor shall call the District Convention to order and shall preside over the election of a Chairman, Vice-Chairman, and a Secretary, who shall constitute the respective Convention Officers thereof. These Convention Officers shall be nominated from the floor and elected by a majority of the qualified members of the District Convention. No person who is not a member of the District Convention shall be eligible to be elected Convention Officer.

### **SECTION D. RULES OF PROCEDURE**

The District Conventions shall be conducted under the same rules and regulations and in a manner similar to that prescribed for the Supreme Convention under the provisions of the AHEPA Constitution and AHEPA By-Laws.

## **ARTICLE 15**

*(See Constitution Articles 13 and 14)*

### **SUPREME CONVENTION SECTION**

#### **A. DELEGATES**

1. **ELECTION:** Every Chapter which is entitled to representation in the Supreme Convention of the Order must elect Delegates for that purpose no later than the end of May of the year when the Supreme Convention is scheduled to convene. The election of Delegates shall be held at a regular meeting of the Chapter, provided ten (10) days written notice has been given to each member that election of Delegates for the Supreme Convention shall be held at said meeting. A majority of the members present and voting shall be necessary for a choice, and the result of said election of Delegates and Alternates shall be certified by the Chapters to the Supreme Lodge on a simplified form prescribed by the Supreme Lodge by facsimile transmission and Internet e-mail, which shows the date of transmission in the header, certified mail, return receipt requested or by registered mail, return receipt requested, post-marked or transmitted not later than June 1. With respect to facsimiles and Internet e-mails they must be received by Headquarters not later than 11:59 PM Eastern Standard Time on June 1. If June 1 is a Saturday, Sunday or holiday, the next business day 11:59 PM Eastern Standard Time shall be acceptable. Under absolutely no circumstances shall Delegates or Alternates be seated, be permitted to participate, or be recognized in said Supreme Convention if their Chapters fail to execute and forward said forms by the June 1 deadline as specified above. Commencing on May 1, a representative of a group which had a candidate for Supreme President in the immediately preceding Supreme Convention shall be permitted to review Delegate forms filed with AHEPA Headquarters once a week through the month of July. A representative of a group which did not have a candidate for Supreme President for the preceding year shall be afforded the same opportunity to review records upon presentation of a petition signed by 50 members of the AHEPA. Elections shall be by secret ballot.
2. **REGISTRATION FEES:**
  - a) The Registration Fee for all AHEPA family Delegates and Alternates shall be determined and fixed by the AHEPA Board of Trustees based on the estimated costs presented by the Executive Director. The Trustees shall be responsible to set a reasonable Supreme Convention Delegate and Alternate Registration Fee at a level necessary to cover the reasonable costs of the Supreme Convention events to which the registered



"Voting Members of the Convention" (as defined in Article 13, Section B of the Constitution) are provided tickets based upon anticipated and actual expenses and to avoid any financial losses at the Supreme Convention. Five Dollars (\$5.00) of the Registration Fee shall be remitted on or before October 1 following the Convention to the respective District Lodges. Five Dollars (\$5.00) of the Registration Fee shall go to the Athletic Fund.

- b) The registration fee for the Daughters of Penelope Delegates shall be the same, but if an additional affair is given in their honor they shall receive a ticket for that affair as part of their registration fee. Registration fee for the Sons of Pericles and Maids of Athena Delegates shall be one-half (1/2) that charged the AHEPANS. The payment of the entire registration fee shall be required for all AHEPA Delegates, Alternates and for all AHEPA members voting as "at large" in order to be eligible for participation in the business of and elections held during a Supreme Convention.

## **SECTION B. COMMITTEES APPOINTED BY CHAIRMAN**

1. **COMMITTEES:** The Convention Chairman, immediately upon the assumption of his duties, shall help coordinate meeting locations for the following committees: (a) Legislative; (b) Resolutions; (c) Canadian Affairs; Grievance; National Projects; (f) Athletic; (g) Auxiliaries; (h) Growth and Expansion; (i) Cyprus and Hellenic Affairs Committee; and (j) such other special or regular committees as the Convention Chairman or the Convention may deem advisable to expedite the business of the Supreme Convention. Any "Voting Members of the Convention" (as defined in Article 13, Section B of the Constitution) may serve as a voting member on any Convention Committee, except for the Credentials Committee (whose membership is determined pursuant to Article 13, Section F, Paragraph 2 of the AHEPA Constitution) and the Grievance Committee (whose membership shall be determined by the Convention Chairman); provided, however, after a Convention Committee has more than fifty (50) members actively participating, the Chairman of any such Convention Committee may cap the membership of such Committee at fifty (50) if he reasonably and in good faith determines that participation by a greater number will impede the good working order of such Committee.
2. **SONS OF PERICLES REPORT:** The Chairman of the National Advisory Board of the Sons of Pericles will present his report and recommendations directly to the Convention.
3. **EDUCATIONAL FOUNDATION REPORT:** The Chairman of the AHEPA Educational Foundation shall render a report and make the necessary recommendations directly to the Convention.
4. **CANADIAN AFFAIRS COMMITTEE:** The Canadian Affairs Committee shall be composed of an equal number of American and Canadian members, and all the Canadian Delegates automatically shall become members of the Committee. The Chairman of the said Canadian Affairs Committee shall be a Canadian.
5. **DISTRICT GOVERNOR'S COMMITTEE:** There shall be a standing Committee consisting of the current District Governors, and the elected District Governor's Standing Committee Chairman, which shall convene a minimum of four (4) times a year, in person or electronically, not including the Supreme Convention or the Annual AHEPA Headquarters' District Governor's Training Meeting. The Chairman of this Committee shall annually submit a report of its doings at and to the Supreme Convention.
6. **BOARD OF TRUSTEES:** The AHEPA Board of Trustees will serve as the standing Budget and Appropriations Committee. The recommendations of the Standing Committee shall be acted upon by the Supreme Lodge and ultimately each Supreme Convention. The Annual Report of the AHEPA Board of Trustees shall be submitted directly to the Supreme Convention.

## **SECTION C. CONVENTION SCHEDULE**

The first day of the Convention shall be devoted to the election of Convention Officers and the appointment of Committees. All Committees shall convene on the second day of the Convention and be prepared to report by the

third day of the Convention with the exception of the AHEPA Board of Trustees who shall report immediately following the election of Convention Officers. Any Committee that shall have failed to commence its report on the third day of the Convention may be discharged and its business considered directly by the Convention sitting as if in a Committee of the Whole.

#### **SECTION D. DATE AND PLACE OF MEETING AND CONVENTION CONTROL**

1. **CONVENTION COORDINATOR:** The financial arrangements, plans, social events, and all matters pertaining to the holding of the Supreme Convention shall be under the management of the Supreme Lodge, with input from the AHEPA Board of Trustees regarding solely the financial and budgetary aspects thereof. The Convention Coordinator, who shall be appointed by the Supreme President with the approval of the Supreme Lodge, and the Executive Director shall work under the direction of the Supreme President and Supreme Lodge, subject to the approved budget. They shall report to the Supreme Convention. The Convention Coordinator shall not be a member of the Supreme Lodge or AHEPA Board of Trustees.
2. **EXECUTIVE DIRECTOR:** The Executive Director shall, under the supervision of the Supreme President and Convention Coordinator, devote as much time as is necessary in that Convention city to formulate committees which shall be comprised of members of the host Chapter and the host District, and he shall be responsible for all the necessary work and arrangements pertaining to programs, agenda, and specifically housing accommodations for all Delegates and Alternates of the AHEPA Family in the headquarters hotel during the Convention week, and all other details of the Convention in order to assure the success of the Convention fraternally, socially, and financially.
3. **SITE SELECTION:** Selection of the site of the annual AHEPA Supreme Convention will be made after the AHEPA Board of Trustees and the Supreme Lodge agree to proposals brought forth by the Executive Director in concert with the Supreme President. Selection should be based on specific criteria including dates, price and best possible financial success for the AHEPA.
4. **NET PROFIT DISTRIBUTION:** The net profits from the social functions of each Supreme Convention shall be allocated in the following manner: (a) fifty percent (50%) to the AHEPA Supreme Treasury; (b) forty percent (40%) to the Host Chapter, (c) five percent (5%) to the Daughters of Penelope Grand Treasury; (d) two and one-half percent (2 1/2%) to the Sons of Pericles Supreme Treasury; and (e) two and one-half percent (2 1/2%) to the Maids of Athena Grand Treasury. The net profits from the Supreme Convention Souvenir Album, if any, shall be allocated as follows: (f) seventy percent (70%) to the Host Chapter; (g) twenty percent (20%) to the AHEPA Supreme Treasury; (h) five percent (5%) to the Daughters of Penelope Grand Treasury; (i) two and one-half percent (2 1/2%) to the Sons of Pericles Supreme Treasury; and (j) two and one-half percent (2 1/2%) to the Maids of Athena Grand Treasury. All room rebates shall be paid to the AHEPA Supreme Treasury without allocation to the Host Chapters or Supreme or Grand Treasuries of the Auxiliaries. Ten percent (10%) of any net profits ultimately realized by the National AHEPA (after the above allocations) from national events such as the Supreme Conventions, Congressional Banquets and special events shall be retained in a segregated reserve fund to be used as seed money by the Supreme Lodge and AHEPA Headquarters solely for future National AHEPA special events such as future conventions, banquets, trips, symposium, and similar events.
5. **NOTICE OF SITE AND DATE:** Every year the Supreme Convention of the Order of AHEPA shall be held from the first day selected for the Supreme Convention until the last official day so selected, with installation ceremonies being held on such last official day. Beginning with the 2011 Supreme Convention, the Convention shall begin at least one (1) week following the week during which the 4<sup>th</sup> of July Holiday is celebrated. Notice of the date, time, and place of the Supreme Convention shall be published to the membership at least one (1) year prior to the Convention. The Supreme Convention of the Order of AHEPA shall not be held between August 1 and August 15th.

6. VOTING TABULATION EQUIPMENT: A portion of the AHEPA Supreme Convention registration fees shall be dedicated to having electronic voting tabulation equipment to be used for voting at Supreme Conventions for elections and AHEPA Constitution and AHEPA Bylaws amendment secret ballots.

## **ARTICLE 16**

*(See Constitution Articles 15 and 16)*

### **DUTIES AND POWERS OF THE SUPREME LODGE**

#### **SECTION A. SUPREME LODGE POWERS**

In addition to those duties and powers set forth in ARTICLE 16 of the AHEPA CONSTITUTION, it shall be the duty of the Supreme Lodge and it shall have the power and authority:

1. MEMBERSHIP: To monitor membership growth or loss and evaluate membership trends by Chapter and District; to devise means of contacting new and former members to induce their continued membership; to devise means to retain the interest of members; and to recommend means to attract members from business and professions;
2. RITUALS: To adopt and establish uniform rituals, rites and ceremonies for the various services of the AHEPA, including initiation and installation ceremonies, funeral rites and for any and all other occasions or functions of which the order of AHEPA or any unit or subdivision thereof, has complete charge and direction;
3. REGALIA: To design, adopt and regulate a uniform regalia for the various Officers, and members, and to designate the occasion and the manner on and in which the same may be worn;
4. PARAPHERNALIA: To dispense all paraphernalia, badges, buttons, insignia, rings, stationery and other necessities or accessories of like nature to all Chapters, at actual cost price;
5. MEMBERSHIP CARDS AND BLANK FORMS: To reserve the exclusive right of designing, printing, issuing and distributing to Chapters, or members thereof, forms of membership certificates, receipts, cards, applications, transfers and reinstatements;
6. JUNIOR AND AUXILIARY ORGANIZATIONS: To organize or take over existing Auxiliary organizations of either sex, except for the AHEPA's Foundations, Corporations and Political Action Committee, under such titles and conditions as it shall deem proper; to promulgate and enact Constitutions, Bylaws, and rituals for them, and at pleasure, to amend and in the case of junior organizations, to prescribe any and all rules pertaining to their admission to the AHEPA; provided that the respective heads of all junior and Auxiliary organizations shall have a right to a voice and vote on any of the above stated matters to be considered by the Supreme Lodge of the AHEPA;
7. BOARDS AND COMMITTEES: To appoint, and prescribe the duties of, and supervise, such Boards, Committees or Deputies as it or the Supreme Convention may deem necessary and proper for the growth, expansion, general progress and well-being of the AHEPA and its Junior and Auxiliary organizations, including, without limitation, long range planning and/or strategic planning;
8. IMMIGRATION: To appoint a committee to cooperate with other groups of common interests for the purpose of enacting legislation, just and equitable, to prospective Hellenic immigrants, but the AHEPA or any committee or agency registered thereunder shall have nothing to do with the administration of any such legislation;
9. WORKSHOPS: To develop and conduct regional workshops and conferences for Districts and Chapters and other interested members which inform them concerning programs, practices, and procedures of the AHEPA, stimulate proposals to increase membership, and solicit ideas and proposals to better the AHEPA and benefit



the members and to be responsible for the Congressional Banquet, with assistance from the Board of Trustees regarding solely the financial and budgetary aspects thereof;

10. **PROMOTIONS:** To develop and implement activities intended to expand the image and membership of the AHEPA and to be responsible for the AHEPAN magazine, with assistance from the Board of Trustees regarding solely the financial and budgetary aspects thereof;
11. **AWARDS:** To monitor National, District, and Chapter award programs in order to maximize the beneficial effects of these programs; to design plaques, proclamations, certificates, and busts presented as awards; and to recommend recipients of national awards. The Supreme Lodge shall select the recipients of the awards presented at the Congressional Banquet;
12. **CYPRUS AND HELLENIC AFFAIRS:** To appoint a Cyprus and Hellenic Affairs Committee as hereinafter described. The Cyprus and Hellenic Affairs Committee shall consist of nine (9) members. Each year, the Supreme President shall appoint three (3) members to the Cyprus and Hellenic Affairs Committee, each of which will serve a three (3)-year term, and the Cyprus and Hellenic Affairs Committee shall elect its Chairman for the year from among its members. The purposes of this Committee shall be to gather and disseminate information regarding issues relevant to Cyprus, Greece, the Patriarchate and other Hellenic Affairs. No member shall hold more than two (2) consecutive terms;
13. **AUTHORITY TO ESTABLISH IN GREECE AND CYPRUS:** To establish a Chapter or Chapters in Greece and Cyprus. Only members of the AHEPA residing in Greece or Cyprus, or former members residing in Greece or Cyprus who have been reinstated by their former Chapter, may apply for transfer to such Chapter or Chapters in Greece or Cyprus, provided they comply with all the transfer requirements set forth in the AHEPA Constitution and AHEPA By-Laws; and such Chapter or Chapters are authorized further to initiate American or Canadian citizens residing in Greece or Cyprus.
14. **STANDING LEGISLATIVE COMMITTEE:** Immediately after each Supreme Convention the outgoing Supreme Convention Chairman and the newly elected Supreme President shall appoint members to serve on a Standing Legislative Committee to serve in between Supreme Conventions. The Supreme Counselor shall serve as an ex-officio, nonvoting member of the committee. The Standing Legislative Committee shall:
  - (a) Review and help prepare specific legislative recommendations and AHEPA Constitution and AHEPA By-Laws amendments proposed by such Standing Legislative Committee, the Supreme President, the Supreme Lodge, the AHEPA Board of Trustees, any regions, the Districts, the Chapters, Affiliates and AHEPA's Foundations, Corporations, Committees or members;
  - (b) Continue to prepare specific recommendations to clarify, streamline or resolve conflicts within or among the AHEPA Constitution and AHEPA Bylaws, and recommend revisions, additions or deletions necessary to keep the AHEPA Constitution and AHEPA Bylaws current and free of superfluous or contradictory language;
  - (c) Report their recommendations to the Delegates to the next Supreme Convention and the Legislative Committee of the Supreme Convention; and
  - (d) Participate as members of the Supreme Convention Legislative Committee in the consideration of legislation and AHEPA Constitution and AHEPA By-Laws amendments to be presented to the Supreme Convention Delegates.
  - (e) Accept any proposals or amendments to the AHEPA National Constitution, the AHEPA Supreme Bylaws, the Trust(s) of the Order of AHEPA, and any other legislative proposals received no later than thirty (30) calendar days by submitting copies to National Headquarters and the Standing Legislative Committee Chair simultaneously.

15. AHEPA GROWTH AND EXPANSION COMMITTEE: There shall be a permanent standing committee entitled the "AHEPA Growth and Expansion Committee" whose purpose shall be to increase the membership of the AHEPA and research and recommend services, programs to attract and serve the AHEPA membership. The Growth and Expansion Committee shall consist of: (a) the Supreme Vice President, who shall serve as the Chairman of such Committee; and eight (8) regional membership directors and one (1) at large member of the committee, all as appointed by the Supreme Vice President as hereafter described. The appointments shall be based on merit and qualifications and shall be for a period of three (3) years; provided, however, that in the first year of the existence of this Committee three (3) members shall be appointed for a term of three (3) years, three (3) members shall be appointed for a period of two (2) years and the final three (3) members shall be appointed for a term of one (1) year. Thereafter, the newly elected Supreme Vice President shall appoint three (3) members to fill the vacancies created by the three (3) members whose three (3) year terms have just expired. The Committee shall elect from its members a Vice Chairman. The Committee shall research and identify affinity programs which can provide benefits as a direct result of membership in the AHEPA and it shall be empowered to recommend programs to increase membership in accordance with the mission of the AHEPA.

#### **SECTION B. OATH OF OFFICE**

The Supreme Lodge Officers and AHEPA Board of Trustees shall take an oath binding each and every one of them individually and collectively, to perform their duties to the best of their knowledge and ability. The oath shall be administered to the Supreme President by the outgoing Supreme President or by a surrogate designated by him. The oath shall be administered to all others by the Supreme President or by a surrogate designated by him.

### **ARTICLE 17 MEETINGS OF THE SUPREME LODGE**

#### **SECTION A. MEETINGS, NOTICES AND EXPENSES**

Meetings of the Supreme Lodge shall be held at the call of the Supreme President, or in the event of his inability, refusal or serious illness, at the call of the Supreme Vice President, or four (4) members of the Supreme Lodge. The Supreme Secretary shall give due and sufficient notice to all members of the Supreme Lodge and Presidents of the Auxiliaries of the proposed meeting, and the time and place where the same will be held. The expenses of all Supreme Lodge members for attending any and all Supreme Lodge meetings are to be limited to authorized housing and traveling expenses and shall be paid out of the appropriation for Supreme Lodge meetings. The expenses of heads of Auxiliaries should be paid for by each respective Auxiliary and are to be limited to authorized housing and traveling expenses. The members of the Supreme Lodge shall have their necessary expenses reimbursed while traveling to and from and while at the Supreme Convention.

#### **SECTION B. QUORUM**

A quorum of the Supreme Lodge shall consist of a majority of the members of the Supreme Lodge, and no business shall be transacted unless a majority is present. There shall be no voting by proxy.

#### **SECTION C. REMUNERATION**

The Supreme President shall receive no salary or remuneration for his services. An appropriation shall be made annually by the Supreme Convention to cover his per diem of One Hundred Dollars (\$100.00) per day, travel and housing expenses, any unexpended portion of which shall revert to the General Fund at the conclusion of the administrative year.

### **ARTICLE 18** *(See Constitution Article 18)*

## **BOARD OF TRUSTEES**

### **SECTION A. OFFICERS, MEETINGS, CONFERENCES OF THE AHEPA BOARD**

1. **OFFICERS:** The members of the AHEPA Board each year shall elect a Chairman, a Vice Chairman and a Secretary, except that the Supreme President and the Supreme Vice President shall not be eligible to serve as Officers of the AHEPA Board.
2. **MEETINGS:** The AHEPA Board shall meet at the call of the Chairman or any four (4) members of the AHEPA Board, provided however that in the event of an emergency or for any matter of significant urgency or magnitude affecting the integrity, welfare or wellbeing of the AHEPA, the AHEPA Board may take action by recorded telephonic conference call. The result of any vote taken during, such conference shall be recorded and placed in the minutes of the next meeting of the AHEPA Board.
3. **QUORUM:** In all meetings or conferences of the AHEPA Board, a quorum for the transaction of all business shall consist of a majority of the members of the AHEPA Board.

### **SECTION B. AHEPA BOARD APPOINTED COMMITTEES**

The AHEPA Board shall appoint the Board Nominating Committee (described in Article 18, Section B of the AHEPA Constitution) and such other committees as it deems appropriate to properly perform its duties and responsibilities. Each committee shall prepare and submit to the AHEPA Board recommendations and reports pertaining to the duties assigned to it by the AHEPA Board. A committee may call upon knowledgeable persons to advise it in the performance of its duties.

### **SECTION C. MINIMUM QUALIFICATIONS OF ANY MEMBER TO BE ELECTED TO THE AHEPA BOARD OF TRUSTEES**

Beginning after the 2005 Supreme Convention, no one can run for the Board of Trustees, or be elected to serve on the AHEPA Board of Trustees (or be appointed to fill a vacancy), unless he is bondable and meets at least one (1) of the following criteria and qualifications:

1. Has served as Chief Executive Officer, Chief Operating Officer, Chief Administrative Officer, Chief Financial Officer, Controller or equivalent financial officer of a business;
2. Is a Certified Public Accountant or has equivalent accounting experience;
3. Has received a Masters Degree in Business Administration, LLM or similar graduate business degree or has equivalent real world experience;
4. Is an experienced asset manager or investment advisor. The qualifications and financial experience of each candidate for the Board of Trustees shall be circulated to the Delegates to the Supreme Convention prior to the election of the Board of Trustees so that the Delegates may, elect the most qualified candidates from among all of those running for that office.

## **ARTICLE 19**

*(See Constitution Article 19)*

## **BOARD OF AUDITORS SECTION**

### **SECTION A. MEETINGS AND CHAIRMAN**



The Board of Auditors shall meet at least once a year. It shall select annually its own Chairman and Secretary and report its findings to the Supreme Convention, Supreme Lodge, and the AHEPA Board of Trustees before the next Supreme Convention.

#### **SECTION B. COOPERATION AND ASSISTANCE**

All Officers, members and employees of the AHEPA, Auxiliaries, Foundations, Corporations and Political Action Committee, shall cooperate and assist the Board of Auditors in the performance of their regular and ad hoc investigations.

#### **SECTION C. EXPENSES**

Members of the Board of Auditors shall be eligible for travel and housing expenses pursuant to the budget passed at the Supreme Convention.

### **ARTICLE 20**

*(See Constitution Article 20)*

### **CONTROLLER AND EXECUTIVE DIRECTOR DUTIES**

#### **SECTION A. CONTROLLER DUTIES**

The Controller shall:

1. **BUDGET:** Prepare the budget for presentation to the Supreme Lodge and AHEPA Board of Trustees for their approval;
2. **PAY BILLS:** Review and authorize payment of all bills submitted for payment to AHEPA and not approved by the Supreme Convention;
3. **EXPENSE REPORTING RULES:** Recommend criteria to the AHEPA Board of Trustees for the reporting of expenses by anyone traveling on AHEPA business, including per diem allowance;
4. **CONTRACTS:** In consultation with the Supreme Counselor of AHEPA, review and analyze all contracts entered into by AHEPA;
5. **CHART OF ACCOUNTS:** Define line items (chart of accounts);
6. **CONVENTION REPORT:** Present a report on the Controller's activities to the Supreme Convention;
7. **EXPENDITURE RESTRICTIONS:** Restrict expenditures from a line item whenever the limits of that line item are approached pending any action by the Supreme Lodge to change the line items with input from the AHEPA Board of Trustees as to financial and budgetary matters;
8. **AUXILIARIES ADVICE:** Provide financial advice and service to Auxiliaries; and
9. **OTHER DUTIES:** Perform any other duties which may be assigned by the Supreme Lodge, AHEPA Board of Trustees or the Supreme Convention.

#### **SECTION B. CONTROLLER EXPENSES AND DISQUALIFICATION**

The Controller shall be eligible for travel and per diem expenses pursuant to the final budget approved by the Supreme Convention. He or she shall be disqualified to act on anything in which he or she has a direct or indirect pecuniary interest, in which case he shall defer to the AHEPA Board of Trustees.

### **SECTION C. EXECUTIVE DIRECTOR DUTIES**

The Executive Director shall:

1. **MANAGE HEADQUARTERS:** Manage the day to day matters at Headquarters;
2. **EMPLOYEE RECOMMENDATIONS:** Make recommendations to the Supreme Lodge for the hiring, firing and evaluation of Headquarters employees (other than the Controller);
3. **MEMBERSHIP PROMOTION:** Promote membership and help assist and manage day-to-day member services;
4. **LIASON:** Serve as the central liaison between Headquarters and the Chapters and Districts;
5. **SPECIAL EVENTS:** Assist, plan, supervise and coordinate national meetings with dignitaries, public officials, specific visitations, Conventions and special events;
6. **DIRECTIVE IMPLEMENTATION:** Implement Supreme Lodge and Board directives
7. **FUNDRAISING IMPLEMENTATION:** Assist in planning and implementing fundraising events;
8. **OTHER DUTIES:** Perform such other duties as may be assigned from time to time by the Supreme President, the Supreme Lodge or the Board of Trustees; and
9. **SIGNING AUTHORITY LIMITATION:** Not sign any contracts or checks on his own, and he shall only sign contracts or checks after approval of the appropriate elected body (as outlined in the AHEPA Constitution or Bylaws) and only with a properly designated elected National AHEPA Officer based on the dollar amount and area of responsibility and authority of such Officer.

## **ARTICLE 21**

*(See Constitution Article 21)*

### **EDUCATIONAL FOUNDATION**

#### **SECTION A. FOUNDATION BOARD**

The AHEPA Educational Foundation shall be governed by a board comprised of the Supreme President, the Chairman of the AHEPA Board of Trustees and the Supreme Treasurer, and six (6) members of the AHEPA who will be appointed by the Supreme President with the approval of the Supreme Lodge following the annual Supreme Convention. The appointees shall serve for three (3) years each, provided not more than one (1) is a resident of the same AHEPA District. Only two (2) shall be appointed each year. The Grand Presidents of the Daughters of Penelope and the Maids of Athena and the Supreme President of the Sons of Pericles are invited to participate in the deliberations of the AHEPA Educational Foundation Board, make recommendations to it, and publicize its activities amongst their respective memberships.

#### **SECTION B. OFFICERS**

The AHEPA Educational Foundation Board shall select from among its six (6) appointees, a Chairman, a Vice Chairman and a Secretary, to serve for one (1) year each. The Supreme Treasurer shall serve as Treasurer of the AHEPA Educational Foundation Board.

## **SECTION C. POLICIES AND RULES**

The AHEPA Educational Foundation Board shall establish all rules, regulations and procedures for raising funds; for awarding grants and aid, scholarships and other donations: for organizing journeys to Greece and for devising ways and means for the promulgation and perpetuation of Hellenic culture. A significant source of income may be derived from bequests left in last wills and testaments of public spirited AHEPANS and Daughters of Penelope. All funds of the AHEPA Educational Foundation shall be considered to be in trust and may not be co-mingled with other funds of the AHEPA. The AHEPA Board of Trustees shall be responsible for the management of all funds of the AHEPA Educational Foundation.

### **ARTICLE 22** *(See Constitution Article 22)* **SONS OF PERICLES**

#### **SECTION A. NATIONAL ADVISORY BOARD FOR SONS OF PERICLES**

1. **TERM:** Two appointments shall be made annually for terms of three (3) years each. The Supreme President shall fill all the vacancies on the National Advisory Board in September following the Supreme Convention. In the event the appointments are not made in September, then the Chairman of the National Advisory Board shall have the right to fill all existing vacancies on the National Advisory Board and submit these appointments to the AHEPA Supreme Lodge and Sons Supreme Lodge for their records.
2. **APPOINTMENT OF CHAIRMAN:** The Supreme President shall appoint the Chairman of the National Advisory Board for a term of one (1) year with the right of re-appointment. He will also fill all vacancies for unexpired term or terms. The Chairman of the National Advisory Board shall be a permanent non-voting member of the AHEPA Supreme Lodge with the rights and privileges of participating in discussion of all matters pertaining to the Sons of Pericles and that his name be listed on all AHEPA literature.
3. **TERM OF OFFICE:** All terms of office shall expire on or before the August-September meeting of the Supreme Lodge at which time the appointments will be made by the Supreme President.
4. **MENTORING PROGRAM:** A program shall be established and maintained to create mentors for the Sons of Pericles from the members of the Order of AHEPA.
5. **NOTICE OF MEETING:** The Chairman of the National Advisory Board shall receive timely notice of and be permitted to attend said August-September meeting of the Supreme Lodge and shall receive the usual expenses for said attendance.

#### **SECTION B. ADMINISTRATION**

1. **NATIONAL ADVISORY BOARD DUTIES:** The National Advisory Board shall: (a) enforce the AHEPA Constitution, AHEPA Bylaws and rules of the AHEPA; (b) supervise and regulate all activities of the Officers of the Sons of Pericles; and (c) carry out the policies and the programs of the Sons of Pericles with the cooperation of the subordinate Officers of the AHEPA in sponsoring AHEPA Chapters.
2. **DUTIES OF CHAIRMAN:** The Chairman of the National Advisory Board shall represent the National Advisory Board at all times, be its spokesman on all occasions and countersign all orders upon the treasury or special funds of the Sons of Pericles. The National Advisory Board shall have jurisdiction over all appropriations made by the AHEPA for the Sons of Pericles and shall exercise such jurisdiction by directing its chairman to grant or withhold his signature from any order upon the Treasury.



3. **AUTHORITY OVER DECISIONS:** The National Advisory Board shall exercise jurisdiction over any and all decisions of the Supreme Lodge of the Sons of Pericles. Decisions of the Sons of Pericles Supreme Lodge will be deemed valid, if the National Advisory Board does not exercise its veto power within ten (10) days from the date of the decision or, the date that the Chairman is informed in writing of such a decision, whichever is later.
4. **CHAIRMAN ATTENDANCE AT MEETINGS:** The Chairman of the National Advisory Board may attend all meetings of the Supreme Lodge of the Sons of Pericles. He is required to render an annual report to the Supreme Convention of the AHEPA.

## **ARTICLE 23**

### **REMOVAL OF ELECTED OFFICERS AT THE CHAPTER, DISTRICT AND NATIONAL LEVELS**

#### **SECTION A. REMOVAL OF AN ELECTED OFFICER**

An officer of a Chapter, District Lodge, Supreme Lodge or a member of the Board of Trustees (each such person is referred to as the "Elected Officer" and each such body is referred to as the "Elective Body") may be removed from office after a hearing ("Removal Hearing") in accordance with this Article 23. Prior to a Removal Hearing, a complaint ("Removal Complaint") against an Elected Officer must be delivered in writing to such Elected Officer and the appropriate "Presiding Officer" (as defined in Article 23, Section B below). A Removal Complaint must be signed by individuals (the "Complainants") representing at least twenty percent (20%) of the members of the Elective Body in which the Elected Officer serves. The Complainants shall select one or more prosecutors for the Removal Hearing and the Elected Officer may select defense counsel or a spokesman of his choosing.

#### **SECTION B. PROCEDURES FOR REMOVAL OF AN ELECTED OFFICER**

The Removal Hearing shall be held as soon as reasonably possible after the Elected Officer has received the Removal Complaint, but in any event not less than ten (10) days nor more later than forty-five (45) days, from the date of receipt. The Presiding Officer shall set the date and location of such Removal Hearing and shall be: (1) the District Governor (or his designee) at the Removal Hearing of a Chapter Officer; (ii) the Supreme President (or his designee) at the Removal Hearing of a District Lodge Officer; (iii) the Chairman of the Board of Trustees (or his designee) at the Removal Hearing of a Supreme Lodge Officer; and (iv) the Supreme Counselor (or his designee) at the Removal Hearing of a Board of Trustees member. To be removed from office, a minimum of seventy-five percent (75%) of the members, present and voting, of the Elective Body in which the Elected Officer serves (excluding the Elected Officer) must vote for removal.

## **ARTICLE 24**

### **REMOVAL OF MEMBERS CONVICTED OF FELONIES**

If a member of the AHEPA has been convicted of a felony or has been convicted of any crime against the AHEPA (the "Convicted Felon"); then a member of any Chapter may file a written complaint with the Supreme Counselor alleging such conviction. The Supreme Counselor (or his designee) shall investigate such complaint and make a report to the Supreme Lodge. The Supreme Lodge may conduct a hearing to which such Convicted Felon will be invited to attend and present his case, either by himself or through a representative of his choosing. Such hearing must be not less than ten (10), nor more than forty-five (45), days after the Convicted Felon receives notice of such hearing. The Supreme Lodge will then have the right, by seventy-five percent (75%) vote of the Supreme Lodge members present and voting, to discipline such member up to and including expulsion from the AHEPA.

## **ARTICLE 25**

### **SCOPE AND AMENDMENTS OF AHEPA BYLAWS**

## **SECTION A. SCOPE**

The provisions of these AHEPA Bylaws, together with the AHEPA Constitution, decisions, decrees, rules, regulation and mandates made pursuant to and under its authority, shall be the law by which the AHEPA and any unit thereof shall be ruled and governed.

## **SECTION B. PERIODIC COMPILATION OF AMENDMENTS**

All amendments, revisions, changes or modifications to these AHEPA Bylaws adopted, approved or passed by the Supreme Convention shall be compiled and edited by a committee composed of the Supreme President, Supreme Secretary and Supreme Counselor of the AHEPA. There shall be a periodic compilation of these AHEPA Bylaws as needed. When compiling these AHEPA Bylaws, the Supreme Counselor is authorized to eliminate any references to dates which have expired and are no longer relevant to the applicable provision.

## **SECTION C. AMENDMENTS**

These AHEPA Bylaws may be amended by secret ballot by a majority vote of those present and voting at a Supreme Convention of the AHEPA.

## **SECTION D. PROCEDURE**

- 1) Any proposed Amendment to the By-Laws may originate from any of the following: a Chapter Lodge, a District Lodge, a District Convention, the Supreme Lodge, the Board of Trustees, any Standing Committee appointed by the Supreme Lodge, any Supreme Convention Committee, or the delegates of the Supreme Convention, all as hereinafter set forth.
- 2) Any proposed Amendment to the By-Laws shall be reviewed by the Standing Legislative Committee except for any proposed Amendment that originates from a Supreme Convention Committee, which shall be reviewed by the Supreme Convention Legislative Committee, as hereinafter set forth.
- 3) All Proposed Amendments, originating from a Chapter Lodge, a District Lodge, a District Convention, the Supreme Lodge, the Board of Trustees, and any Standing Committee must be received by AHEPA National Headquarters and the Standing Legislative Committee no later than thirty (30) calendar days before the date that the Supreme Convention is to convene, in the following format, in order to be duly considered at the Supreme Convention:
  - a) Must be typed-written;
  - b) Must identify the Article, Section, and Subsection, as the case may be, of the By-Laws that would be amended;
  - c) Must set forth the current language of the Article, Section and Subsection, as the case may be;
  - d) Must set forth the proposed amended language of the particular Article, Section and Subsection, as the case may be;
  - e) Must include the reasoning and/or explanation behind or to the proposed Amendment; and
  - f) Any pertinent details as to the entity submitting the proposed Amendment, including the official vote tally of any Chapter or District Lodge, or Convention, if applicable, and including an original signature of the Secretary of the entity or the corresponding officer, as the case may be.
- 4) The Standing Legislative Committee shall review all submitted proposed Amendments and certify that such proposed Amendment conforms to the format requirements of above Subsection 3 of this Section:
  - a) If a proposed Amendment does conform to the format requirements of Subsection 3 of this Section, the Standing Legislative Committee shall submit it to the Convention Legislative Committee for consideration, with or without comment or recommendation; and

- b) If, however, a proposed Amendment fails to conform to the format requirements of Subsection 3 of this Section, the Standing Legislative Committee shall, in a timely manner, return the proposed Amendment to the entity which submitted it, with an explanation as to its findings of nonconformance.

Any proposed Amendment found by the Standing Legislative Committee to have failed to conform with such format and requirements may be resubmitted with appropriate correction to the Standing Legislative Committee, provided that such resubmitted proposal is received by AHEPA National Headquarters and the Standing Legislative Committee prior to the submission deadline set forth hereinabove.

- 5) Any proposed Amendment originating from a Supreme Convention Committee shall be submitted to the Convention Legislative Committee, for review, in accordance with the format for submission set forth in Subsection 3 of this Section. The Convention Legislative Committee shall consider all proposed Amendments, be it from the Standing Legislative Committee or a Supreme Convention Committee, as the case may be, and issue a report of their doings to the Convention Delegation. For a Proposed Amendment to be included on the ballot for Convention delegates, a majority of the Convention delegates must approve such inclusion of a proposed Amendment to the ballot.
- 6) Proposed Amendments presented by the Convention Legislative Committee in its report to the entire Convention Delegation must have received a two-thirds (2/3) vote of approval by secret ballot of those delegates passed in the voting at the Supreme Convention, to be approved.

## **ARTICLE 26**

### **SECRET BALLOT**

1. **DEFINITION:** Whenever a secret ballot is called for anywhere in these AHEPA Bylaws or is otherwise approved for any vote, including, without limitation, Article 9, Section D; Article 25, Section C; Article 25, Section D, Paragraph 4; and all Articles, Sections and Paragraphs specifically enumerated in Article 26 of the AHEPA Constitution, the vote or election shall take place using some type of identical written, electronic or computerized ballot which is not marked or identified in any way to indicate the person submitting same, nor his Chapter nor District, and said ballot shall be completed confidentially and deposited by that individual into a secure, single receptacle into which all such ballots are inserted and in such a manner so that each person's identity and vote cannot be ascertained, identified, disclosed, discovered or determined in any way. All such ballots shall be destroyed after their intended purposes have been fully realized. By example, without limitation, this requirement will not be satisfied by each person inserting their ballot into separate receptacles by District, State, Chapter, region, affiliation, office or in any other receptacle or receptacles which could in any way identify the vote of any individual.
2. **COUNTING:** The votes shall not be counted until the voting booths are closed at the officially set time.
3. **UNCONTESTED ELECTIONS:** No secret ballot will be required for any specific election for a position that is not contested such that a candidate is running unopposed.

## **ARTICLE 27**

### **AHEPA INTERNATIONAL COMMITTEE**

1. **COMMITTEE:** The AHEPA International Committee shall consist of nine (9) members and nine (9) alternates, and the Supreme President of both AHEPA and Australasia AHEPA, for a total of eleven (11) members and nine (9) alternates. AHEPA shall select six (6) members and six (6) alternates, and three (3) members and three (3) alternates shall be selected by Australasia AHEPA. The AHEPA Committee members shall be appointed by the



Supreme President pursuant to his appointive powers in Article 16, Section A, Paragraph 1 of the AHEPA Constitution. The first year terms shall be staggered so that the AHEPA group of six (6) members and six (6) alternates will have two (2) members with three (3) year terms, two (2) members with two (2) year terms, and two (2) members with one (1) year terms. Beginning the following year, two (2) members will be appointed for three (3) year terms. The members and alternates shall be appointed by the Supreme Presidents except that one (1) of AHEPA's members and one (1) of AHEPA's alternates shall be appointed every three (3) years for a three (3) year term from among the Canadian AHEPA, after consultation with the Canadian President, beginning with the AHEPA International Committee's inception. The Australasia group of three (3) members and three (3) alternates will have one (1) member with a three (3) year term, one (1) with a two (2) year term, and one (1) with a one (1) year term. Beginning the following year, one (1) member will be appointed for three (3) years. The members and alternates of Australasia AHEPA shall be appointed by the Supreme President of Australasia.

2. **OFFICERS:** The AHEPA International Chairman shall be selected by AHEPA's President.
3. **POLICIES AND RULES:** The AHEPA International Committee shall formulate and implement common policies and objectives of both Orders; including but not limited to: International Affairs, Education, Hellenes Abroad, Modern and Ancient Hellenic Ideals, and Objectives, and the Restitution of the Parthenon Marbles to Greece. The Orders will make an effort to have joint Supreme Conventions and Pilgrimages to Greece, whenever feasible. Headquarters for the AHEPA International Committee will be at AHEPA headquarters. The AHEPA International Committee shall meet at least once annually, which may be via telephone and/or teleconferencing. Each Order shall be responsible for its own costs and expenses. These Bylaws shall be effective on the date they are approved by both Supreme Conventions. All AHEPA International Committee decision making shall be by action taken at a regular meeting of the AHEPA International Committee. The Chairman of the AHEPA International Committee shall submit an annual report for the year ending June 30th to each Supreme/National Convention.

## **ARTICLE 28**

### **AHEPA NATIONAL TRUST FUND CONTRIBUTION**

Not less than fifty percent (50%) (the exact percentage to be determined by the Board of Trustees each year) of any actual annual surplus funds realized by the National AHEPA shall be transferred to the AHEPA National Trust Fund, the interest of which is to be used for AHEPA's National purposes pursuant to the approved National Budget.

## **ARTICLE 29**

### **AHEPA LAWS, ACTS AND TRADITIONS PASSED, ESTABLISHED AND IN FORCE UNDER THE AHEPA BYLAWS**

#### **SECTION A GUBERNATORIAL DISTRICTS AND REGIONS**

1. **REGIONS** Pursuant to Legislation adopted at the 84th Supreme Convention of the Order of AHEPA the AHEPA Domain was divided into 9 Regions as follows:

Region #      Approximate District #'s      States Covered:

<b>REGION 1:</b>	1+2	Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee
<b>REGION 2:</b>	3+4	DC, Maryland, North Carolina, Pennsylvania, Virginia, Bluefield, WV
<b>REGION 3:</b>	5+6	Delaware, New Jersey, New York
<b>REGION 4:</b>	7+8+9	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
<b>REGION 5:</b>	10 + 11	Kentucky, Michigan, Ohio, West Virginia, except Bluefield, WV
<b>REGION 6:</b>	12 + 13 + 14	Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota, Wisconsin, Missouri, Nebraska
<b>REGION 7:</b>	16 + 17	Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas Wyoming, Idaho, Montana, Utah, except Salt Lake City

**REGION 8:** 18 + 19 + 20 + 21 + 22 Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington, Salt Lake City Utah  
**REGION 9:** 23 + 24 + 26 Canada

(To the extent of any conflict in the placement into a specific Region of The Chapters within a State between the above Approximate District column and the above States Covered column, the States Covered column shall control.)

**REGION 10:** 25 + 27 + 28 Europe

2. DISTRICTS Pursuant to a Resolution adopted by the 12th Supreme Convention of the Order of AHEPA, and subsequent redistricting, the Supreme Lodge grouped the Chapters within the Domain of the AHEPA into 27 Gubernatorial Districts as follows:

**MOTHER LODGE DISTRICT NO. 1:** All Chapters within the states of Georgia, Alabama, South Carolina, Tennessee and Mississippi.

**CITRUS DISTRICT NO. 2:** All Chapters within the state of Florida, Puerto Rico and in Nassau, Bahamas.

**CAPITAL DISTRICT NO. 3:** All Chapters within the states of North Carolina, Virginia, Maryland, District of Columbia and the Chapter of Bluefield, West Virginia.

**POWER DISTRICT NO. 4:** All Chapters within the state of Pennsylvania, excepting Sharon-Farrell.

**GARDEN STATE DISTRICT NO. 5:** All Chapters within the state of New Jersey and Wilmington, Delaware.

**EMPIRE DISTRICT NO. 6:** All Chapters within the State of New York.

**YANKEE DISTRICT NO. 7:** All Chapters within the states of Connecticut and Rhode Island, and the Chapter of Pittsfield, Massachusetts.

**BAY STATE DISTRICT NO. 8:** All Chapters within the State of Massachusetts, excepting the Chapter at Pittsfield.

**NORTHERN NEW ENGLAND DISTRICT NO. 9:** All Chapters within the states of Maine, New Hampshire and Vermont.

**AUTOMOTIVE DISTRICT NO. 10:** All Chapters within the state of Michigan.

**BUCKEYE DISTRICT NO. 11:** All Chapters within the states of Ohio, Kentucky, and the Chapters at Weirton, Huntington, Wheeling, Clarksburg and Charleston, West Virginia and Sharon-Farrell, Pennsylvania.

**HOOSIER DISTRICT NO. 12:** All Chapters within the state of Indiana.

**BLUE RIBBON DISTRICT NO. 13:** All Chapters within the states of Illinois, Wisconsin.

**GRAINFIELDS DISTRICT NO. 14:** All Chapters within the states of Iowa, Minnesota, North Dakota, South Dakota, all of Nebraska (excepting Bridgeport, Nebraska), and the St. Louis, Missouri Chapter No. 53

**DELTA DISTRICT NO. 16:** All Chapters within the states of Louisiana, Texas, Arkansas, Oklahoma, Kansas, and all the Chapters in Kansas City, Missouri.

**ROCKY MOUNTAIN DISTRICT NO. 17:** All Chapters within the states of New Mexico, Wyoming, Montana, Utah, Colorado, the Chapter in Ely, Nevada and the Chapter Bridgeport, Nebraska.

**EL CAMINO REAL DISTRICT NO. 20:** All Chapters within the state of Arizona, all Chapters in the city of and south of Bakersfield, California, the Chapters at Las Vegas, Nevada, and Hawaii.

**GOLDEN GATE DISTRICT NO. 21:** All Chapters north and exclusive of Bakersfield in California, and the Chapter at Reno, Nevada.

**FIREWOOD DISTRICT NO. 22:** All Chapters in the states of Oregon, Washington, and Alaska.

**BEAVER DISTRICT NO. 23:**

All Chapters in the Provinces of Quebec, Ontario, Newfoundland, Nova Scotia, Prince Edward Islands, and New Brunswick, Canada.

**ROYAL CANADIAN DISTRICT NO. 24:**

All Chapters in Provinces of Alberta, Saskatchewan and Manitoba, Canada.

**HELLAS DISTRICT NO. 25:**

All Chapters situated within Greece.

**CANADIAN DISTRICT NO. 26:**

All Chapters in the Province of British Columbia, Canada.

**CYPRUS DISTRICT NO. 27:**

All Chapters situated within Cyprus.

(From the 2006 Supreme Convention until the 2007 Supreme Convention, the 2006-2007 Supreme Lodge, in consultation with District 25, will supervise the operation of a new 27th District for Chapters in Cyprus.)

**EUROPEAN DISTRICT NO. 28:**

All Chapters situated in Europe with the exception of those listed above.

(Beginning June 1, 2013 District 19 Shall Merge into District 17)

(Beginning July 1, 2013, the Salt Lake City Utah Chapter No. 146 shall be transferred from the El Camino Real District No. 20 to a newly combined District No. 17 that shall be composed of the current District No. 17, 18 & 19.)

**SECTION B THE AHEPA EMERGENCY FUND**

(The Emergency Fund applies ONLY to members initiated or reinstated PRIOR to January 1, 1970)

Upon the death of any member who was initiated or reinstated PRIOR to January 1, 1970, and who has remained in constant good standing with his Chapter and the Supreme Lodge, his beneficiary or beneficiaries shall be entitled to the sum of Two Hundred Dollars (\$200.00) subject, however, to the conditions hereinafter set forth: (Note: Any members either initiated in reinstated ON OR AFTER JANUARY 1, 1970, regardless of age, SHALL NOT BE ELIGIBLE FOR THE BENEFITS OF THE AHEPA EMERGENCY FUND).

1. Any member, who is in the arrears six (6) months in the payments of his dues, is not entitled to receive any benefits from the Emergency Fund.
2. No member who is sixty (60) or more years of age at the time he is reinstated, and no person sixty (60) or more years of age at the time of his initiation into the AHEPA shall be entitled to share in the Emergency Fund, if reinstated on or after January 1, 1938, or initiated on or after August 21, 1937.
3. That no beneficiaries of a member who was not in good standing continuously for the twelve months immediately preceding the date of his death shall be entitled to receive any benefit from the AHEPA Emergency Fund.
4. No Supreme Lodge, or any Supreme Lodge Officer or any other person, shall have the right to pay any money or monies to the family of their deceased brother or to the beneficiary designated by the deceased brother, or to any other person from the AHEPA Emergency Fund unless the following requirements and conditions shall have been complied with as a condition of payment:
  - a) A letter must be dispatched to the Supreme Headquarters signed by the Chapter President and Chapter Secretary, certifying that a brother from the Chapter has died; that he was in good standing with the Chapter continuously for the twelve (12) months immediately preceding his death, and that he was of a certain age at the time of his initiation or reinstatement, as the case may be.
  - b) A certified copy of the certificate of death, obtained at the Department of Vital Statistics, must be sent to the Supreme Headquarters.



- c) In the event no beneficiary is designated, Supreme Headquarters must receive a certified copy of the appointment of an Administrator or Executor.
5. The Cincinnati Supreme Convention, in 1941, made the following changes with respect to the amount of the death benefit accruing from the Emergency Fund to new and reinstated members (This legislation went into effect January 1, 1942). The Miami Supreme Convention, in 1949, increased the amount of benefit in the first two (2) age categories for new and reinstated members:
- a) When members are fifty (50) years of age (but have not reached their sixtieth (60th) birthday) at the time of their initiation or reinstatement, they will be entitled to a death benefit of One Hundred Dollars (\$100.00).
  - b) When members are forty (40) years of age (but have not reached their fiftieth (50th) birthday) at the time of their initiation or reinstatement, they will be entitled to a death benefit of One Hundred and Fifty Dollars (\$150.00).
  - c) When members are below forty (40) years of age at the time of their initiation or reinstatement, they will be entitled to the full Two Hundred Dollars (\$200.00) death benefit.

#### **RECAPITULATION OF RULES GOVERNING THE EMERGENCY FUND**

(The following rules are only applicable to those members who were either initiated or reinstated PRIOR to January 1, 1970. Members initiated or reinstated ON AND AFTER January 1, 1970 are NOT eligible for the benefits of the Emergency Fund).

1. All members who were initiated or reinstated prior to January 1, 1942, and who kept themselves continuously in good standing with their Chapters and the Headquarters are entitled to the full amount of the benefit (\$200.00) with noted exceptions:
  - a. Members who at the time of their initiation have reached their sixtieth (60th) birthday will not be entitled to the death benefit (The rule went into effect August 21, 1937).
  - b. Members who at the time of their reinstatement have reached their sixtieth (60th) birthday will not be entitled to the death benefit (This rule went into effect January 1, 1938).
2. Members initiated or reinstated after December 31, 1941, at less than sixty (60) years of age, who kept themselves continuously in good standing with their Chapters and the Headquarters, will be entitled to a Death Benefit, the amount of which will depend upon their exact age at the time of their initiation or reinstatement, as cited above.
3. New Members and the reinstated members will be eligible to the death benefit after twelve (12) full months have elapsed from the date on which they were initiated or reinstated.
4. Members who at the time of their death are in arrears in the payment of their dues for six (6) full months or longer will NOT be entitled to the death benefit.

#### **SECTION C ATHLETIC DEPARTMENT**

The 13th National Convention authorized the establishment of a Department of Athletics in the Order of AHEPA. The purpose of this department is to devise ways and means of bringing forward and developing the athletic talent within the AHEPA and its Junior Order, with a view of enabling those who possess it to take their place in the national and international competition of athletic events.

#### **SECTION D HISTORICAL OBJECTIVES**

The Order of AHEPA, and every member thereof, shall always strive to teach, exemplify and achieve the following Objectives, Principles and Ideals:

1. PATRIOTISM: To promote and encourage loyalty to the member's nation, allegiance to its flag, support to its Constitution, obedience to its laws and reverence for its history and traditions;
2. GOVERNMENTAL INSTRUCTION: To instruct its members, by precepts and examples, in the tenets and fundamental principles of government, and in the recognition and respect of the inalienable rights of mankind;
3. CITIZENSHIP: To instill in every one of its members a due appreciation of the privileges of citizenship, and the sacred duties attendant therewith, and to encourage its members to always be profoundly interested and actively participating in the political, civic, social and commercial fields of human endeavor, and always to strive for the betterment of society;
4. ABHORRENCE OF POLITICAL CORRUPTION: To awaken in every member an abhorrence of all political corruption, the destroyer of free institutions, and pledge its members to do their utmost to stamp out from this country every trace and influence of this evil;
5. PRESERVATION OF LIBERTIES: To arouse mankind to the realization that tyranny, wherever it may exercise its baneful power, is a menace to the life, property, prosperity, honor, and integrity of every nation; and that the preservation of our liberties can be assured, only as this country becomes the Champion of Liberty and the Defender and Protector of all oppressed and downtrodden peoples;
6. PROMOTE HELLENISM: To promote throughout the world, and especially in the United States of America, a better and more comprehensive understanding of the Hellenic Peoples and Nation, and to revive, cultivate, enrich and marshal into active service for Humanity the noblest attributes and highest ideals of true Hellenism;
7. PROMOTE MORALITY AND FELLOWSHIP: To labor in every manner possible, and to utilize every means available for the perfection of the moral sense in its members; to promote good fellowship among them; to endow them with a spirit of altruism, common understanding, mutual benevolence and helpfulness; and to point out to them, in unmistakable methods, the advantages of education, the beauties of sacrifice and the deformities of selfishness;
8. CHAMPION EDUCATION: To champion the cause of education; to support the American system of public schools and keep them free from religious prejudice; to promote and augment the educational advantages of this country; and to open, establish and maintain new channels for facilitating the dissemination of culture and learning; and
9. SUPPORT THE SEPARATION OF CHURCH AND STATE: To resist, by lawful means and methods, any tendency towards a union between the civil Government and any church or religion, and to repel the interference of any religion in governmental affairs.

#### **Section E MOTHER LODGE NAMED AND DEFINED**

The Mother Lodge of this Order is an Honorary Body, composed of its founders, who also constituted the original Supreme Lodge thereof, namely: Nicholas D. Chotas, Supreme President; James Campbell, Supreme Vice President; Harry Angelopoulos, Supreme Secretary and Treasurer; S. J. Stamos, Assistant Secretary; George A. Polos, John Angelopoulos, George Campbell and James Vlass, Supreme Governors. All candidates for membership in this Order shall be instructed upon their initiation that they owe respect and fealty to the Mother Lodge, whose Seat is in Atlanta, Georgia, where this Order was conceived and instituted.

#### **Section F EMBLEM**

The official emblem of the Order of AHEPA shall consist of a cross whose arms are of equal length over which shall fly the eagle on a background of the rising sun and in the foreground an olive branch whose stem shall be directed to the right of the cross, and two naked swords crossed with points directed downward. This is inscribed in the inner of two concentric circles with the tips of the eagle wings protruding beyond the outer circle, the words Order of AHEPA printed on top and between the circles, the word AHEPA printed on the bottom between the circles, and four stars between the circles on each side representing the Mother Lodge. That the official emblem as approved by the Order of AHEPA be used in Canada and by all Chapters and that the Maple Leaf, the official emblem of Canada be permitted to be used in the background of the official emblem of the Order of AHEPA, thereby indicating that the Chapters using the Maple Leaf belong to the Canadian Jurisdiction.

2019 Bylaws Convention Amendments

- Additions and formatted by: Louis G. Atsaves, Esq, Supreme Counselor

