

**BYLAWS OF DISTRICT 20 ORDER OF AHEPA
PARLIAMENTARY AUTHORITY
2002**

Demeter's Manual of Parliamentary Law and Procedure shall be the authority in all matters not otherwise covered or provided for in the bylaws, rules, and regulations of the Order of Ahepa for District 20.

**ARTICLE ONE
CHAPTERS**

- 1.0 Each Chapter of El Camino Real District #20 is to remit its District obligations to the District Secretary at the same time a Chapter remits its per capita obligations to Supreme Headquarters no later than June 1 of each calendar year.
- 1.1 The District voluntary assessment be \$5.00 per member, with the exception of Life Members. A quarterly status report to be sent by the District Treasurer to every Chapter President and Secretary, detailing all paid assessments by Year, Number of Members, and Total Dollar Amount, for the last 5 years.
- 1.2 Chapters must have paid 100% of the District assessment in full to the District for the current year and the year previous in order to qualify for consideration as Convention/Conference City, or District athletic programs.
- 1.3 Chapters should send a monthly news letter of their activities to the District Governor and the District Secretary, so that the information can be distributed throughout the District.
- 1.4 All Chapters shall actively participate in the chapter efficiency contests.
- 1.5 Chapters should sponsor a banquet or similar affair during and in commemoration of Annual Ahepa Day.
- 1.6 By September 30th of each year, the Chapter Secretary shall place the District Lodge and Supreme Lodge liaison officer on its mailing list to receive regular chapter correspondence.
- 1.7 The Chapter Secretary shall submit a copy of its Chapter officer election results to the District Secretary and AHEPA Headquarters within 30 days after election or appointment, but no later than July 31st of each year.
- 1.8 The newly elected President of each Chapter will send to the District Governor and the District Secretary a memorandum listing the schedule of meetings for the coming year, programs to be scheduled for the coming year and a record of dues paid by each member. If the above information is not forthcoming by September 30th, the District Governor will seek to obtain this information.

- 1.9 The President of each Chapter will send to the District Governor, and the District Secretary, notices of installation of officers, initiation ceremonies and social events such as dances, picnics, testimonials and banquets; it is recommended that the District Lodge be invited to these affairs, with the understanding that if invited, at least one member of the District Lodge, preferably the Governor, will be in attendance.
- 1.10 All Chapters are to provide sufficient copies of their report to the District Convention for presentation and/or inclusion in the convention minutes. The report may be brought to the convention and given to the District Secretary, or sent to the District Secretary no later than two weeks prior to the convention. Said report to include the following;
 - A. Total membership as of December 31.
 - B. New members initiated during current year.
 - C. Number of chapter meetings held during year.
 - D. Status of District obligations, social events held during the year.
 - E. Educational programs.
- 1.11 The Chapter District Convention Delegate Form will include: Current Chapter Officer (President, Vice President, Secretary, and Treasurer) name, address, and phone numbers, and the paid membership through the previous December 31st.
- 1.12 All Chapters shall provide one copy of their report to the District Conference. The blank reporting form is to be furnished by the District Secretary to the Chapter Secretary by December 1st; the form is to be completed as of December 31st and mailed to the District Secretary by January 1.
- 1.13 Chapters shall be given a deadline for District receipts and any checks received after that deadline shall be applied to the next year, June 1st.

ARTICLE 2 DISTRICT LODGE RESPONSIBILITIES

- 2.0 The District Lodge should stay within budget developed and approved by the District Convention.
- 2.1 The District Lodge should try to visit each chapter in the District at least once during each term in office.
- 2.2 The District Lodge shall meet at least three times each fiscal year. The minutes of each meeting shall be compiled by the District Secretary and be available to each chapter in the District.
- 2.3 The names and addresses of standing committee chairmen shall be mailed to the chapters by September 30th.
- 2.4 The outgoing District Secretary is responsible for turning over all minutes and officers

jewels to the incoming District Secretary. As part of the convention mailing, the chapters will receive a list of standing convention committees from which delegates can choose the committees of their choice.

- 2.5 All bank accounts shall be transferred over to the incoming officers within 30 days of installation. The District Treasurer shall reconcile all bank statements on a monthly basis and forward such reconciliations to the District Governor.
- 2.6 The audit committee shall be comprised of the immediate past District Governor and any other two members knowledgeable in accounting. The audit committee shall have an audit two weeks after the District Convention.
- 2.7 The District Treasurer shall be present at all times while the Treasurer's books are being audited, and during budget committee meetings.
- 2.8 The District Governor shall assign each District Lodge Officer with liaison responsibilities with one or more chapters no later than September 15th.
- 2.9 The District Lodge Officers shall return their jewels before being reimbursed for their expenses. If any Officer wishes to purchase his jewelry, he may do so at the prevailing market price.
- 2.10 The District Governor is responsible for seeing that each Officer prepares his annual report at least 14 days before the District Convention. Each Officer shall prepare sufficient copies of the report for distribution and to be filed with the Convention Minutes. Copies of the District Lodge Officer's reports shall be made available to each registered delegate/alternate and Past District Governors. However, only the Governor's report shall be read at the convention. The report should include the following information:
 - A. The officer's activities performed in the discharge of his duties during the past year.
 - B. A listing of all visitations including date, place, function, and a record of Lodge activities attended, and any recommendations for consideration.
- 2.11 Copies of Convention Minutes and updated bylaws indicating date passed or revised shall be mailed to the District Lodge, Past District Governors, and Delegates attending the Convention. The incoming District Governor has the ultimate responsibility to see that Convention Minutes are prepared by the Convention Secretary and given to the District Secretary for printing and distribution by September 30th.
- 2.12 District Secretary or Convention Secretary shall record minutes of all joint session meetings and incorporate same into Convention Minutes to be distributed as well as all committee reports.
- 2.13 Committee reports shall be provided by the Convention Secretary to the Convention

Chairman.

- 2.14 The immediate Past District Governor shall be an advisor to the Ahepa District Lodge.
- 2.15 The Ahepa and Daughters District Governors shall meet and provide the Toastmaster with a proper list of introductions to be made at all social functions,

ARTICLE 3 CONVENTIONS

- 3.0 The registration fee for delegates must be approved by the Ahepa and Daughters District Lodges. The registration fee will entitle delegates to the Friday evening and Saturday evening affairs, and the Scholarship Luncheon.
- 3.1 All delegates of the Ahepa family are required to pay the registration fee in full in order to participate as a voting delegate and as a committee member.
- 3.2 The District Convention shall be held during the month of June, preferably during the final two weeks. Exceptions must be approved by the District Lodge. All auxiliaries must be kept apprised of the approved dates.
- 3.3 The District Convention site will be selected by the Ahepa, Daughters, Sons, and Maids meeting in joint session immediately following the Scholarship Luncheon. The Convention and Conference City Committee will review the adequacy of facilities.
- 3.4 The registration fee for Daughters of Penelope delegates shall be the same as that for Ahepans, at the convention, open registration is from 6:00 p.m. to 9:00 p.m. on Thursday; Friday, 8:00 am - 5:00 p.m., and Saturday 8:00 am to 10:00 am.
- 3.5 If there are no bids for a District Convention, the joint District Lodges shall assign the Convention to a Chapter of District #20. As a last resort, the joint District Lodges may host the Convention.
- 3.6 There will be Multi-District Conventions considered in the future, to be organized and implemented by the joint District Lodges. These Conventions will occur every five (5) years.
- 3.7 A Chapter seeking to host a Convention must place a deposit of \$500 with a District Lodge as a token of good faith and satisfy the conditions set forth in these Bylaws. The Chapter shall also submit a written proposal. The proposal is designed to clearly indicate the desire and capability of the Chapter to host the Convention. The proposal should include the following items:
 - A. Current Chapter status; the Chapter's annual report submitted at the

Convention will satisfy this item.

- B. Facilities and capabilities to include meeting and banquet space back-up accommodations, room rates. Any supporting documentation from the proposed facility is welcomed.
 - C. A letter from the Chapter President stating that a motion to host a convention has been approved at a regular Chapter meeting and the date of such approval.
 - D. Any information on the host site, including peripheral activities, local attractions and available media.
 - E. A Chapter seeking to host a Convention may not participate in the Convention and Conference City Committee.
- 3.8 The Convention Chapter shall submit a program, including final prices, to the District Lodge no later than January 1st preceding the Convention.
- 3.9 It is recommended that all Chapters advertise in the Convention Album.
- 3.10 The host Chapter shall provide complimentary registration and room for three (3) nights for each District #20 Governor of the Ahepa, Daughters, Sons and Maids, and two (2) nights for the senior officer of each of the four(4) Supreme/Grand Lodges, except that should the Supreme/Grand President attend (not their representative) three (3) nights lodging shall be provided. Lodging for the Ahepa and Daughters District Governors will be identical.
- 3.11 No current District Officer can serve as a Convention Officer.
- 3.12 Bids may be submitted to the District Convention for the District Convention and Mid-Winter Conference up to two years in advance.
- 3.13 A Business Session schedule and agenda shall be prepared for every Delegate and Alternate by the Host Chapter at their expense, as approved by the District Lodge.
- 3.14 The Ahepan of the Year Committee shall be comprised of no more than one member per chapter, and in no event shall a member be from a chapter that has a nominee for Ahepan of the Year. Only the chairman of the committee shall know the names of the nominees prior to the selection of the award recipient.

ARTICLE 4 CONVENTION CITY

- 4.0 The Host Chapter is responsible for allocating \$250 and a tape recorder and tapes to the Convention Secretary to take and transcribe convention minutes and present typed minutes to the District Lodge by September 30 for printing at the expense of the District Lodge.

- 4.1 If a District Convention is hosted by a Chapter with no active Sons or Maids chapters, the Convention Committee must provide activities for the Sons and Maids.
- 4.2 Host Chapter shall allocate space for the 4 District Governors, the Supreme/Grand Lodge Officers, the Scholarship Foundation, and the Charitable Foundation for their messages in the album.
- 4.3 Convention Cities should send information to District Chapters of Ahepa, Daughters, Sons and Maids no later than April 1st , so that Chapters may have the opportunity to advise members of Convention dates, hotel and registration fees before election of Delegates.
- 4.4 Convention Host City shall have Hotel accommodations, agenda, dates and activities approved by the four District Lodges before the District Conference, at which time they shall be presented to the Conference body.
- 4.5 Disbursement of the check submitted by the Chapter(s) accepting the District Convention shall be disbursed equally between Ahepans' and Daughters' District Lodges, with no specific provision for the Junior Lodges. The Ahepa District Treasurer shall make the distribution within 30 days of his receipt of the check, rather than immediately.
- 4.6 The Convention city is required to have a program of activities organized for the Sons and Maids.
- 4.7 Several copies of instructions for the Convention City shall be available to the Host City Chapter preparing for the coming District Convention, and to Chapters contemplating bidding.
- 4.8 The spouse of the Convention Business Sessions Chairman shall be seated at the dais if space permits; if not, the spouse shall be seated at a table of prominence.
- 4.9 The Ahepa and Daughters Host Chapters shall have a joint committee appointed to formulate plans for all social functions, and the Daughters shall have an equal voice in the planning.
- 4.10 Registration fee for the Sons and Maids Delegates or Alternates shall be the basic cost of the events. The complimentary registration packets to the Sons and Maids District Governors shall be non-transferable. If the Sons or Maids District Governor does not attend the District Convention, the respective Lt. Governor shall be given complimentary non-transferable packets.
- 4.11 The price of the book of tickets and single events for both Senior and Junior Orders shall be determined by all attending District Lodge Officers of the four Lodges and the Host City Convention Committee.
- 4.12 The Ahepa and Daughters District Governors shall meet and provide the Toastmaster

with a proper list of introductions to be made at all social functions.

ARTICLE FIVE DISTRICT CONFERENCE

- 5.0 The Conference agenda shall be prepared for all attendees by the Host Chapter at their expense, as approved by the District Lodge.
- 5.1 Registration shall be \$10.00, and shall be retained by the Host City Chapter. (Note - this remains to be referred to the Daughters of Penelope for their agreement.)
- 5.2 A Chapter seeking to host the District Conference must place a deposit of \$250 with the District Lodge as a token of good faith and satisfy the conditions set forth in these Bylaws. The Chapter shall also submit a written bid proposal. The proposal is designed to clearly indicate the desire and capability of the chapter to host the Conference. The proposal should include the following items:
 - A. Facilities and capabilities to include meeting and banquet space, backup accommodations, room rates. Any supporting documentation from the proposed facility is welcomed.
 - B. A letter from the Chapter President stating that a motion to host a conference has been approved at a regular chapter meeting and the date of such approval.
 - C. Any information on the host site, including peripheral activities, local attractions and available media.
 - D. A Chapter seeking to host a Conference may not participate in the Convention and Conference City Committee.
- 5.3 Complimentary tickets to all events shall be presented to all four District Governors and each Supreme/Grand Liaison Officer in attendance on night for Conferences.
- 5.4 Host Chapter shall allocate space for the 4 District Governors, the Supreme/Grand Lodge Officers, the Scholarship Foundation, and the Charitable Foundation messages in the album.
- 5.5 The Host Chapter shall provide complimentary registration and room for at least one night for each District #20 Governor of the Ahepa, Daughters, Sons, and Maids, and the senior officer that is an official representative of each of the four Supreme/Grand Lodges. Lodging for the Ahepa and Daughters District Governors will be identical.
- 5.6 Disbursement of the check submitted by the Chapter(s) accepting the District Conference shall be disbursed equally between Ahepans' and Daughters' District Lodges, with no provision for the Junior Lodges. The Ahepa District Treasurer shall make the distribution within 30 days of his receipt of the check, rather than immediately.

ARTICLE SIX PROJECTS

- 6.0 All Ahepa Chapters are asked to support the Ahepa Scholarship Foundation and the Ahepa Charitable Foundation.
- 6.1 Disbursements of proceeds from joint Ahepa Family projects shall be as follows to the respective District Lodges: Ahepa 45%, Daughters 35%, Sons 10%, and Maids 10%. If there is no Junior Auxiliary, the funds shall revert to their respective Senior Order.
- 6.2 The Chairman of the District Project Committee shall work in close connection with the District Treasurer.
- 6.3 All District project monies shall be received directly by the District Treasurer.
- 6.4 Several copies of instructions for the Conference City shall be available to the Host City Chapter preparing for the coming District Conference, and to Chapters contemplating bidding.

ARTICLE SEVEN LEGISLATION

- 7.0 All legislation approved by the District Convention immediately becomes a part of the Bylaws of District #20. The Bylaws may be amended with a two-thirds vote of the total Convention Delegates present and voting at a future District Convention.
- 7.1 There shall be no time limit on when a Chapter can again host a District Conference or Convention. The Chapter accepting the District Conference shall be required to submit \$250 to the District Lodge of the Order of Ahepa no later than the following District Convention.
- 7.2 The \$250 submitted per 7.1 above will be distributed as follows to the respective District Lodges: Ahepa 45%, Daughters 35%, Sons 10%, and Maids 10%. If there is no junior auxiliary, the funds will revert to their respective Senior Order.

ARTICLE EIGHT LIAISON AND PROTOCOL

- 8.0 Any Ahepa Chapter bidding for a District Convention or Conference shall be required to obtain a letter of consent and support from their auxiliary Daughters of Penelope Chapter.
- 8.1 All Junior Orders wishing to host a District or Regional function must have the authorizations of their local Senior Orders prior to bidding.
- 8.2 When Junior Orders sponsor District events, banquets, or testimonial dinners, they must check for proper protocol with Senior District Lodges.

- 8.3 The Periclean Award shall be awarded only by the Ahepa District Lodge. No Chapter may award the Periclean Award.
- 8.4 The last speakers at the District Convention Banquet shall be the outgoing District Governors of the Order of Ahepa and the Daughters of Penelope unless the Supreme President or Grand President is present, in which case they shall be the last speakers; their designees, if any, shall not be the last speakers.

ARTICLE NINE PUBLICATIONS

- 9.0 The District Lodge shall publish a news letter for the edification of the members of the El Camino Real District Ahepa family on matters concerning the activities of the District Lodge, chapters, members of the Ahepa family and other relevant matters of general interest.
- 9.1 The District Governor is responsible for the publication and distribution of the news letter.
- 9.2 The District Governor may appoint an editor and or publisher to assist him in the financing, editing, publishing and distribution of the news letter.
- 9.3 It shall be the obligation of the Chapter Secretaries and members of the District Lodge to communicate news of their activities.
- 9.4 Financing of the publication will be provided in part by an approved appropriation from the District Treasury. Additional funds may be secured by the sale of advertising space and by projects approved by the District Lodge.

ARTICLE TEN STANDING COMMITTEES

- 10.0 The Standing Committees shall be comprised of Bylaws, Public Relations/El Camino, Audit and Budget, Sons of Pericles, and Ahepa Housing. The Chairman shall be appointed by the incoming District Governor with the approval of the District Lodge.

ARTICLE ELEVEN AMENDMENT OF BYLAWS

- 11.0 These Bylaws may be amended by a two-thirds vote of Convention Delegates present and voting.

THESE BYLAWS ARE IN STRICT ACCORDANCE TO THE NATIONAL ORDER OF AHEPA CONSTITUTION. ANY ITEM NOT HERE INCLUDED SHOULD BE REFERRED DIRECTLY TO THE NATIONAL CONSTITUTION.

RULES

- 1.0 A quorum to open the District Convention for the election of Convention Officers is the majority of registered Delegates.
- 2.0 All Resolutions passed at the District Convention shall be presented at the immediately following National Convention by the incoming District Governor or his representative.
- 3.0 When Junior Auxiliaries sponsor District events, banquets, or testimonial dinners, they shall check for proper protocol with their senior District Lodges.
- 4.0 All Supreme/Grand Lodge officers and District Governors of the Ahepa family shall be given courtesies at District Conventions.
- 5.0 The Chapters and the District Lodges should issue press releases to the Greek newspapers and Dioceses and Archdioceses.
- 6.0 Ahepa protocol should be read and practiced on the Chapter and District level.
- 7.0 Chapters should send highlights and pictures of their events to the El Camino Real; the District Lodge should promote advertising to defray costs. There will be four issues.
- 8.0 The Ahepa and Daughters District Lodges should plan joint Chapter visitations.
- 9.0 The following schedule of business is suggested to provide sufficient time to efficiently discharge the business of the Convention, under normal circumstances:

CONVENTION SCHEDULE OF BUSINESS

THURSDAY:

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|-----------------------|----------------------------------|
| 7:00 a.m. - Noon | TEE TIME - GOLF TOURNAMENT/LUNCH |
| 6:00 p.m. - 9:00 p.m. | REGISTRATION (ALL ORDERS) |

FRIDAY:

- | | |
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| 8:00 a.m. - 5:00 p.m. | REGISTRATION (ALL ORDERS) |
| 9:00 a.m. - | OPENING CEREMONIES |
| 10:00 a.m. - 10:30 a.m. | ELECTION OF CONVENTION OFFICERS |
| 10:30 a.m. - 12:00 p.m. | OFFICERS REPORTS AND APPOINTMENT OF COMMITTEES |
| 12:00 p.m. - 1:30 p.m. | LUNCH |
| 1:30 p.m. - 4:30 p.m. | COMMITTEE MEETINGS |

4:30 p.m. - 5:30 p.m. COMMITTEE REPORTS

SATURDAY:

8:00 a.m. - 10:00 a.m. REGISTRATION

9:00 a.m. - 10:30 a.m. COMMITTEE REPORTS

10:30 a.m. - 12:00 p.m. SCHOLARSHIP FOUNDATION MEETING
CHARITABLE FOUNDATION MEETING

12:00 p.m. - 2:00 p.m. SCHOLARSHIP LUNCHEON

2:00 p.m. - 2:45 p.m. CONVENTION and CONFERENCE SELECTION (ALL
ORDERS)

2:45 p.m. - 4:00 p.m. COMMITTEE REPORTS

4:00 p.m. - 5:00 p.m. ELECTIONS

5:00 p.m. - 5:30 p.m. GOOD OF THE ORDER/CLOSE OF MEETING

These draft Bylaws replicate the actual Bylaws of District #20 Order of Ahepa, with the exception of perfunctory items, and incorporate all changes and additions as approved by the 2002 District Convention of District #20.

Steven G. Tripodes, PSG, PDG, January 13, 2003
Chairman, Standing Bylaws Committee