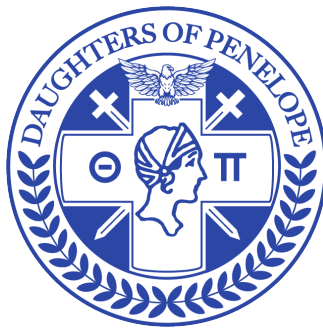




Daughters of Penelope

Chapter Officers Duties
And Chapter Manual Of Instruction

DAUGHTERS OF PENELOPE

Founded on November 16, 1929, in San Francisco, California

The Daughters of Penelope is part of the AHEPA (American Hellenic Educational Progressive Association) Family with Headquarters in Washington, DC.

The Order is identified by a symbol portraying the HEAD OF PENELOPE in ancient headdress symbolizing friendship and womanhood, which is significant of the very foundation of life, home, and country. Encircling the head of Penelope is the OLIVE WREATH, which was the only prize, awarded the victors participating in the Olympic Games. The CROSS is significant of our Christian faith, and the CROSSED SABERS are from the Shield of Greece. The EAGLE symbolizes the United States. The letters Theta and Pi (Theta Pi or Theghateres Tis Pinelopi) translated means "The Daughters of Penelope."

HISTORY

The Order of the Daughters of Penelope was founded through the inspiration and dedication of Dr. Emanuel Apostolides, a member of the Order of AHEPA, on November 16, 1929. At the time, the EOS Chapter No. 1 was formed with 25 charter members, including Founder Alexandra Apostolides Sonenfeld, who in 1931 became the first Grand President. EOS Chapter No. 1 is known as the "Mother Chapter" of the Daughters of Penelope and is in San Francisco, California.

MOTHER LODGE MEMBERS

Alexandra Apostolides Sonenfeld Sophie Cannelos
Arete Choppelas Effie Choppelas
Rose Nicholson Klunis Marie Petros
Varvara Solon

*All mother lodge members are deceased

Since 1929, the Daughters of Penelope (DOP) has initiated thousands of members into our 250 chapters worldwide. With chapters in the United States, Canada, Australia, Greece, England, France, Germany and Belgium, our mission and outreach are constantly growing.

OBJECTIVE AND GOALS

To promote the social, ethical and intellectual interests of its members; to cultivate good citizenship and patriotism for the United States of America and other countries where chapters exist; and to disseminate Hellenic culture therein. The members are encouraged to participate in worthwhile projects in their respective communities, for the betterment of mankind.

MISSION STATEMENT

The mission of the AHEPA Family is to promote Hellenism, Education, Philanthropy, Civic Responsibility, and Family & Individual Excellence.

HEADQUARTERS

Offices of the Daughters of Penelope and The Order of AHEPA are located at 1909 Q Street, N.W., Suite 500, Washington, DC 20009. Our Executive Director conducts the business of the Daughters of Penelope. Headquarters, known as "Global Headquarters," employs personnel to expedite the work of our Order.

CHAPTER INFORMATION

For detailed information please refer to the Daughters of Penelope Constitution and By-laws Article IX through Article XVII, pages 6-19.

CHAPTER ROOM

A conveniently located chapter room is always an asset; however, remember that a functioning transportation committee can be of real help.

DO START MEETINGS ON TIME AND FINISH EARLY!

OFFICER'S STATIONS AND ALTER

Please refer to the Book of Procedures "List of Necessary Chapter Paraphernalia", page 4-5 and "Chapter Meeting Diagram" page 13 for detailed information.

The Alter may be set up near the President's Station or on a separate table centered in front of the Executive Officers Stations.

- A white BIBLE is preferred, and, if possible, should have a blue Cross on the cover.
- A CROSS is placed upright above the Bible.
- During the Ceremony of Initiation, the required number of candles for the neophytes should be placed at the President's station and one candle at each additional station (Vice President, Recording Secretary, Corresponding Secretary and Treasurer) before the meeting. After the neophyte's candles are extinguished, the Vice President collects the candles.
- The CHAPTER'S CHARTER should be displayed at all times, if possible.

VISITING DIGNITARIES

When dignitaries are escorted into the meeting room, all members rise. All rise for the Grand President at public functions.

THESE VISITING OFFICERS MUST BE ESCORTED INTO THE MEETING ROOM IMMEDIATELY AFTER THE PRESIDENT HAS CALLED THE MEETING TO ORDER (**See Book of Procedures, page 15**).

When more than one dignitary attends the same meeting, they are escorted into the Chapter room with the lowest ranking officer first and ending with the senior ranking officer last.

Grand Lodge Officers are seated to the right of the President and District Lodge Officers to her left. If ONLY District Officers are present, then the Governor sits to the right with the other District Officers to the left of the President, if space permits, if not, they should be seated in places of honor in the front of the room.

District Lodge Officers, excluding the Governor, are escorted in as a group, with introductions starting with the lowest ranking officer. The District Governor is escorted alone, after the District Lodge. The Grand Lodge Officers are next, with the exception of the Grand President. The Grand President is always the last visiting dignitary to be escorted into the room.

A reception committee should be appointed to attend visiting dignitaries, introduce them and make certain they never are left alone.

REGULAR MEETINGS

Each Chapter shall hold at least seven (7) meetings a year. The date, place, time and type of these meetings is to be selected by the Chapter. A Chapter may hold two such meetings a month if a majority of its members so desire. Teleconferencing, video conferencing or a hybrid meeting shall be permitted as needed. **Please refer to the Book of Procedures page 6.**

SPECIAL MEETINGS AND/OR OCCASIONS

In addition to the official visitation of the District Lodge, there are several meetings that should be “special” on the agenda. These include, but are not limited to:

FOUNDER’S DAY - To be observed annually at a meeting date nearest November 16th. Sister Alexandra Apostolides should be mentioned and honored as the founder.

CHARTER MEMBERS and PAST PRESIDENTS - To show due respect and honor for these members, it is customary to set aside a special meeting (often the birthday of the Chapter).

MEMBER SERVICE PINS - On this occasion, service pins are presented.

Example: A 25-year member is one who has paid full dues for 25 years, not necessarily consecutively

MEETING QUORUM

The presence of any seven (7) members of a Chapter or five (5) members in Chapters with membership of less than twenty (20), including two (2) of the first four (4) elective officers, shall constitute a quorum, and no business shall be transacted, or initiations performed without such quorum. DOP Constitution **Article XIII Section 3**

CHAPTER ROOM ETIQUETTE

Please refer to the Book of Procedures page 4 for detailed information.

No one may enter OR leave the chapter room during:

- The opening and closing ceremonies
- Initiation ceremony
- During election proceedings

Point of Information:

- A recess **MUST** be declared at a regular meeting before a non-member may enter the room to address the assembly.
- When a recess is declared, the Bible is closed.
- Members are permitted to speak in Greek if doubtful of expressing themselves clearly in English. It is a courtesy to explain any important issues in Greek, particularly if a sizeable amount of money is involved in a motion.

ATTENDANCE

Must be taken at all meetings. A book should be kept near the Recording Secretary’s station so members can sign in. This record is necessary whenever elections are held for officers, or delegates, to determine their eligibility. The Constitution states that a member must have attended at least four (4) regular meetings to be eligible to be elected and to attend District and/or Supreme Conventions (During any one administration from July 1st to June 30th of each year.)

NEW MEMBERS

Do give friendly assistance to new members. Call them to encourage attendance. Be certain to introduce them to the rest of the Chapter. See that new members receive proper orientation on the ideas, history, progress, procedures and goals of the Order. New members should be presented with the brochure, available from Headquarters, dealing with orientation and chapter room etiquette. After initiation, they should be given a copy of the Constitution and Book of Procedures, to help them learn the proper procedures and general information and history of the organization.

Orientation is the responsibility of each Sister. Have an Ambassador program in place and pair all new Sisters with a seasoned Sister.

CHAPTER STANDING COMMITTEES:

Please refer to Daughters of Penelope Constitution and By-laws **Article XI, Sec 2** for detailed information.

- a. Sunshine
- b. Relief
- c. Naturalization
- d. Education
- e. Entertainment
- f. Membership
- g. Chapter Maids of Athena Advisory Board
- h. AHEPA Family Committee
- i. Social Media

2. Chapter Special Committees

CHAPTER OFFICERS ELECTED AND APPOINTED

The President, Vice President, Recording and Corresponding Secretaries, Treasurer and Board of Governors (except the Chairman thereof) are all elected officers of your Chapter. The appointive officers, chosen by the President, shall be Parliamentarian and Chairman of the Maids Advisory Board.

***PLEASE REFER TO ARTICLE X SECTIONS 1-9** Chapter Officers for detailed information i.e., eligibility, election procedures, term limits and more.

All elective officers of a Chapter shall be elected at the first regular meeting in April, May or June of each year and, upon administration of the oath of office, shall assume their respective duties.

All public installations of officers shall, when possible, be conducted by a past or present Grand Lodge Officer, past or present District Lodge Officer or a past or present Chapter President of the Order.

Prior to the start of the meeting, the President appoints a member or members to read the Opening and Closing Prayers and to conduct any escorting, if needed.

The Daughters of Penelope Constitution and Bylaws defines and explains the responsibilities of all the elected officers. As an elected chapter officer, it is necessary that this section be read, understood and followed.

All of the specific duties and powers can be found in **ARTICLES XI and XII**. These Articles, contain vital information chapter officers should know. The remaining **ARTICLES XIII through XVII** has information pertaining to the running of chapters and should be thoroughly understood

**ALL CHAPTER PRESIDENTS AND OFFICERS SHOULD HAVE AN UP-TO-DATE
CONSTITUTION/BYLAWS AND BOOK OF PROCEDURES.**

You may download all from the Daughters of Penelope National Website under the Forms menu.

Note: The DOP Constitution is updated every year after the Supreme Convention. Please ensure that you have the latest copy which will have the current year's convention date.

When questions arise, a chapter president should also contact her District Governor and/or her Grand Liaison Officer for further assistance and explanation.

CHAPTER OFFICERS DUTIES AND POWERS OF CHAPTER OFFICERS

All Chapter officers should know the duties of their office as well as:

- Read and know the Constitution
- Read and become familiar with the parliamentary authority
- Read and become familiar with the Book of Procedures and have a full understanding of the ceremonies
- The President and Officers should work together and have a carefully thought-out program for the year in line with National and District projects and present the program to the members for their approval

PRESIDENT:

She is the head and presiding officer of the Chapter. All chapter business, events, activities, growth and general well-being of the chapter are her priority and responsibility. The chapter president must be knowledgeable of all correct protocol and procedures for the efficient functioning of the chapter. The specific duties and powers are defined in DOP Constitution and By-laws **ARTICLE XI Sections 1 and 2**.

- Presides at all meetings
- Appoints all committees and is an ex officio member of all committees
- Preserves order
- Must have a basic knowledge of parliamentary procedures using Robert's Rules of Order
- Makes parliamentary decisions and rulings
- Votes to break a tie in a voice or roll call vote
- Leaves the Chair to debate
- Is neutral in the Chair on controversial matters and must allow full discussion in all debatable motions
- Must be firm, tactful and just
- Should arrive at the place of the meeting ahead of time to be sure that the "stage is set" and everything is in readiness for the opening of the meeting
- Reach out to her District Governor should she need assistance

HAVE AN AGENDA AND FOLLOW IT

A complete and detailed meeting agenda is a must. It is a list of things to be done and matters to be taken up at a meeting. Follow the Chapter Meeting Ceremony in the Book of Procedures for the exact procedure.

- It helps to keep the presiding officer organized
- It reminds her of all matters to be discussed at the meeting
- It saves time!
- It puts each topic in its proper place
- It prevents disputes
- It facilitates the transaction of business
- Go over the previous minutes when preparing the Agenda
- Arrange with all that are to participate in the meeting to be ready when called upon to report

WHEN SHOULD THE PRESIDING OFFICER STAND?

- Unless disabled, the Chair's duty is to stand under the following circumstances
- When opening the meeting
- When formally welcoming or greeting speakers, officers, or guests or when introducing them
- When putting motions to vote
- When formally addressing assembly
- When answering points of order and parliamentary inquiries and on appeals from her decisions
- When she can better control, or be heard by the assembly
- When declaring meeting adjourned
- As good sense may suggest or require at any time

DO KNOW HOW TO PRESIDE ~DO'S AND DON'TS FOR PRESIDENT

Prepare yourself for the office you have accepted.

Organization is the key to a successful presidency. No one can tell you how to organize yourself, but the following guidelines may help you attain your goals by setting your objectives for the coming year, you will maximize your efforts and the efforts of your officers:

Following elections:

- DO CALL FIRST BOARD MEETING
- Do meet with committees to plan work for the year
- Establish an atmosphere of cooperation and confidence.
- Hold a workshop for officers, committee chairmen, and members
- Make clear the duties of each individual officer and be sure that each officer and/or Committee Chairman has the proper tools and guidelines to correctly and effectively do her job
- The President must see to it that each officer is aware of her responsibility and duties as prescribed in the Constitution

Fill committees as early as possible:

The President should know which members have the ability and willingness to serve as Committee Chairmen. In conjunction with this is the planning of the year's agenda of events, chapter, local, district and national, so that all members will be kept informed.

- The best way to interest new or inactive members is to give them responsibility on committees
- Here they become acquainted with the purpose of the organization and their fellow members

It is important for the President to establish a good rapport by utilizing the talents of fellow officers by taking the following steps at the outset of the new administration:

- Do utilize the Vice President. She should be kept informed about all Chapter activities and be preparing herself to become President
- Do work closely with the Secretary of the Chapter
- A good secretary will keep her president informed by reminding her of all upcoming events, deadlines for forms, payments, etc. In many cases, the secretary is the key to a successful active chapter

Do take advantage of the experience and knowledge of the Past Presidents. Their advice and counsel may save many time-consuming hours. They probably have also served in many subordinate offices and can assist in training officers. Past Presidents are a valuable tool.

DON'T use the gavel except to preserve Order

DON'T be afraid to try new procedures

DON'T talk too much from the chair and DON'T let members wander in discussion from the matter under debate

DON'T lose your sense of humor or take yourself too seriously - if you do, others won't

DON'T take emergency action for which you have no authority on the supposition that it will be ratified

DON'T debate motions with the members while presiding

VICE PRESIDENT:

She is to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to her by the President or by the Chapter. The specific duties and powers are defined in **ARTICLE XI, Section 3.**

- Confer with the President as to duties
- Prepare to preside in the absence, disqualification or disability of the President
- Be versed in all the qualifications of the President, for in absence of the President, the Vice President assumes office
- Instruct the newly initiated members in the Constitution and Book of Procedures
- Serve as Chairman of the Membership Committee
- Perform duties that may be assigned by the President or by the Chapter
- Works closely with the Chapter Secretary to review the chapter statics and ensure all delinquencies are followed up

RECORDING SECRETARY: She keeps and reads all minutes as well as records and papers of the chapter. The specific duties and powers are defined in **ARTICLE XI, Section 4.**

Minutes:

- Minutes should be transcribed from the notes taken at the meeting in a timely manner. Notes can grow "cold" and undecipherable if left for too long
- Minutes should be written into and read from the permanent copy in a permanently bound book
- Takes roll call of officers and attendance record of members
- A GOOD SECRETARY will furnish a copy of the Minutes to the President as soon as possible for her to review and approve before being distributed to membership
- Copies of minutes should be kept in a notebook, as well as digital files with the signature of both the Secretary and the President after they are approved.

- Refer to the Manual “Effective Ways to Take Minutes”

Forms and Chapter Billing:

- She prepares all forms and signs along with the Chapter President
- She records chapter dues and per capita payments and issues a receipt
- Works closely with the Chapter Vice President to review the chapter statics and ensure all delinquencies are followed up
- She prepares Chapter Billing Form and sends original to Headquarters and retains two copies, one for her records and one for the Treasurer’s records

CORRESPONDING SECRETARY:

She handles correspondence, sends all written notices, etc., at the President’s direction. The specific duties and powers are defined in ARTICLE XI, Section 5. If the chapter has no Corresponding Secretary, due to size, the Recording Secretary shall perform the duties.

- Sends meeting notices to members, including date, time, place and purpose of meetings
- Handles correspondence in a timely manner
- Correspondence received by the chapter officers should be read and acted upon at the first meeting following receipt and then placed in the chapter file. IT IS NOT PERSONAL PROPERTY

Correspondence Should Be Prepared In The Following Manner

Original for mailing and copies to the following:

- President, Chapter file, District Governor and Grand Liaison
- It is policy to place the name of the District Governor and Grand Liaison on the regular mailing list

TREASURER:

She is custodian of all funds of the chapter. The specific duties and powers are defined in **ARTICLE XI, Section 6.**

- She shall receive dues from the Recording Secretary and give her a receipt for the same and receive all other monies from the Chapter
- Counts money and totals receipts to ascertain if they agree
- Gives receipt for other monies to pertinent member
- She shall promptly deposit all monies in the name of the Daughters of Penelope, and the name and number of the Chapter, in such bank as may be designated by the Chapter
- Bills presented to the Treasurer should be approved by the membership for payment All checks issued by her shall be countersigned by the President
- The checks may be countersigned by the Vice President, only if the President is unavailable

She shall give a financial statement at each business meeting of her Chapter, a semi-annual report in June and December and at such other times as the President may request.

Such report shall contain:

1. The amounts received and the sources thereof
2. The amounts disbursed and the purposes thereof.
3. The balance in the bank to the credit of the Chapter.

- The Chapter Treasury books and accounts shall be reviewed and audited each year by the Board of Governors with a report submitted each year to the Chapter and District

BOARD OF GOVERNORS, PARLIAMENTARIAN & CHAPTER MAIDS OF ATHENA ADVISORY BOARD

Specific duties of the following officers are defined in **ARTICLE XI, Sections 7-9.**

BOARD OF GOVERNORS

- The Board of Governors responsibilities are limited to the execution of auditing the DOP and MOA chapter Treasury and Secretary's records and books
- Books should be audited before being released to the newly installed Treasurer
- The Board of Governors shall submit an annual report thereof in June, to the Chapter and to the District Governor.
- The Board of Governors upon the request of the Chapter may serve in an advisory capacity.

PARLIAMENTARIAN

- Gives advice and renders opinions, but the President makes the rulings
- Assists the President in conducting a well-organized meeting and should be well acquainted with Roberts Rules of Order of Parliamentary Procedure, our Constitution and Ritual

CHAPTER MAIDS OF ATHENA ADVISORY BOARD

- Advisors to the Chapter sponsored Maids of Athena
- For detailed information pertaining to the Maids of Athena, visit their website for guidance resources and more information @ <https://www.maidsofathena.org/resources>.