



# ORDER OF AHEPA DELTA DISTRICT 16



ARKANSAS, KANSAS, LOUISIANA, MISSOURI, OKLAHOMA, TEXAS

## Delta District 16 By-Laws

Notwithstanding any resolutions and motions of previous AHEPA Delta District 16 Conventions, the following By-Laws for AHEPA Delta District 16 are hereby enacted by the 77th AHEPA Delta District 16 Convention in Dallas/Fort Worth, Texas, June 20 - 21, 2008. These By-laws work in conjunction with the National AHEPA Constitution and By-laws. If a conflict exists, the National AHEPA Constitution and By-Laws are final authority on all issues.

- A. Chapter
- B. District Lodge
- C. District Convention
- D. District Scholarship
- E. District Publications
- F. District Awards

### A. CHAPTERS

1. Every Chapter shall pay a District Assessment an amount established by these By-laws. The Chapter District Obligation is **\$4.00** per member. It is the responsibility of the Chapter Secretary to remit the District Assessment to the District Treasurer promptly.

1a. District assessments are collected annually (calendar year – January - December) and the goal should be for each chapter to be at 100% by the district convention. The District budget is based on fiscal year, June to May.

1b. Changes to District assessments approved by the District Convention are effective January of the following year after the convention.

1c. Printing and mailing of the SKEPSOU is de-centralized to the chapters. The SKEPSOU assessment has been deleted effective January 2011.

2. Every Chapter shall use the Form to remit its District Assessment to the District Treasurer. Form letters are on the website.

3. The Chapter's District Assessment must be paid for each member if he is to be eligible to serve as a delegate in the annual District Convention and for the Chapter to be considered as a Convention City and to be able to sponsor applicants for District Scholarships.

4. The Chapter Secretary shall forward a written copy of its Chapter Officer Election results to the District Governor and the District Secretary within 60 days after election or appointment but no later than July 31 of each year. Chapter Secretaries shall notify the District Governor and District Secretary of changes to officers within 30 days of new election or appointment.

5. The Chapter President shall provide to the District Governor and the District Secretary no later than September 30 of each year, in writing, the following information regarding his term of office:

- a. Schedule of meetings and programs
- b. Dates of special Chapter social events

6. Chapters are encouraged to invite the District Governor and members of the District Lodge to all Chapter meetings and functions. If an invitation is extended, the District Governor or a member of the District Lodge should attend the event.

7. All Chapters must submit a Chapter of the Year report to the District Secretary by May 15. They may also submit a recommendation for the ‘District AHEPAN of the Year Award’, and National AHEPAN of the Year Award” at the same time.

8. Each Chapter shall elect no more than 6 Delegates and 6 Alternates to the District Convention. The Chapter Secretary shall submit those names to the District Secretary no later than June 1 of each year with (1) verification of the election date and (2) verification that each has paid his chapter dues, National per capita and district assessments. Form letters are on the website.

9. All Chapters are encouraged to support the efforts of the Convention City by advertising in the Convention album.

10. All Chapters shall appoint a SKEPSOU e-mail Coordinator to communicate Chapter news to the SKEPSOU Editor for publication.

## **B. DISTRICT LODGE**

1. No more than two (2) members of any chapter shall serve on the District Lodge at any one time.

2. The District Lodge shall meet at least three times each year, including an organizational meeting to be held at the close of the District Convention. The minutes of each meeting shall be recorded by the District Secretary and a copy shall be distributed to the District Lodge and to all Chapters with 60 days after the meeting.

3. The District Lodge shall insure that each Chapter is visited at least 1 time during the year by at least one District Lodge Officer.

4. The District Lodge shall not exceed the Budget approved at the District Convention, except in urgent situations and unanimous approved vote by the District Lodge.

5. Every District Lodge Officer shall prepare an Annual Report to be submitted to the District Secretary no later than the start of the District Convention. The annual reports shall be distributed to convention delegates and shall be included in the Convention minutes. The Annual Reports should include the following information:

- a. Activities performed in the discharge of his duties
- b. A list by date and location of all Lodge functions and Chapter visitations attended
- c. A list of recommendations for consideration by the Convention

6. District Lodge Officers must attend at least 3 of the Lodge meetings in order to receive the approved stipend.

6a. District Lodge officers will submit an expense report listing all expenses accrued in the performance of their duties to District Treasurer before stipend will be paid. Amount paid will not exceed the stipend approved in the District Budget.

7. District Officers shall be elected for a term of one (1) year or until his successor is duly elected and installed.

8. The minutes of the District Lodge shall be kept by the District Secretary, who shall transcribe said minutes within thirty (30) days following each District Lodge meeting. After approval by the District Governor, copies will be provided to each Lodge member and posted on the District website.

9. The records and archives (to include all Convention Minutes, District Lodge Minutes, and SKEPSOU of the District Lodge shall be maintained by Shreveport Chapter 8.

#### **10. Responsibilities of the District Governor**

- a. The District Governor shall enforce the Constitution, decrees, rules, and regulations of the Order. The District Governor with the assistance of the District's elected and appointed officers will be responsible for the management of the affairs and business of District 16.
- b. Normally the previous District Governor will be the Advisor to the District Lodge. If they are not available, the District Governor shall appoint a Past District Governor to the position of Advisor to the District Lodge.
- c. The District Governor shall ensure that all District Lodge Officers and Chapters submit their reports in a timely manner.
- d. The District Governor shall select from volunteers a Chairman of the Journey to Greece Program and an editor or editors for the publication of the SKEPSOU.
- e. The District Governor shall hold a Convention site meeting with the District Governor of the Daughters in order to facilitate a cooperative approach to convention planning with the host Chapter.
- f. The District Governor shall appoint a Committee of at least one member but no more than three members to review the By-laws and make recommendations for corrections, additions, or deletions at the annual convention.
- g. The District Governor shall appoint an individual to audit the books of the District Treasurer during one of the lodge meetings.
- h. The District Governor shall periodically examine the District records and archives to ascertain that they are being maintained in a proper and safe manner and shall report in writing his findings to the District Convention.
- i. The District Governor shall investigate, and implement if indicated, any application for establishment of a new Chapter, or reactivation of an inactive chapter, within the District and report to the Supreme President and District Lodge.

#### **11. Responsibilities of the District Lt. Governor**

- a. The District Lt. Governor shall assist the District Governor in the management of the affairs and business of the District. In the event of removal, resignation, absence, illness, disqualification or death of the District Governor, the District Lt. Governor shall assume the duties of the District Governor.
- b. The District Lt. Governor shall be responsible for the District Raffle in support of the Scholarship Program Fund.

#### **12. Responsibilities of the District Treasurer**

- a. The District Treasurer shall insure that the District Lodge does not exceed the budget approved by the District Convention by requiring the prior approval from the District Treasurer of the expenditure of any funds proposed by any member of the Lodge or non-member of the Lodge.
- b. The annual budget shall provide a discretionary fund for use by the District Lodge; in an amount of \$1,500. All expenditures from this fund must be approved by a majority vote of the District Lodge at a regular meeting or special meeting called for such a purpose.
- c. The books and records of the District Treasurer shall be audited at least once a year normally during a District Lodge meeting by an individual appointed by the District Governor. District Treasurer will be in attendance of audit.
- d. The District Treasurer will follow up on a regular basis with Chapters that are overdue with their District assessments.
- e. The District Treasurer shall notify the District Lodge if a Chapter fails to pay the District assessment by December 31. District Treasurer will update the Lodge of Chapter assessment payments quarterly.
- f. The District Treasurer will sign all checks, which must be countersigned by District Governor.

### **13. Responsibilities of the District Secretary**

- a. The District Secretary will attend all District Lodge meetings and take minutes (or designate an alternate).
- b. The District Secretary will maintain the District mailing list in an electronic format acceptable to the District Governor.
- c. The District Secretary shall include copies of the minutes of the meetings of the District Lodge as part of his annual report to the district convention. The minutes/records will be deposited in the District Archives at the conclusion of the term of office of the District Secretary.
- d. The outgoing District Secretary shall deliver all minutes, records, mailing list, and all district officer jewels to the incoming District Secretary.
- e. The District Secretary shall act as Convention Secretary at the District Convention if no Convention Secretary is elected or available.
- f. The District Secretary shall E-mail and or mail Chapter election forms to Chapter Presidents and Secretaries by April 1<sup>st</sup>. Form letters are on the website.
- g. The District Secretary shall Email or mail to each Chapter Secretary no later than January 15 of each year, the Letter provided by the PDG Club for selection for the ‘District AHEPAN of the Year Award’ and the ‘‘Chapter of the Year Award’’. Form letters are on the website.
- h. The outgoing District Secretary shall Email or mail District officer election results to all Chapter Presidents within 60 days following elections.

### **14. Responsibilities of the 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.

## **C. DISTRICT CONVENTION**

1. The District Convention shall have the authority to establish and amend the By-laws, approve the General Fund and Other Budgets, conduct elections for the District Lodge and submit/vote on resolutions affecting the District.
2. The District Convention shall be held during the month of June, preferably during the final two weeks in order to accommodate the end of the school year. Exceptions must be approved by the District Lodge.
3. If a Chapter does not bid for a Convention, the joint District Lodges may assign the Convention to a Chapter in District 16. The typical annual rotation for host cities will be the following: Fort Worth, West Houston, Austin, New Orleans, Houston, San Antonio, Shreveport, Dallas, Clear Lake, and Little Rock.
4. The Host Chapter shall install an organizing Chairman and Committee to plan and implement the Convention program and facility selection, with joint District Lodge approval.
5. The Host Chapter shall select the Convention facilities, subject to the approval of the District Lodge. The facilities should be adequate to handle all business activities and social functions.
6. The Convention Chapter shall submit a program, including suggested fees, to the District Lodge no later than February 1st preceding the convention.
7. The Host Chapter shall set the registration fee subject to the approval of the District Lodge. A delegate must pay the registration fee in full to participate as a voting delegate in Convention meetings. AHEPA and Daughters of Penelope delegates shall pay the same fee. Sons of Pericles and Maids of Athena delegates shall pay 75% of the set fee. The host chapter shall supply all delegates with the convention agenda and scheduled event times/locations upon sign-in at the Convention. Host Chapter shall update all delegates of any changes.

8. The Host Chapter may extend the courtesy of complimentary registrations to the visiting national or senior AHEPA and DOP representatives- In cases where the hotel provides complimentary rooms to the host chapter, consideration may be given to providing complimentary rooms to the visiting national or senior AHEPA and DOP representatives.

9. The host Chapter shall pay a \$300 non-refundable deposit to the AHEPA District 16 General Fund immediately after its selection. This \$300 deposit will be distributed by the AHEPA District Treasurer as follows: \$100 to the AHEPA district general fund, \$100 to the DOP district general fund, and \$100 to the District Scholarship fund. Within 90 days after the convention, the host Chapter will pay 18% of the net income from all sources, minus the \$300 deposit, to the AHEPA District general fund where the AHEPA District Treasurer will distribute 1/3 of that 18% value to the AHEPA district general fund, 1/3 to the DOP district general fund, and 1/3 to the District Scholarship Fund.

10. In the event that no Chapter or a combination of Chapters is willing to host the District Convention, the District Lodge shall be responsible for hosting the District Convention at a site selected by the District Lodge.

11. For a Lodge hosted convention, all net proceeds will be equally divided among AHEPA, DOP and the Scholarship Fund. Profit from ads sold for the convention album will be divided 60% to the AHEPA or DOP Chapter that sold the most dollar-amount of ads. The remaining 40% will be distributed as such, 1/3 to the AHEPA district general fund, 1/3 to the DOP district general fund, and 1/3 to the District Scholarship Fund.

12. The District Convention Host Chapter Chairman of the Order of AHEPA will open the convention with a prayer and welcoming remarks. He will introduce the auxiliary District Convention Chairpersons for welcoming remarks. The District Governors shall give their welcoming remarks. The opening ceremonies shall be attended by the entire AHEPA family.

13. The District Governor shall open the Convention business session. After determining the voting strength of the convention, nominations for District Convention Chairman, Vice Chairman and Convention Secretary will be taken from the floor. An open ballot or secret ballot will elect these officers by majority vote of the delegates, District Lodge officers, and past District Governors present. Any delegate, District Lodge Officer, or past District Governor in good standing may be nominated and elected.

14. Upon the election of the District Convention Chairman, the District Convention Chairman will assume his position and will conduct all further District Convention business.

15. The District Convention Chairman shall appoint a parliamentarian, Sergeant at Arms, Sentinel, and all Committee Chairmen for the following committees: Budget and Finance, Legislation/Resolutions, Grievance, District Projects, Good of the Order, District Convention City, and any other committee at the discretion of the District Convention Chairman.

16. A suggested/recommended agenda for the Convention is listed below. It can be adjusted as needed by the host Chapter. The final agenda will be approved by the District Lodge.

### **Friday**

- Registration
- Welcome night
- Convention Opening

### **Saturday**

- Past District Governor's Breakfast
- Hospitality Room
- Business Meeting
- Lunch
- Business Meeting
- Joint Session
- Grand Banquet

17. The business of the Convention shall be conducted as follows:

- Opening Comments
- Voting Strength Determination
- Election and installation of convention officers/committees
- District Lodge officers' reports
- Chapter reports
- Business Meetings Form letters are on the website.
- Committee reports
- Election of District Lodge
- Election of Scholarship Board member (when applicable)
- Good of the Order
- Closing Comments

#### **D. DISTRICT SCHOLARSHIP PROGRAM**

1. The scholarships of this Program are awarded to qualified applicants of the District by the District Scholarship Board. A successful applicant for a given academic year is entitled to a scholarship only for that academic year; however, he or she may compete for scholarships for subsequent years provided he or she is qualified and submits the required application and related information as stated below.

2. The District Scholarships shall be payable to the recipients in two installments. One-half of the scholarship shall be payable to the recipient upon submission of proof of registration in the fall semester of at least twelve (12) hours, or eight (8) hours in the fall quarter, in the college or university the recipient shall attend, or as a full time graduate student. The other half of the scholarship shall be payable upon submission of proof of registration in the spring semester of at least twelve (12) hours, or in the spring quarter of at least eight (8) hours, or as a full time graduate student, and submission of transcript of grades for at least twelve (12) hours in the fall semester, or for eight (8) hours in the fall quarter, or as a full time graduate student, to the District Scholarship Board Chairman of the academic year for which the scholarship was awarded. Grade averages that must be met are C+ or better for a financial need scholarship and B or better for a scholarship based scholarship.

3. The District Scholarship Board may award up to eight (8) district scholarships annually of \$1000 each to qualified applicants and one (1) national AHEPA Educational Foundation scholarship of \$1000 to a qualified applicant, in addition to awarding scholarships provided by individuals who have donated sufficient funds to create an annual scholarship that is \$1000 each year. A qualified applicant cannot be awarded a district scholarship, the national AHEPA Educational Foundation scholarship, or an individually donated scholarship in the same academic year

#### **3. Scholarship Chairman Responsibilities:**

- a. Maintaining records of the applications.
- b. Making certain that the availability of District scholarships, application forms, and filing deadline dates are published and circulated among all District Chapters.
- c. Publishing proper procedures for application and requirements for consideration of a scholarship.
- d. Publicizing the names of recipients in the SKEPSOU, and the Ahepan.
- e. Giving written notice as soon as possible after the scholarships are announced to the recipients and their sponsoring Chapters. The letter must promote goodwill within the Order. This matter must be reviewed in the first meeting of the Scholarship Committee each fiscal year.
- f. Insuring that Scholarship award checks are issued and distributed as soon as possible with an appropriate congratulatory letter.
- g. Preparing and insuring widest distribution in the District a Scholarship Application that shall include required information for all applicants.

#### **4. The District Scholarship Board shall consist of the following members:**

- a. Two members of AHEPA shall be elected to serve for three (3) years on a staggered basis and one member of the Daughters of Penelope elected to serve for three (3) years.
- b. Each of the presiding District Governors of the AHEPA and Daughters of Penelope shall serve.

- c. One of the two elected AHEPA members shall be selected by the AHEPA District Convention to serve as District Scholarship Board Chairman.
- d. All the members of the Board shall review and evaluate all submitted scholarship applications prior to the commencement of the District Convention and shall present their findings and recommendations to the total Board at the time of the District Convention
- e. In the event a member of the Scholarship Committee is unable to serve the full term, the District Lodge by a majority vote will appoint a replacement to serve until the next District Convention. In the case of the Daughters' representative, the replacement shall be elected by the Daughter's District Lodge. A permanent replacement for the balance of the unfilled term shall be elected at the next District Convention.

## **6. Qualifications of Applicant for Scholarship**

- a. Applicant must be from District Sixteen and shall be a member in good standing of the Sons or Maids; or shall be a first line descendant or a legally adopted son or daughter of a member in good standing of the AHEPA or the Daughters of Penelope at the time of the award of the scholarship; or shall be a member in good standing of AHEPA or the Daughters of Penelope at the time of the award of the scholarship.
- b. Applicant must be a college or university student with a minimum of two full semesters, or three full quarters, completed, or a full time graduate student. The minimum number of hours per completed semester shall be twelve (12), or eight (8) hours per quarter for an undergraduate student, or hours necessary to complete a graduate degree if a graduate student.
- c. The scholarships will be based on financial need, character and all round ability. For scholarships based on financial need, the applicant must have a grade point average of C+ or better. For scholarships based on scholarship alone, the applicant must have a grade point average of B or better. Grade point averages will be determined by the District Scholarship Board and shall be based on the grades of the immediate past two semesters or immediate past three quarters from the college or university the applicant is attending.

## **7. Requirements for Filing Applications**

Applicants shall submit to their local AHEPA or Daughters of Penelope Chapters the following items on or before the announced due date:

- a. A completed application that is to be signed by the Chapter President and Secretary, and the completed application to be received by the District Scholarship Board no later than three (3) weeks prior to the start of the District Convention.
- b. A letter by the applicant stating that he or she wishes to apply for a scholarship and asking for endorsement from the chapter. The applicant must briefly discuss what his or her career goals may be and how the scholarship will benefit in achieving those goals. In the event the applicant is applying for the financial need category, he or she should elaborate with enough personal data and reasons for financial assistance to facilitate the District Scholarship Board in making its judgments. Any endorsements from the local priest, community President or similar organizational head also may be included to support the financial need aspect.
- c. Transcripts of grades for the immediate past two semesters, or immediate past three quarters. Junior college attendance is not acceptable, unless all the grades are transferred to a four year college or university that grants at least bachelor degrees.

## **9. Duties of the Chapter Receiving the Application**

- a. The Chapter shall verify the application for accuracy of information, completeness, and grade qualifications. If the application is not accurate or complete and does not meet the requirements for filing an application, the Chapter shall so notify the applicant.
- b. If all the qualifications and requirements are verified, the Chapter President and Secretary shall sign the application and submit it to the District Scholarship Board to be received by the Board no later than three (3) weeks prior to the start of the District Convention. In the event that the transcript is not available, the application and the applicant's letter will be forwarded to the District Scholarship board no later than three (3) weeks prior to the start of the District Convention, with the transcript to be submitted to the District Scholarship Board no later than the start of the District Convention.
- c. Chapters may submit as many applications as may be qualified.

## **E. DISTRICT PUBLICATIONS**

1. The District Lodge shall create a bulletin or magazine titled the SKEPSOU for the edification of the members of the Delta District 16, AHEPA family on matters concerning the activities of the District Lodge, the Chapters, members of the AHEPA family, and other relevant matters of general interest.
2. The District Governor is responsible for appointing an editor for the publication and distribution of the SKEPSOU.
3. It shall be the obligation of Chapter secretaries, members of the District Lodge to communicate newsworthy items relating to their activities periodically.
4. The SKEPSOU shall be created a minimum of 2 times a year and posted on the District's Website. Each chapter shall determine need to print/mail as necessary

## **G. DISTRICT AWARDS**

1. The 'District AHEPAN of the Year Award', National AHEPAN of the Year Award" and the "Chapter of the Year Award', will be managed by the Past District Governors Club.
2. The District Secretary shall mail to each Chapter Secretary no later than January 15 of each year, the Form Letter provided by the PDG Club for selection for the 'District AHEPAN of the Year Award" and the "Chapter of the Year Award'.
3. The Secretary of each Chapter shall submit the Letter for the 'District AHEPAN of the Year Award" and the "Chapter of the Year Award' after the chapter President has endorsed it, to the District Secretary (unless otherwise directed) by May 15<sup>th</sup> of the year for consideration. Form letters are on the website.
4. The District AHEPAN of the Year Award and the Chapter of the Year Award will be announced at the Grand Banquet held during the District Convention.



