**Bylaws**

**Daughters of Penelope**

**Empire State District No. 6**

**Page 2**

ARTICLE I Name

ARTICLE II Objects

ARTICLE III Membership

ARTICLE IV Officers

**Page 3**

ARTICLE IV Officers, continued

ARTICLE V Meetings and Bulletins

**Page 4**

ARTICLE VI Installations

ARTICLE VII Finances

**Page 5**

ARTICLE VII Finances continued

ARTICLE VIII District Conventions

**Page 6-8**

ARTICLE VIII District Conventions, continued

**Page 9**

ARTICLE VIII District Conventions, continued

ARTICLE IX District Projects

ARTICLE X District Convention

ARTICLE XI Etiquette Rules

ARTICLE XII Manual

**Page 10**

ARTICLE XIII Amendment of Bylaws

**Scholarship Bylaws, Rules and Application (separate handout)**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

(The Constitution referred to hereafter is the Daughters of Penelope Constitution and Bylaws)

**ARTICLE I NAME**

The name of this organization shall be the Daughters of Penelope, Empire State District No. 6 whose boundaries are to coincide with the Order of AHEPA of District No. 6.

**ARTICLE II OBJECTS**

The objects of this District shall be adhered to as stated in **ARTICLE II** of the Daughters of Penelope Constitution and Bylaws and shall be promoted by the District Lodge and District Chapters.

**ARTICLE III MEMBERSHIP**

Section 1: The Order shall consist of Chapters who petitioned and received their Charters from the Grand Lodge as defined in ARTICLE XXI, section I thru 11 of the Constitution.

1. The necessary qualifications and procedures for becoming a member in a Chapter are provided in **ARTICLE V**, sections 1 through 5 of the Constitution.
2. Any derogatory remark(s) made by a member against the presiding District Governor, District Lodge Officer(s), or a chapter member shall be charged with misconduct, and she shall be made accountable to the District Governor.
3. The reinstatement of a suspended member for either nonpayment of dues or charges of misconduct is defined in the Constitution, **ARTICLE V, Section 8**, subsections a and b for the former and Section 8, subsection c and Section 9 for the latter.
4. District Lodge Officers, District Chapters, and their respective members shall comply with and carry out the decrees, rules and regulations of the Order as stated in the Constitution and Bylaws and District No. 6 Bylaws.

**ARTICLE IV OFFICERS**

**Section 1**: The Officers of this District, their qualifications and their elections, shall be adhered to as stated in **ARTICLE XVII** of the Constitution in its entirety.

1. The District Lodge Offices of the District Lieutenant Governor and Marshal, and/or the offices of Secretary and Treasurer may be combined by a two-thirds (2/3) vote at the District Convention.
2. The District Governor may appoint an active Daughter within the District for assistance, if needed.

**Section 2**: The duties and powers of the District Lodge Officer shall be covered by ARTICLE XVIII of the Constitution.

**Section 3**: the scope and the limitations of the District Lodge Officers shall be prescribed by a District Convention ruling providing it is not contrary to the Constitution.

**Section 4**: Impeachment of a District Lodge Officers shall be covered in **ARTICLE XIX** of the Constitution.

**ARTICLE V MEETINGS AND BULLETINS**

**Section 1**: The District Governor shall hold **a minimum of** **four (4)** Meetings with her District Lodge Officers each year.

1. The first meeting shall be held immediately following their installation at the District Convention.
2. The second meeting in the middle of the Lodge year.
3. The third and fourth meeting prior to the District Convention.
4. Such meetings can be held remotely, if all Lodge members are in agreement and have the ability to participate.
5. The District Lodge meetings can coincide with joint District Lodge meetings.

**Section 2**: The District Governor shall hold from one to three meetings with her District Chapter Presidents plus any additional meetings as needed.

**Section 3**: The District Governor shall send from one to three District Bulletins as deemed necessary, to her District Chapters, to the Past District Governors and to the Grand Liaison Officer of District No. 6.

**Section 4:** The Daughters of Penelope District Lodge Officers shall hold a joint meeting with the District 6 AHEPA Lodge at minimum three times a year during which joint matters involving the Orders shall be on the agenda, including planning for Conventions, Conferences, AHEPA Family Christmas Party, Parade planning and any other matters for the good of both Orders. The Daughters of Penelope District Lodge, through the District Governor or a delegate(s) of her choosing, shall be present at any and all bid presentations for the District Convention and District Conference.

**Section 5:** The chairperson for each Standing Committees of the Daughters of Penelope District (and other established non-standing Committees) shall be appointed and Committee membership shall be chosen at each District Convention. The Chairperson shall have the right to add Daughters of Penelope members to the Committee at her discretion throughout the year. In addition to the District Convention, each standing Committee shall meet a minimum of twice a year, either in person or by telephone/commuter conference to execute on the actions and mission of each Committee as enacted or mandated at the District Convention. The Committee chairs shall discuss their agendas with the District Governor before the meeting and shall report to the District Lodge about developments within a reasonable time thereafter.

**ARTICLE VI INSTALLATIONS**

**Section 1**: The newly elected District Lodge Officers shall be installed immediately at the culmination of the District Convention.

**Section 2**: The District Governor shall attend the installations of the newly elected Officers of individual Chapters when invited. In the event she is unable to attend she shall appoint the next highest ranking District Officer or an appointee of the District available to represent her.

**Section 3**: The District Governor shall preside at all public installations when held in conjunction with the Order of AHEPA.

1. She shall see that the announcements are sent to all District Conventions advising them of the date, place and time.
2. She shall extend invitations to the Daughters of Penelope’s installing dignitaries.
3. She shall supervise all details or appoint another District Lodge Officer to oversee them.

**ARTICLE VII FINANCES**

**Section 1**: The financial resources of the District shall consist of remittances from the Grand Lodge Headquarters as prescribed in **ARTICLE XVII, Section 11**, subsections a, b, c of the Constitution.

1. Additional income shall be proposed at the District Convention by the Budget and Finance Committee and shall be voted on by the District Delegates.
2. Audits of District books shall be conducted on a yearly basis BEFORE the Convention. The Auditing Committee will be appointed by the District Governor. The Treasurer shall produce all checkbooks, reconciliations, bank statements, receipts and paid or unpaid bills or invoices and copy of the budget and proposed budget.
3. The items specified in b. shall be handed to the newly elected Treasurer at the Convention.

**Section 2:** Guidelines for the District Finances and Budget:

1. A budget shall be prepared at the District Convention to appropriate monies for the financial needs of the District by the Finance and Budget Committee.
2. A miscellaneous or contingency fund shall be budgeted to provide for unforeseen emergencies.

c. Stipends for District Governor’s travel expenses and allowances to the District and National Conventions shall equal $650.00 for each Convention attended.

d. Allowances for District Lodge Officers’ expenses and are as follows: District Lt. Governor $450.00, District Secretary $300.00, District Treasurer $300, District Marshal $200, Advisor to Daughters of Penelope $200, Advisor to Maids of Athena $100

e. The Past District Governor’s pin shall be budgeted at the District Conventions.

f. When a District Lodge jewel is misplaced, lost or damaged, the last possessor is responsible for its replacement or repair.

g. All District expenditures must be accompanied by vouchers with substantiating receipts that are attached and submitted to the District Treasurer as soon as possible.

h. All District Project Chairmen must submit to the District Treasurer the monies from their respective projects, including their reports of income and expenses, within thirty days following their functions. The District Treasurer shall issue checks against any expenses providing substantiating receipts accompany their reports.

1. The District shall establish means to raise monies for the District Scholarship and the District Treasury and shall be supported by all the Chapters.

j. An audit committee of three 3) including the District Treasurer shall be appointed by the District Governor to examine the financial records of the District twice (2) times a year and to submit their findings to the District Governor. The District Governor shall be present at these audits.

k. In the event that the District Governor does not attend the National Convention, the highest ranking Lodge Officer who attends will receive the stipend allotted to the District Governor in the amount of $650.00 for such attendance.

**ARTICLE VIII DISTRICT CONVENTIONS**

**Section 1:** District Conventions ARTICLE XX of the Constitution shall be adhered to in its entirety.

**Section 2:** Effective in 2019 for 2020 Convention and only if AHEPA District passes a corresponding motion and/or amends its District Bylaw: Pursuant to the Daughter of Penelope National Constitution and Bylaw Article XX, bids for Conventions shall be considered at the prior year’s Convention. A joint AHEPA Family Convention Committee shall convene during the Convention to hear bid proposal. The Committee shall consist of all four Orders of the AHEPA Family, and the hosting Chapter(s) presidents and/or their designees. The Chairman of the Committee shall be the AHEPA District Governor or his designee from any of the four Orders. Bid proposals shall be considered and awarded at the Convention or at the next regularly scheduled meeting of the Committee but in no event later than October. Upon awarding of the Bid, the Hosting Entity(ies) awarded the bid shall submit all forms to be distributed to the AHEPA Family Convention Committee for approval no later than December.

**Section 3:** There shall be the establishment of a AHEPA Family Convention Committee charged with the duty to hear and award Convention bids to Chapter(s) and once a bid is awarded, to plan details of the Convention. Once awarded, the hosting Chapter and its presidents and their designees shall join the AHEPA joint Convention Committee.

1. The Daughters of Penelope District Governor and/or designee(s) of her choosing shall be appointed to serve on both the AHEPA Family Conference. The Committee’s chairperson shall be designated by the AHEPA District Governor in consultation with the Daughter of Penelope District Governor from any of the four Orders.
2. The Daughter of Penelope has the right to hold its own Convention to fulfill its mission. Although the Daughters of Penelope District strongly prefers to hold its Convention jointly with an AHEPA District 6, it can elect to hold a separate Convention, if holding a Convention jointly on the same date and location as the AHEPA District, impedes its mission and deliberations. The Daughters of Penelope shall not forego its rights or obligation to participate fully in the planning, financing or any other aspect of the Convention held jointly. c. Upon consultation with the hosting Daughter of Penelope Chapter, the District Governor shall report joint Hosting Convention Committee, the following:

c. Details covering the Daughters’ Programs, meetings, and functions and the needs of the Daughters of Penelope related thereto.

1. Final approval of the Daughters of Penelope program shall be vested with the Daughters of Penelope Empire 6 District Governor. The District Governor shall inform the Hosting Convention Committee of all aspects of the Daughters of Penelope program.

2. Past District Governors must present credentials forms from their respective Chapters.

3. The Past District Governors shall pay the same registration fee as the Convention Delegates.

4. The chapters, in good standing, shall be eligible to attend the District Convention if the following obligation are adhered to:

i. The Chapters’ Annual District Reconciliation Forms must be submitted to the District Treasurer by March 31st. Any Chapter that postmarks their Reconciliation after the due date shall also remit a $25 late payment.

ii. The Chapters’ Report to the District Convention must be submitted to the District Secretary by May 15th.

iii. The proceeds from the District Project, earmarked for the Scholarship, must be submitted to the District Treasurer by April 20th.

5. The reports of the District Lodge Officers and Committee Chairwomen must be submitted to the District Secretary by May 15th.

6. The recipient(s) of the District Scholarship(s) shall be announced at the District Convention in the June of each year.

**Section 4:** An alternate, substituting for her chapter Delegate, having attended most of the business sessions, shall not be required to relinquish her vote at the time of the elections of the District Lodge Officers by allowing the Delegate to replace her, as long as the alternate pays the registration fee.

**Section 5:** Convention and AHEPA protocol shall be adhered to at all times.

**Section 6:** The District convention’s standing committees of the Daughters of Penelope shall be as follows:

1. Finance and Budget
2. Scholarship
3. Projects
4. Penelope of the Year
5. Legislation
6. Grievance
7. Maids of Athena
8. District Convention – District Governor and/or her designee to the Joint Selection Committee and Hosting Convention Committee.

and any other special committee as deemed necessary by the District Governor to expedite the work of the Convention.

**Section 7:**All Committee resolution(s) and/or recommendations of the previous three (3) years shall be reviewed to avoid repetition*.*

**Section 8:** Chapters should submit any resolutions or grievances that they deem necessary by May 15th to the District Governor.

**Section 9:** The legal quorum for the transaction of business at the District Convention is stated in ARTICLE XX, Section 7 of the Daughters of Penelope Constitution and Bylaws*.*

**Section 10:** To properly fulfill its mandate to convene a District Convention, the Daughters of Penelope shall be required to participate, through its District Governor or her appointed Delegate, in the planning of the District Convention. This includes the presence of the District Governor and/or appointed Delegate(s) in the bid presentations through a joint AHEPA Family Selection Committee and in the planning of the District Convention through a joint Host Convention Committee.

**Section 11:** The Daughters of Penelope District shall not participate in any Convention, Conference or other joint event with other District AHEPA in which the Daughters of Penelope District Lodge is not fully satisfied that it can effectively hold its deliberations and in which it has not fully participate in the location selection and/or planning of the Convention.

**Section 12:** Notwithstanding what entity(ies) is selected to host the Convention, the Daughters of Penelope District shall incur the cost of holding its business meeting, including but not limited to, the costs of producing the yearbook, Past Governor pins or other expenses related to the business portion of the Convention. The Hosting Chapter, or the District in the event that there is no hosting Chapter, will pay for all expenses on behalf of the visiting dignitaries and District Governor related to the luncheon, Convention-sponsored social events, and hotel expenses.

**Section 13:** All Delegate registration fees submitted by District Daughters of Penelope Delegates for the Convention shall be remitted to the Hosting Chapter of the Daughters of Penelope, in order to pay for expenses set forth in Section 12 above.

**Section 14:** In order to pay for the expenses set forth in Section 12 the District Lodge shall collect a single District Convention Assessment from each Chapter along with the regular District Reconciliation Report.

1. In Chapters with eight (8) to fourteen (14) members who are entitled to send four (4) Delegates to the District Convention the Assessment shall be $40. In Chapters with fifteen (15) or more members who are entitled to send six (6) Delegates to the District Convention the Assessment shall be $60.

**Section 15**: During the Empire District No. 6 Daughters of Penelope, a luncheon shall be held for the retired District Governor of Empire State District No. 6 who completed her year as District Advisor to the Daughters of Penelope, at which time she shall be presented with the Past District Governor’s Pin.

1. If the District Governor succeeds herself, and the District Advisor to the Daughters of Penelope has already been honored, the District Governor and her Lodge may consider honoring a Daughter who achieved an outstanding accomplishment for the betterment of the Organization.
2. The Luncheon shall be held at the same time as the District Convention.
3. The Luncheon shall be chaired by the Convention Hostess Chapter of the Daughters of Penelope with the guidance of the District Lodge and the joint Convention Committee to whom she shall regularly report. If there is no Daughter ‘s Chapter affiliated with the AHEPA Convention Chapter or the affiliated Daughter’s Chapter is unwilling or unable to host the Luncheon, then the Daughters’ District Lodge shall host the Luncheon. The cost of the Luncheon shall be borne, and revenue earned by the hosting entity, whether that is the Chapter or the District.
4. Only Daughters of Penelope or AHEPA scholarship recipients will be luncheon guests. Only Luncheon guests shall not be required to pay the Luncheon fee. The associated cost for lunches will be borne by the Luncheon hosting entity.

**Section 16:** The Daughter of Penelope Convention budget shall itemize revenue and expenses for all aspects of the Convention, including but not limited to: Expenses: 1. Yearbook and report costs, 2. Visiting dignitary allowances, if the District is hosting entity 3. Gifts to the District Governor and visiting dignitaries, 4. Refreshments, if not paid for by a hosting entity 5. All other expenses related to holding the business portion of the DOP District business meeting. Revenue: 1. Delegate fees. 2. Luncheon monies, only if the DOP District hosts.

**ARTICLE IX DISTRICT PROJECTS**

**Section 1:** District Projects, established at the District Convention, shall be implemented to promote the progress and the needs of the District.

**ARTICLE X DISTRICT CONFERENCES**

**Section 1:** A District Fall Conference may be held in conjunction with the Order of AHEPA or as needed by the District Governor of the Daughters of Penelope.

1. Fall Conferences to be held on weekends.
2. The Daughters of Penelope Conference agenda, prepared by the District Governor and her District Lodge, shall be distributed to the District Chapters by either the Daughters’ District Governor or the Hostess at the Fall Conference.

**ARTICLE XI ETIQUETTE RULES**

**Section 1**: The Protocol Rules as prescribed by the Order of AHEPA, shall be adhered to at all times.

**Section 2**: The Protocol Rules of the Daughters of Penelope shall be adhered to at all times:

1. A condolence card shall be sent to the family, in the event of death of a District Lodge member, Past District Governor, Grand President or Grand Lodge Liaison Officer.
2. A card of cheer shall be sent, in the event of illness, to the current District Lodge Officer, Grand Lodge Officer or Chapter President.
3. A congratulatory card shall be sent, in the event of a wedding of a District Officer, Past District Governor, Grand President, Grand Lodge Liaison Officer or a Chapter President.

**ARTICLE XII MANUAL**

“Robert’s Rules of Order Newly Revised” shall govern unless they are inconsistent with the Daughters of Penelope’s Constitution and/or the Empire District No. 6 Bylaws.

**Section 1**: The Daughters of Penelope of the Empire State District No. 6 shall refer to the **National Manual of Instruction** in lieu of developing a District Manual of Rules and Guidelines.

**ARTICLE XIII Amendment of Bylaws**

**Section 1:** Copies of the old and the revised Bylaws, with the proposed amendments, shall be sent to the District Chapters, Past District Governors, and Grand Liaison Officer for review.

1. District Chapters and Past District Governors, approving the proposed amended Bylaws as presented, shall notify the Legislative Chairman, in writing, no later than April 30th.
2. Any changes, additional proposals and/or recommendations from the District Chapters and Past District Governors, must also be included in the letter to the Legislative Chairman for consideration.
3. The additional proposals and/or recommendations shall be reviewed by the Legislative Committee; if approved, the revised Bylaws and any additional proposals and/or recommendations received shall be presented to the District Governor who shall give them to the District Convention Legislation Chairman.
4. The District Convention Legislation Chairman with her Committee, shall review the revised Bylaws and the additional proposals and/or recommendations received from the District Chapters and the Past District Governors before they are presented to the District Convention Delegates for adoption.

**Section 2:** The revised Bylaws and proposals/recommendations shall be accepted by a two-third (2/3) vote of the registered Delegates in attendance at the District Convention.

**Section 3:** As amendments are made to the Bylaws at a District Convention, they shall be included in the presiding District Governor’s first bulletin.

**Section 4:** Bylaws shall be reviewed and revised every five (5) years by the Legislative Chairman appointed by the presiding District Governor, the chairman of whom shall appoint her committee.

Updated Bylaws: 86th Convention

Maria Patelos

Legislative Chairman

June 17, 2023