

STANDING RULES FOR CONVENTION

1. Delegates must register at the Registration Desk and receive their credentials.
2. They must also register for committee assignment, indicating a first and second preference.
3. Each delegate should have a Constitution.
4. All business shall be conducted in conformity with our laws and our parliamentary authority.
5. The presiding officer shall enforce decorum at all times for the orderly and expeditious transaction of business.
6. Following opening prayer, have presiding officer read our “General Purpose” from the Book of Rituals. Said General Purpose also to appear in the Agenda for all to read as follows: *“Our general purpose in the Daughters of Penelope is to cultivate the principles which are known as the Hellenic Trinity, namely Truth, Goodness, and Beauty; and to promote our personal ideals which are Purity, Loyalty, and Patience.”*
7. When seeking the floor, the debate, or for any other purpose, rise in your place, address the presiding officer by proper title, and when recognized by the Chair, proceed to the microphone, state your name, your Chapter, and then speak.
8. No one may speak more than two times on the same question the same day; and no one may speak her second time if any other member who has not yet spoken on that question seeks the floor for any purpose.
9. Whenever the vote is close, or there is a misconduct, or mis-announcement of the vote on any motion or resolution, call instantly: “I doubt (or question) the vote”, whereupon the Chair then immediately takes a (counted) hand or standing vote.
10. Committee reports do not need a second, but if seconded (from habit), there is no harm.
11. If a committee chairman fails to move “the adoption of the report” (and no one else moves it), the Chair treats the report as being automatically before the body. After debate or questions on it, it is then put to a vote or filed.
12. Our laws designated the presiding officer of a Committee or a Board as “Chairman”. Hence, titles like “Chairperson” (or any other) are not constitutional and are out of order.
13. If a committee report contains any recommendation(s), they are debatable and amendable before being voted on. Each recommendation can be voted on separately, thus avoiding possible confusion.
14. A ballot vote can be taken on any motion or resolution, if ordered by a majority vote.
15. The motion “to recess” is the proper motion to use between sittings of a convention session.
16. To expedite business, the Chair can say, “If there is no objection, so-and-so will be done” (stating what); or “we will do thus-and-so,” naming it.

17. A fine of \$3.00 will be collected from delegates or alternates arriving late at any convention sessions.
18. A fine of \$3.00 will be collected from all Delegates or Alternates not wearing a Daughters of Penelope Pin (PDG, Chapter, District, Past President, etc.) at all convention business sessions. Fees to be collected when signing into business meetings/sessions.

Revised at the 2025 District Convention, Stockton, California. All others obsolete.

DUTIES OF DISTRICT CONVENTION OFFICERS FOR BUSINESS SESSIONS

CONVENTION CHAIRMAN

1. Preside over convention business sessions.
2. Assist convention committee when necessary.
3. Conduct installation ceremonies of newly elected District Lodge Officers.
4. Meet with Convention Secretary, District Governor and District Secretary to approve compiled convention minutes before printing.

CONVENTION VICE-CHAIRMAN

1. Assist Convention Chairman in conducting business sessions.
2. Coordinate with District Governor before recess, committee sign-ups for duplication of delegates.

CONVENTION SECRETARY

1. Record all motions and discussions of the business sessions if no recorder is present. If the recorder is present she shall assist her.
2. If the business sessions of the District Convention are recorded, the recording is an aid to the Convention Secretary in preparing the Convention Minutes and the tapes are to remain in the custody of the District Lodge until the next convention when the previous Minutes are approved, at which time the tapes will be destroyed.
3. Receive all convention committee reports after presentations, noting approval or defeat on recommendations.
4. Type draft of convention minutes and meet with District Governor, District Secretary and Convention Chairman to review and correct. Place all committee reports and attendance sheets in proper sequence in the Convention Minutes. Condense chapter reports in approved format.
5. Type the Convention Minutes in final, sign, print and duplicate. The District Secretary will then distribute the final Minutes at the Fall Conference.

DUTIES OF DISTRICT SECRETARY FOR BUSINESS SESSIONS ONLY

1. She shall be credentials chairman and be posted at the rear of the meeting room prior to and during the meeting.
2. She shall be ready 15 minutes prior to starting time of the meeting.

DUTIES OF COMMITTEES

RESOLUTIONS – LEGISLATIVE AND RITUALISTIC

The duty of this committee is to review the Constitution and or Ritual. Changes suggested must be presented in resolution form and if approved by the Convention Body will be submitted to the Supreme Convention. Mandates and Recommendations for the District can also be revised by this committee

WAYS AND MEANS – GROWTH AND EXPANSION

This committee looks for ways to raise money for the District Treasury and Chapters. It also proposes ways to enlarge Chapter membership. This committee should work with the Finance Committee.

BUDGET AND FINANCE

The primary responsibility of this committee is to review the expenses of officers and committees during the previous year and to prepare the budget for the forthcoming year.

SCHOLARSHIP

The District Scholarship Chairman and the committee will review application forms and guidelines and consider recommendations for change. They will recommend ways of improving the scholarship program and suggest educational programs for Chapter meetings.

PENELOPE OF THE YEAR

The District Governor shall appoint a Past District Penelope of the Year to chair this committee. (Chapters who have a candidate for this award should not sign up for this committee.).

MAIDS OF ATHENA

This committee should seek ways to strengthen relations between Daughters and Maids and to suggest guidelines and activities.

SCHOLARSHIP STANDING RULES

1. The District Scholarship Chairman shall be appointed by the District Governor for a two (2) year term.
2. District Scholarship Awards are adopted as a permanent District project. All scholarship funds shall be deposited to separate savings or checking accounts. Receipts and expenses should be kept separate for accounting purposes.
3. It is highly expected that if you are awarded a scholarship from the Daughters of Penelope, that you attend the District Convention Scholarship Event scheduled in June of the upcoming year to receive it. The date of the Scholarship Award Ceremony will be included on the application. The Scholarship Chairman and the recipients of the awards will be guests of the District Scholarship Fund, at the convention city costs.
4. The printing of the Scholarship recipient's program be equally funded between the District 21 Daughters of Penelope Scholarship Fund and the District 21 AHEPA Scholarship Foundation.
5. The District Scholarship Chairman processing of applications is as follows:
 - a. The District Scholarship Chairman is responsible to update and email or mail out the DOP Scholarship Application Packet to the chapters. Also, to provide a copy to the District Governor for the bulletins.
 - b. Provide a copy of the scholarship application to the webmaster to place on the District #21 website.
 - c. The Scholarship application packets remain sealed and forwarded to the evaluator within one week of receipt.
 - d. The letters to awardees and declined applicants should be mailed on or around May 1.
6. Scholarship applicants may receive the DOP Scholarship once during undergraduate education and once during graduate education or upon re-entry to education.
 - a. If necessary, in order to provide scholarships to the greatest number of qualified applicants, the DOP Scholarship Chair may deter a qualified candidate who has been selected as an AHEPA scholarship recipient.
 - b. It is not a requirement to defer a qualified DOP Scholarship applicant, if they are selected as an AHEPA scholarship recipient.
7. The Finance Committee for the Ekaterini Tsakopoulos and Angela Mouroufas Memorial Scholarships are composed of the permanent trustee (to be a PDG), the incoming District Governor (ex-officio non-voting) member, its Secretary, its Treasurer, and three (3) members elected at the District Convention for a term of 5 years. The trustee is a non-voting member of the Finance Committee.
8. Any additional donations to the DOP District Scholarship Program need to be donated no later than December 31st so that the donation can be awarded at the District Convention the following year.

Revised at the June 2023 District Convention, Stockton, California. All others obsolete.

DISTRICT BUDGET STANDING RULES

1. All expenses incurred by a District Lodge Officer will be submitted to the District Treasurer in writing, with appropriate receipts attached.
2. Checks will not be issued without the appropriate receipts attached to the request.
3. Vouchers for expenses incurred will be submitted to the District Treasurer by June, prior to the District Convention or turning over of books.
4. The process for receiving chapter assessments and scholarship donations will be coordinated by the current year's District Secretary, District Marshal, and the District Treasurer to ensure checks are deposited in a safe and expeditions manner.
5. A monthly report detailing payee names and purposes will be sent to the District Governor for her review for accuracy and validity.
6. An Audit Committee comprised of two (2) Past District Governors to be appointed by the current District Governor and the immediate past District Treasurer to audit the Treasurer's books prior to the District Convention or the end of the fiscal year at the time the books are closed.
7. A record of all financial transactions of the District must be maintained in a permanent ledger and passed forward the newly elected Treasurer.
8. The District Governor may hold up to 2 paid and in-person District Lodge meetings at any time during the year.

Travel Expenses

9. **The District Lodge Officer** will be allowed a maximum of \$400.00 for travel during the year, according to the following limitations:
 - **Chapter Visitation Allotment:** \$25.00 per chapter visitation for a maximum of ten (\$250 Total). When 2 chapter visitations are combined on the same day, payment for only 1 visitation will be reimbursed. Allotments for visitations occurring for their own chapter are not allowed.
 - **Fall Seminar/Conference Allotment:** \$25.00
 - **District Convention Allotment:** \$25.00
 - **District Lodge Meeting Allotment:** \$25.00 allotment for each District Lodge meeting—if in person (Maximum of two (2) meetings a year)
 - **Travel expenses allowed** are only for mileage (rate is based on the current IRS allowance for charitable organizations for the year traveled).

10. **The District Governor** will be allowed a maximum of \$1,500.00 for travel and other expenses related to Chapter visitations, conferences, and conventions (as listed in the budget), and installations; a maximum of \$200.00 for the Sisterhood allotment; and limited to the budgeted amount for the National Conventions—occurring during the year according to the following limitations:

- Above **allotments** for chapter visitations apply to the District Governor
- **Installation Allotment:** \$25.00 for any installations (not combined with a visitation) for the District Governor or her appointed District Lodge Officer.
- **Sisterhood Conference Allotment:** The District Governor will be allotted \$200.00 to attend if the conference is not hosted by our District 21
- **Overnight Stay Expense:** The District Governor will be allowed an overnight stay when chapters visitations are more than 3 hours' drive or 175 miles (examples: San Francisco to Reno—3.5 hrs./218 miles or San Francisco to Fresno—3 hrs./186 miles)
- **Travel expenses allowed** are only mileage (rate is based on the current IRS allowance for charitable organizations) and overnight stay based on location hours/mileage rules stated above

11. The newly elected **District Governor or her District Lodge representative** will receive the budgeted amount to attend the **National Convention**. The newly elected District Governor should inform the District Lodge in a timely manner if she is unable to attend. The location of the National Convention City to be a consideration.

Administrative Expenses

12. All supplies, printing, and postage shall be charged to District supplies and printing, with the budget figure for the year the maximum payable.

The District Secretary and District Treasurer will receive a yearly stipend of \$150.00 each. This will be payable at the close of her term at the District Convention.

13. The District Lodge is authorized to purchase an ad in the District Convention book, paid by the District Treasurer. An ad from the District Lodge will be placed in the District Convention Album, introducing the District Lodge Officers.

14. The year the District hosts the Sisterhood Conference an appropriation of \$1,000.00 will be available to defray any costs.

Chapter Assessments

1. **Mandatory Chapter Assessment for Membership:** The District shall assess each Chapter \$5.00 per year for each member in good standing as of December 31 for the District General Fund. The funds collected from this assessment are used to support the District's administrative fees and other obligations.

2. **Mandatory Chapter Assessment for Scholarship:** The District shall assess each Chapter \$3.00 per year for each member in good standing as of December 31 for the District Scholarships. The funds collected from this assessment are used to support the District's scholarships and costs related to the processing and delivery of these scholarships.
3. **Voluntary Chapter Assessment for Scholarship:** The Chapters determine the amount they choose to give to the District. The funds collected from this assessment are used to support the District's scholarships and costs related to the processing and delivery of these scholarships.
4. **Voluntary Contribution to District Projects:** The Chapters determine the amount they choose to give to the District for a selected project. The project is selected at the District Convention/or Conference.

These standing rules are to be used as a guideline for all financial obligations incurred by the Daughters of Penelope District #21 and/or District Lodge Officers and to be used by the District Treasurer to calculate reimbursements of operating expenses by District #21.

Revised at the June 2025 District Convention, Stockton, California. All others obsolete.

DISTRICT STANDING RULES

1. When the District Governor does not receive a satisfactory response through correspondence from the chapters, she will contact the President by telephone.
2. The District Lodge of both Orders should plan to make official visits together whenever possible, daytime meetings to be considered.
3. An Audit Committee comprised of two (2) Past District Governors to be appointed by the current District Governor and the immediate past District Treasurer to audit the Treasurer's books prior to the District Convention or the end of the fiscal year at the time the books are closed.

A record of all financial transactions of the District must be maintained in a permanent ledger and passed forward the newly elected Treasurer.

4. The District Lodge Officers maintain an inventory of all District Lodge paraphernalia in their possession.
5. The perpetual District Governor's pin is to be presented to the newly installed District Governor.
6. Penelope of the Year District #21 is presented with a Penelope of the Year pin. She shall be recognized at all District functions during the year.
7. All delegates including Past District Governors and District Lodge Officers will pay the convention registration fee.
8. Committee meetings shall be held before or after business sessions except the Liaison Committee, which may meet at any time.
9. One District conference shall be held in the Fall to be conducted by the combined District Lodges following the Supreme Convention and the District Governor's conference/seminar convened by the Supreme and Grand Lodges.
10. The District Secretary takes charge of the roll call throughout the District Convention to assist the Convention Secretary.
11. The District shall assess each Chapter \$3.00 per year for each member in good standing as of December 31 for the District Scholarship Fund.
12. The District shall assess each Chapter \$5.00 per year for each member in good standing as of December 31 for the District Treasury.
13. The District Lodge is authorized to purchase an ad in the District Convention book, paid by the District Treasury.
14. A perpetual file of the Minutes of all District Conventions is to be maintained by the District Governor and the District Secretary and passed forward to the newly elected District Governor and District Secretary. The general files of the District Governor and the District Secretary, excluding the Convention Minutes, are to be kept for three (3) years and passed forward to the newly elected

District Governor and District Secretary. General files of these two offices that are older than three years may be destroyed.

15. The business sessions of the District Convention may be tape-recorded as an aid to the Convention Secretary in preparing the Convention Minutes.
16. Minutes of the District Convention will be distributed as follows:
 - Copy for each delegate or alternate who has paid her registration fee
 - Copy for Chapter File
 - Copy for District File
 - Copy for each Past District Governor
 - Extra copies as needed
17. The newly elected District Governor will send a list of the officers of the District Lodge to the Greek Consulate, the Greek Orthodox Metropolis of San Francisco, the AHEPA Traveler, the District 21 website (www.ahepa21.org) and the AHEPAN Magazine.
18. The District Lodge may employ a professional secretary, providing it is financially feasible to take Convention Minutes and prepare them in rough draft. The outgoing District Governor, the Convention Chairman, and the Convention Secretary will review the Convention Minutes and prepare the final draft.
19. The District publication “The Ahepa Traveler” will be sent to the current Grand President and Liaison Officer.
20. Cell phones must be silenced or turned off during all business meetings. This also pertains to TEXTING. A fine of \$5.00 to be assessed per occurrence for all cell phone interruptions or texting during convention business sessions.
21. Proceeds from special District #21 projects shall be disbursed to benefit charitable and educational projects.
22. The Daughters of Penelope District 21 investment with Merrill-Lynch consists of joint monies derived from the District 21 general fund (70.96% ownership) and the District 21 Scholarship Fund (29.04% ownership). The Committee will maintain a record of portfolio value owned by each of the contributors. The Committee for this fund shall be five (5) Past District Governors and/or Past District Lodge members of District 21 who will serve a five (5) year term with the option of re-election. The Committee will elect their offices. They shall be elected at the District Convention.

Revised at the June 2025 District Convention, Stockton, California. All others obsolete.

CHAPTER STANDING RULES

1. Each chapter shall commemorate their deceased members in the month of May. The names of all deceased sisters from one convention to the next are to be listed and mailed with chapter reports and for addition and remembrance at both the District and Supreme conventions.
2. The District Lodge may perform installations at the invitation of the chapter. If the District Lodge is unable to participate, the chapter officers shall perform the ceremonies.
3. The chapter secretary shall send to the District Governor, District Secretary, and the District Liaison Officer a copy of all monthly notices and chapter bulletins.
4. The incoming and outgoing chapter presidents are automatically elected as delegates to both the District and Supreme Conventions, assuming they have met the criteria for a delegate.
5. If the chapter delegate is not present when the convention meeting is convened, the alternate will take her place in the morning and/or afternoon session(s). If the delegate arrives, she **MUST** wait until a recess is called at either the morning or afternoon session to take her place as the duly elected delegate.
6. Chapters hosting the District Convention **MUST** adhere to the guidelines of the District Convention Procedures adopted by both the AHEPA and the Daughters of Penelope of District 21.
7. Names of Chapter delegates and alternates **MUST** be submitted immediately after elections to the District Governor, District Secretary, and host chapter. This **MUST** be done no later than 2 weeks prior to the convention. **CREDENTIALS SHALL BE ELIMINATED** from the District Convention, **HOWEVER**, credentials **MUST** be presented at the Supreme Convention.
8. No chapter shall hold an event on the same day as the Mother Lodge Eos #1 in San Francisco hosts its annual Founder's Day event.

Chapter Assessments to the District

1. Chapters shall be assessed \$3.00 per year for each member in good standing as of December 31 for the District Scholarship Fund.
2. Chapters shall be assessed \$5.00 per year for each member in good standing as of December 31 for the District Treasury.
3. The chapter assessments shall be submitted as two (2) separate checks as designated above.

Revised at the June 2017 District Convention, Santa Clara, California. All others obsolete.