



Capital District 3

By-Laws

ARTICLE I. GENERAL	5
A. Conformity to the Constitution of AHEPA	6
B. Custody of the By-Laws	6
C. Amendments to the By-Laws	6
D. Distribution of By-Laws	6
E. By-Laws Committee	6
ARTICLE II. MANAGEMENT	7
A. Elected Officers	7
B. Appointive Officers	8
C. Voting Rights of Past District Governors	8
D. Voting by Proxy	8
E. Minutes	8
ARTICLE III. DISTRICT LODGE OFFICERS AND DUTIES	8
A. Powers and Limitations	8
B. Election Procedure	8
C. Eligibility	9
D. Duties	9
E. Vacancies	10
Article IV. DISTRICT LODGE MEETINGS	10
A. Frequency	10
B. Authority to call meetings	10
ARTICLE V. RECORDS AND ARCHIVES	11
A. Record Keeping	11
B. Safekeeping	11
C. Inspection	12
D. Correspondence	12
E. Conformity in Format	12
ARTICLE VI. FINANCES	12
A. Bank Account	12
B. Transfer of Funds	12
C. Signatures	12

D. General Fund and Transfer of Accounts	12
E. Audits.....	13
F. Reports	13
G. Bills and Expenses.....	13
H. Reimbursement of Expenses of District Lodge Officers.....	14
ARTICLE VII. CONTRACTS.....	14
A. Eligibility.....	14
ARTICLE VIII. ORDER OF BUSINESS.....	14
A. Decorum	14
B. Order of Business.....	14
ARTICLE IX. DISTRICT CONVENTIONS	15
A. Convention Site	15
B. District Convention Dates	15
C. District Convention Facilities	15
D. Convention schedule and Opening Time	15
E. Registration.....	16
F. Delegate and alternate Delegate Eligibility	17
G. Procedures and Protocol.....	17
H. District Convention Minutes	18
J. District Officer Reports.....	19
ARTICLE X. MID-YEAR CONFERENCES AND WORKSHOPS.....	19
ARTICLE XI. SCHOLARSHIP RULES AND MANAGEMENT	20
A. Composition.....	20
B. District Scholarship Committee	20
C. District Scholarship Evaluation Convention Committee.....	21
E. Scholarship Award Guidelines	21
F. Scholarship Award Disbursements.....	22
ARTICLE XII DISTRICT AWARDS.....	22
A. The District Awards shall consist of the following:.....	22
ARTICLE XIII. PER CAPITA TAX AND SCHOLARSHIP FEE.....	23
ARTICLE XIV. SCHOLARSHIP FOUNDATION	23
A. Composition of Scholarship Foundation Board.....	23
B. Election of the Foundation Board Members	24

C. Term of Office of the Elected Foundation Board Members 24
D. Elected Officers of the Foundation Board 24
E Meetings 25
F. Duties of the Foundation Board Members 25
G. Expenses..... 25
H. Principal 26

This Page Left Intentionally Blank

1 **ARTICLE I. GENERAL**
2

3 **A. Conformity to the Constitution of AHEPA**
4

5 Any and/or all parts of these By-Laws are null and void if they in anyway conflict
6 with the Constitution of the Order of AHEPA or the mandates of the Supreme or
7 District Conventions.

8 **B. Custody of the By-Laws**
9

10 The Lieutenant Governor-elect shall be the custodian of the text of the By-Laws
11 and shall be the final authority for interpretation at the District Convention. The
12 Lieutenant Governor shall likewise be responsible to incorporate in and all
13 amendments to these By-Laws and reprint as necessary, and shall be
14 responsible to insure that they will be available at each District Convention.

15 **C. Amendments to the By-Laws**
16

17 Any amendments to these By-Laws shall be submitted in writing at the District
18 Convention, signed by the maker, seconded, and shall require 2/3 majority of the
19 delegates present to be adopted. Upon adoption, amendments will be attached
20 to the text of the By-Laws until reprinting is necessary.

21 **D. Distribution of By-Laws**
22

23 A copy of the By-Laws shall be supplied to each Chapter in the District at no
24 cost. Additional copies by the Chapters may be requested at a fee to cover costs.

25 **E. By-Laws Committee**
26

27 **STANDING LEGISLATIVE COMMITTEE:** Immediately after each District
28 Convention the outgoing District Convention Chairman and the newly elected
29 District Governor shall appoint members to serve on a Standing Legislative
30 Committee to serve in between District Conventions. The Committee shall
31 consist of no less than five members.
32

33 1. The Standing Legislative Committee shall:
34

35 a. Review and help prepare specific legislative recommendations
36 and AHEPA CONSTITUTION and AHEPA BYLAWS, and
37 DISTRICT BYLAWS amendments proposed by such Standing
38 Legislative Committee, the District Lodge, and the Chapters;
39

40 b. Continue to prepare specific recommendations to clarify,
41 streamline or resolve conflicts within or among the AHEPA
42 CONSTITUTION and AHEPA BYLAWS, and DISTRICT BYLAWS
43 and recommend revisions, additions or deletions necessary to
44 keep the AHEPA Constitution and AHEPA Bylaws and DISTRICT

- 45 BYLAWS current and free of superfluous or contradictory
46 language;
- 47
- 48 c. Report their recommendations to the Delegates to the next District
49 Convention and the Legislative Committee of the District
50 Convention; and
- 51
- 52 d. Participate as members of the District Convention Legislative
53 Committee in the consideration of legislation and AHEPA
54 CONSTITUTION and AHEPA BYLAWS and DISTRICT BYLAWS
55 amendments to be presented to the District Convention
56 Delegates.
- 57
- 58 2. Procedures of the Standing Legislative Committee:
- 59
- 60 a. The Committee shall meet between District Conventions either in
61 person, or by teleconference and otherwise be allowed and
62 encouraged to consider amendments by email.
- 63
- 64 b. Amendments may be brought for consideration to the Committee
65 either by majority vote held at a regular business meeting of a
66 Chapter, or by direct recommendation of a member of the District
67 Lodge or the Committee. Amendments must be presented to the
68 Committee no later than forty-five (45) days prior to the start of the
69 District Convention. Amendments shall be considered timely
70 presented if postmarked to the District Secretary by that day. The
71 Committee shall meet between forty-five (45) and thirty (30) days
72 prior to the Convention to finalize its review of any Amendments
73 presented to the Committee for its review. Any Amendments and
74 the results of the Committee's review shall be posted on the
75 District #3 Website at least 30 days prior to the Convention.
- 76
- 77 c. A majority vote of the members of the Committee shall be required
78 to refer the Amendment for consideration by the Legislative
79 Committee of the District Convention.
- 80

81 Precedent

82

83 These By-Laws, together with the Constitution of the Order of AHEPA and the
84 mandates of the Supreme or District Conventions of the Capital District No. 3
85 shall govern the District Lodge in all conduct of the affairs and business of the
86 District Lodge and shall override any and all precedents.

87

88 **ARTICLE II. MANAGEMENT**

89 A. Elected Officers

90 The management of the affairs and business of Capital District No. 3, Order of
91 AHEPA is vested in the duly elected District Lodge composed of the following
92 officers:
93

94 District Governor District Lieutenant Governor
95 District Secretary District Treasurer
96 District Marshall District Warden
97 District Athletic Director

98 B. Appointive Officers

99 The District Governor may appoint representatives and officials to assist him or
100 the District Lodge in the performance of their duties, but no such official or
101 representative shall have any vote in the meetings of the District Lodge.

102 C Voting Rights of Past District Governors

103 Past District Governors are not entitled to vote when attending a District Lodge
104 meeting either unofficially or by invitation. Past District Governors are entitled to
105 one vote on the floor of the District Convention irrespective of whether or not they
106 are elected delegates.

107 D. Voting by Proxy

108 Voting by proxy in any and all District Lodge or convention or conference
109 business sessions is prohibited.

110 E. Minutes

111 A copy of the minutes of any and all District Lodge meetings shall become
112 available to any and all Chapters or individual members upon request for a
113 current fee to cover costs.
114

115 **ARTICLE III. DISTRICT LODGE OFFICERS AND DUTIES**

116 A. Powers and Limitations

117 The Lodge Officers shall have those duties and responsibilities as are
118 established by the Constitution of the Order of AHEPA and such
119 additional duties as may be specifically imposed by the District
120 Convention or the District Lodge. The manner of election, term of office,
121 powers, privileges, accountability and removal or reprimand shall be
122 commensurate to the guidelines of the Constitution or the dictates of the
123 District Convention so long as the constitutional principles are not violated.

124 B. Election Procedure

125 Nominations for District Officers shall be made from the convention floor at a
126 time announced in advance by the District Convention Chairman.
127 Nominations may be made by any duly qualified Chapter Delegate or eligible
128 District Convention attendee. Each District Officer shall be elected separately
129 by a simple majority vote. There shall be nominations in absentia upon proper
130 verification by the candidate of his intention to hold office. The District Advisor
131 to the Sons of Pericles shall be appointed from a list submitted to the District
132 Governor by the District Governor of the Sons of Pericles.

133 C. Eligibility

134 Any member in good standing of the Order of AHEPA within the Capital District No. 3 is
135 eligible to become a candidate for District Office provided the member has previously
136 served in an elective capacity in his Chapter for one year. District Lodge Officers shall
137 not hold elective office in their Chapter concurrently with any District Office.
138 Notwithstanding the foregoing, the office of District Athletic Director shall not be
139 subject to the foregoing requirements regarding having held or concurrently
140 holding an elective office in a Chapter.
141

142 D. Duties

- 143 1. District Lodge Officers shall be required to enforce all rules and
144 regulations adopted by the District Convention as well as the Constitution.
145 Non-compliance with this provision shall be just cause for withholding
146 reimbursement of expenses.
147
- 148 2. The District Lodge is to present to the National Convention any resolution
149 that has been adopted for such purpose by the District Convention
150 attaching to the resolution the source of its origin (i.e., the Chapters
151 Name).
- 152 3. Newly elected District Lodge Officers of AHEPA and the auxiliaries shall
153 have a joint meeting immediately or as soon as possible after their
154 election at the call of the District Governor.
155
- 156 4. The District Governor–Elect shall plan an itinerary of visitations for the
157 District Lodge so that all Chapters in the District are visited.
158
- 159 5. The District Treasurer shall issue checks from the District Treasury only
160 when presented with a proper voucher or expense authorization approved
161 by the District Governor. The authorization shall be substantiated by a
162 paid receipt.
163
- 164 6. The responsibility of the District Governor shall include the instruction to
165 the District Secretary to prepare and to distribute to all Chapters sixty (60)
166 days prior to the District Convention standard credentials forms, District
167 Awards forms, scholarship applications, and a schedule of the District
168 convention to include city location, hotel information, and dates.
169
- 170 7. The District Officers shall encourage:
171
 - 172 a. Chapters having auxiliaries in their respective cities to hold joint
173 meetings two times each year to review programs.
174
 - 175 b. The Chapter Secretary shall include on his Chapters mailing list the
176 names of District Lodge Officers.
177
 - 178 c. All Chapters shall appoint liaisons to the auxiliaries each year.
179 Such liaisons shall work with the Presidents of the Chapters and
180 made periodical reports to the District Advisor.
181

182
183
184
185
186
187
188

189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204

205
206
207
208
209
210

211
212
213
214
215
216
217
218
219
220
221
222
223
224

8. Reports

All District Lodge Officers must prepare for the District Convention five copies of a typewritten report on their activities throughout the year to include visitations, expenses, recommendations, and observations. These reports shall be given to the District Convention Chairman for distribution to the proper committees.

E. Vacancies

1. Vacancies Determined

A vacancy on the District Lodge shall be determined by the District Lodge in the event of illness, death, resignation, or any other reason when proper proof or notice has been presented.

2. Vacancies Filled

Any vacancy occurring in the District Lodge shall be filled by the affirmative vote of a majority of the members of the District Lodge present at a District Lodge meeting. In the event two or more qualified persons are nominated for the vacancy, the vote for the office shall be by secret ballot.

ARTICLE IV. DISTRICT LODGE MEETINGS

A. Frequency

The District Lodge shall hold at least four (4) meetings during its term of office, the meeting location chosen to geographically satisfy travel arrangements.

B. Authority to call meetings.

The District Lodge meetings shall be held at the same time and place designated by the District Governor or during his disqualification, refusal, or illness by the Lieutenant Governor or on his disqualification, refusal, and illness by two members of the District Lodge.

C. Notice of Meetings

The District Secretary shall notify each of the Chapters in the District of the time and place of at least two District Lodge meetings two weeks in advance. On the agenda, there will be provided a time for Chapters or individuals to address the District Lodge.

225 D. Quorum

226
227 Majority of the members of the District Lodge shall constitute a quorum for
228 the transaction of the business of the District Lodge. An affirmative vote of a
229 majority of the quorum shall constitute the action of the District Lodge relative
230 to the transaction of any business presented at the meeting.

231
232 E. Agenda

233
234 The District Governor shall be the Chairman of the District Lodge meetings,
235 and he shall present the agenda to the District Lodge. Any other matter not
236 covered by the agenda may be presented for discussion at the end of the
237 agenda.
238

239 **ARTICLE V. RECORDS AND ARCHIVES**

240 A. Record Keeping

- 241
242 1. The minutes of the District Lodge shall be kept by the District
243 Secretary who shall transcribe the minutes within fifteen days
244 following each District Lodge meeting or before the next District
245 Lodge meeting whichever is sooner and send a copy of the
246 minutes to each member of the District Lodge. The minutes shall
247 be duly signed by the District Governor and District Secretary prior
248 to their being filed in the minute book.
249
250 2. The existing filing system shall be continued by all succeeding
251 District Secretaries.
252
253 3. The District Treasurer shall maintain the Treasurer's log which
254 includes a list of all revenues and deposits and a list of every
255 check written and a record book list of each chapter with a record
256 of payments on per capita tax and scholarship fee.
257
258 4. The existing filing system shall be continued by all succeeding
259 District Treasurers.

260 B. Safekeeping

261 The records and archives of the District Lodge shall be maintained
262 in a locked file which shall be kept in such a place as the District
263 Lodge may determine. The site shall be changed from time to time
264 to suit location requirements as determined by the District Lodge.
265 There will be two keys to the file to be retained by the District
266 Secretary who shall be responsible for the maintenance of the
267 records and archives.
268

269 C. Inspection

270 The District Governor shall periodically examine the District
271 records and archives to ascertain they are being maintained in a
272 proper and safe manner and shall report his findings to the District
273 Convention.

274 D. Correspondence

275 The principal office and address of the District Lodge shall be the
276 office of the District Governor or such other place as shall be
277 designated by the District Governor.

278 E. Conformity in Format

279
280 There shall be no changes in the letterhead or forms used in the
281 District stationery. Improvements and/or changes to any of the
282 accepted formats shall rest with the District Lodge's approval.
283

284 **ARTICLE VI. FINANCES**

285

286 A. Bank Account

287 The General Funds of the District Lodge shall be placed in a state
288 or national bank in the city or area in which the District Treasurer
289 shall reside with the account to be placed in the name of the
290 District Lodge, Order of AHEPA, Capital District No. 3.

291 B. Transfer of Funds

292
293 No moneys shall be transferred from any fund to any other fund
294 without the approval of the District Lodge.

295 C. Signatures

296 The accounts shall require the signatures of both the District
297 Governor and the District Treasurer for the disbursement of funds
298 of the District.

299 D. General Fund and Transfer of Accounts

300
301 At the conclusion of his term in office, the District Treasurer shall
302 transfer the balance of the General Fund to the newly elected
303 District Treasurer by check made payable to the District Lodge.
304 He shall also deliver the ledger book that is a record of all
305 disbursements/incomes and the Chapter Per Capita Ledger.

306

307 E. Audits

308

309

310

311

312

313

314

315

316

317

1. The District Convention Auditing Committee shall examine and audit the financial records and books of the District Treasurer and the Scholarship Foundation books recording income, donations, and disbursements. A report of its audit will be presented to the delegates of the District Convention.

2. The Treasurer's ledger listing all incoming revenues and paid expenses shall be signed and dated by the Auditing Chairman and the District Treasurer after audit by the auditing Committee.

318 F. Reports

319

320

321

322

323

324

The District Treasurer shall make a financial report of his office at each District Lodge meeting. The District Treasurer shall include in his officer's report a financial statement of the District and a proposed budget for the forthcoming year. The proposed budget shall be developed with the aid of the District Governor.

325 G. Bills and Expenses

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

1. All expenses of the District Lodge or its officers shall be duly authorized by a District Convention of Capital District No. 3 or by the District Lodge.

2. The payments of the expenses of the District Lodge or its officers which have been previously authorized by the District Convention or the District Lodge shall be paid promptly by the District Treasurer after the bills have been duly itemized, vouched, and presented for payment. The District Lodge travel expenses authorized by the District Convention shall be paid upon the Officer's Report Committee recommendation at the District Convention.

3. The District Governor shall be paid his budgeted allotment for travel and National Convention expenses when he requests such payment throughout the year. Payments shall only be made upon availability of District Lodge funds. In the event the District Governor is unable to attend the Supreme National Convention; any and all monies advanced to him for such purposes must be immediately returned to the District Treasurer.

4. Reimbursement for expenses of the members of the District Lodge shall be made only if the payment for such expenses has been approved by the District Lodge and/or provided an allowance for the expenses has been previously authorized by the District Convention.

348 H. Reimbursement of Expenses of District Lodge Officers

349

350 1. The District Lodge Officers upon their evaluation and audit by the Officers
351 Report Committee may be awarded part or all of the official limit
352 expenses allowed upon approval of the general convention as approved
353 in the annual budget by the general convention

354

355 1. Any officer who does not submit their report with listed expenses to the
356 District Convention for the Officers Report Committee evaluation may be
357 refused any compensation of expenses by the general convention.

358

359 2. Guidelines for expenses allowed for the District Lodge Officers shall be
360 listed in the approved budget for the year.

361

362 **ARTICLE VII. CONTRACTS**

363

A. Eligibility

364

Neither the District Lodge, any Chapter, nor any individual members may
365 enter into nor execute any contract without prior approval of the District
366 Convention.

367

368 **ARTICLE VIII. ORDER OF BUSINESS.**

369

A. Decorum

370

Maintaining decorum and a proper code of conduct in the Lodge room
371 during the meeting shall be the responsibility of the District Governor,
372 Chairman and/or acting Chairman.

373

B. Order of Business

374

The agenda of the District Lodge meetings shall include the following:

375

376

377

1. Prayer and/pr pledge of allegiance to the American flag.

378

2. Roll call and/or signed attendance roster.

379

3. Reading of minutes of the last District Lodge meeting.

380

4. Reading correspondence

381

5. Committee and other report

382

6. Approval of expenses

383

7. Unfinished business

384

8. New Business, and

385

9. Good of the Order

386

387 **ARTICLE IX. DISTRICT CONVENTIONS**

388 **A. Convention Site**

- 389
- 390 1. The site of the District Convention shall be chosen by the District
- 391 Convention meeting two years prior to the Convention.
- 392
- 393 2. The District Secretary shall send requests for bids for the Convention City
- 394 to each Chapter in the District. These bids shall be submitted at the next
- 395 District Convention to the District Convention Site Committee.
- 396 Each chapter submitting their City for convention site will be prepared to
- 397 pay a \$1,000 Convention City fee to Capital District No. 3 upon their
- 398 acceptance.
- 399
- 400 3. If the Host Chapter cannot or will not comply with the provisions outlined
- 401 by the District Lodge, the By-Laws, and /or the District Convention, the
- 402 District Lodge by a majority vote is authorized to withdraw the District
- 403 Convention from that Chapter and bestow it upon another Chapter able
- 404 and willing to fulfill the District Convention commitments. The Convention
- 405 City fee shall be forfeited.

406 **B. District Convention Dates**

407

408 District convention shall be held each year on Friday, Saturday, and Sunday

409 during May, June or July. No District convention may be held during a National

410 holiday weekend such as Memorial Day, or Fathers Day unless the prior District

411 Convention votes an exception.

412 **C. District Convention Facilities**

413

414 The District Lodge shall have the responsibility within 90 days of the conclusion

415 of the District Convention to inspect the Convention facilities for the next District

416 Convention. The District Lodge shall approve or reject the registration fee, the

417 proposed facilities, programs, and events by the host chapter. The host chapter

418 shall abide with the District Lodge decisions.

419 **D. Convention schedule and Opening Time**

- 420
- 421 1. The convention shall open at 1:00PM on Friday with an official joint
- 422 auxiliaries' ceremony.
- 423
- 424 2. The following convention schedule shall be adhered for all District
- 425 Conventions.

426

427 Friday:

428 10:00am -6:00pm	Delegate Registration
429 9:00am – 12:00 noon	District Lodge Meeting
430 1:00pm	Convention Opening

431

432 3. The business session shall begin immediately after the Convention
433 opening.

434
435 Business Session shall include

- 436 a. The election of convention officers
- 437 b. Committee chairman appointments
- 438 c. District Governor's report

439
440 Upon the conclusion of the Business session, committees may commence their
441 meetings.

442
443 The Convention City may have any type of social activity that it wants for the
444 evening.

445

446	Saturday:	
447	9:00am – 12 noon	Delegate Registration
448	9:00am – 12:30 pm	Business Session
449	12:30 pm – 2:30 pm	Awards luncheon (must be held at the hotel)
450	2:30 pm – 5:00pm	Business session
451	6:30pm	Cocktail Hour

452
453 The Grand Banquet shall begin at 7:00pm and shall end by 9:30 pm. The
454 Convention City has the option of holding a dance afterwards.

455
456 Sunday:
457 New District Lodge meeting at a time to be announced

458
459 4. The Convention opening time and schedule may be altered for
460 special conventions by the District Lodge.

461 E. Registration

- 462
- 463 1. Registration shall be held on the following schedule:
 - 464 a. Friday 10:00am – 6:00pm
 - 465 b. Saturday 9:00am – 12 noon

466
467 2. Unavoidable delegate delays shall be considered by the
468 Credentials Committee in evaluating a delegate's right to be
469 seated.

- 470
- 471 3. Registration fee:
 - 472 a. All delegates and alternates must register to be duly
473 seated at the District Convention.
 - 474
 - 475 b. All delegates upon registration must purchase the
476 registration package in its entirety. The fee for this package
477 shall never exceed the price set by the prior National
478 Supreme Convention for registration.

479

480
481
482
483
484
485
486
487
488
489
490

c. The registration fee shall be set by the District Lodge and the host Chapter no less than three months prior to the District Convention.

d. The registration fee for special conventions shall not be bound by any limit.

e. Only the current District Governors of the AHEPA, Daughters of Penelope, the Sons, and the Maids as well as any invited Supreme Lodge Officers will have their registration fee waived at the District Convention.

491
492
493
494
495
496
497
498

F. Delegate and alternate Delegate Eligibility

1. Only those Chapters who are current with their per capita tax and Scholarship fees for the previous year may send delegates or alternates to the District Convention.
2. Only members in good standing may be elected as delegates or alternates to the District Convention.

499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527

G. Procedures and Protocol

1. 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.
2. The District Convention Host Chapter Chairman will end the opening ceremonies and instruct all the auxiliaries to go to their meeting rooms.
3. The District Convention Host Chapter's Chairman will turn the gavel to the District Governor for the election of the District Convention Officers. The District Governor upon receiving the report of the Credentials Committee as to the certification, status, and number of delegates prior to the opening of the Convention shall set the Convention quorum. A District Convention Chairman and Vice-Chairman shall be elected at the opening of the business of the District Convention by a simple majority vote after regular nominations from the floor of the assembly; any delegate in good standing may be nominated and elected. Upon the election of the District Convention Chairman, the District Convention Chairman will assume his position and will continue with the other elections and District Convention business.
4. The District Convention shall be conducted in accordance with the latest revised version of Robert's Rules of Order.

- 528 5. The District Convention Chairman shall :
529 a. appoint a parliamentarian,
530 b. appoint a District Convention Secretary, and
531 c. appoint all Committee Chairman.
532
- 533 6. The election of District Lodge officers will take place during the Saturday
534 afternoon business session. Business will be interrupted for elections.
535
- 536 7. The District Convention Chairman shall conduct the convention meeting
537 in terms of allocation of time so that all proposed agenda items may be
538 brought before the delegates.
539
- 540 8. All official District Convention business shall conclude by Saturday
541 evening.
542
- 543 9. The Credentials Committee will remain in force for the entire convention.
544
- 545 10. All reports for the convention minutes must be submitted in writing to the
546 District Convention Secretary. Committee and Chapter reports are
547 specially noted.
548
- 549 11. Prior to the conclusion of the District Convention, all AHEPA auxiliaries
550 will be offered the opportunity to address the AHEPA District Convention
551 with any remarks, suggestions and proposals.
552
- 553 12. Every member speaking to the assembly must stand and give his full
554 name, Chapter name and number, and city of origin.

555 H. District Convention Minutes

- 556
- 557 1. The District Convention Secretary has the responsibility for assuring
558 proper reporting of the proceedings of the District Convention.
559
- 560 2. The District Convention Secretary must have the minutes of the District
561 Convention prepared and mailed to the newly elected District Secretary
562 prior to the first of September.
563
- 564 3. The District Secretary shall have the minutes of the District Convention
565 printed and distributed to all District Lodge Officers and to each Chapter
566 within 30 days of his receipt of the minutes form the District Convention
567 Secretary.

568
569
570
571
572
573
574
575
576
577
578
579
580
581

582
583

584
585
586
587
588
589
590

591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610

I. Convention Committees

Capital District No. 3 District Convention shall have but not limited to the following committees:

- a. Officer Reports
- b. Audit
- c. Resolutions, Legislative and By-Laws
- d. District and National Projects
- e. Cyprus and Hellenic Affairs
- f. District Awards
- g. Triogram
- h. Auxiliaries
- i. Athletics
- j. Convention City
- h. Scholarship Evaluation Committee

J. District Officer Reports

1. All District Lodge Officers shall submit a written report at the beginning of the District Convention to the District Convention Chairman to include visitations, expenses, and recommendations.
2. The District Governor shall give his report to the District Convention as the first order of business after the election of District Convention Officers.

ARTICLE X. MID-YEAR CONFERENCES AND WORKSHOPS

1. A Mid-Year Conference or workshop for Capital District No. 3 shall be held during the period from October through April of each year. The site of the Mid-Year Conference or workshops shall be chosen by the District lodge after the conclusion of the District Convention and/or before September 30 of that year.
2. The District Lodge shall approve the Mid-Year Conference and workshops program and all charges to delegates and guests.
3. The host of the Mid-Year Conference or workshop may be either the District Lodge or a District Chapter.
4. The District Secretary shall notify all Chapters in the District 30 days prior to the workshop or Mid-Year Conference.

611

612 **ARTICLE XI. SCHOLARSHIP RULES AND MANAGEMENT**

613 A. Composition

614

615

The management of the District No. 3 scholarships shall consist of three parts:

616

617

1. The Foundation which shall control the investment of the scholarship funds and is defined in ARTICLE XIV.

618

619

620

2. The District Scholarship Committee defined in Article XI–B.

621 B. District Scholarship Committee

622

623

1. The District Scholarship Committee shall make the selection and rating of candidates for scholarships into two classifications; need and scholastic. Evaluation and ranking of applications will be conducted by an independent outside group of Professional Educators appointed by the Scholarship Committee Chairman.

624

625

626

627

628

629

2. All scholarship application forms must be mailed to the Chapter Secretaries no later than December 15th of the current application year.

630

631

632

3. All scholarship applications must be postmarked no later than April 1st of the current application year and mailed to the District Scholarship Committee.

633

634

635

636

4. The District Scholarship Committee shall meet no later than 30–days prior to the District Convention to select the scholarship awardees.

637

638

639

5. The District Scholarship Committee shall consist of the following:

640

641

i. The Chairman who shall be a District Lodge Officer of the Order of AHEPA or a Brother AHEPAN of the District appointed by the AHEPA District Governor.

642

643

644

645

ii. Three AHEPANS appointed by the Chairman

646

647

iii. Three Daughters of Penelope appointed by the Daughters District Governor.

648

649

6. Only one member from each Chapter may be represented on the District Scholarship Committee.

650

651

652

653

7. The District Scholarship Committee must maintain the District Convention ruling for a quorum of five members.

654

655

656

8. Any Chapter may submit to the District Lodge its representative's name for consideration of the District Convention prior to May 1st.

657

658

659 9. The Chairman of the District Scholarship Committee or his representative
660 shall bring to the District Convention all applications and evaluation
661 papers with a complete listing and ranking of applicants.
662

663 C. District Scholarship Evaluation Convention Committee

- 664
- 665 1. The Committee shall determine the total amount of funds to be
666 disbursed.
 - 667
 - 668 2. The Committee shall make recommendations to the District Convention
669 as to the amount and type of each scholarship.
670
 - 671 3. The Committee shall present to the District Convention the list of
672 awardees with the recommended classification and recommended
673 amount of each scholarship.
674
 - 675 4. The Committee may make scholarship related recommendations to the
676 District Convention.
677

678 D. Scholarship Award Guidelines

- 679
- 680 1. There shall be no scholarships less than \$500.
681
 - 682 2. If the interest earned has a remaining balance less than \$500, this remainder may
683 be used in a scholarship if matching funds are donated to make \$500; otherwise the
684 remainder shall be reverted to the principal.
685
 - 686 3. The first scholarship given to the highest academically rated applicant shall be the
687 Sam Nakos Scholarship.
688
 - 689 4. The first District scholarship given to the next highest rated applicant shall be no
690 less than \$1,000.
691
 - 692 5. Eligibility of Candidates
693
 - 694 6. Only the members of the AHEPA family shall be eligible for Capital District
695 Scholarships. The term "AHEPA family members" is to include and be limited to
696 all AHEPANS, Daughters, Sons, Maids, and their children within Capital District
697 No. 3.
698
 - 699 7. Sons and Daughters of deceased AHEPA family members of Capital District #3
700 who were in good standing at the time of their death are eligible and may submit
701 an application through the Chapter to which either parent belonged.
702
 - 703 8. Only Chapters who have paid in full both their national and district per capita tax
704 are eligible to submit candidates. Good standing means a Chapter is paid up
705 through Dec. 31st of the preceding year.
706
 - 707 9 Scholarship applicants must adhere to the eligibility rules appearing in the
708 application for the year and must be a candidate for admission to a college or
709 university.

710
711
712
713
714
715

716
717
718
719
720
721
722
723
724
725
726
727
728
729

730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755

10. All applicants must have a 2.5 grade point average except those applying for Financial Need. The Financial Need applications will be decided by the committee on a case by case basis.

11. No graduate students are eligible to apply.

E. Scholarship Award Disbursements

1. The scholarship award shall be an outright gift as distinguished from a loan.
2. The scholarship checks to the recipients will be made out in the name of the awardee and the Registrar of the school which the awardee will be attending,
3. The presentation of the awards shall be made at the District Convention. If the awardee is not present, the Scholarship shall be mailed to him by certified mail.
4. All awarded scholarships shall be mailed to the awardees no later than 45-days after the conclusion of the District Convention.

ARTICLE XII. DISTRICT AWARDS

A. The District Awards shall consist of the following:

- 1, Chapter-of-The-Year
2. President-of-The-Year
- 3, Secretary-of-The-Year
4. AHEPAN-of-The-Year

B. All applications for District Awards shall be no more than two type-written pages reflecting the current year's accomplishments.

C. All District Award applications must be submitted to the District Governor and/or his absence the District Lieutenant Governor by the time off the opening of the District Convention. Applications received after the deadline of the opening of the District Convention shall be disqualified.

D. The District Lieutenant Governor shall have five copies of each District Award application made and delivered to the Convention Chairman to distribute to the Committee Chairman.

E. The District AHEPAN-of-The-Year will automatically be entered at the National Supreme Convention for National AHEPAN-of The-Year by the District Governor.

F. AHEPAN-of-The-Year Rules and Prerequisites.

1. An AHEPAN-of-The-Year shall be selected and announced at the District Convention. The qualifications, method of selection and submission procedure listed below shall be followed in order to qualify.

- 756 2. Any member of the AHEPA Capital District No. 3 in good standing with his
 757 Chapter and whose Chapter is in good standing with the District and National
 758 Headquarters is eligible.
 759
- 760 3. Current Supreme Lodge and District Lodge Officers including the National
 761 Advisor to the Sons of Pericles and Past Supreme Presidents shall not be
 762 eligible.
 763
- 764 4. A Chapter may submit the same candidate for not more than two consecutive
 765 years. This candidate may be resubmitted after a two year period.
 766
- 767 5. Nominees must be presented to the Awards Committee Chairman of the
 768 District Convention no later than the beginning of the scheduled meeting of
 769 the Awards Committee.
 770
- 771 6. The following point system will be used by the Awards Committee in
 772 determining the AHEPAN-of-The-Year.
 773
- 774 i. 20 points – service to the Order of AHEPA
 - 775 ii. 5 points – civic, cultural, educational and other organizations
 - 776 iii. 5 points – church (not monetary)
- 777

778 **ARTICLE XIII. PER CAPITA TAX AND SCHOLARSHIP FEE**

- 779
- 780 A. The District Convention shall be authorized to levy a per capita tax on each
 781 member of the District, except Life Members.
 782
- 783 B. A per capita tax may be enacted by a plurality of the quorum of the District
 784 Convention.
 785
- 786 C. The per capita tax of each Chapter for the District shall be \$12.00 per person
 787 which is due and payable by Dec. 31st of the preceding year through the Chapter
 788 Treasurer. (*Effective January 2006*)
 789
- 790 D. \$4.00 of the per Capita Tax of \$12.00 shall go to the District #3 Scholarship
 791 Fund.
 792
- 793 E. The District Treasurer upon receipt of this money shall each month forward the
 794 \$4.00 to the Scholarship Foundation which shall attach \$3.00 to the principal and
 795 keep \$1.00 for use in scholarships.
 796

797 **ARTICLE XIV. SCHOLARSHIP FOUNDATION**

- 798 A. Composition of Scholarship Foundation Board
- 799
- 800 1. There is established the Capital District No. 3 Order of AHEPA Scholarship
 801 Foundation.
 802
- 803 2. The Board shall consist of seven members.
 804

- 805 i. The Current District Governor, the Lieutenant Governor, and the
806 District Treasurer who shall serve as members concurrent with their
807 elected tenure.
808
809 ii. Three elected members who shall serve for a term of three years
810 each.
811
812 iii. The Chairman of the Foundation who shall be appointed by the
813 District Governor for a period of three years not to exceed two
814 consecutive terms.
815

816 B. Election of the Foundation Board Members
817

- 818 1. The election of the elected Foundation Board members shall be conducted in
819 conjunction with the election of the District Officers.
820
821 2. Any member of Capital District No. 3 in good standing with the District and
822 National Headquarters shall be eligible to be elected.
823
824 3. Candidates for the Foundation Board members shall be nominated and
825 voted on by secret ballot if more nominees than positions are made.
826
827 4. Each District Convention Delegate shall be permitted to vote for no more that
828 the number of positions to be filled.
829
830 5. The Foundation Board candidates receiving the highest number of votes shall
831 be elected to fill all positions in the Board which need to be filled.
832
833 6. There shall be nominations in absentia upon proper verification by the
834 candidate of his intention to hold office.

835 C. Term of Office of the Elected Foundation Board Members
836

- 837 1. For the initial Foundation Board members, the member receiving the most
838 votes shall serve for a three-year term; the second most voted member shall
839 serve for a two-year term; and the third highest shall serve for a one-year term.
840
841 2. For all subsequent elections, the Foundation Board members shall serve for a
842 three-year term.
843
844 3. In the event of a vacancy, the District Governor shall appoint a member of
845 Capital District No. 3 to fill the vacancy for the remaining term.
846
847 4. A Board member may serve for no more than two consecutive terms provided
848 that the period of service as an appointee due to a vacancy shall not be counted
849 as a term.
850

851 D. Elected Officers of the Foundation Board
852

853 1. The members of the Foundation Board each year shall elect a Chairman,
854 Vice–Chairman and a Secretary. The District Governor, District Lieutenant
855 Governor, and the District Treasurer shall not be eligible to serve as officers of
856 the Foundations Board.
857

858 E. Meetings

- 859
- 860 1. The Board shall meet at least twice a year.
 - 861
 - 862 2. In all meetings and conferences of the Board, a quorum for the transaction of all
863 business shall consist of a majority of the voting members of the Board.
864
 - 865 3. The Board shall meet at the call of the Chairman or at the request of any four
866 members of the Board. In the event of an emergency or any matter of significant
867 urgency or magnitude affecting the integrity, welfare, or well being of the Order,
868 the Board may take action by telephonic conference call. The result of any vote
869 taken during such conference shall be recorded in the minutes of the next
870 meeting of the Board.
871
 - 872 4. The Secretary shall keep a permanent record of the minutes of the Board
873 meetings.

874 F. Duties of the Foundation Board Members

- 875
- 876 1. Manage, invest, and otherwise be responsible for the District Scholarship
877 Foundation funds.
878
 - 879 2. The Chairman of the Foundation Board will provide a written report at each
880 District Convention showing the status of the investments, donations, and
881 disbursements with any recommendations.
882
 - 883 3. Each year the chairman of the Foundation Board shall provide the District
884 Convention Auditing Committee all financial records for audit by the Audit
885 Committee at the District Convention.
886
 - 887 4. The Foundation Board shall comply with all the provisions of Article XI.

888 G. Expenses

- 889
- 890 1. The expenses of the Foundation Board members shall be submitted to the
891 District Lodge for reimbursement as may be authorized by the District Lodge
892 or the District Convention.
893
 - 894 2. The Foundation Board shall not maintain any separate funds for it operational
895 activities and/or expenses.

896
897
898
899
900
901
902
903
904
905

H. Principal

1. The principal in the Scholarship Fund is irrevocable. There shall be no transfers to any other fund.
2. 25% of the interest earned on the principal shall be attached to the principal with the remaining 75% of interest to be used exclusively for scholarships.
3. The investment of the principal shall only be conservative with low risk and some growth potential.