

MANDATES as of June 2022

PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER shall be the authority on parliamentary law not otherwise covered or provided for in the bylaws, rules, and regulations of the Order.

CHAPTER

1. District Governor, District Secretary and Grand Liaison Officer should be on all chapter mailing lists.
2. When District Officers make their official visitation to a Chapter, a monetary donation of no less than \$80 for the District Treasury shall be made.
3. Chapters shall not solicit District Lodge Officers while they are acting in their official capacity, to purchase chapter raffle or social function tickets.
4. Chapters shall be given a deadline for District receipts and any checks received after that deadline shall be applied to the next year.
5. One full meeting should be dedicated to reviewing the minutes of the District Convention so that all information is made available to the membership.
6. District Scholarship Foundation will be a Mandatory obligation.
7. A District Assessment of \$10 per member as of the previous December roster, shall be collected from each chapter by the District Treasurer.

CONVENTION CITY

1. Several copies of instructions for the Convention City shall be available to the Host City Chapter preparing for the coming District Convention.
2. The Daughters and AHEPA chapters shall have a joint committee appointed to formulate plans for all social functions and the Daughters shall have an equal voice in the planning.
3. All Supreme and Grand Lodge Officers and District Governors of the AHEPA Family shall be given courtesies at District Conventions.
4. The Daughters of Penelope District Governor and One Grand Lodge Officer shall be provided three nights lodging paid by the Host City Chapter; if no Host City Chapter, the District Treasury shall pay.

5. The Daughters of Penelope District Governor and one Grand Lodge Officer shall be provided with a complimentary registration packet paid by the host city chapter. If no host city chapter, the District Treasury will pay.
6. Complimentary registration packet to the Maids District Governor will be non-transferable. If Maids District Governor does not attend the District Convention, then the Maids District Lt. Governor will be given complimentary non-transferable packet.
7. Regardless of when the elected Delegate or Alternate register, the book of tickets in its entirety MUST be purchased (with exception of entertainment events) or the Delegate/Alternate will not be registered, and therefore, will not be eligible to be seated and to vote.
8. The price of the book of tickets and single events for both Senior and Junior Orders will be determined by all attending District Lodge Officers of the four Lodges and Host City Convention Committee.
9. The Convention Agenda shall be used at all future District Conventions and the cost of same shall be paid by the District Treasury.
10. Host Chapters will allocate space for the four District Governors' and the Supreme/Grand Liaison Officers' messages in the album.

DISTRICT CONVENTION

1. The first order of business at each Convention shall be a call for approval of Convention Minutes as distributed.
2. District Lodge Officers will sit with Delegates upon election and seating of the Convention Officers.
3. No raffle tickets will be sold at the District Convention other than those sold by the Host City Chapters and the raffle shall be drawn at the District Convention.
4. A memorial service shall be conducted immediately following the opening of the Daughter's meeting at the Convention for departed sisters of the previous year, and their names shall be read at that time.
5. Only one Delegate from each chapter may serve on the Penelope of the Year Committee and potential candidates shall not serve on the committee.
6. The Chairman of the Penelope of the Year Committee shall have served previously on either the District and/or National Penelope of the Year Committee.
7. The announcement of the Penelope of the Year should take place during the Friday afternoon Business session so that presentation will be made at the banquet. '04

8. Delegates are entitled to only one copy of the Agenda booklet. If lost, there will be a fee for replacement to be determined at each convention.
9. No member of the District Lodge shall be eligible to automatically serve in Convention office.
10. The Budget Committee is limited to no more than one person from each chapter, with the exception of District Lodge officers and the Chairman.
11. The Daughters District Governor shall meet with AHEPA District Governor and provide the Toastmaster with a proper list of introductions to be made at all social functions.
12. The Lt. Governor shall be a member of the Credentials Committee.
13. An ad to be included in the yearly District Convention Commemorative Album for a maximum of \$100 paid by the District Treasury.

DISTRICT CONFERENCE

1. The Conference Agenda printing shall be paid by the District Treasury.
2. No raffle tickets will be sold at a District Conference other than those by the Daughters of Penelope District Lodge.
3. Conference registration packet shall be presented to the four District Governors and each Supreme/Grand Liaison Officer in attendance.
4. Host chapters shall allocate space for the four District Governors' and the Supreme/Grand Liaison Officers' messages in the album.
5. The District Governor and one Grand Lodge Officer shall be provided two nights lodging paid by the Host City Chapter; if no Host City chapter, the District Treasury shall pay.
6. The District Governor and one Grand Lodge officer shall be provided with complimentary registration packet paid by the host city chapter. If no host chapter, the District Treasury will pay.
7. An ad to be included in the yearly District Conference Commemorative Album for a maximum of \$100 paid by the District Treasury.

SISTERHOOD CONFERENCE GUIDELINES

The objectives of the Sisterhood Conference are to come together as neighboring Districts; to get to know one another; to share ideas among other things and to show unity of all chapters within the western part of the country. Therefore, these conferences should be at a minimum expense to all Sisters.

1. A one-day conference is to be held annually in the spring and alternate each year among Districts 17, 20, 21 and 22.
2. Date and location will be set by the hosting District and information will be announced by the end of October.
3. Agenda and materials for conference are to be prepared by the host District Governor. All monetary expenses involved are to be absorbed by the host District. As a courtesy and for helpful input, the visiting District Governors should be consulted regarding the agenda.
4. All financial obligations will be the responsibility of each Sister attending the conference, regardless of office.
5. Complimentary registration will be offered to invite National and Liaison officers and will be absorbed by their respective Districts. Should the Grand President attend, her registration shall be absorbed by the four Districts.
6. The cost of registration should reflect the expenses to the hosting District.

DISTRICT LODGE

1. A District Lodge meeting will be held immediately following the Convention and should include incoming and out-going officers and Past District Governors.
2. District Lodge Officers' reports to the District Convention shall be confined to duties of their respective office.
3. Copies of the District Lodge Officers' reports shall be made available to each registered Delegate/Alternate. All reports shall be limited to one page, with the exception of the District Governor. The Treasurer's financial report shall not be limited. The District Governor will have the option to read her report.
4. The duties of the Convention Delegates and Alternates shall be given to each representative so she can come prepared.
5. The Past District Governor and District Penelope of the Year pins shall be purchased sufficiently in advance so that both pins will be available for presentation at the District Convention.
6. District correspondence of pertinent content shall be kept for five years and shall be on hand at the District conventions to be turned over to the incoming District officers at the first meeting.

7. The District Secretary or Convention Secretary shall record minutes of all joint session meetings and shall obtain minutes of the Scholarship Foundation Secretary and incorporate same in Convention Minutes to be distributed.
8. The District Lodge mailing list shall consist of all Chapter Presidents, Secretaries, and Past District Governors, Grand Liaison Officer and the Grand President.
9. District Lodge Officers will be reimbursed for travel only if they attend on the official visitation date, as confirmed by the chapter.
10. All books of accounts and financial records of the District Lodge, and all other accounts under its control, shall be audited by the Audit Committee, convention to convention, with the audit taking place prior to convention opening.
11. The Audit Committee shall be comprised of a Chairman appointed by the District Governor and any other two sisters knowledgeable in accounting chosen by the Chairman. The report of such audit shall be submitted to the delegates at the District Convention.
12. Budget format shall be changed to reflect three columns: "Budget," "Actual," and "Proposed."
13. No vouchers shall be approved for payment by the District Governor and paid by the District Treasurer unless support documents are attached and marked as to what was purchased or paid for and support documents total not less than the amount of the voucher submitted.
14. All books of accounts and financial records of the District Lodge shall be turned over to the incoming officers upon installation.
15. District Lodge travel: when a combined chapter visitation occurs, only one disbursement will be paid to each attending Lodge member.
16. Meetings of the District Lodge shall be held whenever necessary at the discretion of the District Governor. A quorum is necessary for the transaction of business.
17. Any bills that exceed the budget amount must be presented to the District Convention body for approval. Budget line item not exceeding \$100.00, shall be approved for payment by the District Lodge.
18. At the time of the District Lodge visitation, every effort should be made to include a regular meeting.
19. It shall be the duty of the District Treasurer to sign all checks which shall be countersigned by the District Governor or the District Lt. Governor.
20. The District Treasurer must be present at all times her books are being examined (Audit and Budget Committee meeting).

21. The District Treasury books are to be set up to conform with the previous budget numbers assigned for each column. At the time of final audit, the Audit Chairman is to make sure the books for the new year are set up according to the budget approved by the previous Convention.
22. Only the District Lodge Governor need make Chapter visits.
23. The District Lodge Officers' registration fee for Convention is to be paid by the District Treasury except for the District Governor's fee, which will be paid by the Host Chapter. If no host city chapter, the District Treasury will pay.
24. The Presiding Convention Chairperson, Convention Secretary, Incoming District Governor and Outgoing District Governor should review the draft minutes and submit any corrections. The District Secretary is responsible to ensure that the final draft of the District Convention minutes (as corrected) are printed and distributed in a timely manner.

DISTRICT GOVERNOR

1. The Daughters of Penelope District Treasury shall be responsible for District Governor expenses incurred or connected with the Sisterhood Conference as budgeted. Vouchers with substantiating receipts must be submitted.
2. The Daughters of Penelope District Treasury shall be responsible for District Governor expenses incurred. Vouchers with substantiating receipts must be submitted before payment. Miles driven, will be reimbursed at 40 cents a mile.
3. The Daughters' Convention Agenda shall be approved by the District Governor.
4. The Presiding District Governor's Pin shall be passed from one Governor to the next at the District Convention.
5. The District Governor shall be in correspondence with her chapters regarding the chartering of a new chapter and ascertain if they plan to make a presentation of a ritual gift, such as bible, cross, gavel, etc.
6. The District Governor will meet with the AHEPA District Governor and provide the Toastmaster with a proper list of introductions to be made at all functions.
7. The Friendship Gavel will become part of the District Governor's paraphernalia and will be used at official visitations, Conferences, and Conventions.
8. A pin shall be awarded annually to the District Penelope of the Year.
9. The District Governor's vouchers shall be approved by a majority of the District Lodge Officers during a regular District Lodge meeting prior to submission to the Treasurer.

10. The decision of whether or not to have uniforms for District Lodge Officers shall be left to the discretion of the District Governor and if she determines that the District Lodge Officers shall wear uniforms, then all District Lodge Officers are to wear them on official Chapter visits, District Conference, and on the first day of the District Convention.

PROJECTS

1. The District will adopt a charity project. All chapters shall work as a unit towards that project.
2. All District Project monies shall be received directly by the District Treasurer.
3. With the exception of the District Treasury, District Project, Conferences and Conventions, all other solicitation in inter-chapter communications or from past officers shall be discontinued.

LIAISON & PROTOCOL

1. Daughters shall participate in a joint session for the selection of future District Convention or Conference sites.
2. Any AHEPA chapter bidding for a District Convention or Conference shall be required to obtain a letter of consent and support from their affiliate Daughters of Penelope chapter.
3. All Junior Orders wishing to host a District function must have the authorization of their local Senior Orders prior to bidding.
4. When Junior affiliates sponsor District events, banquets, or testimonial dinners, they must check for proper protocol with their Senior District Lodges.
5. There shall be no time limit on when a Chapter can again host a District Conference or District Convention.