



ORDER OF AHEPA  
YANKEE DISTRICT SEVEN

BYLAWS

ADOPTED: JUNE, 1995

# RECORD OF AMENDMENTS

# DISTRICT SEVEN BYLAWS

## SECTION ONE DISTRICT LODGE RESPONSIBILITIES

1. The District Lodge officers are to stay within a budget set up by the Budget Committee of the previous District Convention.
2. The Governor should try to visit each chapter during his term in office. Other officers of the District Lodge should visit as requested by the District Governor or as otherwise necessary.
3. The District Lodge should meet at least three times each year and a report of the minutes of each meeting be recorded by the District Secretary and be included in the Secretary's Officer report at the District Convention.
4. The District Secretary is to inform the secretaries of the chapters of the names, titles, mailing addresses and telephone numbers of the incoming members of the District Lodge by August 15. The chapter secretaries, in turn, will include the District Governor and the District Secretary on their mailing list so that they will receive all notices and communiqués regarding special meetings or social and community programs.
5. The District Lodge is to sponsor:
  - a. Fall Conference and / or "Principal Officers" Workshop in September or October
  - b. Spring Pre-Convention Conference in April
  - c. In conjunction and in cooperation with the Scholarship Selection Committee a District Initiation and Scholarship Grant Fund Dinner-Dance. Dates to be determined by the District Lodge.
6. The District Governor will be responsible for gathering the respective reports of his officers at least 14 days before the District Convention at which said reports are to be rendered. Sufficient copies, at least twenty (20) should be made available for distribution to delegates of the District Convention.
7. Traveling expenses of the District Governor or his designee is set at prevailing IRS rates according to funding availability.
8. A \$500 budget is to be set for the District Secretary expenses by the Budget Committee of the District Convention. Secretarial expenses may include items such as postage, stationery and supplies as the District Lodge deems necessary.

9. A duty of the District Lodge should be to become proficient as a degree team and installation team and to make their services available throughout Yankee District 7.
10. The District Secretary and the District Treasurer will be responsible for turning over to the incoming District Secretary and Treasurer all minutes, accounts and pertinent paraphernalia and the new Secretary-elect and Treasurer-elect will be responsible for the same.
11. The District Lodge may use up to 10% of anticipated annual receipts exclusive of scholarship allocations and donations at the Lodge's discretion. Such expenditures must meet the approval of 2/3 of the District Lodge membership. The District Lodge remains obligated to stay within the budget (total) set by the Budget Committee of the previous District Convention.
12. The District Secretary or the District Governor will send to National Headquarters names, titles, addresses and phone numbers of elected District Lodge Officers immediately after election and installation at the District Convention.
13. It will be the duty of the District Governor and the District Secretary in cooperation with the District Convention Officers to bring the Bylaws up to date immediately after each District Convention. Each chapter, PDG, and District Lodge Officer will be mailed a copy of the completed District Bylaws, subsequent updates and reprintings. All additions and deletions acted upon at each District Convention will be included in each update. The District Governor will be responsible to see that completely updated Bylaws are reprinted every three years and distributed as previously noted.
14. District Office Jewels must be surrendered at or prior to the District Convention to the District Warden or a Lodge officer designated by the District Governor. Any officer may purchase his set of jewels at the prevailing purchase price.

## SECTION TWO

### CHAPTERS

1. Each chapter upon being billed by the District Secretary on or before September 1, is expected to remit its financial obligations to the District Lodge expeditiously.
2. The following are financial obligations to the District:
  - a. \$2.00 / member, District Per Capita
  - b. \$1.25 / member District Scholarship
  - c. \$4.00 / member- Ahepans and Daughters for Yankee District News
  - d. \$100 / chapter, Convention City. No fee if tri-district convention is held.

3. Chapters must have met their District obligations for the current year and for the prior year thereto in order to qualify the chapter and its members for:
  - a. consideration as Convention City
  - b. Participation in District athletic programs
  - c. scholarship programs
  - d. YANKEE NEWS
4. The District Governor and Secretary should be notified at least one week in advance of chapter meeting, indicating location, date and time.
5. The District Governor and Secretary should be placed on every chapter mailing list.
6. The chapter secretary should regularly update the chapter's business and social calendar and advise the district Lodge of such activity.
7. Each chapter should have a proficient degree team.
8. Chapters should, at all times, follow the Ahepa ritual during meetings and activities that dictate such decorum.
9. The chapter secretary should notify the District Secretary of the names, addresses and phone numbers of each elected chapter officer immediately after elections. It will be the responsibility of the outgoing District Secretary to pass on such listings to the new District Secretary.
10. The chapter should invite the District Lodge to attend all chapter activities and that attendance at such events is mandatory by the District Governor or his designee.
11. The chapter should nominate and submit resumes by April 15 to the District Lodge for the following awards:
  - a. Ahepan of the Year
  - b. Hellene of the Year
  - c. Chapter of the YearIn the absence of such nominations, the District Lodge will select recipients independent of chapter nomination. Individual members of a chapter may nominate individuals of the chapter in the absence of chapter nomination.
12. Each chapter should have a working membership committee whose duties also include activity, inactivity of chapter members.
13. The chapter should assure attendance of its officers and / or designees at all District functions.

## SECTION THREE CONVENTION

1. Convention officers will be nominated and elected at 9:00 a.m. Saturday morning by qualified delegates to the convention, who shall include all present and registered Ahepans who are:
  - a. elected chapter delegates
  - b. Past District Governors
  - c. District Lodge Officers
2. Only qualified delegates to the convention can be elected as Convention Officers.
3. An officer of the District Lodge may be elected as a Convention Officer in the absence of qualified and interested candidates and on the approval of the majority of registered delegates.
4. Suggested registration fee for a 2 1/2 day Convention will be \$45.00, unless extreme financial considerations dictate an increase. In this instance, an increase may be instituted by a 2/3 approval of the existing membership of the District Lodge at the request of the convention city chairman.
5. A \$500 minimum fee is to be paid to the District Lodge at the time of application before final approval for host city. The previous year's and current year's District obligations must also be met by the host city chapter.
6. The Convention City Committee must, by January 15 of the year of the Convention, present to the District Lodge a list of prices and the program for the District Convention. It is the responsibility of the District Lodge to approve prices and programs and the responsibility of the Convention City, upon approval, to disseminate such information to each Ahepa and Daughters of Penelope Chapter, to all District Officers of the Ahepa and Daughters of Penelope and to all Past District Governors. The Convention City will submit to the YANKEE NEWS approved Convention information in ample time for a pre-convention mailing.
7. The payment of the entire registration fee shall be required of all delegates, District Lodge officers and Past District Governors to be eligible to participate in the business of the Convention and in the election of District Lodge Officers.

8. Convention Schedule:

Friday	3:00 p.m. - 9:00 p.m.	Registration
	9:00 p.m. - 1:00 p.m.	Welcome Glendi
Saturday	8:00 a.m. - noon	Registration
	9:00 a.m. - 9:30 a.m.	Convention Officers election
	9:30 a.m. - 10:30 a.m.	Joint Welcome and chapter reports
	10:30 a.m. - 11:00 a.m.	Committee appointments
	11:00 a.m. - noon	Officer reports
	noon - 1:00 p.m.	Lunch break
	1:00 p.m. - 4:00 p.m.	Registration
	1:00 p.m. - 1:30 p.m.	Scholarship Corporation Report
	1:30 p.m. - 2:00 p.m.	Publications Report
	1:00 p.m. - 6:00 p.m.	Committee meetings and reports
	7:00 p.m. - 9:00 p.m.	Banquet and presentation of Awards
	9:00 p.m. - 1:00 a.m.	Ball
Sunday	9:00 a.m. - 10:00 a.m.	Nomination and election of District officers
	10:00 a.m. - noon	Church services
	1:00 p.m. -	Installation of officers and Farewell Luncheon

9. Registration fee for the Daughters of Penelope shall be the same as for the Ahepans.

10. Convention City should publish a convention album or some advertising vehicle.

11. (missing from the original typewritten document)

12. All chapters should advertise in the convention album and the District Governor should strongly urge such cooperation by letter and during visitations.

13. Convention committee should provide complimentary rooms for the District Governors of the Ahepa and the Daughters of Penelope and to representatives of the Supreme Lodges as invited and attending.

14. District Governors should both be in attendance for all pertinent planning sessions of the Convention Committee, as deemed necessary by the host city chairman.

15. The incoming Governor has the ultimate responsibility to see that the minutes are prepared by the Convention Secretary with the approval of the Convention Chairman and Vice Chairman soon after the District Convention. The Convention Secretary will publish the minutes upon approval of the Convention Officers and the District Governor. Costs of the printing will be borne by the District Lodge.

16. Each chapter secretary, Ahepa Past District Governor, Ahepa District Lodge officer and the Governor of the Daughters of Penelope will be provided with a copy of the approved minutes of the District Convention on or before the Fall Conference.
17. The Legislative Committee appointed by the District Convention will review the District Bylaws and all proposed amendments, additions and deletions. All final amendments, additions and deletions will require 2/3 approval of a quorum of delegates. A quorum is met if 2/3 of the registered delegates are present.
18. Any changes or amendments to the District Bylaws should be presented to the Legislative Committee of the current year's Convention for recommendation and voted on at the next year's Convention, after being properly circulated throughout the District and its chapters.

## SECTION FOUR

### SCHOLARSHIP

1. The "Ahepa Living Scholarship" as donated , shall be perpetual. The scholarship endowments will be invested permanently and only the interest can be used for the payment of scholarships.
2. Applicants must have completed a minimum of one semester of college, as a full time matriculated student and plan to continue his or her college program or curriculum in the next academic year.
3. The applicant must produce evidence of scholarly achievement in order to receive scholarship consideration.
4. Scholarships shall be awarded primarily on the basis of scholastic achievement.
5. All applicants for scholarship awards shall be required to complete a District Scholarship Application and provide the Selection Committee with a certified high school transcript and grade report on all completed college level course work. Failure to comply with a complete package will lead to disqualification. High school transcript is not required for graduate students.
6. Each applicant will provide the Selection Committee with a typed essay on a subject area selected by the applicant.
7. Only material requested will be evaluated.

8. An applicant for a scholarship must be a District Ahepa Family member, or the son or daughter of a member of the Ahepa or Daughters of Penelope in District 7, with said member to be in good standing one year prior to the deadline of application for scholarship.
9. All applicants for scholarship grants must be filed with the Scholarship Selection Committee no later than April 15 of each year.
10. The sponsoring chapter must have fulfilled all of its obligations to the District Lodge for the current year ending December 31, immediately prior thereto, unless it is a new chapter, in order for the applicant they have sponsored to be eligible for an award.
11. Applicants and their sponsoring chapters shall be officially advised by the Scholarship Chairman as soon as their applications have been received.
12. Each scholarship may carry its own specific requirements as to eligibility if specified at the time of the donation, i.e., pre-med, engineering, arts, etc. Said requirements shall not be inconsistent with these Bylaws.
13. The "Ahepa Living Scholarship" shall be available for undergraduate and graduate programs.
14. The approval or disapproval of a scholarship application will be officially communicated to the applicant, in writing, by the Scholarship Chairman, with an appropriate letter to maintain the goodwill of the Order.
15. All scholarship awards shall be granted for one year. A recipient may reapply annually, but is limited to receipt of two awards.
16. The amount of each scholarship award will be based on the amount of interest earned from the principal during the year. The number of scholarships will be determined by the Scholarship Selection Committee.
17. Scholarship awards will be made payable to the recipient.
18. The \$1.25 allocation from each chapter member which constitutes the District Obligation to the Scholarship Loan Corporation will be used mainly to increase the principal of the fund by reinvesting the interest, augmenting scholarships where deemed necessary, and to defray expenses of administering the scholarship program.

19. The Scholarship Selection Committee Chairman is to be the current Lt. District Governor. He will be the custodian of all records, correspondence, applicants, recipients and other matters pertaining to scholarships, past and present. This data to be preserved and passed on to the succeeding Lt. Governor.
20. The Scholarship Selection Committee is composed of :
  - a. Scholarship Chairman and three other Ahepans appointed by the District Governor.
  - b. Three Daughters of Penelope appointed by the Daughters of Penelope District Governor.
21. The Scholarship Selection Committee will exist in conjunction with the Scholarship Loan Corp. whose duties will be limited to overseeing the investing of Fund assets.
22. In order to insure continuity in the Scholarship Grant Program and insure the continued progressive intent of our efforts to provide scholarship grants to those deserving students within the Ahepa family, it is required that any changes in the Bylaws of the Corporation and the Bylaws that govern the District relative to scholarship, be presented to the current Convention and then placed on the agenda for discussion and action at the following Convention.
23. To establish a titled "Ahepa Living Scholarship" hereunder, a minimum of \$5000.00 is required.
24. Each chapter president will appoint a Scholarship Chairman within the chapter whose duty it will be to publicize the District Scholarship Program throughout his jurisdiction.
25. The District will accept any individual contributions towards the scholarship program. The name of such scholarship may be designated by the donor and this fact shall be publicized in the YANKEE NEWS.
26. Scholarship grants awarded at the District Convention are based on previous years' scholastic performance. Actual monetary awards received by the student are applied to expenses incurred during the academic year following the Convention.
27. Prospective applicants must show written evidence of acceptance and commitment to attend school during the academic year following the District Convention.

## SECTION FIVE PUBLICATIONS

1. The District Lodge will publish a newsletter, bulletin or magazine entitled YANKEE NEWS for the general edification of the individual members of the Yankee District concerning the activities of the District Lodge, chapters and members of the AHEPA Family, and matters of general interest.
2. The YANKEE NEWS shall be published a minimum of three times a year and distributed to all members of the Ahepa in good standing in District 7, to all contributing members of the Daughters of Penelope in Yankee District 7, and to such persons and organizations as the District Governor, in his discretion, decides to be in the best interest of Yankee District 7. Each issue shall be composed of at least four pages.
3. The District Governor is primarily responsible for the publication and distribution of the YANKEE NEWS. He may, at his discretion, appoint an editor to assist him in the editing, publishing, financing and distribution of the YANKEE NEWS.
4. It shall be the obligation of the chapter secretaries and the members of the District Lodge to regularly communicate newsworthy information relating to activities and observations of the District Lodge and the chapters to the editor of the YANKEE NEWS. It shall be the obligation of the chapter secretaries to provide a roster of members in good standing in their chapters with their addresses and zip code numbers by September 15 of each year. These rosters should be updated as changes occur. In the absence of such a roster, the roster supplied by Supreme Headquarters will be used.
5. Financing of the publication will be provided by a minimum contribution from the chapters in the amount of \$4.00 / member AHEPAN and Daughter of Penelope. Ads may be sold or purchased directly by the chapter or solicited by a chapter member from within the general community. Any ads sold will be divided equally with the Chapter selling the ad and the YANKEE NEWS (i.e. District Lodge). Profits or loss will be shared by both Lodges.
6. The editor of the YANKEE NEWS will be expected to submit a financial and status report of the publication to the District Governor at least two weeks prior to the District Convention. Sufficient copies, at least fifty (50), should be made available for distribution to the District Convention delegates.