



ORDER OF AHEPA
CITRUS DISTRICT #2
Florida, the Bahamas and Puerto Rico
2019-2020 By-Laws Revision

By-Laws Committee

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John Tsacrios, #356 D2 Marshal
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2019-2020 District Lodge

Michael Trimis # 12 District Governor
James Sirks # 161 Lt. Governor
Jerry Galovic #356 & John Tsacrios, #356 District Secretaries
Homer Zambigadis # 409 District Treasurer
Chris Kapakos #394 District Warden
Emmanuel Manos ##487 District Marshall
Eric D. Hill # 161 District Sons of Pericles Advisor
Kurt Panouses #401 District Athletic Director
Gus Pantelides # 356 District Advisor

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- **Updates were made by Michael Trimis on 9/15/2018 and approved on 3/31/2019 by the 2018-2019 District Legislative Committee**
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ARTICLE I - MISSION

The mission of the AHEPA Family is to promote Hellenism, Education, Philanthropy, Civic, Responsibility, Family and Individual Excellence.

ARTICLE II-ORGANIZATION

SECTION A- MANAGEMENT:

- 1) These By-Laws, together with the Constitution and By Laws of the Order of AHEPA and the mandates of the District Convention of Citrus District #2, shall govern the District Lodge in the conduct of the affairs and business of District #2.
- 2) The District Governor with the assistance of the District's elected and appointed officers will be responsible for the management of the affairs and business of Citrus District #2, Order of AHEPA.
- 3) Representatives and officials appointed by the District Governor to assist him shall have a voice and no vote at meetings of the District Lodge.
- 4) No more than two (2) members of any chapter may serve on the District Lodge at any one time.
- 5) The minutes of the District Lodge shall be kept by the District Secretary, who shall transcribe said minutes within fifteen (15) days following each District Lodge meeting or before the next District Lodge meeting, whichever is sooner, and send a copy of said minutes to each member of the District Lodge. The District Governor and District Secretary shall duly sign the minutes prior to their being filed in the Minute Book.
- 6) The minutes of each District Lodge meeting shall be duly presented to the next succeeding District Lodge meeting for their acceptance, rejection, or modification of it by the District Lodge.

SECTION B- RECORDS AND ARCHIVES

- 1) The records and archives of the District Lodge shall be maintained in a secure file, which shall be maintained and secured in the AHEPA HOME "Tarpon Springs"¹, Florida or such other place as the District Lodge may determine from time to time. The keys to said file shall at all times be retained by the District Secretary or his duly authorized representative who shall be responsible for the maintenance of said records and archives.
- 2) The District Governor shall periodically examine the District records and archives to ascertain that they are being maintained in a proper and safe manner and shall report in writing his findings to the District Convention.
- 3) The principle office and address of the District Lodge shall be the office of the District Governor, or the District Governor shall designate such other place as.

¹ 2019 Convention Amendment

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ARTICLE III MEMBERSHIP

SECTION A- ELECTION AND VOTING RIGHTS OF DISTRICT LODGE OFFICERS:

- 1) Each District Convention shall elect by a majority vote of those present, a **District Governor**, **Lieutenant Governor**, and Vice Presidents of Hellenism, Education, Philanthropy, Civic Responsibility, Family and Excellence, and a **District Secretary, Treasurer, Marshall**, and **Warden**, who collectively shall constitute the District Lodge. An individual may be elected to hold one or two Vice President's positions. In the event of a tie vote, the Convention Chairman or the Presiding Officer of the District Convention shall cast a second vote, but only after a second ballot has been cast and the vote for these officers is still tied.
- 2) All incumbent members of the District Lodge shall have a vote at the District Convention.
- 3) District Officers shall be elected for a term of one (1) year or until his successor is duly elected and qualified.
- 4) Any member may serve as District Governor for two (2) years consecutively or otherwise, provided a five (5) year period has elapsed at the expiration of the second term. The same five (5) year provisions will apply for additional terms. All other officers may succeed themselves should they be re-elected.
- 5) All District Lodge Officers in a contested election will be elected by secret ballot.

SECTION B- DUTIES

- 1) The District Lodge Officers shall have those duties and responsibilities as are established by the Constitution and By-Laws of the Order of AHEPA, and such additional duties as may be specifically imposed by the District Convention or the District Lodge, that are not in conflict with the Constitution and By-Laws of the Order of AHEPA.
- 2) The District Lt. Governor is the primary officer charged with increasing membership. He will see to it that each Chapter establishes a point of contact person who will work with him on the endeavor.

SECTION C- VACANCIES:

- 1) In the event of a vacancy in the office of the District Governor, the Lieutenant Governor shall automatically become the District Governor. All other vacancies in the District Lodge shall be filled by the affirmative vote of a majority of the members of the District Lodge present and constituting a quorum at a District Lodge meeting called for this purpose. In the event the Lieutenant Governor declines the vacant position of District Governor, the position of District Governor shall be filled as outlined in the procedure for all other vacancies.
- 2) The District Lodge because of illness, resignation, and death or for any other reason shall determine no vacancy until proper proof or notice has been presented to the District Lodge and ruled upon.

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SECTION D: REMOVAL FROM OFFICE OF ELECTED CHAPTER LEVEL OR ELECTED DISTRICT OFFICER DUE TO LACK OF ATTENDANCE:

1. A person who has been elected to office within District 2 may be removed from office for lack of attendance.
2. A District Level or Chapter Level elected official who misses three regular business meetings in a row may be removed as follows:
 - a) At the third meeting of the body in question, a motion may be made to remove the elected official which must be seconded.
 - b) A quorum must then be determined to be present.
 - c) Discussion may be made regarding the absence of the elected official.
 - d) A two thirds (2/3) vote of those in attendance shall be required to remove an elected officer for lack of attendance.
 - e) Voting shall be done in secret.
3. This process shall not abridge or limit removal for cause as outlined in the National constitution, National by-laws, or adopted rules of parliamentary procedure.

ARTICLE IV- MEETINGS

SECTION A-NUMBER OF MEETINGS:

- 1) The District Lodge shall hold at least four (4) Lodge meetings during its term of office. At least one of these meetings must be held in one of the following areas:
 - a) Fort Lauderdale, Miami, West Palm Beach Area
 - b) Daytona, Melbourne Area
 - c) Tampa Bay Area
- 2) The FIRST District Lodge meeting shall be convened immediately after the completion of the District convention. Thereafter, District Lodge meetings shall be held at a time and place designated by the District Governor, or on his disqualification, refusal or illness, by two (2) members of the District Lodge.
- 3) The District Secretary shall notify each Chapter within the designated area of the time and place of the meetings and shall invite their attendance.
- 4) A "Special Meeting" (to address an emergency or serious problem) may be called by the District Governor and at least a majority of the District Lodge, or by 2/3 of the District Lodge.

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- 5) In the case of a special meeting, the District Secretary will send out an email² to all District Lodge Members and Past District Governors which states the place, day and hour of the District Lodge meeting and the purpose for the meeting, not less than ten (10) days before the date of the meeting.

SECTION B- ORDER OF BUSINESS:

- 1) Scheduled Meetings as follows:
 - a) PRAYER
 - b) PLEDGE ALLEGIANCE TO THE FLAG
 - c) ROLL CALL
 - d) READING OF THE MINUTES OF THE LAST DISTRICT LODGE MEETING
 - e) CORRESPONDENCE
 - f) COMMITTEE AND OTHER REPORTS
 - g) UNFINISHED BUSINESS
 - h) NEW BUSINESS
 - i) GOOD OF THE ORDER
 - j) APPROVAL OF EXPENSES
 - k) CLOSING PRAYER
 - l) ADJOURNMENT

(During his tenure, the District Governor shall appoint a Chaplain who will perform an opening and closing prayer at all meetings and the District Convention)

- 2) SPECIAL MEETINGS will start with a clear explanation as to the reason the meeting was called then followed with provision of necessary background information and specific instructions by the Chair on how the meeting will be conducted.
- 3) A majority of the members of the District Lodge shall constitute a quorum for the transaction of the business of the District Lodge. An affirmative vote of a majority of the quorum shall constitute the action of the District Lodge relative to the transaction of any business presented at the meeting.
- 4) The District Governor shall be the Chairman of the District Lodge meetings and he shall present the agenda to the District Lodge for their action thereon. Any other matter may be presented to the floor of the meeting by the concurrence of at least two (2) members of the District Lodge.

SECTION C- MID YEAR SEMINARS/WORKSHOPS:

Citrus District #2 may hold two Seminars/Workshops annually; the first during September or October and the second during January, February or March. The purpose and site selection will be the responsibility of the District Lodge.

² 2019 Convention Amendment

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ARTICLE V- FINANCES

SECTION A- FUNDS:

- 1) All funds of the District Lodge shall be placed in a FDIC insured banking institution, which accepts interstate deposits and funds, countrywide, and intercountry wide, said accounts to be placed in the name of the District Lodge Order of AHEPA, Citrus District #2.
- 2) The accounts shall require the signatures of both the District Governor and the District Treasurer for the disbursement of funds of the District Lodge. The District Governor or the Treasurer will not sign any blank checks.
- 3) The Treasurer shall submit a complete financial report of his office for audit by the Budget and Finance Committee at the time of the opening of the District convention. Further, he shall deliver all of the bank statements, canceled checks, invoices, vouchers and all of the records and passbooks from the bank accounts and all other books of his office to the newly elected Treasurer at the end of the Convention.
- 4) The District Lodge shall periodically examine and audit the financial records and books of the District Treasurer, and file a report with the District Secretary.
- 5) The District Treasurer shall make a financial report of his office at each District Lodge meeting. His report must include where each account is deposited, balance of each account and maturity dates of any certificates of deposit.
- 6) The Budget and Finance Committee (appointed by the District Governor at the start of the District Convention) shall report all income and expenses relative to the Scholarship Fund to the District Convention.
- 7) Any project generating funds shall use the self-generated funds for expenses on the said project. Any surplus of the previous fiscal year of the self-generated funds shall be given over and deposited based on recommendation of the District Governor and approval of two thirds (2/3) vote of the District Lodge at the second meeting of the District Lodge.
- 8) Donors must forward all monies contributed for the benefit of AHEPA District #2 to the Treasurer of District #2 to be recorded and deposited into the appropriate account.
- 9) The District Convention shall approve the budget for the incoming District Lodge. The District Lodge shall account for the expenditures and said expenditures shall not exceed the total above budget
- 10) The payment of expenses of the District Lodge or its officers shall be paid promptly by the District Treasurer after said bills have been duly itemized, and vouchers presented for payment.

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11) Reimbursement for the expenses of the members of the District Lodge shall be made only if the District Lodge has approved its payment of such expenses and the District Convention has previously authorized approved allowance for said expense.

SECTION B- CONTRACTS:

Neither the District Lodge nor any of its members may enter into or execute any contract without prior approval of the District Convention, unless the District Lodge is hosting the Convention.

SECTION C- DISTRICT ASSESMENTS:

- 1) The District will bill each Chapter in January for the District Assessment of six dollars (\$6.00) for each annual and life member on the Chapters rosters as of December 31st.
- 2) Two dollars (\$2.00) of the assessment will go into the Scholarship Fund, three dollars (\$3.00) will go into the General Fund and one dollar (\$1.00) will go into the District Website.³
- 3) Chapters must have paid their District financial obligations for the current year and two (2) years immediately prior in order to qualify for the Scholarship Program, Convention City consideration, and District Athletic Program. All Chapters must pay their assessment twenty (20) days prior to the District Convention for their Delegates and Alternates to eligible to participate.

ARTICLE VI- CONVENTIONS

The District will hold an annual convention during the months of May or June or July.

Election of Delegates and Alternates to the District Convention

Each Chapter must submit the completed list of delegates form to the District Secretary twenty (20) days before the District Convention. We may hold a convention in April if National HQ gives us dispensation⁴.

NUMBER AND VOTING POWER OF DELEGATES AT DISTRICT CONVENTIONS⁵

NUMBER OF DELEGATES: Each Chapter shall **elect six (6) Delegates** to represent it at a District Convention. No Chapter shall elect more than six (6) Delegates and no Delegate shall have more than one vote at such District Convention. If a Chapter does not timely pay its District per capita assessment in accordance with its Districts Bylaws prior to or

³ 2019 Convention Amendment

⁴ 2019 Convention Amendment

⁵ 2019 Convention Amendment

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during a District Convention, none of its Delegates nor Alternates shall be permitted to participate in said District Convention.

SMALLER CHAPTERS: In the event that the membership of an existing Chapter drops from fifteen (15) to not less than ten (10) members, then and in such event the Chapter shall be entitled to **two (2) votes** at the District Convention, but only in cities where no other Chapter exists.

SECTION A- CONVENTION SITE:

- 1) The District Secretary shall send out "Convention City Bids" forms to each Chapter in the District by the **end of March of each year**. Chapters desiring to bid on hosting a Convention, shall properly complete the proper form and return it along with a fee deposit of two hundred \$200 to the **District Secretary twenty days (20) before the District Convention**.
- 2) All bids will be reviewed prior to the District Convention by the **AHEPA, DOP and SOP District 2 Lodges⁶**. An announcement will be made on the site chosen by the close of the Convention. Unsuccessful bidders shall have their fee deposits returned.
- 3) In the event no Chapter bids for the Convention, the District Lodge shall be able to host a District Convention at a site selected by the District Lodge providing that an active Chapter of AHEPA and Daughters of Penelope are at the site.
- 4) The Chapter chosen shall pay to the District Lodge, **within ninety (90) days** thereafter, an additional six hundred (\$600.00) dollar fee. The eight hundred (\$800.00) dollar fee paid will be split equally between the AHEPA and Daughters of Penelope District Lodges. Failure of the host Chapter to pay the required fees within the allotted time shall result in that Chapter forfeiting their rights to the Convention.
- 5) Chapters submitting bids, must agree to pay all sums that shall be due to the District Lodge and furnish such services and facilities as have been established by the preceding District Conventions, including, but not limited to, meeting rooms, caucus rooms, tape recorders, Greek and American Flags. Also the host city shall provide complimentary rooms for Thursday, Friday and Saturday evenings for each of the following officials:
 - a) The Supreme President of the AHEPA or his representative. (If one attends)
 - b) The Grand President of the Daughters of Penelope or her representative (if one attends).
 - c) The District Governor of the AHEPA.
 - d) The District Governor of the Daughters of Penelope.
 - e) The District Governor of the Sons of Pericles.
 - f) The District Governor of the Maids of Athena.
- 6) The District Lodge, following the conclusion of the District Convention and **within ninety (90) days** thereafter, shall inspect the Convention facilities for the newly selected District

⁶ 2019 Convention Amendment

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Convention, and review the proposed program, exhibits, charges and admissions prices to all convention affairs for delegates and guests as well as all other convention details.

- 7) The District Lodge shall approve or reject said facilities and program or any part of the proposed presentation. In the event of rejection, the host Chapter shall have an **additional sixty (60) days** to modify same to obtain the approval of the District Lodge.
- 8) If the host chapter fails to meet these deadlines, in the absence of declared natural disaster or declared national emergency, the District Lodge shall declare forfeit fifty percent (50%) of the fees paid to the District Lodge.

SECTION B- CONDUCT OF THE DISTRICT CONVENTION:

- 1) Prior to the opening of the Convention the District Governor will appoint the following committees:
 - a. Credentials and Rules**
- 2) Upon completion of the election of the Convention Chairman, there shall be a short recess while the Convention Chairman appoints his committees and posts the appointments. The Convention will then reconvene for a declaration of the Orders of the Day for Friday and Saturdays.
- 3) Upon election of the Convention Chairman he shall appoint:
 - a) Grievance
 - b) Budget, Audit, and Finance
 - c) Convention By-Laws and Legislative
 - d) Best Chapter (committee composed of Past District Governors)
 - e) AHEPAN of the year (committee composed of Past District Governors)
 - f) Others as appropriate
 - g) Convention City Selection Committee (Should be done prior to convention by both AHEPA and DOP Lodges.
- 4) The official opening of the District Convention shall take place no later than Friday morning at 9:00 AM and the Convention shall end at 5:00 PM Saturday.
- 5) The official opening of the District Conventions shall begin with a prayer followed by a welcome by the host Chapter. After the reports of the credentials committee determine the strength of the convention, the District Governor shall then proceed to conduct elections for Convention Officers.
- 6) The host Chapter shall have written contracts stating they are subject to written approval of the District Lodge for all commitments made to the District Lodge or the District Convention, which contracts shall duly presented to the District Lodge for their review and approval, at the time of inspection of facilities.
- 7) The District Convention Program shall be:
 - **THURSDAY: Registration**
 - **FRIDAY: Meetings and Social Night**

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- **SATURDAY: Meetings and Banquet and Dance**
- **SUNDAY: Church Service**

(Friday and Saturday night's events may be held outside the hotel at the discretion of the host chapter and approval of the District Lodge)

- 8) Any and all athletic activities shall be at the discretion of the host Chapter. If any variation in the above is desired, the Convention City must submit any such change or changes, in writing, to the District Lodge for approval.
- 9) The District Lodge will pay to the Convention Committee the registration fee for up to seven District Officers who will attend the Convention.
- 10) The District Convention registration fee for the delegates and alternates of the AHEPA and the Daughters of Penelope shall be a maximum of **one hundred fifty (\$150.00) dollars**⁷. If, however, a delegate or alternate registration is received ten (10) days prior to the opening of the Convention, this fee shall be increased to one hundred seventy-five (\$175) dollars. Registration fee shall include the Social Night, Grand Banquet and Ball. In case of an emergency, a written notice must be **received four (4) days prior** to the start of the convention for a full refund.
- 11) The District Convention registration fee for the delegates and alternates of the Sons of Pericles and Maids of Athena shall be reduced **by forty percent (40%)** of the registration fee for the delegates and alternates of the AHEPA and Daughters of Penelope
- 12) The convention package for all the paid members of the Sons of Pericles and the Maids of Athena **shall be reduced by fifty percent (50%)** of the amount paid by the AHEPA and the Daughters of Penelope. The required registration fee of the city in which the Convention is held shall be paid in full by delegates, alternates, Past District Governors, and District Lodge Officers, of the AHEPA and the Daughters of Penelope who are to participate in the convention. If any variation of the above is desired, the Convention City must submit any such change in writing to the District Lodge for approval.
- 13) Voting strength for the election of the Convention Officers shall be determined by the Credentials and Rules Committee of not less than three (3) or more than seven(7) persons, appointed by the District Governor, prior to the opening of the Convention to serve throughout the Convention.
- 14) On at least one (1) occasion during the District Convention, the entire AHEPA Family shall hold a joint meeting in order to discuss topics of mutual concerns. At the termination of this joint meeting, the Sons of Pericles will remain for further discussions with their brother AHEPANS.
- 15) All Chapters reports shall be submitted in writing to the District Lodge. Discussion during the Good of the Order will replace the reading of Chapter reports.

⁷ 2017 Convention Amendment

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- 16) **Friday afternoon** will be devoted to **District Lodge Officers reports** and committee meetings. Chapter reports shall be submitted in writing and, at the discretion of the Convention Chairman, read during the Convention.
- 17) **Friday**, the Convention will hear **any committees**, which might be ready to report. Saturday morning shall be devoted to concluding all **committee reports** and other business to come before the Convention and shall include a joint meeting of the AHEPA Family.
- 18) **Saturday afternoon** shall be devoted to the **election of the District Lodge Officers**, who may be installed at the time with the Daughters of Penelope District Lodge Officers.
- 19) All election and election procedures during the District Convention shall conform to those rules prescribed for the Supreme Convention.
- 20) Registration of Delegates and Alternates and District Lodge Officers will commence on **Thursday evening**, the hours for registration shall be from 5:00 PM to 8:00 PM. Registration **Friday morning** shall commence at 8:00 AM and end at 6:00 PM Friday evening. Consecutively numbered receipts for registration fees shall be issued and all registrants shall sign their names in a permanently bound book. Registration shall be closed only during the election of Convention Officers.
- 21) **Past District Governors** may register to vote at any time during the District Convention registration providing they have paid the Convention Registration fee, and are members in good standing of a chapter in their District. The right of every Past District Governor to have a sovereign vote shall remain inviolate as long as his national per capita is paid as well as his District assessment.
- 22) All registered Alternates, who are filling in for a delegate, will be eligible to serve as a voting member of any District Convention Committee.
- 23) Upon conclusion of the services of the District Governor, the outgoing District Lodge shall present him with a **Past District Governor's pin and plaque**.

SECTION C- CONVENTION MINUTES:

The Convention Secretary shall distribute the Convention Minutes, in final form, to the District Governor, all District Lodge Officers and to each Chapter, no later **than thirty (30) days after** the close of the convention.

ARTICLE VII – AWARDS

SECTION A- AHEPAN OF THE YEAR:

- 1) The Past District Governors registered by 7:00 PM Friday shall meet on Friday night after registration closes or Saturday morning before the opening of the convention to select the AHEPAN of the Year from the forms submitted by those chapters which have met all District Lodge obligations and which submitted a complete and executed "AHEPAN of the Year" form

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sent to the District 10 Days before the Convention by email⁸ when it is followed up by a receipt email from the District Governor. In the case that no AHEPAN of the Year nominating application has been submitted or a AHEPAN of the year has been submit, but the District obligations have not been met, the past district governors may make that decision for this award.⁹) Those Past District Governors, who may have a conflict of interest, shall abstain. The District Lodge shall furnish each Chapter with "AHEPAN of the Year" **forms at least sixty (60) days prior** to the start of the District Convention. Once the Past District Governors make a decision, the announcement of the AHEPAN of the Year shall be made at the Convention Banquet.

- 2) A **permanent award** shall be given each year and presented to the AHEPAN of the Year, during the Grand Banquet by the District Governor.

SECTION B- BEST CHAPTER OF THE YEAR:

- 1) The District Lodge shall furnish each Chapter with "Best Chapter Award" forms **at least sixty (60) days prior** to the start of the District Convention. Chapters must follow the format of the form when preparing their submission. In the case that no Chapter of the Year nominating application has been submitted or a Chapter of the year has been submit, but the District obligations have not been met, the past district governors may make that decision for this award.¹⁰
- 2) The Past District Governors registered by 7:00 PM Friday shall meet on Friday night after registration closes or Saturday morning before the opening of the convention to select the Best Chapter among those Chapters which have met all District obligations and which submitted a completed "Best Chapter Award" form and sent to the District Governor **20 Days before** by email ¹¹**when it is followed up by a receipt email from the District Governor.** Those Past District Governors who may have conflict of interest shall abstain.
- 3) Once the Past District Governors make a decision, the announcement of the "Best Chapter Award" shall be made at the Convention Banquet.
- 4) A permanent award shall be given each year and presented to the honored **Chapter within thirty (30) days** after the close of the convention by the District Governor.

ARTICLE VIII- SCHOLARSHIP PROGRAM

SECTION A-QUALIFICATIONS FOR SCHOLARSHIP

An Applicant must be:

⁸ 2019 Convention Amendment

⁹ 2017 Convention Amendment

¹⁰ 2017 Convention Amendment

¹¹ 2019 Convention Amendment

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- 1) A legal resident of the territory under the jurisdiction of Citrus District #2, Order of AHEPA, for at least one (1) year.
- 2) A son, grandson, daughter, or granddaughter of an AHEPAN or Daughter of Penelope or be a member in good standing in the Sons of Pericles, Maids of Athena, Order of AHEPA, or a Daughter of Penelope or,
- 3) A son, grandson, daughter, or granddaughter of an AHEPAN or Daughter of Penelope who has died and who at the time of death was in good standing member, or,
- 4) Orphaned by the loss of both parents, of Greek extraction, and residing permanently in District #2.

SECTION B- PROGRAM REQUIREMENTS:

- 1) Recipients must have been accepted for admission to, or be attending, an accredited College or University.
- 2) The Annual AHEPA District #2 Scholarship award will be in the amount of five hundred (\$500) dollars.
- 3) A minimum of four (4) Scholarships will be awarded each year.
- 4) Two (2) Scholarships, one (1) for a high school student newly entered a college and one (1) for a college student will be based solely on scholarship achievement and difficulty of curriculum. The remaining Scholarships will be based on the following criteria:¹²
 - **Essay**
 - **Scholastic Achievement**
 - **Difficulty of curriculum**
- 5) Applications for the Scholarship Program will be accepted only from students entering their freshmen year or those who are matriculating in an undergraduate or graduate program in an accredited college or university.
- 6) All Applications shall be required to complete an application prepared by the District #2 Scholarship Committee.
- 7) The Scholarships will be distributed on the basis of a deserving gift with no financial obligation on the part of the recipient.
- 8) All Applications must be filed with the AHEPA D2 Scholarship Foundation Chairman **NO LATER than April 1st each year**¹³, by certified mail, return receipt requested or through the online application on the District Web site. Applications postmarked after April 1st will not be considered. Scholarship Applications shall be distributed or available on the D2 website no later than **ninety (90) days** prior to the submission deadline.

¹² 2019 Convention Amendment

¹³ 2019 Convention Amendment

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- 9) The Scholarship Selection Chairman via an appropriate letter designed to maintain goodwill for the Order of AHEPA will officially communicate the approval or rejection of a Scholarship applicant in writing to the applicant and the sponsoring Chapter.
- 10) The Scholarship Selection Committee will make the final selection of Scholarship Recipients.

SECTION B- SCHOLARSHIP SELECTION COMMITTEE:

- 1) The Scholarship Selection Committee shall be composed of six (6) members.
 - a) Each incoming District Governor shall appoint three (3) members for a term of two (2) years.
 - b) Each incoming District Governor shall appoint the Chairman of the Scholarship Committee for a term of one (1) year unless reappointed.
- 2) A quorum for the transaction of Scholarship Selection Committee business will be three (3).
- 3) If the Scholarship Selection Chairman does not perform his duties as defined in these By-Laws, he may be removed from office prior to his tenure of office expires, by two thirds (2/3) vote of the District Lodge. If removal is necessary, the District Governor shall then appoint a new Chairman.

SECTION C- SCHOLARSHIP SELECTION CHAIRMAN:

- 1) The duties of the Scholarship Selection Chairman shall be as follows:
 - a) Maintenance of records of incoming applications for scholarship.
 - b) Processing data on student applications and preparing the applications for Committee deliberations and selection of the winner.
 - c) Publicize the Scholarship Award winners in the District Newsletter, the AHEPAN Magazine and local newspapers where possible. He will announce the names of the recipients at the District Convention Banquet.
 - d) Promote the Scholarship program seeking applications for scholarships using the District Newsletter as the main vehicle.

SECTION D-SCHOLARSHIP FOUNDATION FUNDS:

- 1) In order to participate in the District Scholarship Program, a sponsoring Chapter must have fulfilled all of its District assessment obligations to the District for the current year and the two (2) years immediately prior thereto unless it is a new or reactivated Chapter.
- 2) Individual contributions toward the Scholarship Program will be accepted. Individual contributors may have their name attached to a Scholarship providing the amount of their donation is in the amount of five hundred dollars (\$500.00) or more.
- 3) All monies collected for the Scholarship Fund shall be placed in a separate FDIC insured national banking institution account to be named "District Lodge, Order of AHEPA Scholarship Foundation". The monies will be disbursed in the following manner:

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- a) The principal of the Permanent Educational Fund, (which includes the 100club, and any other major contributions designated by the donor to become part of it), shall not be used for any other purpose.
 - b) All other funds, which include Chapter obligations monies, interest from the Permanent Educational Fund, and any donations designated by the donor as a one-time Scholarship, shall be used for scholarships in the same year.
 - c) Any unused funds that are not used in any given year shall remain as part of the Permanent Educational Fund.
 - d) Expenses incurred in the operations of Scholarship Foundation Program will be paid for from the scholarship foundation funds.
- 4) The District Treasurer shall receive the Scholarship monies and promptly issue and send a record to the District Scholarship Foundation Chairman, indicating the amount and the source of the monies.
 - 5) The Order of AHEPA District Lodge will sponsor one \$500 Scholarship that will be given by the District Scholarship Foundation on a yearly basis¹⁴.

ARTICLE IX – CHAPTER REPORTS/FORMS

Chapter Secretaries are responsible to submit the proper District Lodge Form listing all newly elected Chapter Officers to the District Secretary by July 1st of **each year**.¹⁵

ARTICLE X- AMENDMENT OF THE BY-LAWS

- 1) These By-Laws may be amended at any District Convention by a roll call of two thirds vote of the qualified delegates present, providing the proposed amendment shall have been submitted through the chairman of the By-Laws Committee at least fifteen (15) days prior to the convening of the Convention.
- 2) These By-Laws may also be amended by unanimous vote of the qualified delegates present, providing the proposed amendment shall have been read to the Convention Body at least one day before it is voted on.
- 3) These By-Laws may be set aside or suspended for the period of the Convention only if deemed expedient by a unanimous consent vote of the delegates present.
- 4) These District By-Laws will be superseded by the AHEPA National By-Laws.¹⁶

THESE BY-LAWS SHALL TAKE EFFECT IMMEDIATELY UPON THE CLOSE OF THE DISTRICT TWO CONVENTION OR MIDNIGHT JUNE 1 OF THE CURRENT YEAR, WHICHEVER COMES FIRST¹⁷.

¹⁴ 2017 Convention Amendment

¹⁵ 2019 Convention Amendment

¹⁶ 2019 Convention Amendment

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