



ORDER OF AHEPA
District 10
American Hellenic Educational Progressive Association



**Order of AHEPA
DISTRICT #10
Serving the State of Michigan
EIN - 38-3076167**

a.k.a. Automotive District

www.ahepadistrict10.org

REVISED BY-LAWS

JUNE 15, 2013



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**ORDER OF AHEPA
DISTRICT #10 BY-LAWS**

I. GENERAL

- A. DISTRICT TEN (10) shall be composed of all the Chapters within the State of Michigan, and any other Territory assigned by the Supreme Lodge.**
- B. Awards, trophies and any other item or recognition Awarded to the District Lodge during any one year shall become the property of the District. All present District Lodge awards, trophies and other items in the possession of former and present District Lodge Officers will be returned to the District Secretary for historical keeping.**

II. THE DISTRICT CONVENTION

- A. The District Convention will be held annually and will be composed of such members and have such powers as described in Article XXXI of the AHEPA Constitution.**
- B. Reports of all District Lodge Officers to the District Convention must be in writing and sent to the District Secretary 30 days prior to the convention and made part of the convention minutes. Information regarding their assigned and voluntary Chapter visitations must be included in their reports. In his report, the District Governor shall**



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give an oral report to the convention regarding the “State Of The Order.”

- C. The reports of the Chapters must be in writing and sent to the District Secretary 30 days prior to the convention so they can be part of the minutes. In addition to other information, the reports shall include: membership standings, activities, report on auxiliaries, District Ahepan of the Year and National Ahepan of the Year nominees and a current chapter mailing list.**
- D. The current District Governors of all orders shall be given gratis lodging, if residing more than 50 miles of the District Convention Site if applicable, and registration by the Host Chapter. The Host Chapter may extend an invitation to at least one member of each of the Supreme and Grand Lodges to attend and address the banquet. The lodging and admission tickets to the events, which they will attend during their stay, should be gratis by the sponsoring Chapter. In the event the District Lodge hosts the Convention, the same gratis as above shall apply.**
- E. The District Lodge shall provide and pay for the Recording and Transcribing of the Minutes of the Convention. The convention District Chairperson and Secretary shall furnish a transcribed written copy of the convention minutes within 60 days of the close of the Convention to the District Secretary.**



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F. Each Convention Host Chapter shall pay \$300.00 for the privilege of Hosting the District Convention. The above sum shall be payable as follows:

- 1. \$300.00 upon the submission of the Application for hosting the Convention which becomes non-refundable upon selection.**
- 2. In the event the District Lodge hosts the convention, 50% of the net profit derived from the sale of the album shall be returned to the chapters. The Chapters shall be reimbursed proportionately based on the amounts of ads sold in dollar amounts and not number of ads.**

G. Each Chapter in the District shall purchase from the Host Chapter or Host District Lodge, an advertisement in the Convention Album of not less than quarter page.

H. Each Chapter shall submit a minimum of \$100.00 to the Educational Foundation for its annual Chapter Dues.

I. After the official opening of the convention, the election of the Convention Chairperson, Vice-Chairperson, and Secretary, shall take place and should have the voting strength of the convention delegates. Immediately following the election, the Chairperson shall appoint the following committees and their chairperson:

- 1. Officers & Chapters Report Committee**
- 2. Budget and Finance**
- 3. Grievance**



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- 4. Auxiliaries**
 - 5. Resolutions**
 - 6. Legislation (By-Law Revisions)**
 - 7. Athletics**
 - 8. Nominations for District Lodge-Convention City**
 - 9. Newsletter – District Projects**
 - 10. Credentials**
 - 11. In the event the convention conducts business as a “committee of the whole,” then the following committees or chairpersons shall be appointed: credentials, budget and finance, parliamentarian, nominating, convention city, and National Ahepan of the Year.**
- J. The Budget and Finance Committee shall propose a balanced budget to the Convention. That Budget shall include a statement of expected receipts by source and anticipated expenses. The expenses shall include an allocation for the District Governor of \$200.00 for District Lodge travel; \$750.00 for Supreme Lodge Convention travel; and \$250.00 additional expense to be drawn at the conclusion of his term. The expenses shall also include an allocation of \$200.00 each for the remaining District Lodge Officers. The Lodge shall have available a fund of an additional \$1,000.00. The purpose of this fund is to assist the Lodge when requests are made for financial assistance from National Headquarters or other organizations.**
- K. The Nominating Committee shall make at least one nomination for each District Lodge Office. Nominations may also be made from the floor.**



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Each office shall be elected separately or as a group with the exception of the District Governor. A majority vote of the registered delegates of the Convention present and voting is needed to be elected.

- L. The amount to be charged for registration at the District Convention shall be approved by the District Lodge. The registration fee must be paid in total prior to the closing of registration. The fee is, to include minimally the cost of luncheon & banquet tickets.**
- M. The entire convention program, including all activities, must be submitted for approval to the District Lodge no less than 60 days prior to the Convention.**
- N. In the event that no Chapter is desirous of hosting the District Convention, the District Lodge shall undertake the responsibility of hosting the Convention with the Daughters of Penelope.**
- O. No non-Ahepan Speaker shall address the Convention Session without the prior approval of the District Lodge or the District Convention.**
- P. The Convention shall be governed by Demeter's Manual of Parliamentary Law and Procedure.**
- Q. All Chapter Delegate reports shall be sent to the District Secretary 30 days prior to the Convention.**



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R. The Convention Banquet shall be limited to a total of two hours for dinner and program. The only award presentations made at the banquet shall be the Ahepan, Daughter, Son or Maid of the Year, the Periclean Award and the Scholarships. All other awards and presentations shall be made at the Awards Luncheon. It shall be the responsibility of the District Governor to inform the host Convention Chairperson and Banquet MC regarding these presentations.

III. DISTRICT LODGE

Officers and Duties. In addition to the duties enumerated In Article XXXIII of the Constitution, the District Lodge Officers shall have the following duties:

- A. GOVERNOR – The Governor shall assign each District Lodge Officer a Chapter or Chapters for which he will be the liaison officer. The District Governor should visit each Chapter in the District during his term and, if possible, should attend the Supreme Convention of the Order of AHEPA.**
- B. LT. GOVERNOR – Following the close of the District Convention, the Lt. Governor shall incorporate in these By-Laws any amendment adopted by the District Convention and shall issue a revised set of By-Laws to each District Lodge Officer, Chapter Secretary and Supreme Lodge Headquarters, and be responsible for the Annual District Fund Raising Project. In addition, the Lt-Governor shall execute the duties of the District Warden. In addition if the District Governor is unable**



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to attend the Supreme Convention, the Lt-Governor is to go to represent the District and is to receive the \$750.00 Supreme Convention travel money. In the event that he is unable also to attend the highest ranking District Lodge Officer is to represent the District and again receive the travel allowance.

- C. DISTRICT SECRETARY – The Secretary shall compile, prior to the District Convention, an official Delegate list consisting of Delegates, Alternates, Past District Governors, and District Lodge Officers and submit said list to the Host Convention Chapter for use in registration 10 days prior to the convention. The Secretary shall also compile a list of Chapter Presidents and Secretaries and distribute same among the District Lodge. It is the responsibility of the District Secretary to send out to all chapters at least 60 days prior all convention forms that must be submitted by chapters to the District Lodge and Host Convention committee. The District Lodge through the District Secretary shall mail the convention minutes not later than 4 months after the close of the convention, but not later than October 31st to the District Lodge and Chapter Secretaries.**
- D. TREASURER – The District Lodge Officers must submit a voucher to the District Treasurer and have it approved by the District Lodge, before any expense money is paid to them.**
- E. DISTRICT ATHLETIC DIRECTOR – The District Athletic Director shall promote and supervise athletic functions within the District, including those of the Sons of Pericles. Although a member of the District Lodge,**



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the Athletic Director shall serve on a permanent basis until he resigns or is replaced.

- F. No District officer shall be elected as Convention Chairperson or Vice-Chairperson, or be appointed Parliamentarian for a District Convention.**
- G. The District Lodge will select the “Ahepan of the Year Award” using the established guidelines (see Appendix A),**
- H. The District Lodge shall select and present the following two chapter membership awards each year (see Appendix B):**
- 1. The highest membership award based on number**
 - 2. The highest membership award based on percentage increase based on chapter membership.**
- I. The AHEPA District Convention, shall elect Representative(s) to the District No.10 Educational Foundation Board.**

IV. MEETINGS/CONFERENCES

- A. The District Governor shall call a minimum of four District Lodge Meetings and a minimum of one Family Conference per year. The Family Conference should be held, if possible, prior to December 31st of each year.**
- B. It is recommended that all Chapters participate by Sending at least one representative to Family**



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Conference and Chapter Presidents are strongly encouraged to attend.

V. PUBLICATION
(When possible)

VI. DISTRICT #10 EDUCATIONAL FOUNDATION

- A. The Order of AHEPA District No.10 Educational Foundation shall be governed by its own separate By-Laws which were heretofore first adopted by the District Convention of 1975 which was held in Midland, Michigan and ratified by the Order of AHEPA District #10 Educational Foundation.**
- B. At each District Convention the delegates shall elect one member who will serve for a Four year term on the Board of Directors of the District No.10 Educational Foundation. In addition, to elect a member(s) who will, if needed, complete any unexpired term if one arises.**

VII. DISTRICT BOARD OF DIRECTORS

- A. The District Board of Directors shall be an official body of the District. It shall consist of all Past District Governors who wish to serve, and be governed by its own by-laws. In addition to its other business, the Board shall be responsible for selecting the Periclean**



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Award recipient (see Appendix C) and recommending candidates for Convention Chairperson and Vice-Chairperson.

- B. The Chairperson of the Board shall be a member of the District Lodge with full voting privileges. He will be expected to provide an oral and written report to the District Convention.**

VIII. AMENDMENTS

- A. These B-Laws shall be approved by majority vote, of the delegates of the District Convention present and voting.**
- B. Amendments to the By-Laws shall require two-thirds (2/3) vote of the delegates of the District Convention present and voting.**
- C. Any Section of these By-Laws which is inconsistent with the Constitution of the Order of AHEPA shall be null and void.**
- D. In the event that, an AHEPA chapter within the District No.10 ceases to Exist, any and all funds of that chapter, are to be transferred, to the District No.10 Lodge, or 50% to the AHEPA District No.10 with 50% of such funds going to the AHEPA District No.10 Educational (Scholarship) Foundation which is a (501-c-3) Corporation, in the name of such chapter,**
- E. In the event that the Order of AHEPA District No.10 Lodge ceases to exist, any and all funds are to be transferred to the Order of AHEPA National Headquarters.** :



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IX. THESE BY-LAWS SHALL SUPERSEDE ALL PRIOR BY-LAWS or resolutions and shall be immediately effective as of June 15th, 2013 as approved by the 2013 AHEPA District No. 10 Convention held in Troy, Michigan.

APPENDICES

**CRITERIA FOR AHEPA DISTRICT #10
AWARDS/RECOGNITIONS**

APPENDIX A – AHEPAN OF THE YEAR (DISTRICT)

The recipient of this award must meet the following criteria:

- 1. Be a paid member in good standing.**
- 2. Cannot be a current member of the District or Supreme Lodges.**
- 3. Cannot be a current member of the National Board of Directors.**
- 4. Can be selected more than one time for this award.**
- 5. The application for District AHEPAN of the Year must be submitted to the District Lodge no less than 30 days prior to the convention.**

In the selection of this award, the District Lodge will only consider the activities, achievements and contributions of the nominee during the current fiscal year (from District Convention to District Convention). General criteria will include: Leadership, service; chairing committees or events; participation in local, district and national AHEPA activities;



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participation in special AHEPA programs and projects; and participation in church and community activities.

APPENDIX B – MEMBERSHIP AWARDS

The District Lodge shall select and present two membership awards each year. These awards will be presented at the District Awards Banquet. The following two criteria will be used to determine the awards:

- 1. The Chapter with the highest actual number of new members.**
- 2. The Chapter with the highest percentage increase in membership based on the previous year's chapter membership, (Jan. 1 – Dec. 31st of the previous year).**

APPENDIX C – PERICLEAN AWARD

The Periclean Award is selected by the Board of Directors and is presented at the District Convention Banquet. This award is granted only when deemed appropriate and deserving.

Careful consideration will be given to a public official who has clearly demonstrated through their actions and deeds to be a respected public servant and a true Philhellene.