



BY-LAWS

ORDER OF AHEPA

WORTHINGTON CHAPTER

NO. 30

Baltimore, Maryland

September, 2009

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OF
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ORDER OF AHEPA
BALTIMORE, MARYLAND

Introduction. Pursuant to a resolution passed at the regular meeting of March 6, 1946 and others passed at subsequent meetings, the following are the by-laws of the Worthington Chapter No. 30.

1. Authority

Any and all provisions in these By-Laws which conflict with the Ahepa constitution or the accepted usages and customs of the fraternity are hereby declared null and void.

2. Name and Title

The name and title of this Ahepa Chapter shall be Worthington Chapter No. 30.

3. Meetings

The regular meetings of the chapter shall be held on the first Wednesday of each month at 7:30 pm in the AHEPA lodge room, Maryland Avenue and Preston Street, Baltimore, Maryland, or at the time and place at the discretion of the current president. There shall be no regular meetings during the months of July and August.

4. Special Meetings

Special meetings shall be called at the discretion of the current president of the chapter provided the membership receives notice of such a minimum seven days before them. Meetings at locations other than the lodge room shall be approved by the majority of the member present at the meeting at which the proposal was considered.

5. Quorum

Nine (9) members of the chapter in good standing shall constitute a quorum for opening a regular or special meeting and transacting all chapter business. Five (5) members as above defined shall constitute a quorum for ritualistic work of the chapter.

6. Election of Officers

Elections for chapter officers shall be held at the last meeting of the year (June). Installation of officers elect shall be in September, preferably in a combined installation with the auxiliaries. The outgoing president will arrange appropriate social function for installation. Delegates to National and District Conventions shall be elected during the April or May meetings of the current year. Delegates shall be paid \$250.00, and \$150.00 expenses for the National and District Conventions they attend. To collect the delegate's fee, a delegate must render a written report on the convention activities to which he was elected.

7. Chapter Officers and Committees

- A.** It shall be the responsibility of the president to appoint chapter officers and committees - except those elective officers and committees - and to announce them - at the first meeting of his term.
- B.** The president will present the budget for the year at the first scheduled meeting of the chapter.
- C.** It shall be the responsibility of the Secretary to include a copy of the list of those committees, in the second mailing to the chapter.

D. An elected or appointed member of a Committee or a Board may be removed for cause from the Committee or the Board by two thirds (2/3) majority vote of the members of the Committee or the Board. The minority may appeal the decision at a regular meeting with the members in attendance acting as a Committee of the Whole.

8. Duties of Officers

The duties of all officers shall be identical to the duties described in the Ahepa Constitution for the chapter officers.

9. Vice-President

A. First Vice President

It shall be the duty of the duly elected First Vice-President of the Chapter to have in his care a copy of the By-Laws. He shall further be responsible to make any addition or correction that may be duly voted upon and passed during the term of his office. He shall be prepared to answer any question pertaining to the By-Laws during the process of the meeting. The 1st Vice President will automatically become chairman of the Membership Committee. He will be responsible for forming the committee before the September meeting.

B. Second Vice President

The Second Vice President shall assume the duties of the First Vice President in his absence.

10. Additions or Corrections to the By-Laws

A. All resolutions to amend or add to the By-Laws must be presented in writing and signed by the maker and second. The resolutions shall be undebatable at the meeting of presentation, although an explanation only of the intent and purpose shall be in order. The resolutions shall

then be referred to the proper committee for study with instructions to report on same at the next regular meeting. A favorable report by a majority of the committee calls for the resolution to be circularized in the next meeting notice and at such next meeting the resolution shall be open to debate and adoption. However, in the event of an unfavorable report by the majority of the committee, the maker of the resolution may appeal the report to the members present at the meeting at which the unfavorable report was rendered.

B. Final adoption shall require a two-thirds (2/3) affirmative vote of the members present.

C. Any amendment that, if passed, changes the intent, scope or the financial amount involved in the resolution automatically tables the resolution for further notification of the entire membership and makes the amended resolution the first order of business at the next meeting.

11. Action of a Previous Meeting

A motion to rescind, repeal or strike from the record, any action of a previous meeting shall be circularized and carried by a three-quarter (3/4) affirmative vote of the members present

12. Set Policies

The following shall be considered the set policies of the Chapter and it shall be the responsibility of the current administration to see that they are carried out.

A. Memorial Day Celebration

Each year on the first Sunday following Memorial Day a religious service shall be conducted at the Church in memory of the deceased Brothers of the Chapter. Due notice of this service shall be sent to all members and to the kin of the deceased Brothers. Memorial Day

observances may be fixed to coincide with the Archdiocesan Ahepa Day observance.

B. Memorial Services

Upon being notified of the death of a member of the chapter, a donation to the church will be made and a funeral ceremony will be conducted.

C. Past President's Plaque and Pin

A dinner honoring the past president will be held as soon as possible. The secretary shall place an order for a plaque and pin in sufficient time to present them at the past president's dinner.

D. Installation

All arrangements for the installation shall be made by the retiring administration. A motion shall be in order at the first meeting in December as to the amount to be appropriated for the expenses of the installation.

E. Delegate Reports

Reports of Convention Delegates must be in writing and kept in a special file by the Secretary. Delegates shall not be paid expenses until satisfactory written report has been rendered. Delegates must be registered and voting delegates at the convention to qualify for expenses.

F. Sick Committee

1. The Sick Committee shall consist of the entire membership of the chapter. Upon learning of a brother being sick or incapacitated, the member will notify the secretary and the sick committee chairman.
2. This committee will be responsible for personal visitations and/or telephone contact.

3. The secretary, upon being advised of the sickness of a brother, shall send a card with the best wishes of the chapter for a speedy recovery.

G. Business of the Chapter

1. Any and all business of the chapter will be presented for resolution at a regular meeting of the chapter.
2. As part of the meeting agenda any and all chapter business shall be moved, debated and voted upon by the members present at a meeting according to applicable parliamentary procedure.
3. Private communications or grievances in writing addressed to some chapter members at the exclusion of other chapter members is contrary to these By-Laws.
4. Private communications or grievances in writing are allowed provided the entire membership receives a copy of the communication / grievance or the monthly Bulletin is used for the announcement of the issue or the matter is openly presented at the meeting.

13. Chapter Dues

- A. Membership dues shall be at the rate of \$70.00 (Seventy dollars).
- B. Initiation fee shall be \$20.00 (twenty dollars). If applicant is a graduate member of the *Sons of Pericles* and makes application within six months after such graduation, or is a regularly enrolled student at an accredited college or university, the initiation fee shall be \$10.00 (ten dollars).
- C. Establish a "Chapter dues committee" to ascertain that the per capita tax to headquarters is

paid promptly and that the chapter be credited properly in order to correctly determine the chapter strength.

1. A business account shall be established under the above title. A special committee shall be appointed to oversee all transactions in the account. Said committee shall implement the dues invoice mailing plan. The committee, through the mailing plan, shall alert the membership regarding their dues status and collect all dues owed to the chapter.
2. The membership of the committee shall consist of the chapter treasurer as chairman and 3 members in good standing. Funds in the account shall be deposited as collected and withdrawn as needed for the payment of per capita tax and district dues by a designated member of the committee. All transactions with the supreme lodge shall be executed through the treasurer and the chapter general fund. All funds remaining after payment of all dues and expenses shall be deposited in the general fund. The committee shall be responsible for the timely and accurate recording and the distribution of membership cards.

14. Chapter Funds

- A. The Chapter shall maintain a checking account in which all monies not ear-marked for specific fund shall be deposited. Checks against this account shall be drawn by the order of the President and Treasurer after bills are presented under Bills Against the Lodge. There shall be no exception to this article except the payment of per capita tax to headquarters.
- B. At the close of business of each current year, after bills against the lodge have been honored any amount exceeding \$2,500.00 (two thousand

five hundred dollars) shall be withdrawn from the General Fund and placed in the Building Fund. In the event that the amount of the General Fund after all bills have been paid is less than \$2,500.00 (two thousand five hundred dollars) the amount needed to bring the General Fund to a starting of \$2,500.00 (two thousand five hundred dollars) be made available by withdrawal from the Building Fund. It shall be the responsibility of the retiring administration to attend to this business.

C. Limitation

Any motion to pay, appropriate or donate any amount in excess of \$350.00 (three hundred and fifty dollars) must be circularized and shall require a two-thirds (2/3) affirmative vote of the members present to carry. The only exception to this limitation is the payment of the per-capita tax to headquarters.

D. Further Limitation

A motion to borrow, transfer or in any manner withdraw money from the Charity Fund or Building Fund, other than as provided for in these By-Laws must be referred to and obtain the consent of a combined meeting of the said Board with the Board of Governors. A two-thirds (2/3) affirmative vote of the statutory membership of the said combined meeting is required for consent. The motion shall then be circularized and brought before the Chapter where a two-thirds (2/3) affirmative vote of those present shall carry. In the event of an unfavorable report by the said combined Board meeting, the maker of the motion may appeal the report to the members present at the meeting at which such unfavorable report was rendered and ask for circularization of the original motion and the report of the combined Board meeting. Final disposition of the matter is then made at the next meeting.

15. Relief and Charity Fund

Whereas the Worthington Chapter is desirous of creating a special and separate fund to be used for the purpose of affording limited financial relief to sick, needy and unemployed Brothers and whereas it is further desired to create a special and separate fund out of which all charitable contributions and donations to duly initiated Ahepans by the Worthington Chapter are to be made, it is hereby resolved that:

- A. A governing board of three members shall be elected, one of which shall be elected each year for a three year term. Chairmanship shall be governed by seniority and said Board shall be known as the Charity Fund Board.
- B. Said Charity Fund Board shall be authorized and empowered to accept any gifts, donations or contributions on behalf of said Relief and Charity Fund. A maximum of \$1,000.00 (one thousand dollars) shall be on deposit in Charity Fund. Any amount above this figure shall be deposited in the Building Fund.
- C. The said Board shall deposit in a separate and special bank account all monies entrusted to its care in the name of "Ahepa Relief Fund, Worthington Chapter #30, Order of Ahepa" and all withdrawal slips drawn against fund are to be signed by the Chairman of the Board and counter signed by the President of the Chapter.
- D. Said Board shall, when acting unanimously and in its discretion, be empowered and authorized to extend for the relief of any sick, needy or unemployed Brother any sum up to and including the total sum of \$75.00 without asking consent of the Chapter; but on an expenditure of any kind exceeding the said sum of \$75.00 authority must first be obtained from the Chapter.

- E. Any expenditures other than as aforesaid are to be first submitted to the Chapter for authorization.
- F. All requests for aid, contribution or donation for donation, for the benefit of a Brother are to be referred to the Charity Fund Board.
- G. At the second meeting in June and at the last meeting of the year the said Board shall submit a report showing all contributions and expenditures made, which report shall be incorporated into the minutes of the meeting. (This Fund was originally created in 1939 under President Anthony Raptis).

16. Building Fund

Whereas the Worthington Chapter is desirous of creating a special and separate fund to be used for the purpose of securing a Chapter Home, and whereas it is further desirous of creating such special and separate fund, it is hereby resolved that:

- A. A governing board be composed of three trustees, one of whom shall be elected each year for a three year term, and chairmanship shall be governed by seniority. Said Board shall be known as the Building Fund Governing Board.
- B. Said Building Fund Governing Board shall be authorized and empowered to accept any gifts or contributions in behalf of the said Building Fund. Building Fund monies to be used only for Ahepa Building effort.
- C. The said Board shall deposit in a separate and special bank account all monies entrusted to its care in the name of "Ahepa Building Fund, Worthington Chapter #30, Order of Ahepa" and all withdrawals against said fund are to be signed by the Chairman of said Board and countersigned by the President of the Chapter.

- D. At the last meeting of the year the said Board shall be required to submit a financial report of the status of the Fund, showing all contributions and expenditures made. Said report shall be incorporated into the minutes of the meeting.
- E. At any time the Board shall deem it advisable and timely to purchase the Chapter Home, they shall invite the Board of Governors to meet and discuss the contemplated purchases with them. If at this meeting the majority present (five members shall be considered a quorum) vote in favor of the contemplated action, it may be brought to the attention of the Chapter first circularizing the entire membership.
- F. The final authority to purchase the said Chapter Home can only be given after the above procedure has been carried out and a two-thirds (2/3) affirmative vote of the members present at the Chapter meeting shall have been cast. (This Fund was originally created in 1930 under President Angelo Schiadaressi)

17. Liquid/Contingency Fund

Establish a “Liquid/Contingency Fund” to handle excess funds at the end of the year after all bills against the lodge have been paid for that year, independent of budget limitation.

18. Recording Secretary’s Compensation

The Recording Secretary of the Chapter receives expenses for his office up to \$250.00 (two hundred fifty dollars) per year.

19. Treasurer’s Compensation

The Treasurer of the Chapter receives expenses for his office up to \$250.00 (two hundred fifty dollars) per year.

20. Corresponding Secretary

The Corresponding Secretary will assist the recording secretary in the administration of the Chapter and receives expenses for his office up to \$250.00 (two hundred fifty dollars) per year.

21. Copy of By-Laws and Constitution for Each New Member

A copy of these By-Laws and of the Constitution of the Order shall be given free of charge to each newly initiated member.

22. Audit of Books

It shall be the duty of the Board of Governors to check and audit the books of the Chapter at least semi-annually. After having done so to submit a report in writing at a regular meeting together with any recommendations or proposals made by a majority of the Board of Governors. This provision applies to each and every fund administered by the chapter such as the Hellenic Housing Corporation.

**WORTHINGTON CHAPTER NO. 30
ORDER OF AHEPA
BALTIMORE, MARYLAND**

**SCHOLARSHIP AWARDS
RULES AND REGULATIONS**

1. SCHOLARSHIP ESTABLISHED:

The Worthington Chapter #30 of the Order of Ahepa, in its desire to carry out one of the oldest and noblest Ahepan ideals, **Progress in Education;** Mindful of the recognized need to promote and enlarge the goals of education in our Nation suitable to a free and democratic society, and with the sole purpose of encouraging and stimulating the interest for higher education among the talented and/or needy students of the Ahepa Family, and Greek American Community of the Greater Baltimore Community.

ESTABLISHES

- (a) A Theodore S. Agnew Scholarship Fund from which one or more, but not to exceed five, Scholarship Awards may be given annually under the terms and limitations set forth in succeeding paragraphs.
- (b) The amount of money available for each year shall be no more than the yearly interest derived from the principle of the Scholarship Fund. The principle amount of the Scholarship Fund shall not be used for any awards.
- (c) The Primary Scholarship shall be in the amount of \$1000.00 (One thousand dollars).
- (d) The Secondary Scholarships shall be recommended at the discretion of the Scholarship Committee, based upon residual amounts available. Residual amounts after the primary and secondary scholarships have been awarded shall be deposited back into the Fund.

2. ELIGIBILITY:

- A. The Applicant must be at the time of application, a student in any accredited college or university; or

- B. The Applicant must already be a graduate of an accredited high school, or a student of the graduation class of his (or her) high school and definitely intending to attend college the following September, or to enroll in a trade or vocational school which requires a High School diploma as a prerequisite.

3. QUALIFICATIONS:

The Applicant must be directly affiliated with the Orthodox community in the Baltimore area; Cathedral of the Annunciation, St. Nicholas and St. Demetrios Orthodox churches. Extra consideration will be given to Ahepa Family members which is hereby defined to include either members in good standing of the junior organizations (Sons of Pericles and Maids of Athena) or sons or daughters of a member in good standing of the Order of Ahepa or the Daughters of Penelope within the Baltimore metropolitan communities.

4. CRITERIA OF SELECTION:

The Applicant must be an outstanding student. The term OUTSTANDING is hereby defined: scholastic achievement, good citizenship, leadership, understanding of Ahepa ideals, service to the community, school, church and patriotism. Financial need is also taken into account to a certain extent.

5. CREDENTIALS:(to be submitted with application)

- A. Academic records (transcripts) or the Applicant, kept by the college or high school he (or she) was graduated or is to be graduated from. These records must be issued by the school itself, and shall reflect the most recent or current semester. If the student did not attend the chronologically previous semester a justification must be provided.

- B. Each Applicant must submit an Essay of 300 words, or less in which he (or she) will state his (or her) activities, accomplishments (in and out of school), and his (or her) objectives, as well as his (or her) relationship with and ideas about the Order of Ahepa.
- C. Honor societies certificates, Scholastic achievements, Deans lists or other honorary distinctions claimed on the application must be substantiated by a hard copy of the award.

6. SELECTION OF THE RECIPIENTS:

- A. All of the above records, statements and other evidence must be forwarded to the Chairman of the Scholarship Committee, on or before June 30th, of the year he (or she) intends to attend college.
- B. The Chairman of the Scholarship Committee will call a meeting of his Committee to discuss, examine and weigh the evidence, based on the records listed above. The findings of the Committee will be made known to all Applicants. The findings of the committee shall be final.

7. PRESENTATION OF THE AWARDS:

The presentation of the Award(s) shall be made at an Ahepa Family, Church, or Community Function, as shall be decided by the Scholarship Committee, The names of the recipients shall be announced at that function.

8. THE SCHOLARSHIP COMMITTEE:

- A. The Scholarship Committee shall consist of five (5) members of the Chapter; two (2) to be appointed by the President and three (3) to be elected at the December meeting.

- B. After the election of the five members of the committee, they shall meet together to elect a committee chairman.
- C. The committee may, at their discretion invite experts in the educational field as committee advisors. Said advisors shall receive no fee and will not vote in the recipient selection process. No advisor shall have a conflict of interest or a relative or family member being considered for a scholarship.
- D. When the committee meets to evaluate and select the recipients, no member of our chapter who has a conflict of interest or a relative being considered for a scholarship, including the president of the chapter, is allowed to be present or participate in the selection process. When a committee member has a conflict of interest, he must be replaced by another chapter member appointed by the president.

9. FUND RAISING ACTIVITIES:

- A. As outlined in the Chapter By-Laws. Any fund raising activities undertaken by the chapter and claiming scholarship support shall return to the scholarship fund proportional amounts.
- B. Selected projects, as approved by the members. Such projects shall, upon completion lose their identity and be absorbed by the scholarship fund.
- C. **Contributions.** No other scholarship title shall be established unless contributions/donations are made in sufficient capital to yield at least one thousand dollars (\$1000.00) annually or a one-time donation is made yearly in the same amount.

D. Endorsement of Scholarship Awards

The Chairman of the Scholarship Evaluation Committee will ascertain that each scholarship recipient provides the full name of the academic

institution he or she will attend, and for which he/she has received a scholarship award. The scholarship checks must be made out to the recipient and the school and signed by both to deposit.

10. INVESTMENT:

Money to be invested in U.S. Treasury Notes or Bonds or Bills, or any Federally insured savings accounts or certificates.

11. ADDITIONS OR CORRECTIONS TO THE BY-LAWS:

- A. Changes in By-Laws of Scholarship Committee shall be incorporated into the Chapter By-Laws. The Scholarship Committee By-Laws shall be amended in the same manner as the Chapter By-Laws.
- B. Pen and ink amendments are permissible until next printing of the By-Laws. The secretary is responsible to circularize all such amendments to the membership to annotate their copies of the text.

