

# Daughters of Penelope

## District Convention Business Session

(date and location)

### AGENDA

#### SATURDAY (Day 1)

1. **Call to Order** Time: \_\_\_\_\_.

*(District Governor, as the Chairperson of the meeting, officially declares the D.O.P. Business Sessions open. The District Governor remains the Chairperson of the Business Sessions until the Convention Officers are elected and sworn in. Jewels are worn during this session. A gavel and Bible are needed for the session.)*

**District Governor:**

“Sisters, the meeting of the Daughters of Penelope, (District Name and No.) District Convention will please come to Order.” (1 rap)

“District Marshal please escort our Worthy \_\_\_\_\_(title), into our meeting room.” (3 raps, all rise).

**District Marshall:**

“Worthy District Governor, it is with pleasure that I present to you, Sister \_\_\_\_\_(name and title).”

**District Governor:**

“District Marshall please escort our distinguished guest to my station.”

“Sisters, please join me in extending a welcome to our Sister (name and title) \_\_\_\_\_.”

“District Marshal attend the altar and ask the blessing of Almighty God upon the Order.”

2. **Opening Prayer** by \_\_\_\_\_(District Marshal).

**District Marshal:**

“O God, our Heavenly Father, we humbly beseech Thee, to bless the Officers and Delegates gathered here on this day of our Convention. Guide us in our deliberations, and give us courage and inspiration to continue our work in our great Order, the Daughters of Penelope, and lead us to greater and nobler deeds, that we may better serve our Country and our fellow man, now and forever. Amen.”

**District Governor:**

“I now declare this convention meeting officially open.” (Welcome delegates)

**3. Memorial Service**

Generally conducted by the District Governor. She reads deceased Sisters names and chapters. Then it would be appropriate to read the poem, “Near A Shady Wall” from our Ritual Book.

**4. Appointment of Tellers and Sentinels**

**District Governor:**

“We shall now have the appointment of Tellers and Sentinels. I would like to appoint:

**Tellers** (1)\_\_\_\_\_ (name)

(2)\_\_\_\_\_ (name)

**Sentinels:** (1)\_\_\_\_\_ (name)

(2)\_\_\_\_\_ (name)

**5. Roll Call of Delegates by District Secretary**

**District Governor:**

“Worthy District Secretary, we shall now have the Roll Call of District Lodge Officers and Delegates.”

**Grand Lodge Officers:**

(name)\_\_\_\_\_ (title)\_\_\_\_\_

(name)\_\_\_\_\_ (title)\_\_\_\_\_

**District Lodge Officers:**

**District Governor** \_\_\_\_\_

**District Lt. Governor** \_\_\_\_\_

**District Secretary** \_\_\_\_\_

**District Treasurer** \_\_\_\_\_

**District Marshal** \_\_\_\_\_

**District Advisor to the  
Maids of Athena** \_\_\_\_\_

**Total number of District Lodge Officer Votes:** \_\_\_\_\_

See attached for Chapter Delegate and Alternate roll call sheets.

**6. Report of Voting Strength**

(As acting Credentials Chairperson, the District Secretary reports the total number of Votes: District Lodge Officers + Chapter Votes = Voting Strength.)

(Note: Once a Convention Chairperson is elected, she does not have a vote except in the case of a tie. Please refer to Robert’s Rules of Order for further details.)

**District Secretary:**

“Total number of Voting Delegates and Alternates, including the District Lodge Officers is \_\_\_\_\_.

**7. Election of Convention Officers**

**District Governor:**

“We shall now have the election of the Convention Officers.”

Nominations for Convention Chairperson:

“The floor is open for the Nomination of the position of the Convention Chairman.”

Sister:\_\_\_\_\_ Nominated by:\_\_\_\_\_

“Are there any other nominations for Convention Chairperson”.

Elected:\_\_\_\_\_

Nominations for Convention Vice-Chairperson:

“The floor is open for the Nomination of the position of the Convention Vice Chairperson.”

Sister:\_\_\_\_\_ Nominated by:\_\_\_\_\_

“Are there any other nominations for Convention Vice Chairperson”, repeat three times.

Elected:\_\_\_\_\_

Nominations for Convention Secretary

“The floor is open for the nomination of the position of the Convention Secretary.”

Sister:\_\_\_\_\_ Nominated by:\_\_\_\_\_

“Are there any other nominations for Convention Secretary”, repeat three times.

Elected:\_\_\_\_\_

**8. Oath given to Convention Officers by District Governor or Liaison Officer from the Grand Lodge.**

“Convention Officers would you please advance to the Altar to take the Oath of your Office.”

“Please raise your right hand and place your left hand upon the Bible. Repeat after me:

“I hereby do solemnly affirm \*  
that I shall do my best \* to carry out the duties of my office, \*  
faithfully \*  
impartially \*  
and with unfaltering devotion, \*  
so help me God.”

**9. Newly Elected Convention Officers**

The Convention Officers now assume their positions at the Head Table in order to conduct the subsequent Convention business.

**10. Minutes of the previous District Convention**

Minutes of the previous District Convention are presented by the Convention Secretary, The Convention Chairperson will ask for a motion from the floor for the minutes to be approved.

Convention Chairperson:

“We shall now have the reading of the minutes from the previous District Convention.”  
(The Convention Secretary will read the minutes.)

“Are there any corrections to the minutes.”

“Hearing none, the minutes stand approved as read.” (OR “as corrected”)  
(The Secretary will make the necessary corrections.)

Approved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**11. Appointment of Committees**

**Growth and Expansion**

Duties: Propose ways to enlarge our membership.

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**Ways and Means**

Duties: Determine how money can be made for the District and also for the Chapters (will work with Finance Committee).

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**Budget and Finance**

Duties: Primarily to set up a budget for the District for the following year (work with the Ways and Means Committee).

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**Grievance**

Duties: Primarily to bring up any grievance in the Chapter, the District or National level.

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**District Scholarship**

Duties: The Committee will select the winner for the District Scholarship by following the \*Point System\*.

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**Penelope of the Year**

Duties: The Committee will select the District Penelope of the Year by following the \*Point System\* (Chapters who have a candidate do not serve on the Committee or each chapter shall have only one representative on this Committee.)

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**Legislation and Resolutions**

Duties: The Committee works on changes of the Constitution or Ritual (recommendations to be presented at the Supreme Convention.)

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**Chapter(s) of the Year**

Duties: The Committee (which is formed by Grand or District Lodge Officers) will select the Best Chapter(s) of the District (following the \*Point System\*.

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**12. District Lodge Officers Reports**

Convention Chairperson:

“We shall now have the Reports of the District Lodge Officers.”

District Governor	_____
District Lt. Governor	_____
District Secretary	_____
District Treasurer	_____
District Marshal	_____
District Advisor to the Maids of Athena	_____

**13. Acceptance of Reports**

Motion to accept the Reports of the District Lodge Officers with any recommendation directed to the proper Committee.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**14. Chapter’s Reports**

Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

Chapter No. \_\_\_\_\_ City \_\_\_\_\_ Report read by: \_\_\_\_\_

**15: LUNCH**

(If possible delegates should start working on their different committee duties, since there never seems to be enough time to cover everything.)

**16. Committee Meetings**

**17. Reports from Committees**

Growth and Expansion: Chairperson \_\_\_\_\_

Ways and Means: Chairperson \_\_\_\_\_

Budget and Finance: Chairperson \_\_\_\_\_

Grievance: Chairperson \_\_\_\_\_

Legislation and Resolutions: Chairperson \_\_\_\_\_

(NOTE: The winners for the District Scholarship, the Penelope of the Year and the Chapter(s) of the Year will be announced at the Grand Banquet.)

**18. Report from the Maids of Athena**

Advisors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Presenter: \_\_\_\_\_

**19. New Business:**

Convention Chairperson:

“The next order of business is “New Business”

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**20. Review of Voting Strength**

Convention Chairperson:

“Convention Secretary, what is our present voting strength?”

**21. NOMINATION & ELECTION OF District Lodge Officers**

Convention Chairperson:

“The floor is open for nomination for the position of District Governor”

“Are there any other nominations?” (Repeat 3 times)

“Nominations now closed, please vote.”

**DISTRICT GOVERNOR**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**DISTRICT LT. GOVERNOR**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**DISTRICT SECRETARY**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**DISTRICT TREASURER**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**DISTRICT MARSHAL**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**DISTRICT ADVISOR to the MAIDS OF ATHENA**

1. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

2. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

3. \_\_\_\_\_ Nominated by: \_\_\_\_\_ Votes \_\_\_\_\_

Elected \_\_\_\_\_

**22. Oath administered to newly elected District Lodge Officers**

Convention Chairperson:

“Newly elected District Lodge officers advance to the altar to take the oath”. (If a Grand Lodge officer is in attendance, she will give the oath. If there is not a Grand Lodge officer present, the Past District Governor, failing that the District Governor will administer the oath.)

Administered by:

\_\_\_\_\_

“I hereby do solemnly affirm \*\* that I shall do my best \*\* to carry out the duties of my office \*\* faithfully, \*\* impartially, \*\* and with unfaltering devotion, \*\* so help me God.”

**23. Messages from Grand Lodge Officers and/or other Guests**

by:\_\_\_\_\_

by:\_\_\_\_\_

by:\_\_\_\_\_

by:\_\_\_\_\_

**24. Good of the Order and Announcements**

by:\_\_\_\_\_

by:\_\_\_\_\_

by:\_\_\_\_\_

by:\_\_\_\_\_

**25. Presentations**

**26. Closing Prayer**

Convention Chairperson:

“District Marshal proceed to the altar to offer the closing prayer.”

Given by: \_\_\_\_\_ (See Ritual)

“God, our Father and Lord of the Universe, we thank Thee for whatever has been accomplished, and as we are preparing to depart, we beseech Thee to continue to guide us, that we may always be a credit to the Daughters of Penelope and to the Order of AHEPA.

Help us to remain true to our obligations, faithful to our ideals, and steadfast in our purpose. And we also beseech Thee to bless all of the Officers and Members of this Christian Association and keep them in health and in peace for greater accomplishments in Thy Name, Amen.”

**27. Motion to adjourn the District Convention**

By: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Convention Chairperson: \_\_\_\_\_

Convention Secretary: \_\_\_\_\_

**CHAPTER No.** \_\_\_\_\_ **(City)** \_\_\_\_\_ **Chapter**  
**Delegates:** \_\_\_\_\_ **Alternates:** \_\_\_\_\_ **Votes**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHAPTER No.** \_\_\_\_\_ **(City)** \_\_\_\_\_ **Chapter**  
**Delegates:** \_\_\_\_\_ **Alternates:** \_\_\_\_\_ **Votes**  
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**CHAPTER No.** \_\_\_\_\_ **(City)** \_\_\_\_\_ **Chapter**  
**Delegates:** \_\_\_\_\_ **Alternates:** \_\_\_\_\_ **Votes**  
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**CHAPTER No.** \_\_\_\_\_ **(City)** \_\_\_\_\_ **Chapter**  
**Delegates:** \_\_\_\_\_ **Alternates:** \_\_\_\_\_ **Votes**  
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