DAUGHTERS OF PENELOPE
and
AHEPA FAMILY
RULES OF PROTOCOL

PROTOCOL RELATING TO OFFICIAL BANQUETS AND ALL OTHER CHAPTER, DISTRICT AND NATIONAL FUNCTIONS OF THE ORDER OF AHEPA, DAUGHTERS OF PENELOPE, SONS OF PERICLES, MAIDS OF ATHENA AND AHEPA BOARD OF DIRECTORS

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OFFICIAL AHEPA FAMILY PROTOCOL

I. FRATERNAL PRECEDENCE

The Order of AHEPA consists of the following fraternal organizations within the AHEPA family in the order of precedence below:

1. Order of AHEPA
2. Daughters of Penelope
3. Sons of Pericles
4. Maids of Athena

II. THE SUPREME PRESIDENT

The Supreme President of the Order of AHEPA holds the most important position in the entire AHEPA Family at every function.

As the highest-ranking officer in our Fraternity, he shall be:

1. Escorted into a meeting room alone and after all other officers have been seated according to rank. (Members will stand when he enters).

2. Be seated to the right of the Chapter President in a meeting room.

3. Will be the last and most important speaker at a fraternal affair.

4. Generally will be seated to the right of center at all AHEPA Family functions.

5. Upon being introduced, will be recognized and acknowledged by the entire AHEPA Family rising with a round of applause.

III. THE GRAND PRESIDENT

The Grand President of the Daughters of Penelope holds the most important position in the Daughters of Penelope and has precedence over every other Daughter at every function.

At any meeting related to the Daughters of Penelope or Maids of Athena, the Grand President of the Daughters of Penelope has precedence, if the Supreme President of the Order of AHEPA is absent.

As the highest-ranking officer of the Daughters of Penelope, she shall be:

1. Escorted into a meeting room alone and after all other officers have been

escorted in and seated according to rank. (Members will stand when she enters).

2. Will be seated to the right of the Chapter President in a meeting room.

3. Will be seated to the right of center at all public functions of the Daughters of Penelope.

4. Will be the last and most important speaker for the Daughters.

5. Upon being introduced, will be acknowledged by the members rising, or with a rising round of applause, whichever is in keeping with the occasion.

6. Shall be extended every courtesy possible by the Chapters.

Note: The rules set forth above under Sections II and III relating to the Supreme President and The Grand President shall apply to the Supreme President of the Sons of Pericles, the Grand President of the Maids of Athena, and to the Chairman of the AHEPA Board of Directors.

IV. CHAPTERS

Visiting officers are escorted into the meeting room immediately after the President has called the meeting to order.

When Supreme, Grand and/or District Lodge officers are guests of a Chapter, the Captain of the Guard, Marshal or appointee escorts them into the Chapter room or other place of assembly for the occasion, in accordance with their rank.

The highest-ranking officer is to be escorted in last, and alone, and not as part of a group. This rule of courtesy applies to the Supreme President, Grand President, and any other Supreme or Grand Lodge officer, and the District Governor.

The assembly will rise when Supreme, Grand and/or District Lodge Officers are escorted into the room.

Seating will be arranged according to rank: the highest ranking Supreme or District officer is seated to the right of the Chapter President.

It is customary for the Daughters of Penelope, and Maids of Athena Chapters to present either flowers or small gifts to their visiting officers.

When a Chapter has within its membership a Supreme, Grand and/or District Lodge Officer or Officers, their position within their Chapter should be that of a regular member, except on the occasion of their official visitations.

Upon the election of a member into either Supreme, Grand or District Lodge office, the Chapter should acknowledge the new officer by having them escorted into the meeting room and introducing them at the first meeting following their election.

Chapters inviting Supreme or Grand Lodge officers to visit their Chapters or to attend an official function must inform the District Governor of their plans. It is mandatory that the Chapters invite the District Governor and the members of the District Lodge to be present in their official capacity on such occasions.

It is the responsibility of the inviting Chapter of an event to notify the visiting officers and guests as well as the membership itself as to the specific dress required for an affair.

All Chapters should conduct an impressive annual Past Presidents affair, and honor their previous Chapter Presidents - as well as the Past Presidents of the entire AHEPA Family.

It is further recommended that all AHEPA Family Chapters present appropriate years of service pins to Chapter members at a large public function, for indeed, the recipients of these awards are worthy of said honor. Service year pins and Past President pins are available through Headquarters and should be ordered well in advance to be available for presentation on the night in question.

It is further recommended that AHEPA Family Chapters try to honor an outstanding member of their Orders annually.

V. INITIATIONS

When the Supreme President or any officer of the Supreme Lodge, the Grand President, or any officer of the Grand Lodge, and/or the District Governor, or any officer of the District Lodge attends a Chapter initiation ceremony, it is customary to have the highest ranking officer give the candidates the Oath of Membership.

The District Governor and the members of the District Lodge could also be invited to perform the Ritual of Initiation for said Chapter.

When a Chapter has within its membership Past Supreme, Grand and/or District Officers, their services should be utilized on the occasion of Chapter initiations.

Chapters should consider a welcoming committee to greet and to be with candidates for initiation prior to their induction ceremonies.

a. Endorsers of candidates to be initiated should serve on such committee.

b. This committee should be with the new members on the following meetings and on occasions until they have become fully integrated into the membership of the Chapter.

As a courtesy to the new members, Chapters should present them with a membership pin and a copy of the Constitution and By-Laws of the Order.

VI. INSTALLATIONS

The District Governor and the members of the District Lodge should be invited to perform the Ritual of Installation for the officers-elect of a Chapter.

When there is a Supreme or Grand Lodge officer within the District, it is customary to invite them to attend the installation. The courtesy of rendering the Oath of Office to the President-elect should be extended to them.

When the Supreme President or Grand President and/or other Supreme Lodge or Grand Lodge officers and the District Governor and the members of the District Lodge have been invited to perform the Installation Ceremonies, the Oath of Office and the Charge shall be given to the President-elect by the highest ranking officer in attendance.

It is customary that the District Governor performs the major portion of the Installation Ceremonies.

The Chapters have the inherent right to invite any person whom they desire to perform the Ritual of Installation, including past Supreme, Grand and/or District Officers and/or Past Chapter Presidents.

When the District Governor has been invited to install officers-elect in their District, and finds it impossible to attend, it is mandatory that the District Governor request the next highest ranking District officer, namely the Lt. District Governor, to attend and to assume the duties of Installing Officer.

In the event the Lt. District Governor cannot attend, the District Governor should confer with the inviting Chapter before assigning the duties of Installing Officer to any other member of the District Lodge.

Note: This consideration should be extended to the inviting Chapter in the event they have past Supreme, Grand, District or Chapter officers who are members of their own chapter or district, to whom they would like to give preference.

When a Supreme or Grand Lodge officer attends an installation and has not been formally invited to act as the Installing Officer, they must be extended the courtesy of being requested to administer the Oath and to deliver the Charge to the President-elect. They must then thereafter surrender the gavel to the Installing Officer.

The Installing Officer is escorted into the meeting room separately - and after all other visiting officers have been seated according to rank.

It is desirable that all officers-elect of the Order be given boutonnieres and/or corsages to wear for their installation.

The Chapters must specify the type of installation ceremonies planned, i.e., formal, semiformal, or informal, and the manner of dress required for the occasion in their invitation to officers.

On the occasion of installations and other ceremonies it is customary for the Daughters and Maids to present flowers and/or small gifts to officers invited to perform the Ritual of Installation.

VII. TABLE OF PRECEDENCE FOR OFFICIAL FUNCTIONS: Installations, District and Chapter Meetings, etc.

1. The Supreme and Grand Lodge Officers of the AHEPA Family shall be afforded precedence by the following ranking for each specific office within the Lodge:

    a. The Supreme President of the Order of AHEPA currently in office, and other officers of the Supreme Lodge, and the Board of Directors.

    b. The Grand President of the Daughters of Penelope currently in office, and other officers of the Grand Lodge.

    c. The Supreme President of the Sons of Pericles currently in office and the officers of the Supreme Lodge.

    d. The Grand President of the Maids of Athena currently in office and the officers of the Grand Lodge.

    Exceptions to the ranking by office shall be made when a lower ranking officer shall be representing the Supreme or Grand President provided the President has been invited but cannot attend and has appointed the lower ranking officer to represent him or her at the event. In that instance the lower ranking officer shall be afforded the ranking of the President of his or her respective Lodge.

2. The District Governors of the Order of AHEPA, the Daughters of Penelope, the Sons of Pericles, and the Maids of Athena currently in office, and the other District Lodge officers in accordance with their respective rank.

3. All past Supreme Presidents of the Order of AHEPA, and past Grand Presidents of the Daughters of Penelope, and past Supreme and Grand Presidents of the Auxiliaries in the order of their chronological service.

4. Chapter Presidents of the AHEPA Family.

5. Past members of the Supreme Lodge of AHEPA, Grand Lodge of Daughters of Penelope, Supreme Lodge of Sons of Pericles and Grand Lodge of Maids of Athena. Past members of the AHEPA Board of Directors.

6. Past District Governors of the Order of AHEPA, and the Daughters of Penelope and their Auxiliaries.

7. Past Presidents of the AHEPA Family Chapters.

VIII. DISTRICT

When the District Governors are invited to visit a Chapter or to participate in some Chapter affair and they cannot attend, it is mandatory that they inform the Chapter and assign the next highest ranking District Lodge officers to take their place.

The District Governors should as a matter of courtesy send a wire or written message for the Chapter event to which they have been invited but cannot attend.

Upon official visitations to Chapters or during District Conferences or Conventions, it is mandatory that the current District officers wear the emblematic jewels of their office.

The District Governors or their representatives should be on hand with members of a Chapter to welcome Supreme or Grand Lodge officers upon their arrival to a District.

The District Governor and as many District officers as possible should accompany a Supreme or Grand Lodge officer when they are visiting a District.

It is the duty of the District Governors to inform and invite every Chapter in their District of the intended visit of a Supreme or Grand Lodge officer and of the plans and preparations being made.

It is the duty of the District Governors to recognize Past Supreme, Grand and District Lodge officers at public functions, Chapter meetings and/or any other assembly of our Fraternity.

IX. DISTRICT CONVENTIONS

The Chapter convention General Chairman of the Order of AHEPA and the Daughters of Penelope should be accorded all possible privileges and courtesies.

a. They should be seated at the dais during the Grand Banquet and at all other

functions during the Convention.

b. They in turn should extend written invitations in behalf of their Chapters to Supreme, Grand and District Lodge officers, as well as to any of the officials to be invited to the Convention. The District Governors of the Orders are to be accorded speaking privileges at all District Conventions functions.

Supreme or Grand Lodge officers invited to attend a District Convention shall be accorded speaking privileges at all Convention functions. Here too the rules of common sense and time limitations are to obtain, for obviously if there are ten such officers who grace the occasion and the dais, they would not all be requested to speak.

District Governors shall supervise the stay of a Supreme and/or Grand Lodge officer attending a District Convention, and should confirm proper accommodations and to see that all courtesies are extended.

Supreme, Grand and/or District officers unable to attend an official function should send an appropriate letter or telegram to be read at the affair.

X. BANQUETS: Chapter, District, Supreme Convention and Biennial

All guests to be seated at the dais should enter the banquet room in the exact order of the dais seating arrangements.

Place cards should be placed at the dais to indicate where each guest is to be seated.

A second dais should be provided in the event the main dais cannot accommodate all the dais guests

Note: When this conditions occurs it is advisable to have the main dais on a platform and the second dais positioned in front of the main dais and on the floor level.

A press table should be reserved for representatives of the press, radio and television as near to the front of the dais as possible. The Chairman and/or Toastmaster should always acknowledge their presence.

The flags of all nations participating in the banquet shall be displayed. The flags should be displayed at equal heights with the American or host Nation Flag being to the extreme right of the dais (left of the observer).

The National Anthems of all Nations participating in Supreme Conventions shall be played in the following order of precedence: The American national anthem is always played last in cases where more than one anthem is performed on the same occasion, and performed on American soil. In cases where more than one anthem of a foreign country is performed, these anthems would be performed in alphabetical order by name of country...all preceding the American national anthem, which is always played last.

AHEPA FAMILY ORDER OF PRECEDENCE FOR SEATING AT BANQUETS

Toastmaster will be seated at the center of the dais.

The principal speaker on the immediate right of the Toastmaster.

The next most important speaker at the immediate left of the Toastmaster, then thereafter from right to left.

Within members of the Fraternity the following is the correct order of precedence:

Supreme President: His wife should occupy a conspicuous place on the dais.

Grand President: Her husband should occupy a conspicuous place on the dais.

Mother Lodge, Daughters of Penelope
Chairman AHEPA Board of Directors

Supreme Lodge officers and National Advisor to the Sons of Pericles.

Grand Lodge officers and National Advisor to the Maids of Athena.
Supreme President Sons of Pericles.
Grand President Maids of Athena

District Governor, Order of AHEPA, the Daughters of Penelope, Sons of Pericles and Maids of Athena

Banquet Chairmen
- General Convention City Chairman (AHEPA)
- General Convention City Chairman (Daughters)

Host Chapter Presidents - AHEPA, Daughters of Penelope, Sons, Maids

Convention Chairman Order of AHEPA, Daughters of Penelope, Sons, Maids

Where dais facilities permit then the following may also be seated at the dais or at centrally located and excellently placed special tables;

Members of the AHEPA Board of Directors and Board of Auditors

Past Supreme and Past Grand Presidents

Wives or Husbands of all the above

The Clergy should always be represented at the dais and must be acknowledged in the introductory remarks of the Toastmaster and all speakers. When the Archbishop is present, no subordinate member of the Church need be seated at the dais.

Banquets held for a specific purpose, i.e. Athletic Awards, the Dais shall be composed of Athletic dignitaries as opposed to AHEPA Family dignitaries. The Supreme and Grand Presidents of all orders shall be seated at the dais.

ORDER OF PRECEDENCE FOR IMPORTANT NON-AHEPANS

When important non-Ahepans, including high government officials are present, the following is the correct table of precedence:

a. President of the United States
b. Vice –President of the United States
c. Chief Justice of the United States Supreme Court
d. Ambassadors of foreign countries
e. Speaker of the House of Representatives
f. Secretary of State
g. United States representatives and foreign representatives of the United Nations
h. Ministers of foreign countries
i. Associate Justice of the Supreme Court of the United States
j. Members of the President's Cabinet
k. Governors of states
l. Members of the United States Senate
m. Members of the House of Representatives
n. Generals and Admirals of the United States Navy, Army, Marine Corps, Air Force and Coast Guard
o. Other Constitutional Officers of a State

The above listing is very general and will suffice in many cases. If, however, there is uncertainty or a particular question please contact AHEPA Headquarters for further guidance. Care must be exercised to avoid offending any dignitary by a lapse in protocol.

XI. AWARDS

The Order of AHEPA has adopted an awards program to recognize excellence and leadership in our communities and among the friends of the AHEPA Family.

<u>SOCRATES AWARD</u> – This is the highest award of the Order and it is to be presented

at the AHEPA Congressional Banquet. It is to be presented to an individual who has performed exceptional service to the people of the United States. The recipient is to be selected by a two-thirds vote of the Supreme Lodge, from a list submitted one year prior to the presentation. The Socratic award includes a bust of Socrates and a testimonial statement.

HOMER AWARD – This is a special award to be presented only by the Supreme Lodge at their discretion to any outstanding individual.

ARISTOTLE AWARD – This award is to be presented by the Supreme Lodge at the Grand Banquet of the Supreme Convention to an Outstanding Hellene who has distinguished himself in his respective profession or field of endeavor.

SOLON AWARD – This award honors persons in the field of law. The Supreme Lodge at their discretion may award it.

PERICLES AWARD – This award is to be presented by each District at their respective District Conventions. The award should be presented to the Governor of the state in which the District Convention is being held. In the event the Governor has already received it or is unable to accept the award should be presented to a member of the U.S. Congress (Parliament for Canada). Certificates and a bust of Pericles are available at Headquarters.