AHEPA EMPIRE STATE DISTRICT 6

Lodge / Chapters Guide

Chapter Leadership Series — based on District educational bylaws videos

Issued by **AHEPA Empire State District 6**
District Governor **Konstantinos Prentzas** · **2026–2027**

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WELCOME, BROTHERS

About This Guide

A companion handout to the District 6 Chapter Leadership Series — the short educational videos on chapter meetings, good standing, elections, and reporting.

An AHEPA chapter exists to serve its membership. It is a network of brothers, a vehicle for community service, and a home for our shared heritage and values — it is **more than just a membership card**. Well-run chapters make that possible: meetings that start on time, members who stay in good standing, orderly elections, and timely reports to Headquarters.

This guide puts the key rules from each video in one place, in plain language, with checklists officers can bring to the meeting room. Every rule here is drawn from the AHEPA Constitution & Bylaws (2025) and the AHEPA Chapter Informational Manual. When in doubt, the official documents govern.

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HOW TO USE THIS GUIDE

- **Presidents** — use Parts 1, 2 and 4 to plan meetings and run elections.
- **Secretaries** — Parts 2, 3 and 5 cover notices, standing notices, and filings.
- **Treasurers** — Parts 3 and 5 cover dues, per capita, and remittance timing.
- **Every brother** — keep the Quick Reference page handy all year.

Fraternally,
Konstantinos Prentzas, *District Governor*
AHEPA Empire State District 6

PART 1

Chapter Meetings

Meetings are where the chapter does its work — and where brothers connect, plan service, and build the network that makes AHEPA valuable.

REGULAR MEETINGS

Each chapter holds its regular meetings at the times and places it selects. Meetings may be held **in person or by video**. The Chapter Informational Manual recommends **two meetings a month**, and every member must receive **at least 7 calendar days' notice** of each regular meeting.

SPECIAL MEETINGS

A special meeting may be called by the **President**, or by written request of **10 members or 25% of the members in good standing — whichever is less**. When a special meeting is properly requested, it must be held **within 30 days**.

9	5	5
Quorum for business	Quorum for business if the chapter has fewer than 35 members	Quorum for ritual & initiation

SUSPENDING MEETINGS

A chapter may suspend its meetings for **up to two months** by a **two-thirds vote** taken at a regular meeting (for example, during summer).

RUNNING A GOOD MEETING

Leadership is responsible for meetings that are prepared, on time, and productive. Follow the AHEPA Constitution & Bylaws; where they are silent on a point of procedure, use *Demeter's Manual of Parliamentary Law and Procedure*.

OFFICER CHECKLIST — MEETINGS

- ☐ Regular meeting schedule set (time, place, in person or video).
- ☐ Notice sent to every member at least 7 calendar days ahead.
- ☐ Quorum confirmed before conducting business (9, or 5 if under 35 members).
- ☐ Special meeting requests logged and held within 30 days.
- ☐ Any suspension of meetings approved by 2/3 vote at a regular meeting (max. 2 months).
- ☐ Constitution & Bylaws and Demeter's Manual available at the meeting.

> *Note: "Two meetings a month" is guidance from the Chapter Informational Manual. The Bylaws (Art. 8) provide that each chapter selects its own meeting times and places.*

PART 2

Meeting Notice & Agenda

Good notice brings brothers to the table. A good agenda keeps the meeting moving.

NOTICE RULES

The **Secretary** notifies all members of every regular and special meeting.

- **Regular meetings:** at least 7 calendar days' notice.
- **Special meetings:** reasonable advance notice stating the time, place, and purpose.
- **Election meetings:** written notice at least 10 days in advance.

BEFORE THE MEETING

- ☐ President prepares the agenda with the VP and Secretary.
- ☐ Committee chairs are ready to report.
- ☐ Warden sets up the room.
- ☐ Flags and jewels are present.
- ☐ Unfinished and new business lists are ready.

SAMPLE ORDER OF BUSINESS

1. Call to order
2. Opening prayer
3. Roll call of officers
4. Minutes
5. Treasurer's report
6. Communications from National HQ and District Lodges
7. Standing committees
8. Social committees
9. Balloting on new members (if needed)
10. Unfinished business
11. New business
12. Good of the Order
13. Bills against the Lodge
14. Closing prayer
15. Close

DURING THE MEETING

- ☐ Start on time and end on time.
- ☐ Follow the agenda in order; save open discussion for Good of the Order.
- ☐ Use Demeter's Manual to fill any parliamentary gaps in the Bylaws.
- ☐ Refer to the *Manual of Meetings and Ceremonies* for full procedure and ritual.

PART 3

Good Standing

Good standing is what lets a brother network, vote, and serve. Protecting it is a shared job of every member and the chapter's officers.

DUES TIMELINE

WHEN	WHAT HAPPENS
January 1	Chapter dues are payable in advance for the current dues year.
March 31	Final date to pay. A member still in arrears becomes **inactive**.
April – September	For up to 6 months after March 31, an inactive member may attend only as a **silent observer** — no speaking, no voting, and no password.
October 1	A member still in arrears is **no longer in good standing**. The Secretary notifies him in writing.
30 days after notice	If dues remain unpaid and the delay is not justified, the member is **suspended for non-payment**.

AUTOMATIC (IPSO FACTO) SUSPENSION

A member is suspended *ipso facto* — automatically — if AHEPA Headquarters has received **no per capita for that member for 12 consecutive months.** This is why timely remittance by the chapter (Part 5) matters to every brother.

MEMBERSHIP CARDS

Membership cards are issued **only to brothers in good standing**.

SECRETARY & TREASURER CHECKLIST — GOOD STANDING

- ☐ Dues notices sent before January 1.
- ☐ Arrears list reviewed after March 31; inactive members informed of silent-observer status.
- ☐ Written notices sent to members still in arrears on October 1.
- ☐ 30-day follow-up tracked for each notice.
- ☐ Per capita remitted promptly so no member reaches 12 months unreported.
- ☐ Membership cards distributed only to members in good standing.

PART 4

Chapter Officer Elections

Orderly, well-noticed elections give every brother a voice and a clean start for new leadership on July 1.

ELECTED OFFICERS

- President
- Vice President
- Secretary
- Treasurer
- Board of Governors (except the Chairman)

APPOINTED OFFICERS

- Athletic Director
- Warden
- Chaplain
- Captain of the Guard
- Sentinels
- Communications Director

TIMING & NOTICE

- Officers are elected and appointed at a **regular meeting in May or June**.
- New officers **assume office July 1**.
- **Written notice** of the election meeting must go out **at least 10 days in advance** — even though regular meetings need only 7 days.

ELECTION PROCEDURE

- Nominations are made **from the floor**; nominations and elections take place at the **same meeting**.
- Voting is by **secret ballot**, counted by **three tellers**.
- A **majority** elects. A tie is broken by the **President's vote**.
- A **sole nominee** may be elected by acclamation.

ELIGIBILITY FOR PRESIDENT

A candidate for Chapter President must have held a prior **elective Chapter, District, or Supreme office for at least one year**.

ELECTION-NIGHT CHECKLIST

- ☐ Written notice sent at least 10 days before the meeting.
- ☐ Presidential candidates' eligibility verified in advance.
- ☐ Ballots prepared; three tellers named.
- ☐ Nominations taken from the floor, then secret ballot — same meeting.
- ☐ Results recorded in the minutes; Election Results form prepared (see Part 5).

PART 5

Filing Elections & Per Capita

Reporting on time keeps the chapter recognized, its members in good standing, and its voice at the Supreme Convention.

FILE YOUR ELECTION RESULTS

After elections, file the official **Chapter Election Results form** with AHEPA Headquarters **no later than June 30**, and send a copy to the District.

BY MAIL

AHEPA Headquarters
1909 Q Street NW, Suite 500
Washington, DC 20009

BY EMAIL

membership@ahepa.org
Copy the District on every filing.

NATIONAL PER CAPITA

- Beginning January 1, 2024, national per capita is **$50 per year per member**.
- **50-year members** in good standing are exempt and receive a **life membership card**.
- Remit per capita to the Supreme Treasury **immediately** after an initiation or when a member pays dues — **never more than 30 days** later.
- The **President, Secretary, and Treasurer** are charged with compliance.
- The Chapter Secretary sends **monthly itemized statements** of monies collected to Headquarters.

SUPREME CONVENTION REPRESENTATION

For a chapter with **10 or more members in good standing** to be represented at the Supreme Convention, it must have paid its **full per capita, postmarked by December 31** of the year before the Convention.

REPORTING CHECKLIST

- ☐ Election Results form filed with HQ by June 30 — District copied.
- ☐ Per capita sent within 30 days of each dues payment or initiation.
- ☐ Monthly itemized statement sent by the Secretary.
- ☐ Full per capita postmarked by December 31 for Convention representation.

QUICK REFERENCE

Key Deadlines

Post this page where your officers will see it.

DATE	DEADLINE	WHO
January 1	Chapter dues payable in advance	Every member
March 31	Last day to pay dues; unpaid members become inactive	Members / Treasurer
May or June	Officer elections at a regular meeting (written notice ≥ 10 days ahead)	President / Secretary
June 30	Chapter Election Results form filed with HQ (copy District)	Secretary
July 1	New officers take office	All officers
October 1	Members still in arrears lose good standing; written notice sent	Secretary
December 31	Full per capita postmarked for Supreme Convention representation	Treasurer
Always	Per capita remitted within 30 days; monthly statements to HQ; 7 days' notice for regular meetings	Pres. / Sec. / Treas.

SOURCES

- AHEPA Constitution & Bylaws (2025) — Articles 3, 4, 8 and 9.
- AHEPA Chapter Informational Manual.
- AHEPA Chapter Election Results form.
- AHEPA Empire State District 6 — AHEPAD6.com.

> *This guide summarizes the official documents for convenience; where any difference exists, the AHEPA Constitution & Bylaws govern. The recommendation of two meetings a month comes from the Chapter Informational Manual; Bylaws Art. 8 provide that chapters select their own meeting times and places (see Part 1).*

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