



**BY – LAWS
OF
LORD BALTIMORE CHAPTER NO. 364
ORDER OF AHEPA
BALTIMORE, MARYLAND**

~~April 8, 2021~~

Formatted: Strikethrough

BY – LAWS
OF
LORD BALTIMORE CHAPTER NO. 364
ORDER OF AHEPA
BALTIMORE, MARYLAND

INTRODUCTION:

Pursuant to a resolution passed at the regular meeting of October 11, 1949 and others passed at subsequent meetings, the following are the by-laws of the Lord Baltimore Chapter No. 364.

1. NAME and TITLE:

The name and title of the AHEPA Chapter shall be Lord Baltimore No. 364.

2. MEETINGS:

The regular meetings of the chapter shall be held on the second Wednesday of each month at 6:30 PM sharp in the hall at the AHEPA House Apartments, 1351 S. Clinton Street Baltimore, MD 21224 or at another location determined by the Chapter President. There shall be no regular meeting during the months of July and August.

The Board of Governor's (BOG) Meetings will be scheduled by the Chairman at least 7 days prior to the meeting date. The location of the meeting shall also be determined by the BOG Chairman. In addition to members of the BOG, any member of the Chapter may attend the BOG meetings, but will not be able to participate in the voting process. The Chapter President or BOG Chairman may change the date and/or time of the meeting, provided they give ample notice to the participants.

Note: At the discretion of the Chapter President and BOG Chairman, chapter and Board of Governors meetings may also be held via teleconference, virtually or in any combination thereof.

3. SPECIAL MEETINGS:

Special meetings i.e. (dinner/social) shall be called at the discretion of the current president of the chapter provided and membership receives notice of such at least one week before the

Formatted: Font color: Auto

meeting. Meetings at locations other than lodge room shall be approved by the majority of the members present at the meeting in which the proposal was considered.

4. EMERGENCY MEETINGS:

- a. The President at his discretion shall have the authority to convene a meeting to address emergency situations as they arise.
- b. The President will have the authority to make decisions regarding any matter requiring an emergency meeting, including: cancelling, approving, reprimanding, expelling from a meeting, any person or matter which disrupts said meeting.
- c. The President may hold emergency meetings within 48-hour notice delivered by either telephone, email, or website announcement.
- d. Expelling of members from the Chapter should only come after three-quarter (3/4) affirmative vote of the members present and in good standing. Good standing is defined as having membership dues paid up to through the previous calendar year.

5. QUORUM:¹

Nine (9) members of the Chapter in good standing² shall constitute a quorum for opening a regular or special meeting and transacting all chapter business. Except where a Chapter has membership of less than thirty-five (35), in which case a quorum shall consist of five (5) members of that Chapter. Five (5) members as above defined shall constitute a quorum for ritualistic work of the Chapter.

In cases where quorum is not met for a monthly chapter meeting, a quorum of seven (7) members in good standing will satisfy the requirement at the next monthly meeting in order to conduct chapter business.

In the case of the Board of Governors, four (4) members of the committee shall constitute a quorum for opening a regular or special meeting and transacting all chapter business.

6. NOMINATIONS FOR THE CHAPTER OF OFFICERS:

- a. Nominations for the chapter elected officers shall be made at the May meeting to be published in the June meeting letter and/or website for consideration of the membership.

¹ Taken from the Constitution Article 15 Paragraph Section C.

² Members in good standing are designated by having their dues paid for the previous calendar year.

- b. Nominations for chapter elected officers shall be made at the May meeting to the Election Committee.
- c. Election Committee will review the suitability of nominees and make its recommendations to the President and Chapter Officers within 7 days.
- d. Results will be announced immediately on the website and mailed out within 7 days of the Election Committee's approval recommendations so candidates can effectively campaign for office.
- e. Candidates deemed unsuitable, will be responded to by the Election Committee.
- f. Nominees must be in good standing with the Chapter, District and National.

7. ELECTION OF OFFICERS:

- a. Elections for chapter officers shall be held at the last meeting of the year (June).
- b. Only members who are in good standing² and have attended a minimum of three-chapter meetings may be eligible to be elected as chapter officers.
- c. There shall be no electioneering and /or campaigning anywhere on the property of the AHEPA house or location of the meeting on the night of the election.
- d. To prevent improprieties, or the appearance thereof, there shall be no membership dues paid on the night of the election.
- e. Election judges shall be appointed by the President to monitor areas of the AHEPA house or meeting property to eliminate / enforce the no electioneering campaigning rule as well as monitoring the counting of the ballots and maintaining the secrecy of the results of the ballot count until it is officially announced by the Chief Election Judge.
- f. The new Officers will be sworn in and will take control of their respective offices immediately.
- g. The year-end books shall be concluded, closed and certified correct by end of the 1st week of August and shall be passed over to the new administration.
- h. Only members who are in good standing² can vote in the election.
- i. Members must be present to vote in the election. No proxy votes will be accepted.
- j. In the event of a tie for any chapter officer position, the Board of Governors will vote as a single body to break the tie. Any board member running for a chapter officer position will be prohibited from voting. In the case of a Board of Governors tie, the existing

Chapter Officers of the current executive administration, will make the final determination.

8. CHAPTER COMMITTEES:

- a. It shall be the responsibility of the president to appoint committee chairmen for the following standing committees during the September meeting:
 - MEMBERSHIP COMMITTEE
 - SCHOLARSHIP COMMITTEE
 - ELECTION COMMITTEE
 - PUBLIC RELATIONS COMMITTEE
 - SICKNESS COMMITTEE
 - BENEVOLENT FUND COMMITTEE
 - FUNDRAISING COMMITTEE
 - INVESTMENT COMMITTEE
- b. Furthermore, the President may name and appoint other committees as deemed necessary.
- 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.

9. DUTIES OF OFFICERS:

The duties of all officers shall be identical to the duties described in the AHEPA Constitution and By-Laws for the chapter officers.

A. PRESIDENT:

The President shall be the head and presiding officer of the Chapter and shall do all things necessary and proper to promote the growth, expansion, efficient functioning and general welfare of his Chapter. It shall be the duty of the President to enforce the AHEPA Constitution, By-Laws, decrees, rules and regulations of the AHEPA and to encourage strict adherence thereto among the Officers and Members of this Chapter. Furthermore, the President is also responsible for submitting any reports that may be required or requested by National and/or District office.

B. VICE-PRESIDENT:

It shall be the duty of the duly elected 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 corrections 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. It is also the responsibility of the Vice-President to verify all chapter membership lists for accuracy with National and District offices and coordinate same with committee chairman. Furthermore, it shall be the duty of the Vice President to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to him either by the President or by the Chapter. In the event of the absence, disqualification or disability of the President, the Vice President shall assume and perform the duties of the President.

C. RECORDING SECRETARY:

The Recording Secretary is the official recording officer of the chapter and must keep detailed and accurate minutes of all chapter meetings and actions and is the custodian of its records. These records are required for the proper performance and operation of the chapter and are open to review and inspection by the Board of Governors, Chapter Officers, committees or sub-committees and chapter members in good standing if requested.

D. TREASURER:

The Treasurer shall receive all monies coming to the Chapter, care for the finances, and pay out all monies upon vote of the Chapter. All receipts to the members for dues who pay by cash shall be issued by him. The Treasurer shall make a report of the finances of the Chapter at every meeting. He shall keep books and records of all matter pertaining to his office; he shall pay out no monies, unless so ordered by a majority vote of the members of the Chapter present at a regular meeting, or unless provided for in the AHEPA CONSTITUTION and AHEPA BYLAWS or by decrees of the Supreme Conventions.

E. CORRESPONDENCE/COMMUNICATIONS SECRETARY

It shall be the duty of the Correspondence Secretary/Communications Director to disseminate all information pertaining to AHEPA and chapter membership and conduct all correspondence delegated to him by the President. In furtherance of this directive he shall have access to e-mail and internet service to successfully fulfill the duties of the position.

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 not be debatable 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 circulated in the next meeting notice and as such, at the 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 who are in good standing.
- 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.
- D. The committee involved with any change or addition to By-laws including a By-law review committee shall be a minimum of 4 members with a vote from the President to break a tie if necessary.
- E. Duly passed amendments and corrections shall be forwarded to the Chapter Vice President for modification and inclusion in the By-laws.

11. ACTION OF A PREVIOUS MEETING:

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

12. SET POLICIES:

The following shall be considered the set policies of the Chapter and 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 observance may be fixed to coincide with Archdiocesan AHEPA Day Observance.

B. PAST PRESIDENT'S INSIGNIA

Each year it shall be the duty of the Board of Governors Chairman to present the outgoing Chapter President with a "Past President" lapel pin embossed with the insignia of AHEPA. The presentation of the insignia shall take place immediately following the election of officers.

The Secretary shall place the order in sufficient time so that the said item is in the possession of the retiring Chairman of the Board of Governors before installation.

This provision is waived if the existing President is nominated and elected to another term.

C. ELECTION OF CONVENTION DELEGATES:

Convention Delegate nominations are to be made at the April meeting for both District and National Conventions. Election of Delegates will be held at the May meeting. Names of elected Delegates and Alternates shall be immediately submitted to National and District Headquarters by the chapter secretary.

All Delegates and Alternates must register at the Convention they were elected to attend. Delegates/Alternates must notify the chapter president if they cannot attend. In order to collect the delegate's fee, a delegate must render a written report on the convention activities to which he was elected. Each delegate shall be reimbursed up to the amount of \$200 for District or Supreme Conventions.

D. COMMITTEE CONVENTION DELEGATE REPORTS:

~~All committee chairmen must submit reports on their respective committee to the Chapter President one week prior to the monthly chapter meeting but no later than the monthly Board of Governors meeting.~~

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

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Strikethrough

E. SICK COMMITTEE:

The Sick Committee, upon being advised of the sickness of a Brother, shall send a card with the best wishes of the Chapter for a speedy recovery. The members of the Committee are encouraged to visit Brothers who are ill and/or cannot attend the monthly meetings.

13. CHAPTER DUES:

Membership dues shall be at the rate of \$85.00* (per annum) due by March 31 of the current year. Electronic payments shall be at the rate of \$90.00 (per annum) or \$8 (per month). Changes subject to amendment by two-thirds vote of members in good standing at a regular chapter meeting.

* Passed at a regular meeting after being circulated

14. CHAPTER FUNDS:

The Chapter shall maintain a checking account in which all monies not ear-marked for a 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 exceptions to this article except the payment of per capita tax to headquarters.

A. LIMITATION

Any motion to pay, appropriate or donate any amount in excess of two hundred fifty dollars (\$250.00) shall require a two-third (2/3) affirmative vote of the members present to carry. The only exemption to this limitation is the payment of the per-capita tax to the district and headquarters.

B. FURTHER LIMITATION

A motion to borrow, transfer of or in any manner withdraw money from any existing Chapter Fund shall require the consent of a combined meeting of the Board of Governors and a two-thirds (2/3) affirmative vote of the membership in good standing of the said combined meeting is required for consent.

15. BENEVOLENT FUND:

Whereas the Lord Baltimore 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 separate fund out of which all charitable contributions and donations to duly initiated AHEPANS by the Lord Baltimore Chapter are to be made, it is hereby resolved that;

- a. A governing board of three members shall be selected in September:
 1. Chairman to be named by the current President.
 2. Two members in good standing will be elected by the Chapter membership.
 3. This committee shall be known as the Benevolent Fund Committee.
- b. Said Benevolent Fund Committee shall be authorized and empowered to accept any gifts, donations or contributions on behalf of said Benevolent Fund. A maximum of \$1,0500.00 (one thousand [five hundred](#) dollars) shall be on deposit in the Benevolent Fund. Any amount over this figure shall be deposited in the General Fund.
- c. The Committee shall, when acting unanimously and at its discretion, be empowered and authorized to recommend to the Chapter, funds for the relief of any sick, needy or unemployed Brother, an amount not to exceed \$500.00.
- d. Any expenditures are to be submitted to the Chapter for final discussion and authorization.

- e. All requests for aid, contribution or donation for donation, for the benefit of a Brother are to be referred to the President.
- f. At the final meeting of the year, which is typically held in June, the Chapter President and Committee Chairman shall submit a report showing all contributions and expenditures made. This report shall be incorporated into the minutes of the meeting.

16. BOARD OF GOVERNORS:

The Board of Governors shall consist of at least six (6) members who shall be nominated at the May meeting and elected at the June meeting. The outgoing Chapter President shall become Chairman of the Board of Governors. The new Board of Governors shall be sworn in at the June meeting along with the newly elected Chapter Officers.

17. 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 to each newly initiated member.

18. BOARD OF GOVERNORS DUTIES:

The Board of Governors shall supervise the business of the Chapter but shall not negotiate or perfect any business without the approval of a majority of the members of the Chapter present at a regular session thereof.

It shall be the duty of the Board of Governors to examine and audit the books of the Chapter.

- A. 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.
- B. This will be performed at the close of the year during the month of May and be concluded by the end of the May. If there are problems or irregularities an emergency meeting will be held by the President no later than the 1st week of June in order to resolve/ conclude all matters to pass the torch so the new administration can start with a clean slate and a balanced set of books.

19. COMMUNICATIONS:

Official Chapter communications shall be provided via the US mail, website, and/or e-mail regarding any business conducted with the Chapter inclusive of its meetings, fundraisers & functions, ideas, challenges and chapter news.

20. REQUEST FOR AUDIT:

- A. Any member of AHEPA in good standing may request an audit.

- B. Member must do so in writing and will become part of record/ minutes.
- C. Member must provide a reason or reasons as to why they are requesting an audit which will also become part of the permanent record/ minutes.
- D. President will immediately forward to the Board of Governors the request, if justified.
- E. President will present his written decision and grounds for his decision to approve or deny an audit either way, and for the record.

21. FORMAT OF ANY OFFICIAL MINUTES (see Appendix)

- A. All minutes must be signed by the Secretary. The Secretary is the official record keeper of the organization and the custodian of the minutes. No other member shall produce change, author any minutes other than the Secretary. In the absence of the Chapter Secretary, minutes may be taken by another Officer or chapter member in good standing, as designated and approved by the President or Vice-President.
- B. All minute templates shall be presented with TOPIC / COMMITTEE at the top of every page.
- C. All minute templates shall also have on the bottom RIGHT of each page, page 2 of 4, 3 of 4 etc.
- D. All minute templates shall also have on the bottom LEFT of each- 2 one-inch lines for the initials of the President after approved correct and the author of the minutes (or some variation thereof)
- E. All minutes, after approved correct, will be signed with a second signature that of the President.
- F. Account numbers of all instruments including members checks will be covered other than the last 4 digits.
- G. Once minutes are approved by the membership, they are the official record of the organization.

22. RAFFLE & DRAWING PROTOCOLS

Any raffle or drawing must be performed in the following manner:

- A. All tickets or names that were purchased must be deposited into drum (if available).

- B. If any ticket(s) were forgotten and are not at the location of the drawing the drawing must be postponed until all purchased tickets are deposited into the drum (or other device).
- C. There will be one person turning the wheel and another person drawing the ticket chosen by the treasurer.
- D. The ticket will be handed to the President for announcement.
- E. Optional: The ticket will be then be handed to the recording secretary to memorialize in the minutes.
- F. Under no circumstance will the winning ticket be placed back into the drum of losing tickets.

23. PRE-DISSOLUTION OF CHAPTER

Prior to the final dissolution of the Chapter, the Chapter members (with 2/3 majority vote) will instruct the Treasurer or another Chapter Officer to complete the following actions:

- A. Determine the amount of committed assets and funds in all Chapter accounts (operating, checking, and investment)
- B. Contact the three Baltimore Greek Orthodox churches to determine if they will accept said committed assets and funds. The churches are St. Nicholas Greek Orthodox Church, St. Demetrios Greek Orthodox Church, Saints Mary Magdalene & Markella Greek Orthodox Church.
- C. Disburse the committed assets and funds equally among all churches who want to participate in this process.
- D. Any outstanding or remaining funds will be processed in accordance with the AHEPA National By-Laws, Section H (see below).

Formatted: Indent: Left: 0.69"

24. DISSOLUTION OF CHAPTER (PER AHEPA NATIONAL BY-LAWS)

SECTION H. INACTIVE CHAPTERS AND THEIR ASSETS AND FUNDS

A Chapter shall be deemed "Inactive" if during a complete calendar year it does not have any meetings, does not pay any of its national per capita tax and does not conduct, and report, its election of officers for that calendar year.

AHEPA Headquarters will provide advance information about any Chapter becoming, or about to become, Inactive to the last known officers of that Chapter and the District Lodge. If a Chapter is Inactive for three (3) consecutive full years, a written notice will be sent by Headquarters to the last known President, Secretary and Treasurer of said Chapter and its District Governor. If the Chapter is not reactivated and ceases to become Inactive within six

Formatted: Indent: Left: 0.5"

(6) months of that notice, the Inactive Chapter's charter is automatically deemed suspended and its unrestricted and uncommitted assets and funds will be transferred to the District of that Chapter, with fifty percent (50%) of such assets and funds going into the District scholarship foundation in the name of such chapter (or the AHEPA National Educational Foundation in the name of such Chapter if no District Educational Foundation exists), and the remaining fifty percent (50%) of such assets and funds being used by the District of such Inactive Chapter to help problem Chapters in that District and fund District programs.

If any such Inactive Chapter is subsequently reactivated, then any un-restricted remaining funds or assets of that Chapter held by the District will be returned by the District to that re-activated Chapter.

**LORD BALTIMORE CHAPTER NO. 364
ORDER OF AHEPA**

BALTIMORE, MARYLAND

SCHOLARSHIP AWARDS

RULES AND REGULATIONS

1. SCHOLARSHIP ESTABLISHED:

The Lord Baltimore Chapter #364 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 student of the AHEPA Family.

ESTABLISHES

- A. A scholarship fund from which one or more, but not to exceed eight, Scholarship Awards may be given annually under the terms and limitations set forth in succeeding paragraphs.
- B. The amount of money available for scholarship in each year shall be not more than the annual yield derived from the principle investments or \$8,000.00, whichever is ~~greater~~ lesser of the Scholarship Investment Fund earned in the prior year. The principle amount of the Scholarship Investment Fund shall not be used for any awards. Only up to 80% of the prior year's profits from the Scholarship Investment Fund shall be used to fund the current year's scholarships
- C. Scholarship awards shall be in the amount of \$1,000.00.
- D. Scholarships shall be recommended at the discretion of the Scholarship Committee, based upon residual amounts of funds available. Residual amounts of funds, once scholarships have been awarded, shall either be deposited into the Scholarship Account at the bank or back into the Scholarship Investment Fund.
- E. One additional scholarship will be made available, at the discretion of the Scholarship Committee, to the St. Nicholas Greek Orthodox Church Greek School for one (1) student scholarship at the current tuition rate for one (1) academic year. The determination of the student will be recommended by the presiding Priest. This amount shall not exceed the amount stated in C above.

Formatted: Strikethrough

Formatted: Font: 12 pt

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

F. In addition to the funds available from the prior year's Scholarship Investment Fund profits, money raised through scholarship donations and fundraiser events may also be used to fund additional scholarships.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2. **ELIGIBILITY:**

- A. The applicant may attend any of the following eligible schools that require a High School diploma as a prerequisite:
- Accredited 2-year or 4-year college/university to earn an Associate's or Bachelor's degree, or
 - Trade or vocational school to earn a trade certificate.
 - Graduate schools to earn a Master's degree are INELEGIBLE.
- B. At the time of application, the applicant must be:
- A student of the graduating class of his (or her) high school, or
 - A graduate of an accredited high school, or
 - A current student in any eligible school.
- C. At the time of application, the applicant shall:
- Attend an eligible school the following September, or
 - Be enrolled full-time at an eligible school.
- D. At the time of application, the applicant must be a High School Senior, Freshman, Sophomore, or Junior. College or other higher learning school Seniors are INELEGIBLE.
- E. The Applicant's sponsor must be a member in good standing and must have attended at least ****three (3)** Chapter meetings during the previous 12 months from the previous years' application submission date.
- **Note:** Special consideration will be given for those Brothers who could not meet the attendance requirement for various reasons including, but not limited to: health matters, lack of transportation, military and law enforcement commitments, family emergencies, etc. Furthermore, Brothers who are identified on the roster as Life Members will be exempt from the meeting attendance requirement.
- F. The Applicant's sponsor must be a member in good standing and been a member of the Chapter for at least two (2) years prior to the application submission date. A member may only sponsor 2 applicants each year.

3. **QUALIFICATIONS:**

The Applicant must be directly affiliated with the following Orthodox community churches: St. Nicholas, St. Demetrios, Sts. Mary Magdalene & Markella and the Cathedral of the Annunciation. Extra consideration will be given to AHEPA Family members in good standing. This includes 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:**

- A. Emphasis should be placed on financial need and academic achievement. Additionally, the applicant must be an outstanding student. The term OUTSTANDING is hereby defined as: scholastic achievement, good citizenship, leadership, understanding of AHEPA ideals, and service to the community, school, church and country.
- B. The applicant does NOT have to be part of the AHEPA Family; however, extra consideration will be given to such applicants.
- C. Preferential consideration will be given to applicants who are sponsored by ~~of~~ Lord Baltimore Chapter No. 364 members in good standing or their closest relatives.

Formatted: Indent: Left: 0.25", Hanging: 0.25", Tab stops: 0.5", Left + Not at 0.2"

Formatted: Font: 12 pt

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.24" + Indent at: 0.49"

Formatted: List Paragraph, Indent: Left: -0.25", Hanging: 0.25"

Formatted: Indent: Left: 0.25", Hanging: 0.25"

5. **CREDENTIALS: (to be submitted with application)**

- A. Academic records (transcripts) or the Admissions Application, kept by the college or high school he or she was graduated or is to be graduated from. Their official 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 as directed and identified in the scholarship application.
- C. Honor societies certificates, Scholastic achievements, Dean's list or other honorary distinctions claimed on the application must be substantiated by a 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 by the application deadline (or by the application submission date as designated by the Scholarship Committee), of the year the student intends to attend an eligible school.
- B. The Chairman of the Scholarship Committee will call a meeting of his Committee to examine each application for compliance to all Eligibility criteria as defined herein and specified in Section 2 – Eligibility; Section 3 – Qualifications; Section 4 – Criteria of Selection and Section 5 – Credentials . After careful examination of all applications received in accordance with the above paragraph, the Committee Chairman and his Committee will score the applications and return the results to the Chapter members.

Formatted: Font: 12 pt

Optionally, the Scholarship Committee can procure the services of an Independent Body to score the applications and return results of the applications to the Scholarship Committee for processing. The recipients will be advised by letter as to time and place of Awards.

- C. All applications shall remain sealed and in the possession of the Warden or Vice-President until they are ready to be evaluated.
- D. Only one application is permitted per family or household unless applications are due to financial need.

7. PRESENTATION OF THE AWARDS:

- A. The presentation of the award(s) and distribution of the check(s) shall coincide with the Archdiocese AHEPA Day Observance at St. Nicholas Greek Orthodox Church or where decided by the Scholarship Committee.
- B. The names of the winning recipients shall be announced at the presentation.
- C. Scholarship award checks shall be made payable to the award recipient, except for, the St. Nicholas Greek School.

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 by the chapter members.
- B. The Committee will be selected at the [September or](#) October chapter meeting.

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. Contributions. No other scholarship awards shall be established unless contributions, ~~or~~ [donations, or fundraising funds](#) are ~~made-raised~~ in sufficient capital to yield at least one five hundred dollars (\$500.00) [scholarship](#) annually or one-time donation is made yearly in the same amount.

10. INVESTMENT:

Money to be invested in U.S. Treasury Notes and Bonds or Bills, or any Federally insured savings accounts or certificates, or at the advice of the Portfolio Manager and the standing Investment Committee [shall be](#) governed by ~~the~~ majority vote.

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 Chapter By-Laws.
- B. Pen and ink amendments are permissible until the 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.

These original and amended By-Laws of Lord Baltimore Chapter No. 364, Order of AHEPA, are presented to the Chapter President by the By-Law Committee for review, clarification, and/or amendment. The President will appoint a review committee to read these By-Laws. If the appointed review committee approves these By-Laws, then the By-Law shall be printed and circulated to the entire membership for acceptance/rejection at the next scheduled regular meeting.

Respectfully submitted December 14, 1998

George Demetrides, Chairman By-Law Committee

The following Brothers were also involved in the reading, wording and corrections of these By-Laws.

Michael Athas

Peter G. Vailas

Louis Hajimichalis

Deno Yenias

Nick Filipidis

Andrew Papaminas

Nick Trintis

Angelo Kiriszoglou

Michael Mavronis

Respectfully updated November 9, 2009. **Officially ratified on March 8, 2010.**

Nicholas Forakis, Chairman By-Law Committee

Michael Mavronis, Chairman By-Law Committee

The following Brothers were also involved in the reading, wording and corrections of these By-Laws.

George Stakias

Alex Karas

John Gavrilis

Nick Trintis

Respectfully updated October 10, 2011. Sealed scholarship applications held by the Warden or Committee Chair. Defined "member in good standing".

Nicholas Forakis, Chairman By-Law Committee

Michael Mavronis, Chairman By-Law Committee

Respectfully updated January 8, 2014. **Officially ratified on April 14, 2014.** Updated membership dues to \$75.00.

Nicholas Forakis, Chairman By-Law Committee

Michael Mavronis, Chairman By-Law Committee

The following Brothers were also involved in the reading, wording and corrections of these By-Laws.

John Gavrilis

Nick Trintis

George Moniodis

Respectfully updated June 12, 2018. **Officially ratified on October 8, 2018.**

Nicholas Forakis, Chairman By-Law Committee

Jim Loukas, Chairman By-Law Committee

The following Brothers were also involved in the reading, wording and corrections of these By-Laws.

Nick Filipidis

John Gavrilis

Respectfully updated TBD. **Officially ratified on April 8, 2021.**

Jim Loukas, Chairman By-Law Committee

The following Brothers were also involved in the reading, wording, and corrections of these By-Laws.

Nick Filipidis

Nicholas Forakis

Michael Mavronis

John Pentikis

APPENDIX

Date: ____/____/____



**AHEPA Minutes
Lord Baltimore Chapter #364**

