

THE ORDER OF THE
SONS OF PERICLES



CHAPTER MANUAL

REVISED 2025



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THE STRUCTURE OF THE SONS OF PERICLES

Like any other organization, the Sons of Pericles has its own unique structure. It is modeled from the AHEPA structure. Locally, there are chapters. Chapters are usually located in connection with a city, a Greek Orthodox Church and an AHEPA Chapter. Each state or region has many chapters that are near each other, either by being in the same state or neighboring states. The entire AHEPA domain is divided into 28 different geographic regions, called Districts. The Districts are governed by an international body called the Supreme Lodge. The Supreme Lodge is directly elected by delegates at the Supreme Convention. They are responsible for ensuring the success of the fraternity throughout all Districts.

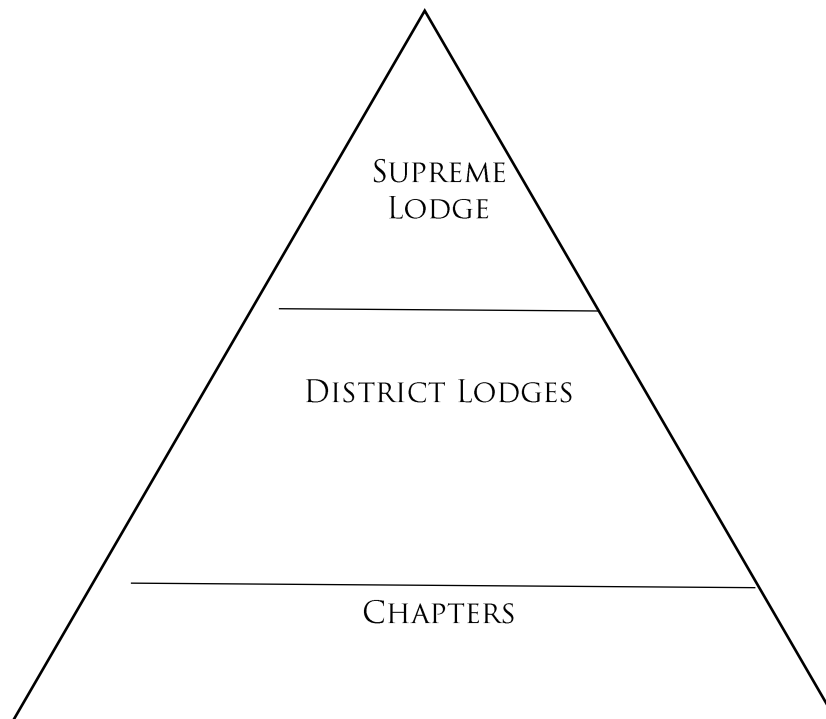


Figure 1: Structure of the Sons of Pericles

THE CHAPTER OFFICERS

The duty of the Chapter Officers is three-fold:

DUTY to the members – the Chapter Officers must keep the members involved, interested in the Fraternity and focus the Chapter's goals to be in line with the ideals of Hellenism and the Sons of Pericles.

DUTY to the District – the Chapter Officers must keep the Chapter known to the District in terms of records, events and the like. The duty extends to participation in District Events.

DUTY to the Supreme Lodge – the Chapter officers must keep the Chapter known to the Supreme Lodge in the same as the District. The duty also extends to participation in the Supreme Convention and the National Project.

If you do not know, you can find out who your District Governor and Supreme Lodge Liaison is by logging on to sonsofpericles.org

HOW TO RUN A CHAPTER MEETING

There are two aspects to every well-run chapter meeting: organization and order

Organization: ALL chapter meetings should adhere to the following agenda:

1. Opening Prayer
2. Recitation of the Sons of Pericles Creed
3. Roll Call of Officers
4. Reading of Minutes of Previous Meeting
5. Treasurer's Report
6. Read and vote on applications
7. Read Communications
8. Old Business
9. New Business
10. Good of the Order
11. Closing Prayer

Order: ALL meetings are run better if there is order within the meeting room. This means that the meeting should be run by the President (the chairperson) and the members should all follow Parliamentary Procedure, either as dictated by "Robert's Rules of Order," which can be found online at www.rulesonline.com.

EXECUTIVE RESPONSIBILITIES

Chapter President Article XVIII

Section 1

The president shall preside at all meetings of the chapter and shall perform other duties as prescribed by the chapter. He shall enforce the Constitution, By-Laws, Rules and Regulations of the Fraternity; preserve order at all times during the meetings and shall be responsible for the observance of the Fraternity's purposes and ideals by the members of the chapter.

Monthly Responsibilities of President

Every Month:

Remind chapter secretary to announce monthly meeting 5 days in advance
Prepare agenda for monthly meeting
Complete Chapter update form and send to your Supreme Lodge liaison

May/June

Complete State of the Chapter form and send to your Supreme Lodge liaison
Send Chapter Election Result Form to your Supreme Lodge liaison and HQ
Attend District Convention (if applicable)
Elect and Report Delegates & Alternates for Supreme Convention to HQ
Have those members attending Supreme Convention pre-register before the deadline set by HQ to take advantage of lower prices.

July

Complete State of the Chapter form and send to your Supreme Lodge liaison
Attend AHEPA Family Supreme Convention

August

Meet with Chapter officers and advisor to discuss chapter goals for the year

September

Complete State of the Chapter form and send to your Supreme Lodge liaison
Attend Governor's Conference in Washington, DC!

December

Prepare and send Dues & Obligations to AHEPA Headquarters (1909 Q Street NW, Suite 500, Washington, DC 20009) by December 31st

MEETING AGENDA TEMPLATE

Date: _____

Opening Prayer

Roll Call of Officers & Members

Reading of Minutes of Previous Meeting

Motion to approve Minutes by: _____

Motion seconded by: _____

Motion carried: Yes/No

Treasurer's Report

Account balance as of: _____

Amount deposited: _____

Amount withdrawn: _____

Motion to approve treasurer's report by: _____

Motion seconded by: _____

Motion carried: Yes/No

Read and vote on applications

Read Communications

From National lodges

From District lodges

From local Auxiliaries

Old Business

Standing Bills

New Business

Good of the Order

Closing Prayer

CHAPTER UPDATE

Please fill out send to your Liaison monthly

What is your current membership?

What are some social, athletic, philanthropic, or educational events that you have done in the past month?

What do you plan to do next month?

What are some positives about your chapter?

What can you improve on for your chapter?

How can the Supreme Lodge help you?

STATE OF THE CHAPTER

Present at Governors, District Convention, and National Convention

What is your current membership?

What are some social, athletic, philanthropic, or educational events that you have done in the past year?

What are some highlights of your year?

What are some positives about your chapter?

What can you improve on for your chapter?

How can AHEPA or the Sons Supreme Lodge help you?

EXECUTIVE RESPONSIBILITIES

Chapter Vice President

Article XVIII

Section 2

The Vice-President shall assist the President in conducting the business of the chapter and shall assume the duties of the President in the absence or disqualification of the latter. The President will be in charge of membership for the chapter.

Responsibilities of Vice President

Actively seek potential members

Plan rush activities for new members twice a year (November and February)

Have an account of membership which includes the roster of members

Collect membership applications to send in to Supreme Lodge

Fill out dues remittance form to send to Supreme Lodge

Make sure all members UNDER 18 are submitted to HQ to be credited for their yearly free dues.

Communicate with Treasurer and Secretary to have an accurate account of members

Have a report each month for your meeting which includes:

Number of Current members

Number of Members initiated

Number of Members lost

Suggestions for new members

To Note:

All forms should be emailed to your Supreme Lodge liaison, SOP advisor, and National Headquarters (stephanie@ahempa.org)

Member Roster shall be updated after each initiation and shall contain Name, Email, Phone Number, Address, Birthday and Age. Updated Roster should be sent to executive board as well as the remaining members.

All new member applications need to be sent to HQ following initiation. Dues must accompany applications for those members over 18.

Rosters can be requested at any time by emailing stephanie@ahempa.org

MEMBERSHIP MAINTENANCE

Please fill out at every Sons of Pericles Meeting and attach to Meeting Minutes

Date: _____

Current Number of Members: _____

Members Initiated:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Members lost:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Suggestions for New Members:

EXECUTIVE RESPONSIBILITIES

Chapter Secretary

Article XVIII

Section 3

The secretary shall conduct all correspondence of the chapter under the direction of the President, keep a record of proceedings of the chapter, its membership and such other matters in the interest in the chapter. He shall collect all dues and fees and turn over all dues and fees to the Treasurer. He shall submit a periodic report on the progress of his chapter to the District Governor and the Supreme Lodge liaison in charge of the district which his chapter exists.

Responsibilities of Secretary

Complete minutes and email to membership

Send reminders of meetings and important deadlines and announcements via email, social media, and text

Meeting reminders must be made at least five (5) days in advance

Monthly communicating with Supreme Lodge Liaison and provide chapter updates

Update any Chapter social media pages and websites

Provide President with communication update from Supreme Headquarters, Supreme Lodge, District Lodge, and other Auxiliaries

To Note:

All forms should be emailed to your Supreme Lodge liaison, SOP advisor, and National Headquarters (stephanie@ahempa.org)

MEETING MINUTE TEMPLATE

Date: _____

The regular business meeting of (Chapter name & number) of the Sons of Pericles was called to order by President (insert name) at (insert time). An informal/formal meeting then followed.

Roll Call:

List names of members present

Initiation: (when applicable)

The initiation of (insert name) occurred into the Order of the Sons of Pericles.

Previous Minutes:

The minutes of the (insert month) meeting were read and approved as read (or approved as corrected by (insert name), seconded by (insert name), and approved by all.

Treasurer's Report:

Balance as of (insert date): \$

Total Deposited: \$

Total Withdrawn: \$

The treasurers report for (insert month) is motioned to be approved as read by (insert name), seconded by (insert name), and approved by all.

Correspondence:

From Supreme Headquarters

From Supreme Lodge

From District Lodge

From Auxiliaries Committee

Reports

Standing Committees:

Special Committees:

Unfinished Business

New Business

Bills against the order

Good of the Order

The business for the evening having been concluded, President (insert name) asked for the Closing Prayer. The meeting was adjourned at (insert time).

Respectfully submitted,

Signature of Secretary _____ Date _____

Signature of President _____ Date _____

EXECUTIVE RESPONSIBILITIES

Chapter Treasurer

Article XVIII

Section 4

The treasurer is responsible for all money that comes into the chapter, depositing it and giving reports at every meeting about the financial status of the chapter.

Responsibilities of Treasurer

Upon taking office:

If you are a new or newly reactivated chapter, contact Stephanie at HQ (stephanie@ahempa.org) for help obtaining an EIN for your chapter and any other materials you might need to open a bank account. A good idea is to decide what bank the Chapter wants to use and see what they require to open an account. Complete this before you go to the bank in person to open the account.

If you already have an account established, go to the bank with the Chapter President and Advisor to change signature authority on the Chapter's bank account.

Throughout the year:

- Give an accurate account of funds at chapter meetings
- Complete monthly treasurer's report (record according to the bank statement)
- Attach treasurer's worksheet to chapter minutes and put them in file copy binder
- All monthly account activities must be recorded in the Chapter Account Book (deposits, withdrawals, checks, fees, etc.)
- Go to the bank with Chapter President and Advisor to change the signing authority on the SOP Bank Account once new officers take office

Before leaving office:

- Provide incoming treasurer with a budget for the coming year

To Note:

- All checks must have three (3) signatures: President, Treasurer and Advisor
- Treasurer must provide members with receipts for dues payment and any chapter reimbursement
- Reimbursements will only occur with receipts
- All forms should be emailed to your Supreme Lodge liaison, SOP advisor, and National Headquarters (stephanie@ahempa.org)

MONTHLY TREASURER'S REPORT

Treasurer Name: _____ Date: _____

Outstanding Bills Against Chapter

Serial #	CHECK NUMBER	NAME	DATE	REASON FOR CHECK	APPROVED?

Checks Paid By Chapter

Serial #	CHECK NUMBER	NAME	DATE	REASON FOR CHECK	APPROVED?

Account Balance Total: _____

Signed by Treasurer: _____

Signed by President: _____

Signed by Advisor: _____

RECEIPT LIST

Please fill out and have with you at every Sons of Pericles Meeting

Treasurer Name: _____ Date: _____

Serial #	CHECK NUMBER	NAME	DATE	REASON FOR CHECK	APPROVED?

Chapter Income (Money In): \$ _____

Amount spent by chapter (Money Out): \$ _____

Monthly Balance: \$ _____

DUES PAYMENT & DUAL MEMBERSHIP

Along with the Vice President, the Chapter Treasurer is responsible for making sure all dues collected by members are remitted to National Headquarters. Though the hard deadline for dues remittance is December 31st, in order to avoid any issues, **dues should be sent in as soon as they are received.**

Members over age 18 are automatically made members of the Order of AHEPA as well. They will be dual members until they are too old to be a member of the Sons of Pericles. These members must pay whatever the current amount of AHEPA national dues are in order to remain members in good standing of each organization. **Currently, National Dues for the Sons of Pericles are \$50 for members over 18 and \$20 for members under 18.**

When remitting money to HQ, checks should be made out to **Sons of Pericles Supreme Lodge**. Once funds are received at headquarters, dues will be processed for the SOP and AHEPA. If checks are not sent directly to the SOP, there is no guarantee that SOP membership will be credited.

Members are also able to pay online via sonsofpericles.org.

For AHEPA Chapters:

Any dual members appearing on your roster should not be paid through AHEPA. When you submit payment to AHEPA Membership, simply write **"SOP"** in the box so the AHEPA membership director knows that the member you are referencing will be paid by the Sons of Pericles.

If you are paying dues for the SOP Chapter associated with your AHEPA Chapter, checks **MUST** be made out to **Sons of Pericles Supreme Lodge** and remitted to Sons of Pericles at HQ. If not, the dues will not be processed in the SOP database and membership numbers will be skewed.

If you see names of SOP members on your chapter roster that you do not recognize, please contact stephanie@ahempa.org to make sure they were placed in the correct chapter. SOP dual members are either filtered into the AHEPA Chapter they have instructed HQ to place them in or made National members.

To Note:

All checks must be made out to **SONS OF PERICLES SUPREME LODGE**

All checks sent to HQ must be accompanied by a Dues Remittance Form, if not, it will be returned

All forms should be emailed to your Supreme Lodge liaison, SOP advisor, and National Headquarters (stephanie@ahempa.org)

FORMS

In order for your chapter to remain in good standing, certain forms need to be submitted to the Supreme Lodge and Headquarters every year in order for records to be up to date. The primary forms necessary are as follows:

Membership Application Form

The membership application form needs to be filled out by all new members upon initiation into the Sons of Pericles. A copy should be sent to National Headquarters as soon as it is received. If the member is over 18, dues payment must be included with the application form.

Dues Remittance Form

Must be filled out and sent to National Headquarters with every dues payment in order to make sure that dues money is properly credited.

Election Return Form

Must be filled as soon as elections and installations for new officers are held. Copies need to go to your Supreme Lodge liaison and to National Headquarters.

Chapter Petition for Charter or Reactivation

When starting or reactivating a Chapter of the Sons of Pericles, a petition must be filled out and sent to National Headquarters. The petition should be signed by all members of the Sons of Pericles invested in starting or restarting the Chapter.

General Remittance Form

Should accompany any donations or paraphernalia orders when being sent to National Headquarters.

All forms on the sonsofpericles.org website will include instructions on how to fill them out.

Send all forms to:
Sons of Pericles
1909 Q Street NW, Suite 500
Washington, DC 20009

