

**PAN ARCADIAN FEDERATION OF AMERICA**

**ΠΑΝΑΡΚΑΔΙΚΗ ΟΜΟΣΠΟΝΔΙΑ ΑΜΕΡΙΚΗΣ**



**CONSTITUTION**

**ΚΑΤΑΣΤΑΤΙΚΟ**

<b>ARTICLE #</b>	<b>NAME</b>	<b>PAGE</b>
I	NAME	2
II	MISSION STATEMENT	2
III	RELIGIOUS NEUTRALITY OF THE P.F.A.	2
IV	ORGANIZATION AND ORDER OF AUTHORITY	3
V	MEMBERSHIP	3
VI	LOCATION OF NATIONAL HEADQUARTERS	4
VII	MOTHER CHAPTER	4
VIII	NONPARTISAN ACTIVITIES	4
IX	OFFICIAL DAY OF CELEBRATION	4
X	DISSOLUTION AND DEDICATION OF ASSETS	4
XI	SEAL	5
XII	NATIONAL CONVENTION	5
XIII	ADMINISTRATION	9
XIV	DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS	10
XV	BOARD OF TRUSTEES DUTIES AND RESPONSIBILITIES	12
XVI	STANDING COMMITTEES	13
XVII	DISTRICT CONVENTION	13
XVIII	DISTRICTS AND DISTRICT BOARD OF DIRECTORS ADMINISTRATION	16
XIX	DUTIES AND RESPONSIBILITIES OF DISTRICT BOARD DIRECTORS	18
XX	DISTRICT BOARD OF TRUSTEES DUTIES AND RESPONSIBILITIES	19
XXI	CHAPTERS	20
XXII	ELECTION AND INSTALLATION OF CHAPTER OFFICERS	23
XXIII	DUTIES AND RESPONSIBILITIES OF CHAPTER OFFICERS	24
XXIV	TRIAL AND CONVICTION OF MEMBERS OF THE BOARD OF DIRECTORS, DISTRICT BOARD OFFICERS & CHAPTER OFFICERS	25
XXV	SUGGESTED ORDER OF BUSINESS FOR MEETINGS	27
XXVI	AWARDS	27
XXVII	OATHS OF OFFICE	28
XXVIII	ARTICLES OF INCORPORATION AND BY-LAWS AMENDMENTS	29

## **ARTICLE I**

### ***NAME***

The corporation, organized in New York City in the State of New York the 22<sup>nd</sup> day of April in the year 1931, pursuant to the laws of the State of New York, shall be known as the “***Pan Arcadian Federation of America***” (***PFA***).

## **ARTICLE II**

### ***MISSION STATEMENT***

The mission of the Pan Arcadian Federation of America is to improve and enrich the life of Arcadian Americans, as well as to preserve, promote and propagate Hellenism.

### ***GOAL AND OBJECTIVES***

Some goals and objectives of the PFA are:

1. To foster and encourage loyalty and allegiance to the United States of America, its Constitution and the laws of its States and their municipalities.
2. To instruct its members in the ideals, doctrines, and principles of Democracy, American citizenship, and administration of the government of the United States, its states, and their subdivisions.
3. To cultivate among Arcadians in America the idea of cooperation, mutual help, and benevolence, promoting goodwill among them.
4. To promote and improve the relations between the American and the Greek people and to preserve the Greek language and the Greek Orthodox values, customs and traditions.
5. To offer all possible moral and financial assistance to members of the PFA in need.
6. To aid, in every way possible, the existing philanthropic and Educational Institutions in the prefecture of Arcadia, as well as Arcadian institutions existing in the United States.
7. To promote and support, in every way possible, programs benefiting Arcadians in the United States and Greece, with particular attention to the elderly and the youth.

## **ARTICLE III**

### ***RELIGIOUS NEUTRALITY OF THE PFA***

The PFA shall refrain from involvement in any and all religious strifes.

## **ARTICLE IV**

### ***ORGANIZATION AND ORDER OF AUTHORITY***

- First Order: The National Convention
- Second Order: Board of Directors
- Third Order: Board of Trustees
- Fourth Order: District Conventions
- Fifth Order: District Board of Directors
- Sixth Order: District Board of Trustees
- Seventh Order: Chapters

## **ARTICLE V**

### ***MEMBERSHIP***

1. The PFA shall have four categories of members: Regular, At Large, Associate, and Honorary.
  - a. Regular members shall include any person eighteen (18) years of age or older who is
    - i. native of Arcadia, Greece;
    - ii. a lineal ancestor or descendant of any native of Arcadia, Greece; or
    - iii. any person married to a person who was born in or is a lineal ancestor or descendent of a person born in Arcadia, Greece.
  - b. At Large members are Arcadians from certain geographical areas that cannot form a chapter or their chapters are dissolved or Arcadians that moved to Greece. Membership dues shall be decided by the Administration.
  - c. Associate members shall include any person eighteen (18) years of age or older who is a friend of the Arcadians.
  - d. Honorary members, selected at the National Convention, shall include any person who has demonstrated exceptional service to the PFA.

Only regular members may hold any office and are entitled to vote on all matters.

2. Regular and Associate membership dues to the PFA are payable in such amounts as may be determined by the National Convention.

Every member of any chapter of the PFA, by presenting appropriate credentials from his/her chapter, shall have the right to transfer from one chapter to another without being required to pay any additional fees.

3. A regular member shall be a member of only one chapter.

## **ARTICLE VI**

### ***LOCATION OF NATIONAL HEADQUARTERS***

The National Headquarters of the PFA shall be in the metropolitan area of the city of **Chicago, Illinois.**

## **ARTICLE VII**

### ***MOTHER CHAPTER***

The first and oldest chapter of the PFA, founded in New York City under the name of “**Geros tou Morea**”, **No. 1**, shall be considered the Mother Chapter of the PFA.

## **ARTICLE VIII**

### ***NONPARTISAN ACTIVITIES***

The PFA shall be nonprofit and nonpartisan. The PFA shall not participate or intervene in any political campaign on behalf of any candidate for public office, nor shall it engage in any activities that are not permitted for an entity, which has established its tax-exempt status under Section 501(c)(8) of the Internal Revenue Code.

The PFA shall not, except to an insubstantial degree, engage in any activities or exercise any powers not in furtherance of the purposes described above.

## **ARTICLE IX**

### ***OFFICIAL DAY OF CELEBRATION***

The 23<sup>rd</sup> of September, anniversary of the Fall of Tripolis in 1821, shall be considered the official day of celebration for the PFA. PFA chapters shall make all necessary preparations to celebrate this official day as impressively as possible.

## **ARTICLE X**

### ***DISSOLUTION AND DEDICATION OF ASSETS***

The PFA shall dissolve only when not more than two chapters shall exist in America. The properties and assets of the PFA are irrevocably dedicated to charitable purposes. No part of the net earnings, properties or assets of the PFA, on dissolution or otherwise, shall inure to the benefit of any director, officer or member of the PFA or to any private person or individual.

On liquidation or dissolution, all properties, assets, and obligations shall be distributed and paid first to an Arcadian-American nonprofit entity; then to a Hellenic-American organization which is organized and operated exclusively for charitable purposes and that has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code.

The Pan Arcadian Federation of America shall never claim any asset including real estate that belongs to a District or Chapter.

## **ARTICLE XI**

### ***SEAL***

1. The seal of the PFA shall bear the image of PAN, the Arcadian mythical deity, and around it shall be inscribed the words “Pan Arcadian Federation of America” in English and Greek and the year 1931.
2. Member lapel pins shall be of similar design.
3. No official document of the PFA shall be considered valid unless it bears the seal of the PFA.
4. The logo of the PFA shall be of similar design to the PFA seal which shall also include the words: ‘ΔΙΑΧΡΟΝΙΚΟΣ ΕΛΛΗΝΙΣΜΟΣ – ΟΙΚΟΥΜΕΝΙΚΟ ΑΡΚΑΔΙΚΟ ΧΡΕΟΣ’ along with the national flags of the United States of America and Greece. All levels of the Pan Arcadian Federation shall use the logo on official letterheads, plaques, etc.



## **ARTICLE XII**

### ***NATIONAL CONVENTION***

1. The National Convention is the supreme governance body of the PFA comprised of the delegates of each chapter, the members of the Board of Directors, the Members of the Board of Trustees, and the past presidents of the PFA, known as the voting body. The aforementioned shall be members in good standing in their respective chapter.
2. The quorum for a National Convention shall be a minimum of 51% of all active chapters and a minimum of 35% of all possible chapter delegates. If the quorum requirements have been met by active chapters and chapter delegates prior to the sixty (60) day registration deadline, but for whatever reason, the quorum requirement is not met at the time of the National Convention, then the National Convention shall proceed with all scheduled events and meetings, including, but not limited to, the election of the Board of Directors, Board of Trustees, and all committees. Within thirty (30) days after the National Convention, the new Administration shall circulate the election results and minutes of the Convention to be ratified by the majority of active chapters that were eligible to participate at said National Convention if the chapters did not ratify all the Convention actions a new National Convention must be scheduled. If the quorum requirements are not met sixty (60) days prior to the National Convention, the

Convention shall be canceled and rescheduled for another date that is no later than six (6) weeks after the original date.

3. The National Convention shall convene every other year (*in the USA or Arcadia, Greece*), the place and time to be determined at the prior National Convention. A National Convention shall also be allowed to convene at the request of the Board of Directors at any time. To assist in the preparation of the National Convention, the PFA will advance to the host District the amount of \$10,000 (*\$5,000 to be given no less than six (6) months prior to the commencement of the National Convention and an additional \$5,000, if needed, upon receipt of a written request by the host District*). At the completion of the accounting for the National Convention, any amounts advanced shall be returned to the PFA. Any remaining profit shall be distributed as follows: PFA 25% and host District 75%. In case of loss the PFA will observe all cost.

The National Convention shall be organized only by the PFA Board of Directors. The Districts or Chapters shall only host the Convention. The Headquarters shall have the responsibility for the Convention Program and ensuring the proper protocol for invitations, topics etc. The Board of Directors shall approve the selection of the city, hotel or accommodation & banquet cost.

4. Each chapter shall be represented at the National Convention as follows:

15 members to 25 members, one (1) delegate  
26 members to 50 members, two (2) delegates  
51 members to 75 members, three (3) delegates  
76 members to 100 members, four (4) delegates  
101 members to 125 members, five (5) delegates

For every additional 25 members there shall be one additional delegate. Each delegate shall only be allowed to cast one vote. The number of delegates for each chapter shall be determined by the average number of members submitted to PFA Headquarters for the last two years.

5. In order for a chapter to be represented at the National Convention, it shall have been organized and certified by the Board of Directors before the end of the previous calendar year.
6. The delegate or delegates from each chapter shall be elected at a regular or special chapter meeting at least sixty (60) days prior to the National Convention.
7. Each attending member of the Board of Directors shall be duly registered and entitled to only one vote each.
8. Each attending member of the Board of Trustees shall be duly registered and entitled to only one (1) vote each.
9. Each attending past PFA President of the Board of Directors shall be duly registered and entitled to one vote unless such past president is a duly registered delegate of their chapter in which case their one vote is cast as the chapter delegate.

10. The Mother Chapter shall be entitled to one extra delegate.
11. The meetings of the National Convention shall be governed by Robert's Rules of Order, latest Revised Edition. In cases where interpretation of the Articles of Incorporation and Bylaws of the PFA become necessary, the English text shall be used.
12. The National Convention shall be opened by the President of the Board of Directors, who shall preside until the election of the Convention Officers. After the election of the Convention Chairman, Vice Chairman, Secretary, and Parliamentarian, the National Convention shall continue until adjourned by a majority vote.

The Convention Chairman may appoint any committee deemed necessary to conduct Convention business.

The National Convention shall be videotaped or audio recorded. Said tape/s of the National Convention shall be kept at the PFA Headquarters.

13. The members of the Board of Directors and the members of the Board of Trustees shall not be elected officers of the National Convention.
14. The outgoing members of the Board of Directors, and all standing committees shall deliver to the National Convention an oral progress report of their particular duties performed during their term of office. Their written reports shall be on file with the National Convention Secretary. All reports must be bound to one book.

The Board of Directors, the Board of Trustees, and all Committees Chairman Reports shall be available to all Delegates. The Auditing Committee Chairman shall deliver to the convention body an oral report of the audit findings. The audit written report shall be on file with the Convention Secretary.

The Convention Secretary shall forward the minutes along with all reports and handouts to the Convention Chairman within three (3) months of the conclusion of the National Convention. After review and corrections by the Convention Chairman, he/she shall forward the minutes/reports/handouts to the Board of Directors and to the Board of Trustees as a point of information within thirty (30) days. Said minutes shall be presented for final approval at the next National Convention.

15. The primary language used at the National Convention shall be English. The correspondence from the PFA to the membership shall be primarily in English.
16. The National Convention shall have the right to amend the Articles of Incorporation and Bylaws according to Article XXIX.
17. The Board of Directors shall prepare and present a budget subject to approval by the National Convention. The National Convention shall determine and approve the annual per capita dues to the PFA. If needed, the Board of Directors shall be authorized to go over any budgeted item by no more than 20%.



18. The National Convention shall elect the members of the Board of Directors and the members of the Board of Trustees and shall ratify the election of the District Governors who are elected at their District Conventions.
19. Delegates shall be accepted to the National Convention only if their chapter has properly forwarded the delegate list, **including the registration fee**, to the PFA Headquarters by mail, email or fax two (2) months prior to the start of the National Convention. Credentials are to be signed by the delegate, the chapter President, and the chapter Secretary. The two (2) month deadline prior to the National Convention enables the determination of a quorum so the National Convention may convene.  
  
If a duly approved delegate is unable to attend or if a member in good standing wishes to be a delegate in order to fill the quota of the chapter, the chapter president or designee is authorized to substitute and/or add with a newly approved delegate prior to the presentation of the quorum by the Credentials Committee.
20. Only delegates, members of the Board of Directors, members of the Board of Trustees, and past PFA Presidents who are present and registered at the Convention shall be elected members to the Board of Directors and the Board of Trustees.
21. The PFA Headquarters shall prepare a list of all Delegates and shall submit the names and their credential applications to the Chairman of the Credentials Committee of the Convention. Any Delegate whose name does not appear on the list and who claims that his or her name was wrongfully omitted shall have the right to present his/her case to the Chairman of the Credentials Committee. The Board of Directors shall appoint the Credentials Committee sixty (60) days prior to the Convention. If a Delegate disagrees with the Credentials Committee's decision, he/she may appeal to the Legal Advisor whose decision will be final and binding.
22. The Board of Directors shall prepare an agenda for the National Convention, which shall be distributed to each chapter (*by First Class Mail or electronic mail*) thirty (30) days prior to the National Convention.
23. Only those individuals who have served as members of the Board of Directors, Board of Trustees, or District Board Officers may be elected President of the Board of Directors. The First Vice President shall not be from the same District as the President. No two (2) Vice Presidents shall be from the same District. No District shall have more than six (6) officers on the Board of Directors. Each District may seek and, if successful, keep the Presidency for no more than two (2) consecutive terms and under no more than two (2) different Presidents. If there are no candidates nominated from the other Districts, the protocol described above is suspended and anyone can be nominated. The elected individual under these conditions shall serve for only one term.
24. Only a practicing attorney admitted and in good standing to a bar of any state in the United States of America may be elected Legal Advisor.
25. The newly elected members of the Board of Directors and members of the Board of Trustees shall take their oath of office and assume their offices immediately.

26. Decision to purchase, sell or hypothecate the PFA's real property can only be made at regular or special National Convention. A two-thirds (2/3) vote of the delegates present at the Convention is needed to render a decision.
27. The President's hotel accommodations at a National Convention will be an expense of the National Convention.
28. All proceedings (*minutes, reports, handouts, etc.*) shall be placed in a Convention binder and housed at National Headquarters as well as scanned and kept electronically.
29. The National Convention if possible shall not coincide with the Conventions of other major Greek-American organizations, such as the Clergy Laity, the World Pan Arcadian Congress and Ahepa.

## **ARTICLE XIII**

### ***ADMINISTRATION***

1. The Board of Directors shall administer the day-to-day operations of the PFA.
2. The Board of Directors shall consist of twelve (12) members. The officers of the Board of Directors shall be: the President, the First Vice President, the Second Vice President, the Third Vice President, the Secretary, the Treasurer, the Legal Advisor, the Chairman of the Board of Trustees, the Youth Activity and Event Coordinator, the Eastern District Governor, the Midwest District Governor, the Western District Governor.
3. The members of the Board of Directors and the Board of Trustees shall be elected by secret ballot by the majority of delegates present at the National Convention. The election of officers of the PFA requires a majority of 50% plus one. Example: if there are one hundred (100) voting, fifty plus one (51) are needed to be election. In the event that there are more than two candidates and none receive the required majority, the voting shall be repeated with the two top vote receivers until one candidate receives the required majority.
4. The members of the Board of Directors and the District Board Officers are prohibited from running for more than two (2) consecutive terms in the same position. In the event of inability, severe illness, death, resignation or expulsion of a Board of Director member or Board of Trustees member, the successor shall be elected by their respective board and he or she shall enjoy the same rights as his or her predecessor, except in the event of the inability, severe illness, death, resignation or expulsion of the President, the First Vice President shall automatically become President.
5. The term of the PFA Board of Directors, the Board of Trustees, the District Board of Directors and Board of Trustees and all committees Officers is two (2) years.
6. All members of the Board of Directors and Board of Trustees shall serve without pay.
7. The Board of Directors shall have the right to maintain an office and hire an executive secretary. The operational expenses of this office shall be determined by the National Convention.

8. The members of the Board of Directors, except for the District Governors, shall not simultaneously hold any district office or chapter presidency.

## ARTICLE XIV

### *DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS*

1. The first meeting of the Board of Directors shall occur immediately after the election and conclusion of the business of the National Convention. The last meeting is to occur prior to the opening of the next National Convention. In addition, there shall be a minimum of three (3) regular Board of Directors meetings per term – one in each District during fall and spring. In consultation with the Board of Directors, the President shall determine the date and location of these meetings. The elected members of the Board of Directors are expected to attend the meetings of the Board of Directors.
2. The President shall call additional meetings of the Board of Directors when deemed necessary or when four (4) or more members of the Board of Directors shall petition the President in writing requesting a meeting.
3. The President could call a Joint Meeting of the Board of Directors and Board of Trustees if necessary. The Chairman of the Board of Trustees could also request from the PFA President a Joint Meeting.
4. The quorum required for a Board of Directors meeting shall be seven (7) members physically present at the meeting and eleven (11) members for a joint meeting. Those members unable to attend in person shall be allowed to join the discussion and vote via electronic means. Prior to the meeting, an agenda shall be mailed or emailed to all of the members of the Board of Directors **at least fifteen (15) days prior to the meeting**. The President votes only to break a tie.
5. The Board of Directors reserves the right to remove any Board Member who fails to attend two (2) consecutive meetings without justifiable cause.
6. In case of an emergency situation that requires immediate attention, the President shall contact, via electronic means, the members of the Board of Directors and, if necessary, the Board of Trustees, to obtain a consensus on how to handle such an emergency situation.
7. The President and the Secretary shall supervise the work of the executive secretary. The President shall have the responsibilities regarding the operation of the Headquarters Office and shall be responsible to the Board of Directors and the National Convention regarding its efficient operation. The President is to render a report at the National Convention regarding the status of all chapters, active and inactive. The President shall preside over all meetings of the Board of Directors and shall care for the improvement and development of the PFA. He or she shall supervise the PFA's adherence to the Articles of Incorporation and Bylaws and in the event a report of a violation of the Articles of Incorporation and Bylaws is received from the Legal Advisor, he or she shall call a Board of Directors meeting and shall appoint a committee to investigate the alleged violation. The President shall be an ex-officio member of all committees.

8. The First Vice President shall represent the PFA in the absence of the President. He or she shall act as the official liaison to the World Pan Arcadian Congress. He or she will be responsible for the membership of the Pan Arcadian Federation. The first Vice President is responsible for fulfilling the goals and recommendation of the Resolutions Committee.
9. The Second Vice President shall be responsible for fulfilling the goals and recommendations of the Budget and Finance Committee and of the Publicity Committee.
10. The Third Vice President shall be responsible for fulfilling the goals and recommendations of the Education and Youth Committees.
11. The Secretary shall take minutes of the meetings of the Board of Directors and distribute such minutes to the members of the Board of Directors within thirty (30) days of the meeting. The Secretary shall manage, in cooperation with the President, all PFA correspondence and affix the seal of the PFA on all official papers.
12. The Treasurer shall be responsible for the financial accounts of the PFA, with the exception of the Real Estate and Pan Arcadian Hospital accounts. The Treasurer shall keep records of all transactions, receipts, and reimbursements and shall provide detailed reports to the Board of Directors at each meeting of the Board of Directors. The Treasurer shall provide all necessary and relevant information and documentation as requested by the Auditing Committee.

All funds of the PFA shall be deposited in a bank designated by the Board of Directors. The President and the Treasurer must sign all checks. Checks written on the Building Account or other accounts regarding P.F.A. real estate, must be signed by the Chairman of the Board of Trustees in addition to the President and Treasurer.

13. The Legal Advisor shall be an attorney at law performing the following:
  - a. It shall be the duty of the Legal Advisor to interpret the meaning of the Articles of Incorporation and Bylaws and mandates of the National Convention .  
  
The chapters, districts, and members of the Board of Directors may make requests for interpretation.
  - b. It shall be the duty of the Legal Advisor to advise the Board of Directors on legal matters and shall serve as the PFA's legal representative.
14. The Youth Activity and Event Coordinator shall be responsible for coordinating cultural, athletic, and social activities and events for the Youth of the PFA. He/she shall be the liaison to the District Youth Coordinators.
15. The District Governors preside over their respective district and shall care for the improvement and development of their respective district.

16. The immediate Past President shall advise and assist on matters concerning an ongoing projects and initiatives of the prior administration.
17. If needed, the President of the Board of Directors shall create a new committee and appoint a chairman. If needed, any one member of the Board of Directors shall form a subcommittee to assist in fulfilling their duties and responsibilities.

## **ARTICLE XV**

### ***BOARD OF TRUSTEES DUTIES AND RESPONSIBILITIES***

1. The Board of Trustees shall consist of nine (9) members, two (2) of which will be the last elected PFA Presidents. The remaining seven (7) members, including The Chairman of the Board of Trustees shall be elected at the National Convention. One of them will be the chairman of the Hospital Committee; three (3) from the Midwest, two (2) from the West, and two (2) from the East District.
2. The Board of Trustees shall manage and supervise all properties of the PFA in the United States and abroad. In-addition, the Board of Trustees shall be aware of the status of the Arcadian Village.
3. The management of all properties of the Federation shall be vested in the Board of Trustees.
4. The Board of Trustees shall report annually to the Board of Directors and the delegates at the National Convention.
5. Only a regular or special National Convention has the right to purchase, sell or hypothecate any real estate property with a two thirds (2/3) vote of the delegates present at said National Convention.
6. No Trustee shall hold any other National office while he or she is a member of the board, except for the Chairman of the Board, as previously specified.
7. No Trustee shall receive any compensation, salary or fee.
8. The Board of Trustees shall be responsible for finance and budget, fund raising, and for the execution of the recommendations of the National Convention relating to the Federations properties. These matters shall be done with the approval and consent of the Board of Directors.
9. For the Building Account and all other accounts regarding P.F.A. real estate, the Chairman of the Board of Trustees must be one of the check signatories.

### ***MEETINGS***

- Special Meetings can be called by the chairman of the Board of Trustees, when necessary or when three (3) or more members of the Board of Trustees shall petition the Chairman in writing, requesting a meeting.

- The Board of Trustees decisions are not binding; they only serve as recommendations to the Board of Directors and the National Convention.

## **ARTICLE XVI**

### ***STANDING COMMITTEES***

1. **PAN ARCADIAN HOSPITAL COMMITTEE:** The National Convention shall elect the chairman of the Pan Arcadian Hospital Committee, *who must be a member of the Board of Trustee*, and three (3) more members. Each District must be represented. The President with the Board of Directors can extend this committee by appointing additional members such as past presidents, professionals, doctors, etc.

The Pan Arcadian Hospital Committee shall supervise all matters involving the operation of the Pan Arcadian Hospital, including the staffing of the hospital with the proper number of doctors, nurses and other medical staff, and the implementation of the newest technology equipment. In addition, this Committee shall make recommendations to the Board of Directors on how the hospital could improve its health care services. The management of all hospital real estate is outside the scope of this Committee.

2. **AUDITING COMMITTEE:** the National Convention shall elect the chairman and three (3) members of the Auditing Committee. Each district must be represented. The Auditing Committee shall audit the financial records of the PFA every fiscal year. The Secretary and the Treasure must provide the Auditing Committee with monthly bank statements, ledgers, copies of checks and all expense receipts regarding the business of the Federation. On the Convention year, the auditing must be completed one month prior to the Convention date.

## **ARTICLE XVII**

### ***DISTRICT CONVENTION***

1. The District Convention is the supreme governance body of the District comprised of the delegates of each chapter, the District Board Officers, the Board of Trustees, and the past District Governors, known as the voting body. The aforementioned shall be members in good standing in their respective chapter.
2. The quorum for a District Convention shall be a minimum of 51% of all active chapters and a minimum of 35% of all possible chapter delegates. If the quorum requirements have been met by active chapters and chapter delegates prior to the thirty (30) day registration deadline, but for whatever reason, the quorum requirement is not met at the time of the District Convention, then the District Convention shall proceed with all scheduled events and meetings, including, but not limited to, the election of the District Board of Directors, Board of Trustees, and all committees. Within thirty I days after the District Convention, the new Administration shall circulate the election results and minutes of the Convention to be ratified by the majority of active chapters that were eligible to participate at said District Convention. If the chapters did not ratify all the Convention actions a new District Convention must be scheduled. If the quorum

requirements are not met thirty (30) days prior to the District Convention, the Convention is canceled and rescheduled to another date and no later than six weeks after the original date.

3. The District Convention shall be held in the months of May or June. The oath and the duties of the newly elected District Officers shall take place immediately after the Governor has been sworn in at the National Convention.
4. The District Convention may convene annually; however, election of District Officers is held only during the year that the National Convention convenes. All other convention business shall be done. A District Convention shall also be allowed to convene at the request of the District Board of Directors at any time.
5. The primary language at the District Convention shall be English.
6. Each chapter shall be represented at the District Convention as follows:

15 members	to	25 members,	one (1) delegate
26 members	to	50 members,	two (2) delegates
51 members	to	75 members,	three (3) delegates
76 members	to	100 members,	four (4) delegates
101 members	to	125 members,	five (5) delegates

For every additional twenty-five (25) members there shall be one additional delegate. Each delegate shall only be allowed to cast one vote. The average number of members submitted to PFA Headquarters for the last two years shall determine the number of delegates for each chapter.

7. In order for a chapter to be represented at the District Convention, it shall have been organized and certified by the Board of Directors before the end of the previous calendar year.
8. The delegate or delegates from each chapter shall be elected at a chapter meeting at least thirty-days (30) prior to the District Convention.
9. Each attending officer of the District Board shall be duly registered and entitled to only one (1) vote each.
10. Each attending officer of the District Board of Trustees shall be duly registered and entitled to only one vote each.
11. Each attending past governor of the District Board shall be duly registered and entitled to one vote unless such past governor is a duly registered delegate of their chapter in which case their one vote is cast as the chapter delegate.
12. Robert's Rules of Order, latest Revised Edition, shall govern the meetings of the District Convention. In cases where interpretation of the Articles of Incorporation and Bylaws of the PFA become necessary, the English text shall be used.

13. The Governor of the District Board, who shall preside until the election of the Convention Officers, shall open the District Convention. After the election of the Convention Chairman, Vice Chairman, Secretary, and Parliamentarian, the District Convention shall continue until adjourned by a majority vote.  
The Convention Chairman may appoint any committee deemed necessary to conduct Convention Business.  
The District Convention shall be videotaped or audio recorded. Said tape/s of the District Convention shall be kept at the District Offices.
14. The officers of the District Board and the Board of Trustees shall not be elected officers of the District Convention.
15. The officers of the District Board shall deliver to the convention body an oral progress report of their particular duties and responsibilities performed during their term of office. Their written reports shall be on file with the Convention Secretary.

The Auditing Committee Chairman shall deliver to the convention body an oral report of the audit findings. The audit written report shall be on file with the Convention Secretary.

Any special committees formed by the previous District Convention and the District Board shall deliver their progress reports to the convention body. Their written reports shall be on file with the Convention Secretary.

The Convention Secretary shall forward the minutes along with all reports and handouts to the Convention Chairman within three (3) months of the conclusion of the District Convention. After review and corrections by the Convention Chairman, he/she shall forward the minutes/reports/handouts to the District Board Officers as a point of information within thirty (3) days. Said minutes shall be presented for final approval at the next District Convention.

16. The District Convention shall approve a budget submitted by the District Board Officers for the period until the next convention. The District Convention shall determine and approve the annual per capita dues to the District. If needed, the District Board Officers shall be authorized to spend no more than 20% of any budgeted item.
17. The District Convention shall elect the officers of the District Board and the District Board of Trustees. The District Convention shall elect the chairman and three (3) members of the Auditing Committee. The Auditing Committee shall audit the financial records of the District.
18. Delegates shall be accepted to the District Convention only if their chapter has properly forwarded the delegate list, **including the registration fee**, to the District Board by mail, email or fax thirty- days (30) prior to the start of the District Convention. Credentials are to be signed by the delegate, the chapter President, and the chapter Secretary. The thirty-day (30) deadline prior to the District Convention enables the determination of a quorum so the District Convention may convene.

If a duly approved delegate is unable to attend or if a member in good standing wishes to be a delegate in order to fill the quota of the chapter, the chapter president or designee is



authorized to substitute and/or add with a newly approved delegate prior to the presentation of the quorum by the Credentials Committee.

19. Only delegates, Officers of the District Board, and past District Governors who are registered and present at the Convention shall be elected officers to the District Board.
20. The District Secretary shall prepare a list of all Delegates and shall submit the names and their credential applications to the Chairman of the Credentials Committee of the Convention. Any Delegate whose name does not appear on the list and who claims that his or her name was wrongfully omitted shall have the right to present his/her case to the Chairman of the Credentials Committee. The District Board shall appoint the Credentials Committee sixty-days (60) prior to the Convention. If a Delegate disagrees with the Credentials Committee's decision, he/she may appeal to the Governor who will render a final decision.
21. The District Board shall prepare an agenda for the District Convention, which shall be distributed to each chapter (*by surface or electronic mail*) thirty- days (30) prior to the District Convention. The host chapter shall render all program plans and event expenditures for the District Convention to the District Board for final approval.
22. Only those individuals who have served as officers of the District Board or Board of Trustees may be elected Governor of the District Board.
23. The newly elected members of the District Board of Directors and Board of Trustees shall take their oath of office and assume their offices immediately after the Governor has been sworn in at the National Convention.
24. Decision to purchase, sell or hypothecate the District's real property can only be made at a regular or special District Convention. A two-thirds (2/3) vote of the voting body at the Convention is needed to render a decision.
25. A District Convention shall determine the expenses incurred by a District Governor during the budget approval.
26. All proceedings (*minutes, reports, handouts, etc.*) shall be placed in a Convention binder and housed with the District Secretary.
27. The President of the Federation shall attend the District conventions. The Host District shall reimburse the President for airfare and lodging expenses.

## **ARTICLE XVIII**

### ***DISTRICTS AND DISTRICT BOARD OF DIRECTORS ADMINISTRATION***

1. Districts shall be drawn by the Board of Directors and approved by a National Convention. Each district shall consist of a minimum of four (4) chapters and a minimum of two hundred and fifty (250) total members.
2. The District Board Officers shall administer the District.

3. The Board of Directors shall consist of seven (7) members: Governor, Lieutenant Governor, Secretary, Treasurer, and Youth Coordinator, Legal Advisor, and the Chairman of the Board of Trustees. If needed, the Districts can include additional officers.
4. The officers of the District Board and Board of Trustees shall be elected by secret ballot by the majority of the voting body present at the District Convention.
5. The term of all officers is two (2) years.
6. The officers of the District Board are prohibited from running for more than two (2) consecutive terms in the same position. In the event of inability, severe illness, death, resignation or expulsion of an officer of the District Board, the successor shall be elected by their respective board and he or she shall enjoy the same rights as his or her predecessor, except in the event of the inability, severe illness, death, resignation or expulsion of the Governor in which the Lieutenant Governor shall automatically become Governor.
7. All officers of the District Board shall serve without pay.
8. If needed, the District Board shall have the right to maintain an office and hire an executive secretary. The District Convention shall determine the operational expenses of this office.
9. In the event of inability, severe illness, death, resignation or expulsion of a District Board of Director member or Board of Trustees member, the successor shall be elected by their respective board and he or she shall enjoy the same rights as his or her predecessor, except in the event of the inability, severe illness, death, resignation or expulsion of the Governor, the Lieutenant Governor, shall automatically become Governor.
10. A District shall dissolve only when no more than two (2) chapters shall exist. Any and all property and assets of the District shall be transferred first to its own nonprofit entity, which is tax exempt under section 501 (c)(3) of the Internal Revenue Code. If not, then to the Pan Arcadian Foundation or Endowment if created; if not, then to a nonprofit Hellenic American organization which is organized and operated exclusively for charitable purposes and it has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings, properties or assets of the District shall inure to the benefit of any director, officer or members of the PFA or to any private person or individual.
11. Any District shall never claim any asset including real estate that belongs to a member Chapter.

## ARTICLE XIX

### *DUTIES AND RESPONSIBILITIES OF DISTRICT BOARD OF DIRECTORS*

1. The first meeting of the District Board Officers shall occur immediately after the District Convention. The last meeting is to occur prior to the opening of the next District Convention. In addition, there shall be a minimum of three (3) meetings called by the Governor. These meetings shall be in person or via electronic means. The officers of the District Board are expected to attend the meetings of the District Board.
2. The Governor shall call additional meetings of the District Board when deemed necessary or when three (3) or more officers of the District Board shall petition the Governor in writing requesting a meeting.
3. The Governor could call a joint meeting of the District Board of Directors and Board of Trustees if necessary, or the Chairman of the Board of Trustees could request such a meeting from the District Governor.
4. The quorum required for a District Board meeting shall be a simple majority of the officers the same applies for the joint meeting. Prior to the meeting, an agenda shall be mailed or emailed to all of the officers of the District Board **at least 15 days prior to the meeting**. The Governor votes only to break a tie.
5. The Governor and the Secretary shall supervise the work of the executive secretary. The Governor shall have the responsibilities regarding the operation of the District Office and shall be responsible to the District Board and the District Convention regarding its efficient operation. The Governor is to render a report at the District Convention regarding the status of all chapters, active and inactive. The Governor shall preside over all meetings of the District Board and shall care for the improvement and development of the District. He or she shall supervise the District's adherence to the Articles of Incorporation and Bylaws and in the event a report of a violation of the Articles of Incorporation and Bylaws is received from the Legal Advisor or any member, he or she shall call a District Board meeting and shall appoint a committee to investigate the alleged violation. The Governor shall be an ex-officio member of all committees.
6. The Lieutenant Governor shall represent the District in the absence of the Governor. He or she will be responsible for the membership of the District. The Lieutenant Governor will also be responsible for fulfilling the goals and recommendations of the Resolutions Committee. He or she will plan and manage fundraising, cultural, educational, and social events of the District.
7. The Secretary shall take minutes of the meetings of the District Board and distribute such minutes to the officers of the District Board within thirty- days (30) of the meeting. The Secretary shall manage all District correspondence.
8. The Treasurer shall be responsible for the financial accounts of the District. The Treasurer shall keep records of all transactions, receipts, and reimbursements and shall

provide detailed reports to the District Board Officers at each meeting of the District Board. The Treasurer shall provide all necessary and relevant information and documentation as requested by the Auditing Committee. All funds of the District shall be deposited in a bank designated by the District Board of Directors. The Governor and the Treasurer must sign all checks. Checks written on the Building Account or other accounts regarding the District's real estate, must be signed by the Chairman of the District Board of Trustees in addition to the Governor and Treasurer.

9. The Youth Activity and Event Coordinator shall be responsible for coordinating cultural, athletic, and social activities and events for the Youth of the District.
10. The Legal Advisor shall be an attorney at law performing the following:
  - a. It shall be the duty of the Legal Advisor to interpret the meaning of the Articles of Incorporation and Bylaws and mandates of the District Convention.
  - b. It shall be the duty of the Legal Advisor to advise the District Board Officers on legal matters and shall serve as the District's legal representative.
11. The Chairman of the Board of Trustees' duties will be the same as the PFA Chairman of the Board
12. The immediate Past Governor shall advise and assist on matters concerning any ongoing projects and initiatives of the prior administration.
13. If needed, the Governor shall create a new committee and appoint a chairman to assist in fulfilling the business of the District.

## **ARTICLE XX**

### ***DISTRICT BOARD OF TRUSTEES DUTIES AND RESPONSIBILITIES***

1. The District Board of Trustees shall consist of a total of seven (7) members, two (2) of which will be the last elected District Governors. The other five (5) shall be elected as follows: Chairman of the Board of Trustees and four (4) additional members.
2. The Board of Trustees shall manage and supervise all properties of the District.
3. The management, investment and re-investment of all properties of the District shall be vested in the Board of Trustees.
4. The Board of Trustees shall report annually to the Board of Directors and the delegates at the District Convention.
5. Only a regular or special District Convention has the right to purchase, sell or hypothecate any real estate property with a two thirds (2/3) vote of the delegates present at said District Convention.
6. No Trustee shall hold any other National office while he or she is a member of the board, except for the Chairman, as previously specified.

7. No Trustee shall receive any compensation, salary or fee.
8. The Board of Trustees shall be responsible for finance and budget, fund raising, and for the execution of the recommendations of the District convention relating to the District's properties. These matters shall be done with the approval and consent of the District Board of Directors.
9. For the Building Account and all other accounts regarding P.F.A. real estate, the Chairman of the Board of Trustees must be one of the check signatories.

### **MEETINGS**

- The chairman of the Board of Trustees can call special Meetings, when necessary or when three (3) or more members of the Board of Trustees shall petition the Chairman, in writing, requesting a meeting.
- The Board of Trustees decisions are not binding; they simply serve as recommendations to the Board of Directors and the District Convention.

## **ARTICLE XXI**

### ***CHAPTERS***

1. To charter (*organize*) a new chapter of the PFA, a written petition must be submitted to the respective District signed by at least fifteen (15) potential members. Once approved by the respective District, the petition is to be forwarded for further approval by the Board of Directors. If approved, a charter is issued and the new chapter must forward the appropriate member applications and fees to the District and PFA Headquarters.

If the District Board Officers reject the chapter's application, the applicant chapter may appeal to the Board of Directors. The decision of the Board of Directors is final.

2. Chapters shall not be named after individuals, except for past famous Arcadians. No chapter shall be permitted to use the words "PAN ARCADIAN" as part of its chapter name.
3. Any individual wishing to join any of the chapters of the PFA shall submit an application to the appropriate chapter. This application shall be completed in its entirety and be accompanied by the registration fee. All applications shall be submitted to the Secretary of the chapter, who shall appoint a committee to investigate the information provided therein. Said committee shall present its findings at the next regular meeting and shall approve or reject an application by a majority vote.
4. The Secretary of the chapter shall notify in writing the candidate concerning the approval or rejection of his or her application.

5. If a candidate is rejected, he or she shall not be permitted to re-apply prior to the expiration of one full year.
6. Membership dues shall be determined by each chapter and shall be paid annually to the Secretary or Treasurer of the chapter.
7. The power to revoke a charter shall be vested exclusively in the Board of Directors and said chapter shall have the right to appeal such a decision at the next National Convention.
8. Any chapter wishing to consolidate their membership shall submit an application for consolidation to the District and Board of Directors. The District Board Officers and Board of Directors shall accept or reject applications for chapter consolidation.
9. Any member who wishes to transfer to another chapter must be in good standing in his or her chapter. A transfer application must be submitted by the member to the new chapter said member wishes to join. Upon approval by the new chapter, the member shall be transferred.
10. Members shall be entitled to receive notices of all meetings and shall be entitled to all the rights and privileges in accordance with the Articles of Incorporation and Bylaws of the PFA.
11. If a charge is brought against any member for any reason whatsoever, such a member shall be entitled to an impartial trial.
12. Members should familiarize themselves with the Articles of Incorporation and Bylaws and the regulations of the PFA.
13. In the event of a member's change of address, the member must notify the Secretary of the chapter, who in turn notifies the Secretary of the PFA.
14. The annual per capita dues payable to the PFA for every member shall be determined at the National Convention and must be paid from the treasury of each chapter. No chapter shall be considered in good standing unless it has paid the National and District dues.
15. Every chapter sends its own delegates to the District and National Conventions in accordance with the procedure set forth in these Bylaws.
16. All PFA members shall show respect for each other and especially for all elected officers.
17. In the event a chapter dissolves by its own accord, the property of the dissolved chapter shall pass to its own District, the PFA or where they wish.
18. If any chapter has not paid its dues for at least two calendar years, the chapter will be considered suspended and in order to be reinstated, it must pay dues for two years.

19. Every chapter shall submit the per capita dues to the PFA Headquarters and Districts by check drawn on an account of the chapter. Annual membership dues of chapters of the PFA shall be submitted with names of members for the following year by March 1<sup>st</sup>.

20. Trials of members shall adhere to the following:

- a. Whenever a member of a chapter has cause for grievance against another member of the same chapter, or if he deems that another member is guilty of infraction of the principles of the PFA, he shall file a written grievance with the Secretary of the chapter. Within thirty (30) days following the filing of the grievance, the chapter president shall appoint a secret committee to examine and study the grievance. Said committee, following a confidential investigation, shall submit a report to the chapter at a regular meeting, and if the committee has determined that the grievance is factual, the accused shall be brought to trial before the chapter.
- b. The accused shall have the right to be present at the trial and to be represented by an attorney of his choice, who shall be a member of the PFA. The chapter president shall then appoint the prosecutor, who is also to be a member of the PFA. The prosecutor may or may not be a practicing attorney. The president of the chapter shall have the right to appoint a member of his chapter or any other member of the PFA to serve as the presiding judge.
- c. Upon the conclusion of the trial, the presiding judge shall request the members to render their verdict by a secret ballot. If a majority of the members cast a ballot of not guilty, the defendant shall be acquitted and the grievance dismissed. If, however, the majority of the members cast a guilty ballot against the accused, then the presiding judge shall request the members present to render their verdict for a punishment. A verdict in favor of the member's expulsion from the chapter shall require a two thirds (2/3) vote of the members present. A verdict for any lesser penalty shall require a simple majority vote. The defendant shall be excused from the room during the deliberation and voting.

21. The appeals procedure shall adhere to the following:

- a. Any member who has been placed on trial by his or her chapter and for whom a guilty verdict has been rendered may, within thirty days (30) after his or her conviction, appeal the conviction by sending a written notice of appeal to the District Secretary via certified mail, return receipt requested. Said notice shall recite clearly and accurately all of the relevant facts connected with the charges and trial and shall cite the specific grounds on which the appeal is requested. A copy of this appeal shall also be forwarded to the Secretary of the defendant's chapter.
- b. The District Board Officers, upon receipt of the notice of appeal, shall investigate the appeal and render its judgment on it. The decision of the District Board Officers is appealable to the Board of Directors. The procedure is the same as in paragraph 22a above with the exception being that notice of

an appeal shall be sent to the Secretary of the Board of Directors instead of the District Secretary.

- c. The Board of Directors, upon receipt of the notice of appeal, shall investigate the appeal and render its judgment. The decision of the Board of Directors shall be final.
  - d. Pending the appeal process, the chapter and the district shall refrain from any further proceedings against the defendant until a final decision has been rendered by the Board of Directors.
22. The readmission of any person who has been expelled from the PFA cannot reapply for membership until a period of two (2) years have elapsed since the date of his or her expulsion.
23. Meetings of chapters shall adhere to the following:
- a. Chapter meetings shall take place at least every two (2) months-- the date and place to be determined by each chapter.
  - b. Special meetings shall be convened whenever the President deems it necessary or by written request of ten (10) members.
24. A quorum for a chapter meeting shall consist of 10% of the total membership, but not less than seven (7) members.

## **ARTICLE XXII**

### ***ELECTION AND INSTALLATION OF CHAPTER OFFICERS***

1. The administration of chapters, the management of their property, their adherence to the Articles of Incorporation and the Bylaws, shall be assigned to the following officers: President, Vice President, Secretary, Treasurer, and five Board Members.
2. The term of office for officers shall be one (1) two-year (2) term. They shall be nominated and elected by secret ballot by the members of their chapters at the last meeting of the month of each December prior to the year of the National Convention.
3. During the same meeting a three member Auditing Committee shall be elected, who shall audit the books of the chapter and report at least semi-annually.
4. The Chapter Officers, the Board Members, and the Auditing Committee shall be immediately installed by the District Governor or by any officer of the Board of Directors or by the retiring President of the chapter.
5. During the election of chapter officers, the President of the chapter shall appoint an Election Committee that shall supervise elections. This committee shall count the ballots in the presence of the chapter Secretary. In case of a tie vote, the ballot of the President shall decide.
6. Only members who are in good standing in the chapter shall have the right to vote or be elected to office.



## ARTICLE XXIII

### *DUTIES AND RESPONSIBILITIES OF CHAPTER OFFICERS*

1. The **President** shall preside over all meetings and shall see that the Articles of Incorporation and Bylaws of the PFA are strictly adhered to; that every discussion is conducted in an orderly manner; and that the officers and committee members faithfully perform their assigned duties. He shall countersign, together with the Treasurer, all vouchers and checks, and together with the Secretary countersign all the official papers of the chapter. He shall call meetings of the board and chapter and he shall preside as chairman of these meetings. In order for a member to be elected President of a chapter, he or she must have served in an elected office for at least one (1) term.
2. The **Vice President** shall represent the President in times of absence. In case of resignation or death of the President, the Vice President shall assume the duties of the presidency. In case of death or resignation of both the President and the Vice President, the members of the chapter shall elect their successors at the next meeting.
3. The **Treasurer** shall be the custodian of all monies belonging to the chapter and he or she shall deposit all monies at the bank designated by the Board Members. He shall countersign, together with the President and Secretary, all checks and vouchers, and in general shall perform all the duties of his or her office. The Treasurer shall submit quarterly a full report of the financial state of the chapter. The Treasurer shall not have the right to pay any account unless the majority of members present at the meeting has previously approved it. At the end of the Treasurer's term or upon his or her resignation, he or she shall submit a true and an accurate accounting of the chapter's finances and surrender to the chapter, or to the successor, all books, monies, records and in general whatever belongs to the chapter.
4. The **Secretary** shall keep an accurate record of the chapter's membership, take and prepare the minutes of meetings and shall handle the correspondence. He or she shall collect the dues surrendering these monies to the treasurer and countersign all receipts. The Secretary shall issue all vouchers and checks ordered and approved by the chapter, and shall submit these to the President and the Treasurer for signature and disbursement. He or she shall submit a semi-annual written report to the Board of Directors showing the financial status of the chapter and the current roster of members. The Secretary shall report immediately to the Board of Directors the names of the newly elected, transferred, suspended, resigned and deceased members. He or she shall mail or deliver to the Secretary all applications for new members, together with their accompanying registration fees.
5. The **Board Members** shall work to further the interests of the chapter, to increase the number of its members, with emphasis on the youth, and in general to provide for the needs of the chapter. They shall cooperate with the officers to insure the success of the chapter's objectives and the adherence to the Articles of Incorporation and Bylaws of the PFA.

## ARTICLE XXIV

### ***TRIAL AND CONVICTION OF MEMBERS OF THE BOARD OF DIRECTORS, DISTRICT BOARD OFFICERS & CHAPTER OFFICERS***

1. A member of the **Board of Directors** against whom a complaint has been filed of which said complaint is authorized by ten (10) chapters and filed with the Secretary may be brought before the Board of Directors. The complaint shall be signed by the respective chapter presidents and said complaint must have been decided by two-thirds (2/3) majority vote of the members of each chapter at a regular meeting. If the Secretary is the officer whom charges are filed against, then the complaint shall be forwarded to the President.
2. A member of the **Board of Directors** shall be placed on trial by a resolution of the majority of the Board of Directors.
3. The trial of a member of the **Board of Directors**, who stands formally accused in accordance with the above procedures, shall be conducted before at least seven (7) members of the Board of Directors (*other than the accused member*), who will act as the jury. Furthermore, the accused member is to receive written notice of an impending trial at least thirty (30) days before said trial is to begin, to afford him or her ample time to prepare a defense and/or to retain legal counsel.
4. Except in the case where the President is on trial, the President shall act as the presiding judge in a trial. If for any reason the President cannot perform this responsibility, then the Board of Directors shall elect the presiding judge.
5. At the conclusion of the trial, the presiding judge shall excuse the accused from the proceedings, and by secret ballot the jury shall render a verdict. In order to convict the accused, there shall be a two-thirds (2/3) majority vote by the jury members.
6. If the defendant is found guilty, the jury shall fix the punishment. Punishment shall include expulsion from the PFA, removal from office or suspension from membership. The punishment shall be determined by a two-thirds (2/3) majority vote of the jury members. If the majority vote is not reached in three ballots, the punishment shall default to removal from office.
7. A guilty verdict shall be appealed at the following National Convention. A majority vote of the voting body at the National Convention is needed to overturn a guilty verdict.
8. A member of the Board of Directors removed from office shall relinquish the right to hold any elected office for a period of four (4) years.
9. An officer of a **District Board** against whom a complaint has been filed of which said complaint is authorized by three (3) chapters of said District and filed with the District Secretary may be brought before the District Board Officers. The complaint shall be signed by the respective chapter presidents and said complaint must have been decided by two-thirds (2/3) majority vote of the members of each chapter at a regular meeting. If the Secretary is the officer whom charges are filed against, then the complaint shall be forwarded to the District Governor.

10. An officer of a **District Board** shall be placed on trial by a resolution of the majority of the District Board Officers.
11. The trial of an officer of the **District Board**, who stands formally accused in accordance with the above procedures, shall be conducted before at least seven (7) members of the District Board Officers (*other than the accused member*), who will act as the jury. Furthermore, the accused officer is to receive written notice of an impending trial at least thirty (30) days before said trial is to begin, to afford him or her ample time to prepare a defense and/or to retain legal counsel
12. Except in the case where the District Governor is on trial, the Governor shall act as the presiding judge in a trial. If for any reason the Governor cannot perform this responsibility, then the District Board Officers shall elect the presiding judge.
13. At the conclusion of the trial, the presiding judge shall excuse the accused from the proceedings, and by secret ballot the jury shall render a verdict. In order to convict the accused, there shall be a two-thirds (2/3) majority vote by the jury members.
14. If the defendant is found guilty, the jury shall fix the punishment. Punishment shall include expulsion from the PFA, removal from office or suspension from membership. The punishment shall be determined by a two-thirds (2/3) majority vote of the jury members. If the majority vote is not reached in three ballots, the punishment shall default to removal from office.
15. A guilty verdict may be appealed at the following District Convention. A majority vote of the voting body at the District Convention is needed to overturn a guilty verdict. If the guilty verdict is not overturned, it shall be appealed at the next National Convention. A majority vote of the voting body at the National Convention is needed to overturn a guilty verdict.
16. An officer of the **District Board** removed from office, shall relinquish the right to hold any elected office for a period of four (4) years.
17. An officer of a **Chapter** against whom a complaint has been filed of which said complaint is authorized by nine (9) members of said Chapter and filed with the Chapter Secretary may be brought before the Chapter Officers. The complaint shall be signed by the respective chapter members and said complaint shall have been decided by two-thirds (2/3) majority vote of the members of each chapter at a regular meeting. If the Chapter Secretary is the officer whom charges are filed against, then the complaint shall be forwarded to the Chapter President.
18. An officer of a **Chapter** shall be placed on trial by a resolution of the majority of the Chapter Officers.
19. The trial of an officer of the **Chapter**, who stands formally accused in accordance with the above procedures, shall be conducted before at least five (5) members of the Chapter Officers (*other than the accused member*), who will act as the jury. Furthermore, the

accused officer is to receive written notice of an impending trial at least thirty (30) days before said trial is to begin, to afford him or her ample time to prepare a defense and/or to retain legal counsel.

20. Except in the case where the Chapter President is on trial, the Chapter President shall act as the presiding judge in a trial. If for any reason the Chapter President cannot perform this responsibility, then the Chapter Officers shall elect the presiding judge.
21. At the conclusion of the trial, the presiding judge shall excuse the accused from the proceedings, and by secret ballot the jury shall render a verdict. In order to convict the accused, there shall be a two-thirds (2/3) majority vote by the jury members.
22. If the defendant is found guilty, the jury shall fix the punishment. Punishment shall include expulsion from the PFA, removal from office or suspension from membership. The punishment shall be determined by a two-thirds (2/3) majority vote of the jury members. If the majority vote is not reached in three ballots, the punishment shall default to removal from office.
23. A guilty verdict may be appealed at the following District Convention. A majority vote of the voting body at the District Convention is needed to overturn a guilty verdict. If the guilty verdict is not overturned, it shall be appealed at the next National Convention. A majority vote of the voting body at the National Convention is needed to overturn a guilty verdict.
24. An officer of the **Chapter** removed from office, shall relinquish the right to hold any elected office for a period of four (4) years.

## ARTICLE XXV

### *SUGGESTED ORDER OF BUSINESS FOR MEETINGS*

1. Meeting called to order.
2. Prayer and welcome.
3. Reading and approval of the minutes.
4. Reading of correspondence.
5. Committee and Officer Reports.
6. Treasurer's report.
7. Old business.
8. New business.
9. Deliberation for the good of the order.
10. Adjournment and closing prayer.

## ARTICLE XXVI

### *AWARDS*

The Pan Arcadian Federation of America presents the following five (5) awards to distinguished Individuals or Institutions during the Grand Banquet of the National Convention or on Special Occasions.

Up to three (3) awards shall be presented during such events. The decision is made by the Board of Directors.

1. *The Theodoros Kolokotronis Award*, the highest honor presented by the Pan Arcadian Federation of America is bestowed upon individuals or institutions who have achieved the utmost level of excellence in their endeavors while contributing in an exceptional way to the advancements of Hellenic Causes and Ideals.
2. *The Panayiotis Sekeris Award*, is presented to an Arcadian or Arcadian Institution for his (hers or its) notable contribution towards preserving, promoting and/or propagating Hellenism.
3. *The William Hellis Award*, is presented to any individual or Institution for his (hers or its) notable contribution towards improving and/or enriching the life of Arcadians in the USA or in Greece.
4. *The Alexandros Papanastasiou Award*, is presented to an individual who has served with distinction in public office in Greece, in the USA and other Countries, or as an officer of the Pan Arcadian Federation of America.
5. *The Nikos Gatsos Award*, is presented to an individual who has excelled in the Arts/Letters, or to an Institution that has advanced the Hellenic Culture.

## **ARTICLE XXVII**

### ***OATHS OF OFFICE***

#### **CHAPTER OFFICERS' OATH:**

*"I SWEAR TO ABIDE FAITHFULLY BY THE BYLAWS OF THE PAN ARCADIAN FEDERATION AND BY THE DECISIONS OF THE MEMBERS OF OUR CHAPTER AND OF THE DISTRICT AND NATIONAL CONVENTIONS."*

#### **DISTRICT BOARD OFFICERS' OATH:**

*"I SWEAR TO ABIDE FAITHFULLY BY THE BYLAWS OF THE PAN ARCADIAN FEDERATION AND BY THE DECISIONS OF THE DISTRICT AND NATIONAL CONVENTIONS."*

#### **BOARD OF DIRECTORS MEMBERS' OATH:**

*"I SWEAR TO ABIDE FAITHFULLY BY THE BYLAWS OF THE PAN ARCADIAN FEDERATION AND TO CARRY OUT CONSCIENTIOUSLY THE DECISIONS OF THE NATIONAL CONVENTION."*

## **ARTICLE XXVIII**

### ***ARTICLES OF INCORPORATION AND BYLAWS AMENDMENTS***

Any and all proposed amendments to the PFA Articles of Incorporation and Bylaws must first be introduced at a District Convention. If a District Convention approves any of the proposed amendments, the District Board Officers shall forward them to the Board of Directors. The Board of Directors shall forward them to all chapter presidents. Prior to the National Convention, the chapter president shall distribute them to their members for review. The Board of Directors shall place the proposed amendments on the National Convention agenda. The National Convention shall render a final approval of the proposed amendments by a two-thirds ( $2/3$ ) vote of the voting body (*chapter delegates, the Board of Directors, the Board of Trustees and the Past Presidents*) present and registered at the Convention. **No amendments can be brought to the floor of the National Convention without having gone through this process.**