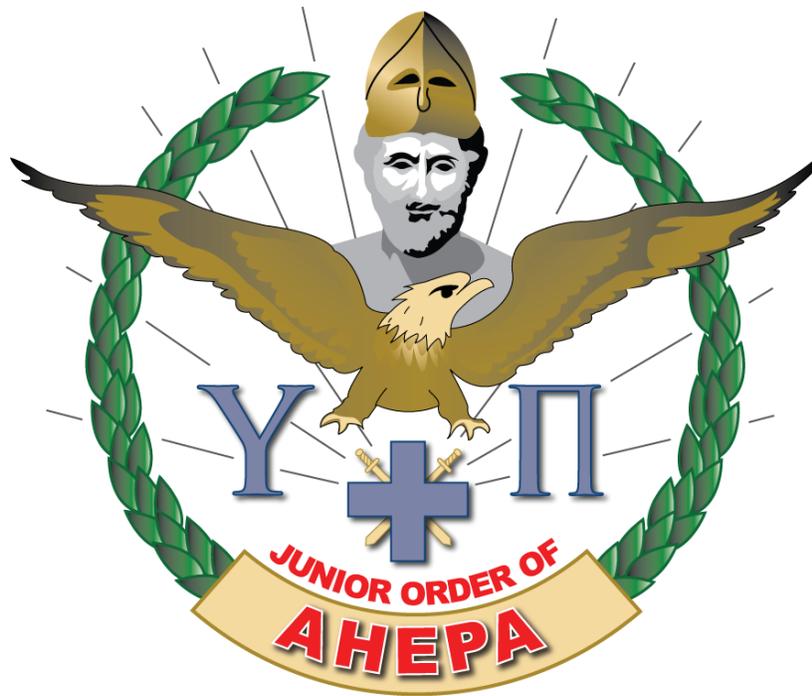


THE ORDER OF THE
SONS OF PERICLES



PERICLEAN MANUAL

REVISED 2018



SONS OF PERICLES NATIONAL HEADQUARTERS

1909 Q STREET NW, SUITE 500
WASHINGTON, DC 20009
202-232-6300 | FAX: 202-232-2140
WWW.SONSOFPERICLES.ORG
SOPSUPREMELODGE@GMAIL.COM

Dear Brother,

Welcome to our Fraternal Order! We are very happy to see that you have interest in becoming an active member of our international organization of Hellenic youth. This manual will serve as your guide to the Order of the Sons of Pericles, the Junior Auxiliary Order of the Order of AHEPA. Its purpose is to inform you about the past, present, and future of our Order and show you how unique we are as compared to other similar fraternal organizations.

If you have any questions about the Sons of Pericles that can't be answered by this manual, please feel free to contact either headquarters or your Supreme Lodge liaison. If you are unsure as to who your Supreme Lodge liaison officer is, you can find that out on sonsofpericles.org or by emailing the Supreme Lodge at SOPSupremeLodge@gmail.com.

Fraternally,
Your Brothers

HISTORY

Who was Pericles?



Pericles (circa 495-429 BC), was an Athenian statesman, so influential in Athenian history that the period of his power is called the Age of Pericles. His father was the army commander Xanthippus, victor over the Persians at Mycale in 479 BC. In Athenian politics Pericles sought to enable all citizens to take an active part in the government. Payment of citizens for their services to the state was introduced, and members of the council were chosen by lot from the entire body of Athenians. His foreign policy was expansionist. Under the Delian League, established in defense against the Persians, the Athenians created a great naval empire and embraced, as equal or subject allies, nearly all the larger islands of the Aegean Sea and many cities to the north. When the aristocratic leader Cimon, who favored friendship with Sparta, was ostracized (banished) in 461 BC, Pericles became the undisputed leader of Athens, serving for the following 15 years.

With the great wealth that came into the treasury from the Delian League, Pericles restored the temples destroyed by the Persians and built many new structures, the most splendid of which was the Parthenon on the Acropolis. This program provided employment for the poorer citizens and made Athens the most magnificent city of the ancient world.

Under Pericles' leadership Athens became a great center of literature and art. The supremacy of Athens aroused the jealousy of the other Greek city-states, especially of Sparta, long the bitter rival of Athens. The cities feared the imperialistic schemes of Pericles and sought to overthrow Athenian domination. In 431 BC the Peloponnesian War began. Pericles summoned the country residents of Attica within the walls of Athens and allowed the Peloponnesian army to ravage the country districts. The following year a plague broke out in the overcrowded city. The people, exposed to suffering and death, resented Pericles. He was deposed from office, tried, and fined for misuse of public funds, but he was soon reinstated. He died shortly thereafter.

From the ideals espoused by Pericles and Classical Athens, this fraternity was formed.

OUR FRATERNITY LETTERS

ΥΠ

The two Greek letters, Ypsilon and Pi are the letters that represent the initials of the Fraternity. They stand for two Ancient Greek words: "Υιες" and "Περικλέους." - "Υιες" comes from the Ancient Greek word "ο Υιος" which means "son." Υιες is the plural "sons," with the article οι it means "The Sons" - "Περικλέους" comes from the Ancient Greek word "ο Περικλης," which is the name Pericles. "Περικλέους" is a form of the noun that denotes possession, along with the article του (which translates to "of"). So, the Name of the Fraternity, οι Υιες του Περικλέους translates directly from the Ancient Greek into the English phrase "The Sons of Pericles."

THE SONS OF PERICLES CREED

A Son is always COURTEOUS, RESPECTFUL AND CONSIDERATE in his daily association with others.

A Son learns to think independently, yet he knows how to act in cooperation with his fellows, for the mutual benefit of all. He practices both, as a useful citizen of his community and nation.

A Son strives to be devoted and loving to his parents; his ambition is to be worthy of their sacrifices for him.

A Son keeps within himself a strong, burning fire of patriotism—deep, unquenchable love for this Country's liberty and institutions of freedom and a constant faith in her unending progress.

A Son faces the world as a firm believer and follower of his own religion, Christianity. He acknowledges this belief and expresses his convictions by regular attendance at Church.

A Son recognizes his firm obligation to stimulate the love, admiration and practice of Hellenic culture, tradition and ideals.

A Son is cognizant of, and constant to, his Oath and Obligation as a member of this fraternity; it is his sacred moral trust, his beacon light to a clean, reverent and useful life.

A Son believes in all these principles, even as he believes in himself, he will always maintain and uphold these ideals – precepts of a worthwhile life.

To these obligations and ideals, we herewith pledge our faith, our word, and our honor.

OUR MISSION

(As found in Article II of the Constitution of the Sons of Pericles)

(a) To promote and instill the spirit of a national patriotism; allegiance to the flag; support to the Constitution; obedience to the laws and reverence for the history and traditions of the United States of America, Canada, the Bahamas, the Commonwealth of Australia and Greece.

(b) To stimulate love and admiration of the Hellenic culture, traditions and ideas; to promote throughout the world, and especially the United States and Canada, a better and more comprehensive understanding of the Hellenic people; to encourage the study of Hellenic letters, arts, and sciences and the preservation and teaching of the Hellenic language.

(c) To develop character by promoting in every manner possible a high standard of ethics and good fellowship amongst its members. To develop the spirit of human understanding, mutual benevolence, helpfulness and to stimulate and encourage education and to point out to its members the beauties of sacrifice and the deformities of selfishness.

(d) To champion the causes of education, and to make possible for its members the full enjoyment of education facilities.

(e) To further in its memberships the ideals of obedience and respect towards parents and elders.

(f) To prepare its members for admission into the Order of AHEPA and to assist the chapter of the AHEPA to carry out the aims and purposes of the Senior Fraternity.

WHAT ARE THE SONS OF PERICLES?

The Sons of Pericles are an international brotherhood dedicated to the preservation of Hellenism. In addition, the Order espouses philanthropy, civic responsibility, athletics, education and individual excellence.

In 1922, the Order of AHEPA was founded in Atlanta, GA. The South in those days, as most of us know, was not a society of equals. Along with African-Americans, Catholics, Jews and Greeks were increasingly becoming the targets of the Ku Klux Klan. After the hanging of a young Greek-American by the Klan, a group of Greek-American men in Atlanta formed the Order of AHEPA. Consequently, AHEPA's original cause was to fight racism and to assist Greeks from Greece to immigrate and assimilate into the North American mainstream. The AHEPA membership was made up of adult Greek males.

In the years that followed, eleven young Greek males, with a spirit that equaled that of their ancestors, conceived the idea of and organized the Sons of Pericles. The purpose was to compliment the AHEPA and serve as a vehicle to keep the young Greeks, living in North America, together so they would never lose touch with the Greek culture. The Sons of Pericles were started in 1926 by a group of Manchester, N.H. AHEPANS. The founder was Dr. Alexander Cambadhis. He helped the fledging new youth group with their dealings with other organizations as well as with the Order of AHEPA. His goal and the goal of the Sons of Pericles is to promote Hellenism to the youth and to keep the fire of our Motherland burning for generations to come. Together with the aid of some members of the Order of AHEPA from the Manchester, NH Chapter, these young men were the first members of the Order and are known collectively as The Mother Lodge of the Sons of Pericles.

The first chapter named itself the Queen City Chapter #1. Its first officers were installed on February 3, 1926. Within a year, the first National Convention was held in Lowell, MA with 14 Chapters in the fraternity. In 1928, in Detroit, MI, the Sons were officially recognized as the Junior Order of AHEPA. In 1932 at the National Convention in Akron, OH, the Order expanded its jurisdiction into Montreal, Canada, thereby making it the first international Greek Youth Organization in the world.

MEMBERSHIP AND GOALS

The age of the members of the Sons of Pericles is between 14 and 27. In order to start a Chapter, you must be sponsored by a local AHEPA Chapter. The minimum number of members needed to start a Chapter is 8, although areas with less than 8 members can become "Sons-at-Large." North America has been divided into 25 Districts. In order to be considered an active District, there must be at least 3 paid Sons Chapters. The total number of members over the years has hovered around the 1500 mark. In 1989, the Sons of Pericles reached 2,248 members, the highest total since World War II. The Goals of the Organization are fairly simple: to promote Hellenism, as well as to promote philanthropy, civic responsibility, athletics, education and individual excellence.

HELLENISM

"There are two types of people in this world: Greeks and people who wish they were Greek." Michael Constantine, the father in *My Big Fat Greek Wedding*, couldn't have said it better. The one thing that makes the Sons of Pericles unique among all other fraternal organizations is that we are all Hellenic. We share a common background, culture and language that no other fraternal order has. Perhaps this is the reason why members of the Sons of Pericles consider the Order the greatest organization in North America. The Sons of Pericles represents the lifeline of Hellenism in America. In order to introduce Hellenic Ideals to a new generation of Americans, the Sons of Pericles must continue to thrive into this millennium. This is where you (the member) come into play.

NATIONAL PROJECTS AND PHILANTHROPY

In 1938, an excursion to Greece gave the Sons the inspiration for the first of many national projects. A visit to Missolonghi, Greece, inspired the dedication of a monument to the heroes of the war of Greek Independence. After approval of both Houses of the U.S. Congress, the monument was presented as an expression of goodwill from America to Greece. In 1971, the Sons of Pericles and Maids of Athena, (Junior Order of the Daughters of Penelope) undertook the same National project for the first time, raising over \$30,000 for Multiple Sclerosis. In 1985, the Sons of Pericles raised \$10,000 in order to bring the Greek Special Olympics team to the International Games in Utah. Since then, the Sons of Pericles have raised well over a million dollars for various charities and special events. We proudly continue this commitment to helping those that are less fortunate, and to fight for causes that promote Hellenism. In 1996, the Sons of Pericles helped raise over \$10,000 for a commemorative statue that was presented at the 1996 Olympic Games in Atlanta. This statue represented the past, present, and future of the Olympic Games. The dedication ceremony took place a few months before the Olympic Games and was attended by local and state officials as well as His Eminence Archbishop Iakovos. During the Olympic Games, when a small pipe bomb was detonated, this immense statue helped shield tourists from debris.

CIVIC RESPONSIBILITY

During the war years (1942-1946), the Sons of Pericles suspended operations. However, they did not remain idle. They assisted the members of the AHEPA in the selling of US war bonds. The Order of AHEPA, with the Sons assistance, sold the most war bonds during the war than any other organization. In 1947, the Sons resumed normal operations. In 1982, the Sons and Maids, in continued cooperation, held the first biannual youth salute. The first honoree was U.S. Senator Paul Sarbanes, with Sergeant Shriver (1984), Ike Pappas (1986), and U.S. Congressman George W. Gekas (1988) to follow. In 1990 Chris Economides was awarded the honor, and just recently in 2001 Christos Cotsakos chairman and CEO of E* Trade.

ATHLETICS

In an effort to keep all of its members active and athletic, the Sons of Pericles undertook an athletic program, with local, regional and national Tournaments. One of its most popular sports has always been basketball. Numerous local tournaments were merged to form regional ones. The first national basketball tournament was held in 1940 with Pittsburgh, PA #112 taking top honors. Every year, there are four regional basketball tournaments.

Each are dedicated to the members in the West, Midwest, Northeast, and Southeast. Supreme President Greg J. Kalamaras (1988 - 1989) helped restructure the way each regional is hosted. These rules of operation are the ones still used today. Furthermore, there continues to be District tournaments and seasonal leagues with other sports such as soccer, volleyball, hockey, softball, and football.

EDUCATION

Three Sons of Pericles who suffered untimely deaths have had scholarships established in their memory to assist Sons of Pericles attending and continuing their schooling. These men are Stergios B. Milonas, George George N. Kaloudis and John Katsimatidis. Today, the Sons continue to promote education. Every year the Sons help raise money and distribute numerous scholarships to the membership.

COMMUNICATION

As the years passed, the membership grew. In an effort to keep the growing membership informed of all the events, announcements, and news, a national newsletter, The Periclean, was conceived as the Sons Newsletter. On September 5, 2000 the Sons of Pericles entered the new millennium with their very own website, the purpose of which is to continue to serve and inform the membership with the newest technology. This website was put together by volunteers.

HONORS & INDIVIDUAL EXCELLENCE

Every year, the Supreme Lodge of the Sons of Pericles distributes awards to the deserving members, Chapters, and Districts. These are awarded at every Annual National Convention, which is held in conjunction with the Order of AHEPA. Awards include Son of the Year, Chapter of the Year, Most Improved Chapter, Chapter President of the Year, District of the Year, District Governor of the Year. In 1988, in an effort to honor those who have helped the Order and under the leadership of Supreme President George W. Ioannidis, the Sons of Pericles started a Wall of Honor. Every year, the Supreme Lodge is allowed to induct a group of inductees, called a "class."

Chris Economides (1988)	Bill Marianes (2001)
Nicholas Figetakis (1988)	Steve Kafkis (2001)
Peter Gourides (1988)	George Kaloudis (2002)
Nicholas L. Strike (1988)	Andy Kaffes (2002)
Congressman George W. Gekas (1989)	John Katsimatides (2002)
George Cokinos (1990)	John G. Halkias (2004)
Gus Cherevas (1991)	Dino Kostaridis (2004)
Constantine Gekas (1992)	Mike C. Paxos (2004)
Basil N. Mossaidis (1993)	Johnny N. Economy (2005)
Nicholas Karacostas (1996)	Ptolomeos Kotzambasis (2005)
George J. Dariotis (1997)	Dr. Alexander Cambadhis (2009)
James A. Lolis (1997)	Ted Vittas (2010)
Steno "AJ" Augustine (1998)	Spiro Siaggis (2011)
John Prokos (1998)	Dr. John Grossomanides (2012)
James W. Gounaris (1999)	Thomas Dushas (2014)
Michael Katsimatides (1999)	Anthony Kouzounis (2014)
James S. Scofield (2000)	Lee Millas (2015)
Nick C. Demeris (2000)	George Vassilas (2016)

PAST SUPREME PRESIDENTS

William A. Vasiliou	1926 - 1927	Manchester, NH
Achilles Poulos	1927 - 1928	Salem-Peabody, MA
George Helis	1928 - 1930	New York, NY
Stephen S. Scopas	1930 - 1932	New York, NY
Constantine P. Verinis	1932 - 1934	New Haven, CT
Charles G. Geanopoulos	1934 - 1936	Chicago, IL
Christ J. Petrow	1936 - 1939	Fremont, NE
Nicholas L. Strike	1939 - 1941	Salt Lake City, UT
Nicholas Melas	1947 - 1948	Chicago, IL
Arthur Lagadinis	1948 - 1950	Worcester, MA
George J. Pipentacos	1950 - 1952	Albany, NY
James S. Scofield	1952 - 1953	Hammond, IN
Nick Theodore	1953 - 1954	Greenville, SC
Arthur Ganos	1954 - 1955	Fresno, CA
Nick C. Demeris	1955 - 1956	Houston, TX
Nick Karayiannis	1956 - 1957	Washington, DC
Tom Cholakis	1957 - 1958	Troy, NY
Lee Millas	1958 - 1959	Trenton, NJ
Frank Manta	1959 - 1960	Chicago, IL
John M. Cholakis	1960 - 1961	Albany, NY
Jim Papadakis	1961 - 1962	Houston, TX
Peter Zegras	1962 - 1963	Brooklyn, NY
Emmanuel J. Gratsias	1963 - 1964	Washington, DC
Nicholas T. George	1964 - 1965	Akron, OH
Louis N. Strike	1965 - 1966	Cincinnati, OH
Edward Kiehling	1966 [partial]	Jersey City, NJ
James Armenakis	1966 - 1967	Brooklyn, NY
Dean Stavrakas	1967 - 1968	Chicago, IL
Stan Harris	1968 - 1969	Columbus, OH
Nicholas P. Bobis	1969 - 1970	Chicago, IL
Dino Krilles	1970 - 1972	Chicago, IL
Craig Clawson	1972 [partial]	Omaha, NE
Michael Rose	1972 - 1973	Trenton, NJ
Anthony Hazapis	1973 - 1974	Albany, NY
Steve Congas	1974 [partial]	Dallas, TX
Steve Kostas	1974 - 1975	Whitman, MA
Peter Stoumbelis	1975 - 1976	Miami, FL
Ted N. Sleder	1976 - 1977	Omaha, NE
Mino G. Nicolas	1977 - 1978	Baltimore, MD
Chris Economou	1978 - 1979	Tulsa, OK
Chris Evangel	1979 - 1981	Jersey City, NJ
Chris Chiames	1981 - 1983	Fresno, CA
Peter Pappas	1983 - 1984	Charlotte, NC
Peter Vlittas	1984 - 1985	Brooklyn, NY
George J. Dariotis	1985 - 1986	Flint, MI
George N. Kaloudis	1986 - 1987	Upper Darby, PA
George W. Ioannidis	1987 - 1988	Saginaw, MI
Greg J. Kalamaras	1988 - 1989	Bayside, NY

Basil N. Mossaidis	1989 - 1990	Broomall, PA
James W. Gounaris	1990 - 1991	Bayside, NY
James T. Papadakos	1991 - 1992	Chicago, IL
James A. Lolis	1992 - 1993	Jackson Heights, NY
Alex B. Sharpe	1993 - 1994	Fort Lauderdale, FL
Tasos G. Konstantin	1994 - 1995	Oakland, CA
Chris Bacalis	1995 - 1996	Fort Lauderdale, FL
George N. Vassilas	1996 - 1997	Montreal, QC, Canada
Billy Gahagan	1997 - 1998	Daytona Beach, FL
Dino Kostaridis	1998 - 1999	Bayside, NY
Mike C. Paxos	1999 - 2000	Canton, OH
John G. Halkias	2000 - 2001	Astoria, NY
Nick J. Livaditis	2001 - 2002	Whitestone, NY
Sandy Papadopoulos	2002 - 2003	Atlanta, GA
Dino Mitsios	2003 - 2004	Albany, NY
Steve Stratigouleas	2004 - 2005	Tucson, AZ
Michael Panayotou	2005 - 2006	Albany, NY
Elias J. Papadopoulos	2006 - 2007	Toronto, ON, Canada
Richard W. Pecka, Jr.	2007 - 2008	Waterbury, CT
Demetrios G. Vidalis	2008 - 2009	Boston, MA
Dean Tselepis	2009 - 2010	Wyckoff, NJ
Spiro Nicolopoulos	2010 - 2011	Atlanta, GA
Manolis E. Sfinarolakis	2011 - 2012	Waterbury, CT
Michael G. Michalopoulos	2012 - 2013	Tulsa, OK
John N. Ververis	2013 - 2014	Waterbury, CT
James E.C. Googas	2014 - 2015	Albany, NY
Andreas E. Christou	2015 - 2016	Albany, NY
Nikolas Apostolou	2016 - 2017	Oakland, NJ
Bill Poulos III	2017 - 2018	Canton, OH

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 United States and Canada are divided into 25 different geographic regions, called Districts. Greece is also a District in itself. 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.

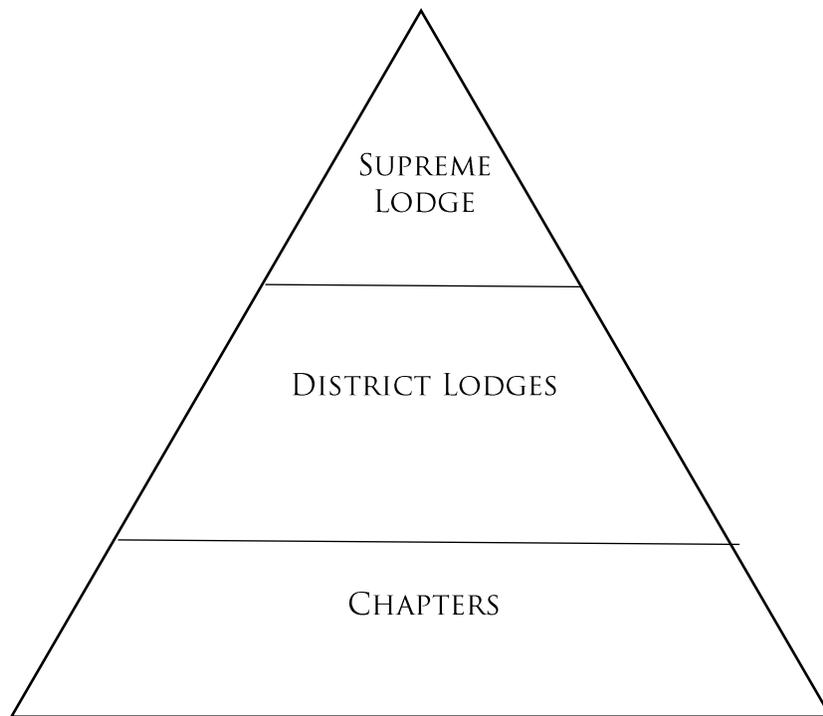


Figure 1: Structure of the Sons of Pericles

THE CHAPTER

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

To Note:

- All forms should be emailed to your Supreme Lodge liaison, SOP advisor, and National Headquarters (stephanie@ahepa.org)
- All Chapter Forms can be found on-line at: **www.sonsofpericles.org**
- Your Chapter Update Form is due on the **last Saturday** of every month.
- Reports for District Convention, Governors Conference, and National Convention are due **one month prior** to the event

Send all forms to:

**Sons of Pericles, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

MEETING AGENDA TEMPLATE

Date: _____

1. Opening Prayer
2. Roll Call of Officers & Members
3. Reading of Minutes of Previous Meeting
Motion to approve Minutes by: _____
Motion seconded by: _____
Motion carried: Yes/No
4. 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
5. Read and vote on applications
6. Read Communications
 - From National lodges
 - From District lodges
 - From local Auxiliaries
7. Old Business
 - Standing Bills
8. New Business
9. Good of the Order
10. Closing Prayer

CHAPTER UPDATE

Please fill out send to your Liaison monthly

1. What is your current membership?
2. What are some social, athletic, philanthropic, or educational events that you have done in the past month?
3. What do you plan to do next month?
4. What are some positives about your chapter?
5. What can you improve on for your chapter?
6. How can the Supreme Lodge help you?

STATE OF THE CHAPTER

Present at Governors, District Convention, and National Convention

1. What is your current membership?
2. What are some social, athletic, philanthropic, or educational events that you have done in the past year?
3. What are some highlights of your year?
4. What are some positives about your chapter?
5. What can you improve on for your chapter?
6. 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:

- On each email you send, the Sons Advisor and Supreme Lodge Liaison should be copied
- 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.

To Note:

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

Send all forms to:

**Sons of Pericles, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

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 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@ahpa.org)

Send all forms to:

**Sons of Pericles, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

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@ahopa.org) to get an EIN and any other materials you will need to open a bank account. Make sure you do this at least a week before you plan on going to the bank.
- 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@ahopa.org)

Send all forms to:

**Sons of Pericles, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

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.

Currently, members under age 18 are members of the Sons of Pericles free of charge. Their names should be included on remittance forms to notify HQ that the members would like to continue their membership.

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 \$45.

When remitting money to HQ, checks should be made out to **Sons of Pericles**. 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.

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 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**
- 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)

Send all forms to:

**Sons of Pericles, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

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, Attn: Stephanie Maniatis,
1909 Q Street NW, Suite 500, Washington, DC 20009**

WELCOME TO THE BROTHERHOOD!

