

AHEPA CONSTITUTION
Including 2006 Amendments

ARTICLE 15

(See Bylaws Articles 16 and 17)

SUPREME LODGE

SECTION D. THE NATIONAL PROJECTS PROGRAM

A National Projects Program is hereby established to sponsor, authorize and promote national projects to fulfill the principles and goals of the American Hellenic Educational Progressive Association. The National Projects Program shall be governed by a Standing Committee and administered in accordance with the provisions prescribed in the AHEPA Bylaws and in the Rules and Regulations of the Standing Committee as approved or amended by the Supreme Lodge and Board of Trustees. The Standing Committee shall operate under the supervision of the Supreme Lodge in selecting national projects and under the oversight of the Board of Trustees with regard to all financial matters. All national projects created as a result of, or in response to, an emergency shall require the immediate response of the Supreme Lodge and the Board of Trustees.

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The Order of AHEPA National Projects

Rules and Regulations

March 8, 2007

A. Mission Statement

The Order of AHEPA National Projects Program Rules and Regulations are to set forth the criteria, proposal methods, evaluation methods, procedural regulations, accountability standards, and responsibilities of each National Project to The Order for existing and proposed AHEPA National Projects. (The following terms in the National Projects Rules and Regulations shall be interchangeable: The Order of AHEPA National Projects Program, The Order of AHEPA National Projects, AHEPA National Projects, & National Projects.)

B. National Projects Categories

A proposed National Project should fall in one of the following categories:

1. EDUCATION: The Project should promote education in any category (Hellenism, Hellenic Studies, Professional Training, Continuing Education, etc.) on a national or international scale.

2. CULTURAL: The Project should have significant cultural benefit to include Hellenic Heritage, Traditions, Art, Theater, Customs, Folk Dance, Music, History, etc. to AHEPA on a Local, National or International Level, the Greek Orthodox Church, to the Hellenic Community and to honor and/or recognize Hellenes and Philhellenes who have demonstrated or contributed outstanding achievements toward the promotion of Hellenism and/or humanity,

3. PHILANTHROPY: The project shall have a significant benefit to humanity assisting the needy, abused, medical research and health issues etc. on a local, national and/or global basis.

4. SPECIAL CIRCUMSTANCES: The Supreme Lodge and the Board of Trustees shall have the authority to create a National Project when special circumstances require immediate response subject to the National Project Rules and Regulations and fund it through appeals and/or AHEPA Funds.

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C. **National Projects Program Proposal Process & Requirements**

1. Process and Requirement:

a. Selection Process of Projects.

(1) Any proposed National Project must first be presented and approved by an AHEPA Chapter endorsed by the Chapter's District Convention and presented to the Standing Committee for evaluation.

(2) No National Project may be implemented unless it is approved by the Supreme Convention, except when an emergency requires immediate response, as provided in Article 15D of the AHEPA Constitution.

(3) The National Project Standing Committee cannot approve but only recommend to the AHEPA National Convention a proposed AHEPA National Project.

(4) The National Project Standing committee shall not oversee nor manage AHEPA National Projects.

b. Funding.

(1) Funding of all National Projects shall be the responsibility of the proponents of the project. The Order of AHEPA shall have no financial responsibility for any National Project. Any contract relating to an AHEPA National Project shall clearly state the financial responsibility rests with the contracting entity and not the Order of AHEPA.

(2) A proposal requesting a direct grant or donation by the Order of AHEPA must present the proposal directly to the Supreme Lodge and Board of Trustees.

c. Review and Termination.

All National Projects not completed within three years shall be reviewed by the Standing National Projects Committee. If the National Projects Standing Committee upon review of the National Project progress with that Project's Chairman determines that the National Project should be terminated, the Standing National Projects Committee shall present its findings to the Supreme Lodge for approval to recommend its termination at the National Convention for a final approval.

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2. AHEPA National Projects Documentation

All Proposed National Projects presentations shall include but not be limited to the following documentation:

- a. Description of project, length of project, completion date, budget cost breakdown, source of proposed funding, proposed schedule of implementation, management structure, proposed rules, regulations and/or bylaws, both Chapter and district Endorsement Documents (signed resolutions).
- b. An artist's rendering, sketch or drawing must be included if the project is a building, monument or statue.
- c. Any National Project that remains under the ownership of the Oder of AHEPA Chapter, District or National Administration that includes a building, monument or statue shall make provision for a permanent Maintenance Fund to finance the annual cost of maintenance, liability, and structure insurance. The proposing project committee will determine the life cycle cost of the project using the best available estimating and cost projections for insurance, repairs and maintenance. The estimate will be presented to the Board of Trustees for approval when the project is approved.

3. Presentation to Convention National Projects Committee

The proponents of the proposed National Project shall be present at the AHEPA National Convention Projects Committee Meeting when their proposal is being discussed. The responsibility of knowing the time and place of the meeting shall be that of the proponents.

4. National Projects Approval Process

- a. All qualified projects submitted to the committee shall be discussed and evaluated by the committee. A majority vote of the committee shall constitute a recommendation of a National Project to the National Convention.
- b. Limitation: No more than three (3) new National Projects may be selected each year. This limitation does not apply to National Projects undertaken because of an emergency.

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- c. Appeal: Any presented proposed National Project rejected by the National Projects Committee may within the year of reject presents its appeal to the Supreme Lodge with proper notification to be included in the Supreme Lodge Agenda. The Chairman of the National Projects Committee shall be notified to be present for explanations.

D. Approved National Projects Requirements

1. The AHEPA name attached to or associated with a project requires that the project keep the highest standards of ethics and responsibility.
2. Upon approval of an AHEPA National Project by the National Convention, the project's sponsor shall maintain a permanent file for committee access, if the project is incorporated, copies of all the required papers, records, and documents in their final form in accordance with the appropriate Rules and Regulations to National Headquarters to include if applicable, but not be limited to the following
 - a. A copy of the organizational formation document(s) from the state of formation.
 - b. A copy of the IRS approval status.
 - c. Copies of all periodic reports required to be filed with the Secretary of state, the State Attorney General or Corporation Commission in the state of domicile.
 - d. Copies of all IRS filed forms such as 990, 990A or whichever is applicable within 90 days after being filed with the IRS.
3. National Headquarters shall maintain a permanent National Projects filing system on each National Project separating active National Projects from inactive National Projects. Each National Project file shall include, but not be limited to; all required stated papers in the AHEPA National Projects BYLAWS Rules and Regulations and copies of the National Projects Standing Committee.

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196 4. The Chairman of the Standing National Projects Committee shall give
197 notice (notice shall include letter or electronic notice) to each National
198 Project Chairman by a letter no later than **April 1'** of each year to send a
199 yearly report, an annual financial statement and current IRS
200 submittals to the AHEPA Headquarters by May 1' for review by the
201 Standing National Project Committee and Board of Trustees respectively.
202 The AHEPA National Project shall be responsible for sending the yearly
203 report, the financial statement and current IRS submittals whether or not it
204 receives the AHEPA Headquarters letter.

205 5. Upon completion of an AHEPA National Project, other than a
206 National Project that is required to have a Maintenance Fund, all
207 corporations, accounts etc. must be closed or dissolved. Proof of
208 these actions must be submitted to the AHEPA national
209 Headquarters within 180 days of completion, closure or
210 dissolution.

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212 6. Any AHEPA National Project that fails to follow the National
213 Projects Rules and Regulations as determined by the Standing
214 National Projects Committee shall be held accountable and given
215 thirty-days (30) to rectify any deficiencies.

216
217 7. Any AHEPA National Project that fails to rectify the deficiencies
218 within the thirty-day (30) notification **in** section 5 above may have
219 its status as an AHEPA National Project revoked by the National
220 Convention, after the review and recommendation of the Standing
221 National Projects Committee and the AHEPA Supreme Counselor.

222 223 **E. National Project Maintenance Fund**

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225 1. A permanent National Project Maintenance Fund shall be created for each
226 National Project that remains under the ownership of the Oder of AHEPA
227 Chapter, District or National Administration that consists of a building,
228 statue, monument, land or any physical properties that need maintenance,
229 and liability and property insurance.

230 2. If a National Project that consist of a building, statue, monument, land or
231 any physical properties that needs maintenance, a permanent National
232 Project Maintenance Fund shall NOT be needed if this National Project
233 upon completion is deeded to a corporation, municipality, state, federal or

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foreign government that will assume ownership and responsibility with the appropriate documentation so stating acceptance..

3. The insurance held by the Maintenance Fund shall cover the cost of replacement or repair of a building, statue, monument, land, physical property or improvements and general liability.

4. The amount for the National Project Maintenance Fund shall first be raised in full before any construction will begin and funds shall be deposited in a Maintenance Trust Account.

5. The National Project Maintenance Fund shall have rules and regulations that detail the investment, management, and operation methods. The Principal required shall be determined so that the earned interest thereon shall cover the yearly insurance, yearly maintenance costs of the National Project site and improvements.

6. The local or originating AHEPA Chapter, District, or special corporation board of Trustees shall maintain this National Project site by managing all required improvements, maintenance, and upkeep.

7. By May 1 of each year the group authorized to maintain the National Project shall supply an audited financial statement of the Maintenance Endowment Fund and a report on the status of the maintenance and upkeep of the National Project with documenting photographs, to the Board of Trustees.

8. When an AHEPA National Project fails to meet the fiscal guidelines as set forth in the National Project Rules and Regulations, The AHEPA Board of Trustees shall have the authority to require that the National Projects Committee or Corporation correct and/or resolve the conflict. Failure for the National Project to comply shall constitute grounds for stripping the National Project of its AHEPA status

F. Preexisting National Projects.

All preexisting National Projects shall be brought in complete compliance with the AHEPA Constitution, Bylaws and the Rules and Regulations of the Standing National Projects Committee within a year of the date of the approval of said Rules and Regulations.

G. The Order of AHEPA Standing National Projects Committee

1. Standing National Projects Committee:

(a) COMPOSITION.

(i) The National Projects Standing Committee established under the provisions of Article 14, Section D of the AHEPA Constitution shall be comprised of a Chairman and six (6) members appointed by the Supreme President with the approval of the Supreme Lodge for a period of three (3) years. At the inception of the Committee, two (2) members shall be appointed for three (3) years, two (2) members for two (2) years and two members for one (1) year so that thereafter two (2) new members are appointed each year for a three year term.

(ii) No later than thirty (30) days prior to the National Convention, any AHEPA Chapter or District Convention may submit to the Supreme Lodge names of AHEPA members in good standing for consideration to be appointed to the Standing Committee for National Projects by the Supreme President under paragraph (i) above.

(iii) National Projects Committee Members whose term has expired shall automatically be extended for full term if not replaced by the Supreme President.

2. In the event a committee member should not be able to serve out their term, the Supreme President with the approval of the Supreme Lodge may appoint an individual to serve the rest of the term of the vacated seat on the committee.

3. An AHEPAN must be in Good Standing with his Chapter, District and National Headquarters to be eligible to serve on the Standing National Projects Committee.

4. The Standing National Projects Committee shall elect a Vice Chairman and Secretary for a term of one year.

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311 **H. Duties of the Standing National Projects Committee**

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313 1. The Standing National Projects Committee shall implement the Rules and
314 Regulations for National Projects.

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316 2. Once a National Project has been approved, the Standing National Projects
317 Committee shall monitor its progress to ensure that the National Project is
318 in compliance with the National Projects Rules and Regulations, to report
319 thereon with any necessary recommendations to the Supreme Lodge and
320 Board of Trustees.

321

322 3. The Standing National Projects Committee may meet at any time they
323 deem necessary. The Chairman shall notify all committee members in a
324 timely manner as to the time and place of meetings and may conduct the
325 business of the committee by phone, fax, e-mail or scheduled meetings.

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327 4. The Standing National Projects Committee shall file at National
328 Headquarters the committee file containing its minutes, proposed projects
329 documentation and other papers after the National Convention.

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331 5. Roberts Rules of Order shall govern all meetings and a majority of the
332 National Project Standing Committee shall constitute a quorum.

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334 **I. The Order of AHEPA National Convention National Projects Committee**

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336 1. The Standing National Projects Committee shall form the nucleus of The
337 AHEPA National Convention National Projects Committee and shall
338 assume leadership and all responsibilities of the National Projects
339 Convention Committee.

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341 2. The Standing Committee may be expanded by the National Convention
Chairman through the appointment of up to six (6) Convention Delegates.

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343 3. The AHEPA National Convention National Project Committee shall report
its recommendations to the AHEPA National Convention for approval.

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345 4. The AHEPA National Convention National Projects Committee shall be
346 governed by the Order of AHEPA Constitution and Order of AHEPA
National Projects Rules and Regulations.

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347 5. The Chairman of the AHEPA National Standing Committee shall be the
348 Chairman of the AHEPA National Convention National Projects
349 Committee for the length of his term as Chairman of the AHEPA National
350 Standing Committee.

351 **J. Uncompleted Project Disposal of Assets.**

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- 353 1. The proponents of a "Project" which has failed to commence within a six-
354 year term subsequent to approval shall file a financial statement with the
355 Board of Trustees. The financial statement shall be filed no later than 30
356 days prior to the end of the six-year term and contain a full accounting of
357 all finances.
- 358
- 359 2. The Project's proponents may supplement the filing of the financial
360 statement with a petition directed to the Board of Trustees for an extension
361 of the Project for an additional term not to exceed three (3) years (the
362 "Extension Term"). The Project's proponents must provide good cause as
363 to why the Extension Term is warranted.
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- 365 3. The Board of Trustees, in consultation with the Supreme Lodge, is
366 authorized to approve or deny the extension of the Extension Term and
367 may demand additional conditions and terms that the Board of Trustees, in
368 its discretion deems appropriate.
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- 370 4. In the event the extension to a National Project is denied, or at the
371 conclusion of the Extension Term, earmarked Project funds raised for this
372 National Project under the Order of AHEPA name shall be turned over to
373 the Board of Trustees to allocate as needed to emergency or special
374 AHEPA Projects approved by the Supreme Lodge and Board of Trustees.