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## **WOMEN'S GUILD CENTRAL COUNCIL**

OF THE

**WOMEN'S GUILDS OF THE ARMENIAN CHURCH OF AMERICA**

630 Second Avenue, New York, New York 10016-4885 • 212-686-0710

August 20, 1996

**TO:** Parish Priest, Women's Guild Chairman, Women's Guild Assembly Delegates  
**FROM:** Yeretzgin Patricia Buttero, Chairman Women's Guild Central Council  
**SUBJECT:** 1996 Draft of the WOMEN'S GUILD BYLAWS

Enclosed is the proposed draft of the combined Women's Guild and Women's Guild Central Council Bylaws.

The report of the Bylaws Committee presented at the Women's Guild Assembly in May, 1996, is enclosed for your information. Please note especially the fourth paragraph of the report which indicates what the committee did in the process of combining the Women's Guild Bylaws, dated 1989, and the Women's Guild Central Council Bylaws, dated 1986.

If the committee does not hear from you before November 1, 1996, it will be assumed your Guild concurs with the proposed combined draft.

We wish to stress these are not new Bylaws, but rather a change in form necessitated by the combination of the two Bylaws involved in order to have one set of Bylaws for our Guilds.

Thank you for your attention to this matter. Please mail comments to: Mrs. Rose Mekenian, 156 Elm Street, Tenafly, NJ 07670.



WOMEN'S GUILD BYLAWS COMBINATION COMMITTEE REPORT  
May, 1996

When the Bylaws of the Women's Guild of the Parishes of the Armenian Church of America (Eastern Diocese) were revised in 1989, the Women's Guild Central Council at that time determined not to have the W.G.C.C. Bylaws which had been adopted in 1986 incorporated with them until we experienced a few more years of operation with the W.G.C.C. Bylaws.

Last year, with a tenth anniversary approaching, the W.G.C.C. felt it was time to combine the W.G.C.C. Bylaws with the Women's Guild Bylaws, and Yeretzgin Patricia Buttero, Chairman of the W.G.C.C., asked me to assist with the project. Yeretzgin Aurora Jebejian of the W.G.C.C., Coordinator of the project and a member of the committee, called the first meeting on December 1, 1995, at Diocesan Headquarters in New York. Other women named to the committee were Julie Ashekian, also of the W.G.C.C., and Lucy Dabagian, our first W.G.C.C. Chairman.

Considerable progress was made at the December meeting. Yeretzgin Aurora thereafter processed our work into a computer. In late January, I was asked by the W.G.C.C. to serve as Chairman of the Bylaws Combination Committee and consented to do so. Our committee met again on March 21, 1996, in New York to reassess and refine the proposed revised Bylaws and to recommend future action. The W.G.C.C. was kept apprised of the progress of the committee, and at its March 22 meeting, the W.G.C.C. reviewed the draft of the proposed revised Bylaws.

It was our purpose to combine the Women's Guild Central Council Bylaws into the Women's Guild Bylaws while maintaining the integrity and intent of both Bylaws. We made slight modifications in wording necessitated by the regrouping of Articles and Sections of the W.G.C.C. Bylaws into what became the two new Articles of the Women's Guild Bylaws. We incorporated Amendments passed since the previous printings of both Bylaws and made appropriate changes required by the combination as indicated on Appendix A. Other minor adjustments were made in the interest of consistency and clarity in the process of updating and consolidating the two Bylaws.

We ask you now to review this draft of the revised Women's Guild Bylaws with your Guilds. If your Guild has any questions or recommendations, please contact me before November 1, 1996.

The final proposed draft of the Women's Guild Bylaws will be mailed by the W.G.C.C. to the Guilds in accordance with the provisions of our Bylaws at least sixty days prior to the 1997 Annual Women's Guild Assembly. If adopted by that Assembly, the Bylaws will be submitted to the Primate and Diocesan Council for their confirmation, and upon approval, will become the official Bylaws of the Women's Guild of the Parishes of the Armenian Church of America (Eastern Diocese) as of that date.

It is my understanding the W.G.C.C. intends to have the Bylaws translated into Armenian, also, and made available to the Guilds in both languages.

My personal appreciation is extended to everyone participating in this revision of our Women's Guild Bylaws.

156 Elm Street  
Tenafly, NJ 07670  
(201) 871-4377

Respectfully submitted,

*Rose Mekenian*

Rose Mekenian

APPENDIX A

APPROVED AMENDMENTS INCORPORATED

Women's Guild Bylaws:

Article V, Section 2 (1992)

Article IX, Section 6 (1993)

Women's Guild Central Council Bylaws:

(New location in revised Women's Guild Bylaws noted.)

Article III, Section 12 (1992)  
Now Article XVI, Section 4

Article V, Section 26 (1991)  
Now Article XVI, Section 9

Article IX, Section 42 (1988)  
Now Article XVII, Section 9

PENDING AMENDMENT

Women's Guild Central Council Bylaws:

Article VIII, Section 36  
Would result in change to Article XVII, Section 8A.

CHANGES IN REFERENCE NECESSITATED IN WOMEN'S GUILD BYLAWS BY  
COMBINATION OF BYLAWS

Article VIII, Section 3A. - Changed "Article VIII of the  
Women's Guild Central Council Bylaws" to "Article XVII,  
Section 8."

Article XIII, Section 3 - Changed "Article IX of the Women's  
Guild Central Council Bylaws" to "Article XVII, Section 9."

BYLAWS

WOMEN'S GUILD OF THE PARISHES

OF THE

ARMENIAN CHURCH OF AMERICA (EASTERN DIOCESE)

1996

## PLEDGE

I solemnly pledge and promise as a member of the Women's Guild of the (name of local church) Armenian Church of (name of local city) to uphold the Bylaws of this organization and to do my best to preserve the heritage and progress of the Armenian Church. With the Women's Guild being an extension of that spirit, I will work with my fellow members willingly and harmoniously, performing duties requested of me with open mind and heart. I will extend my hand in service to my community, church and God.

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## BYLAWS

### **WOMEN'S GUILD OF THE PARISHES OF THE ARMENIAN CHURCH OF AMERICA (EASTERN DIOCESE)**

#### ARTICLE I - NAME

The name of this organization shall be The Women's Guild of the Parishes of the Diocese of the Armenian Church of America. On the parish level the name shall be as follows:

- A. Women's Guild (affixed to the name of the local parish).
- B. Senior Women's Guild (affixed to the name of the local parish) in those parishes which have two women's groups, unless otherwise named with the approval of the Parish Council.

#### ARTICLE II - JURISDICTION

**Section 1** - Women's Guild shall function under the jurisdiction of the Parish Council with the Pastor as President.

**Section 2** - These Bylaws are subordinate to the Bylaws of the Armenian Church of America (Eastern Diocese).

**Section 3** - Each Guild shall operate under these Bylaws.

**Section 4** - Each Guild shall cooperate with the Women's Guild Central Council which serves as a coordinating, advising, and communicating body for the Women's Guilds on a Diocesan level.

#### ARTICLE III - PURPOSES AND METHODS

**Section 1** - To encourage, assist, and teach our members to preserve and to live the Christian faith according to the teachings of the Bible and the doctrines, traditions, and heritage of the Armenian Church.

- A. By urging its members to attend church regularly.
- B. By sponsoring workshops, panel discussions, religious study groups, and other programs for the edification and spiritual development of its members, parishioners, and community.



**Section 2** - To assist the Pastor and Parish Council and cooperate with all organizations affiliated with the church for the moral, spiritual, and material growth of the parish.

- A. By helping the Pastor with visitations to convalescent homes, homes for the aged, and non-active Armenians.
- B. By sponsoring functions and raising money by means consistent with the teachings of our church.
- C. By assisting the Pastor to maintain and beautify the church altars.
- D. By assisting the Church School, Armenian School, and youth groups.

**Section 3** - To encourage the moral, spiritual, and social development of its members and the parishioners of the church.

- A. By visiting members who are ill or bereaved, to console them and to extend necessary assistance.
- B. By giving impetus to the community life of the parish.
- C. By observing designated religious and cultural occasions.
- D. By celebrating Women Saints Day as designated by the Women's Guild Central Council.
- E. By celebrating the Sunday in June closest to the Feast Day of Saints Hripsime and Gayane and their companions as "Women's Guild Day" in local parishes, participating in Divine Liturgy, partaking of Holy Communion, and requesting Requiem Services for deceased members.

**Section 4** - To afford the Women's Guilds an opportunity to create and exchange ideas with each other by participating in the Annual Women's Guild Assembly called by the Women's Guild Central Council.

**Section 5** - To acquaint non-Armenians with our Church, culture, and heritage.

- A. By participating in various community activities.
- B. By ecumenical involvement through such groups as Church Women United.

**Section 6** - To perform social services within the Armenian and non-Armenian communities.

## **ARTICLE IV - MEMBERSHIP**

**Section 1** - All women who subscribe to the doctrines and teachings of the Armenian Church, or any applicant whose husband is a member of the Armenian Church, may become a member of the Women's Guild.

**Section 2** - An applicant for active membership shall sign the proper application form provided by the Membership Chairman. Membership shall commence upon the payment of dues.

**Section 3** - Initiation of all new members shall be held once a year using the Initiation Ceremony provided by the Women's Guild Central Council.

**Section 4** - In parishes with two women's groups, members of the Women's Guild may transfer to the Senior Women's Guild at an age mutually determined by the membership of the two groups.

**Section 5** - Any member delinquent in paying dues for two years shall be contacted personally and informed of her status. If payment is not received in a reasonable time, she shall be given written notice of loss of membership.

**Section 6** - A former member may be reinstated with credit for previous years of service for which dues have been paid by following the prescribed rules for new applicants.

**Section 7** - Members in good standing may transfer without loss of seniority or active status to another Guild within the Diocese. A woman cannot be a dues-paying member in more than one Guild at the same time.

**Section 8** - Resignation from a Guild shall be submitted in writing to the local Executive Committee.

**Section 9** - A dues-paying member of one Guild may be an associate member of another Guild without the right to vote for or hold elective office. A donation may be made in the amount of dues to obtain associate member status.

**Section 10** - Members should be encouraged to be dues-paying members of their parish.

## **ARTICLE V - DUES**

**Section 1** - Each member shall pay annual dues; the amount to be determined at the membership meeting by majority vote. The minimum shall be five dollars.

**Section 2** - The Women's Guild shall send \$2.00 per year per local dues-paying member to the Women's Guild Central Council.

## **ARTICLE VI - FUNDS**

**Section 1** - The proceeds of all activities of the Women's Guild shall be used for the good of the parish.

**Section 2** - Any expenditure over \$200.00, other than advances for Guild fund-raising activities, must be approved by the membership meeting of the Women's Guild with a quorum present.

**Section 3** - Any expenditure exceeding \$100.00 for any purpose outside of the church organization of the Diocese must be approved by the membership and the Parish Council.

**Section 4** - A minimum of sixty percent of the net income of the Guild shall be remitted to the Parish Council at the end of each year. No more than \$1,000.00 may be retained in its treasury at year's end except by express permission of the Parish Council.

**Section 5** - The Auditing Committee of the parish shall examine the books and the Annual Report of the Treasurer and report its findings to the Parish Assembly.

## **ARTICLE VII - MEMBERSHIP MEETINGS**

**Section 1** - The meetings of the Women's Guild shall be held under the Presidency of the Pastor.

**Section 2** - The meetings of the Women's Guild shall be called by the Executive Committee and shall be conducted by the Chairman of the Executive Committee.

**Section 3** - General membership meetings shall be held regularly at least once each month, with the exception of July and August.

**Section 4** - The fiscal year shall be from January 1 through December 31. This, as well as the schedule of elections, may be changed with the approval of the Parish Council.

**Section 5** - Annual Reports of the Executive Committee and Standing Committees shall be submitted at the Annual Meeting in January and placed in the permanent records of the Guild and parish.

**Section 6** - Election of the Executive Committee shall be held at the November meeting.

**Section 7** - The Nominating Committee for the subsequent year shall be elected at the November meeting.

**Section 8** - Election of Delegates to the Women's Guild Assembly shall be held at the November meeting. The Delegates shall meet with the Executive Committee at least once before the Assembly and report to the Guild membership after the Assembly.

**Section 9** - Installation of the Executive Committee shall be held at the January meeting using the Installation of Officers Ceremony provided by the Women's Guild Central Council.

**Section 10** - Special membership meetings may be called by the Executive Committee as thought advisable. Such meetings may execute only such business as is specified in the call.

**Section 11** - The presence of one-quarter of the total membership in good standing plus one shall constitute a quorum. A quorum must be present for voting on Bylaws, Amendments, Resolutions, and major expenditures. There must also be a quorum present for special meetings and elections. If there is no quorum present, following proper notification, those present at the next meeting shall constitute a quorum for that particular meeting.

#### **ARTICLE VIII - NOMINATING COMMITTEE AND ELECTIONS**

**Section 1** - The Nominating Committee shall consist of three to five members elected at the November meeting of the preceding year.

**Section 2** - The member who received the highest number of votes shall be its Chairman.

**Section 3** - The duties of the Nominating Committee shall be:

- A. To prepare a list of nominees, who must be dues-paying members of the local parish, twice the number, wherever possible, of positions to be filled for the Executive Committee, Nominating Committee, and Delegates to the Women's Guild Assembly in accordance with Article XVII, Section 8.
- B. To secure the consent of the nominees before presenting their names for election.
- C. To present to the Executive Committee a copy of the list of nominees in time to be mailed to each member at least two weeks before the election meeting.

**Section 4** - Additional nominations may be made from the floor.

**Section 5** - The Nominating Committee shall serve as tellers at the elections, excluding those who are candidates for office. The Guild Chairman shall appoint replacements.

**Section 6** - Only members who are in good standing and have been registered as members for six months or more shall have the right to vote.

**Section 7** - Each member shall be entitled to only one vote which is not transferable and must be cast in person.

**Section 8** - Whenever the votes are evenly divided, another vote shall be taken for the tied nominees.

**Section 9** - All elections shall be decided by plurality vote and by secret ballot. All results shall be retained by the Recording Secretary to determine alternates if and when needed.

**Section 10** - The newly elected Executive Committee shall be confirmed by the Pastor and Parish Council.

#### **ARTICLE IX - FUNCTION AND FORMATION OF THE EXECUTIVE COMMITTEE**

**Section 1** - The Executive Committee is the executor of the will of the general membership meeting.

**Section 2** - Any qualified member of the Women's Guild who is a dues-paying member of the local parish may be elected a member of the Executive Committee after one year of membership in the Guild.

**Section 3** - The Executive Committee shall consist of five to nine members holding the following offices: Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Advisors, one of whom shall be the immediate past Chairman. If the term of the immediate past Chairman is completed on the Executive Committee, she may remain as an ex-officio, non-voting Advisor for one year. If there are only five members on the Executive Committee, the positions of one Secretary, the Assistant Treasurer, and two Advisors may be eliminated.

**Section 4** - In the formation of a new Guild, as close as possible to half of the Executive Committee members shall be elected for a two-year term, and the remaining members for a one-year term. Thereafter, half shall be elected to the Executive Committee each year for a term of two years. This procedure may be altered with the approval of the Parish Council.

**Section 5** - Officers shall be elected annually within the Executive Committee, or they may be elected by the Guild membership, if the latter procedure is approved by the Parish Council.

**Section 6** - To be eligible to serve as Guild Chairman, a member must have served on the Executive Committee at least one year during her membership in that Guild, or have served on the Executive Board of the Women's Guild of her former parish and have been a member of her present Guild for at least one year.

**Section 7** - Members of the Executive Committee may be re-elected for one additional two-year term, and after the interim of one year, may become eligible for election again to the Executive Committee.

**Section 8** - A member of the Executive Committee who without reason is absent during her term of office three consecutive times shall be officially notified of the termination of her office, and the alternate who received the next highest number of votes in the most recent election shall be invited to serve on the Executive Committee.

**Section 9** - If a member of the Executive Committee resigns, the alternate who received the next highest number of votes in the most recent election shall be invited to serve on the Executive Committee.

**Section 10** - Whenever the duty of an officer terminates, the officer shall transfer all records, books, documents, funds, and other articles of the Guild in her possession to the new Executive Committee.

**Section 11** - The meetings of the Executive Committee shall be held once a month or more often if necessary.

#### **ARTICLE X - OFFICERS AND THEIR DUTIES**

A. The Chairman shall perform the following duties:

**Section 1** - Conduct the executive and membership meetings and see that the decisions are carried out.

**Section 2** - Become an ex-officio member of all sub-committees, with no vote.

**Section 3** - Appoint the Chairmen of the Standing Committees subject to the approval of the Executive Committee.

**Section 4** - Report to the Pastor the decisions of the meeting whenever he is unable to attend.

**Section 5** - Co-sign all checks and any bank withdrawal forms issued by the Treasurer.

**Section 6** - Request and receive required reports from the Executive Committee members and Committee Chairmen.

**Section 7** - Be a Delegate to the Women's Guild Assembly, without substitute.

**Section 2** - The Vice Chairman shall work closely with the Chairman and perform the duties of the Chairman in the latter's absence.

**Section 3** - The Recording Secretary shall perform the following duties:

- A. Keep the minutes of the Executive Committee meetings and all membership meetings.
- B. Assume charge of the Bylaws of the Women's Guild, the membership lists, the committee lists, and the addresses of members.
- C. Sign jointly with the Chairman all minutes, documents, and certificates.
- D. Co-sign checks and any bank withdrawal forms in the absence of the Chairman.
- E. Keep the attendance records of the members.
- F. Submit the Annual Report to the Executive Committee for approval to be presented at the Annual Meeting and submitted to the Pastor and Parish Council.
- G. Perform the duties of the Corresponding Secretary during the latter's absence.

**Section 4** - The Corresponding Secretary shall perform the following duties:

- A. Issue the announcements of all meetings at least seven days in advance.
- B. Conduct the correspondence of the Women's Guild.
- C. Perform the duties of the Recording Secretary during the latter's absence.
- D. Mail to the members a list of the nominees for election at least two weeks prior to the election meeting.

**Section 5** - The Treasurer shall perform the following duties:

- A. Keep a correct accounting of the income and disbursements of the Women's Guild.
- B. Make payments of all expenditures approved by the membership meeting; and receive signed receipts for each item of remittance.
- C. Make all disbursements by check only, co-signed with the Guild Chairman.

- D. Give financial reports at each executive and membership meeting.
- E. Make financial deposits under the name of the Women's Guild affixed to the name of the local parish.
- F. In the event of making withdrawals, the Treasurer shall sign the bank forms jointly with the Chairman.
- G. Remit Women's Guild Central Council dues.
- H. Submit a complete financial report at the end of the fiscal year. This report as well as all records shall be audited by the parish auditors.

**Section 6** - The Assistant Treasurer shall perform the following duties:

- A. Be responsible for collecting membership dues and issuing membership cards.
- B. Issue reminders of unpaid dues.
- C. Keep an accurate account of all dues-paying members.

**Section 7** - The Advisors shall be present at all executive and membership meetings and give assistance when necessary.

## **ARTICLE XI - STANDING COMMITTEES AND THEIR DUTIES**

**Section 1** - The Women's Guild Chairman shall appoint Standing Committee Chairmen who shall in turn choose their own committee, if needed.

**Section 2** - The Chairmen of the Standing Committees shall submit plans of work to the Executive Committee for approval and submit written Annual Reports to the Executive Committee. Standing Committee Chairmen may be invited to attend Executive Committee meetings.

**Section 3** - The Standing Committees may be as follows:

- A. The Devotional Committee shall plan Scriptural readings and inspirational messages for each meeting.
- B. The Program Committee shall plan varied programs for the general meetings.



- C. The Membership Committee shall verify the eligibility of applicants for membership, strive to maintain an active membership, and increase the number of members. They shall welcome new members and guests at the meetings.
- D. The Hospitality Committee shall arrange for refreshments at the general meetings.
- E. The Ways and Means Committee shall plan a program of fund-raising activities of the organization for the year.
- F. The Publicity Committee shall be responsible for general Guild publicity.
- G. The "Historian" Committee shall keep an up-to-date scrapbook with articles, photographs, etc., recording all activities of the Women's Guild.
- H. The Visitation Committee shall visit the sick and the bereaved, and send flowers, cards, or gifts when the occasion warrants.
- I. The Social Services Committee shall coordinate the social service activities of the Guild.
- J. The Altar Committee shall concern itself with the cleanliness and beautification of the altar and shall care for the church vestments and vessels.
- K. The "Mahs" Committee shall assist in the making and packaging of "Mahs".
- L. The Sunday Fellowship Committee shall assist with refreshments after church services, per parish schedule, to encourage parish fellowship.
- M. The Parliamentary Committee shall have a member present at all the membership meetings. She shall inform the Guild Chairman and members of parliamentary procedures. This committee shall prepare or review all proposed amendments to the Bylaws prior to presentation at membership meetings. A copy of the Bylaws shall be provided to all new members.
- N. The Inventory Committee shall be in charge of all Guild property and be responsible for keeping an inventory.

**ARTICLE XII - OCCASIONS TO BE OBSERVED**

The occasions to be observed in the local parish by the Women's Guild are:

- A. Women's Guild Day - June
- B. Women Saints Day
- C. Major Feast Days of the Armenian Church
- D. Vartanantz - February
- E. Lent
- F. Holy Week
- G. Martyrs' Day - April
- H. Armenian Cultural Month - October

**ARTICLE XIII - AMENDMENTS**

**Section 1** - Amendments to these Bylaws may be proposed by majority vote at a membership meeting provided a quorum is present. A copy of the amendment proposals should be mailed to the members prior to the meeting.

**Section 2** - The amendment proposals are to be presented to the Pastor and Parish Council for approval.

**Section 3** - Amendment proposals approved in the local parish shall be submitted to the Women's Guild Assembly Proposals Committee in accordance with Article XVII, Section 9.

**ARTICLE XIV - PARLIAMENTARY AUTHORITY**

**Section 1** - The rules of parliamentary practice shall govern the proceedings of the organization, subject to the Bylaws and standing rules which have been or may be adopted.

**Section 2** - Each Guild may have its special Rules of Order, provided that its provisions are compatible with the spirit and letter of these Bylaws and are approved by the Pastor and Parish Council.

**ARTICLE XV - FORMATION AND DISSOLUTION**

**Section 1** - A Women's Guild may be established in a parish without a Guild by ten or more women of that parish who are members of the Armenian Church with the assistance of the Women's Guild Central Council and with the approval of the Pastor and Parish Council. In a community without a Pastor or Parish Council, the approval of the Primate and the Diocesan Council of the Diocese of the Armenian Church of America is required.

**Section 2** - A local Women's Guild may be dissolved when its membership has decreased to ten members. In case of dissolution, all properties, funds, and other belongings shall be turned over to the Pastor and Parish Council of the local parish. In a community without a Pastor or Parish Council, all properties, funds, and other belongings shall be submitted to the Primate and Diocesan Council of the Diocese of the Armenian Church of America.

#### **ARTICLE XVI - WOMEN'S GUILD CENTRAL COUNCIL**

**Section 1** - To assist with communication and coordination among the Women's Guilds, there shall be a central executive body named the Women's Guild Central Council of the Women's Guild of the Parishes of the Armenian Church of America (Eastern Diocese), hereafter referred to as the Women's Guild Central Council (W.G.C.C.).

**Section 2** - The Women's Guild Central Council shall be responsible to the Annual Women's Guild Assembly with the approval of the Primate and Diocesan Council.

**Section 3** - The purpose of the W.G.C.C. shall be:

- A. To support the Guilds in their activities according to their needs to fulfill the objectives of the Women's Guild.
- B. To afford the Guilds an opportunity to create and exchange ideas with other Guilds, thus providing the means by which new interests can be cultivated and pursued on the parish level.
- C. To assist in the organization of new Guilds as requested.
- D. To program "Women Saints Day" with the Primate.
- E. To coordinate Women's Guild Assembly Programs with the Assembly Host Guild.

**Section 4** - Funding for the W.G.C.C. shall be from Women's Guilds, which will be assessed \$2.00 per year, per dues-paying Guild member. Additional funding may be realized through the efforts of the Diocese, the W.G.C.C., and regional and local functions.

**Section 5** - The W.G.C.C. shall meet for a minimum of three times per year.

**Section 6** - The Executive Board of the W.G.C.C. shall consist of the Primate, Chairman, Vice Chairman, Recording Secretary, and Treasurer.

**Section 7** - All members of the W.G.C.C. must be active current dues-paying members of a parish in the Armenian Church of America (Eastern Diocese) and Women's Guild for a minimum of one year.

**Section 8** - There shall be nine members of the W.G.C.C., with three members elected each year for a term of three years by the Annual Women's Guild Assembly. No person may serve more than two consecutive full terms.

**Section 9** - In case of a vacancy in the Women's Guild Central Council due to resignation, death, or absence from four consecutive meetings without a compelling reason of a member of the W.G.C.C., the alternate elected at the same Women's Guild Assembly where such member was elected shall be invited to fill the vacancy and to serve until the next partial election of the W.G.C.C.

**Section 10** - The officers of the W.G.C.C. and their duties shall be as follows:

A. The Primate is the President of the W.G.C.C.

B. Chairman

1. Conduct W.G.C.C. meetings.
2. Ex-officio member of all sub-committees without vote.
3. Report to the Primate the decisions of the meeting whenever he is unable to attend.
4. Co-sign all checks issued by the Treasurer.
5. Request and receive reports from the Executive Board members and Committee Chairmen.

C. Vice Chairman

1. Work closely with the Chairman.
2. Perform duties in the Chairman's absence

D. Recording Secretary

1. Keep the minutes of W.G.C.C. meetings.
2. Keep the attendance records.
3. Submit Annual Report to the Executive Board of the W.G.C.C. to be presented at the Annual Women's Guild Assembly.

E. Treasurer

1. Keep an accurate accounting of income and disbursements for the W.G.C.C.
2. Make disbursements by check only, co-signed by the Chairman.
3. Give financial report at each meeting.

4. Make financial deposits under the name of the Women's Guild Central Council of the Armenian Church of America (Eastern Diocese).
5. In the event of withdrawals, all bank forms must be signed jointly with the Chairman.
6. Submit an Annual Financial Report to the Executive Board of the W.G.C.C. for presentation at the Women's Guild Annual Assembly.

**F. Corresponding Secretary**

1. Conduct the correspondence of the W.G.C.C.
2. Send meeting notices of the W.G.C.C. one month in advance of the meeting.
3. Mail materials pertaining to the Annual Women's Guild Assembly to Guild Chairmen and Delegates as follows:
  - a. Amendments and Proposals for consideration at the Assembly - sixty days prior to the Assembly.
  - b. List of Candidates for Election - forty-five days in advance of the Assembly.
  - c. Notice of Assembly and Agenda - at least thirty days before the Assembly.
  - d. Upon approval of the Women's Guild Assembly Minutes by the Primate and Diocesan Council, mail copies to the Parish Priests, Parish Council Chairmen, Guild Chairmen and Delegates..

**G. Assistant Treasurer**

1. Responsible for collecting Women's Guild assessments.
2. Send reminders for unpaid assessments.

**Section 11** - In the case of dissolution of the W.G.C.C., all properties, funds, and other belongings shall be turned over to the Primate and Diocesan Council.

**ARTICLE XVII - WOMEN'S GUILD ASSEMBLY**

**Section 1** - The Women's Guild Assembly shall be convened annually on a designated date and place and may be a date and place other than the Diocesan Assembly.

**Section 2** - The Assembly shall elect its Officers composed of Chairman, Vice Chairman and Secretary. Parliamentarian(s) will be appointed by the Assembly Chairman. This body shall hold office until the next Annual Women's Guild Assembly.

**Section 3** - The Assembly shall elect the following Standing Committees:

- A. Nominating Committee of five persons.
- B. Proposals Committee of three persons.
- C. Auditing Committee of three persons.

**Section 4** - The duties of the Nominating Committee shall be:

- A. To submit twice the number of names of persons to be elected for the W.G.C.C., Nominating Committee, Proposals Committee, and Auditing Committee. Nominations will be accepted from the floor.
- B. To oversee the elections at the Annual Assembly. All ties will require a second vote.

**Section 5** - The duties of the Proposals Committee shall be:

- A. To examine all proposals.
- B. To make recommendations on proposals.

**Section 6** - The duties of the Auditing Committee shall be:

- A. To examine the accounts of the W.G.C.C.
- B. To submit the results of their examination to the Women's Guild Assembly.

**Section 7** - The Assembly Chairman may appoint such other Committees as deemed necessary for the Assembly.

**Section 8** - Provisions pertaining to Delegates are as follows:

- A. Any dues-paying Women's Guild member in good standing for six months who is also a dues-paying member of the parish is eligible to be a candidate for Delegate to the Women's Guild Assembly.
- B. The Guild Chairman shall be a Delegate to the Women's Guild Assembly with the same privileges and rights as elected Delegates.
- C. Each Guild shall be represented by at least two elected Delegates, and one Chairman.
- D. Guilds having more than one hundred dues-paying members shall be entitled to elect one additional Delegate.

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E. Each Delegate shall be entitled to one vote. The vote is not transferable and must be cast in person.

F. Delegates may serve for two consecutive terms, (two years per term). After an interim of one year, a person may become eligible again as a Delegate.

**Section 9** - All Proposals and Amendments to be presented at the Annual Women's Guild Assembly shall be sent directly to the Proposals Committee three months prior to the Assembly for consideration and in preparation for distribution to the Women's Guilds.

**Section 10** - The Annual Women's Guild Assembly may amend these Bylaws by majority vote of the Delegates, provided that the copy of the items to be amended are mailed to the Guild Chairmen and Delegates sixty days prior to the Assembly, and then read and voted on at the Annual Women's Guild Assembly.

