

# **Chapter**

# **HANDBOOK**



## **ARMENIAN CHURCH YOUTH ORGANIZATION OF AMERICA**

**DIOCESE OF THE ARMENIAN CHURCH OF AMERICA**

**ARCHBISHOP TORKOM MANOOGIAN**

Primate

1982

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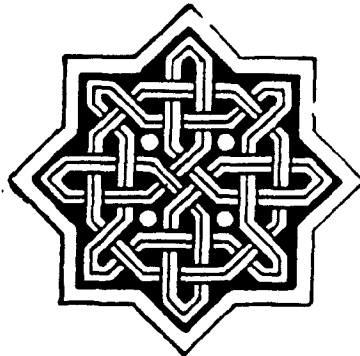
## ON THE USE OF THIS HANDBOOK

The idea for the publication of an "ACYOA Chapter Handbook" comes from the many questions by ACYOA officers and members on "how do we do this; what do we do when; what is the procedure for...." Ideally, this Handbook should provide the answers to these and many other questions regarding the operation of the ACYOA Chapter. In no way does this Handbook take the place of the ACYOA Constitution. This is meant to be used as a reference, a supplement, a tool - in addition to the Constitution. Where ever there might seem to be a conflict in explanations, the Constitution should always be taken as the final word and interpretation.

We suggest that the Chairman retain a copy of this Handbook for use during the year, and pass it on to the next Chairman. The Entire Executive Committee should be familiar with its contents, especially as regards each individual area and position. In addition, another copy should be kept on file in the Church Office of the parish.

This is our first edition, and there are certainly many areas that need to be added, as well as revised for clearer use. Perhaps, as you come across new ideas and better forms of explanation, you might pass along to the ACYOA Central Council these improvements so that we may revise the Handbook and better meet the needs of Chapter Executive Committees.

We also suggest that the Chairman photo-copy the sections that pertain to other members of the Chapter Executive Committee, allowing them their own personal copy of the areas that will assist them in their work.



# The Organization

## Purpose

The purpose of the Armenian Church Youth Organization of America (ACYOA) is to bring together the Armenian young people of the Diocese of the Armenian Church of America for the following reasons:

1. To prepare and equip the young people for responsible and intelligent service in the Armenian Church.
2. To educate the young people concerning the teachings of the Armenian Church and history of her people.
3. To motivate and stimulate creative thinkings and illustrations of faith among its members.
4. To provide a vehicle through which the young people may express themselves and demonstrate their abilities, skills, interests, concerns, willingness to try, and faith.
5. To develop programs through which the young people may participate, receive information, experience meaningful relationships, feel a sense of belonging, and be exposed to the Armenian Church and cultural heritage.

## Role in the Diocese

The role of the ACYOA within the structure of the Diocese of the Armenian Church of America is of vital importance. The ACYOA is charged with the responsibility of organizing the young people of the Diocese and preparing them to participate in leadership capacities when they mature.

The ACYOA also provides a social vehicle through which Armenian young people may relate to one another and build friendships and lasting relationships.

The ACYOA develops programs which try to include the diverse interests of the young people throughout the Diocese, enabling them to participate and learn about their faith, heritage and culture. The interaction and experience of the ACYOA programs with the young people leads them in the direction of future participation and leadership roles within the parish and the Church at large.

The ACYOA is the only sanctioned National Youth Organization of the Diocese, and is responsible to the Primate of the Diocese. Parishes organizing youth programs must follow prescribed guidelines and constitutional rules and regulation, whereby the young people from throughout the Diocese participate in an over-arching schematic with specific goals and orientation.



#### THE EMBLEM

The Emblem of the Armenian Church Youth Organization of America, adopted at its inception, is interpreted as follows:

The Cross marks the true character of the ACYOA. The radiations behind the Cross symbolize the truths of Christianity that shine forth through the centuries.

Under the horizontal bar of the Cross are:

(On the right) The double peaks of Mount Ararat, representing the Armenian people and its destiny. Mount Ararat has been the silent witness of the victories and defeats of the Armenians through their existence as a people and a nation. Its representation here means that the members of the Organization make the pledge of standing for the ideals for which the Armenian nation has always stood.

(On the left) The United States Eagle with its wings wide-spread and a star above each wing. The eagle looks proudly into the distance, and holds a batch of arrows. The eagle represents the United States of America. Its presence on the ACYOA Emblem symbolized the loyalty of the members of the Organization to the Constitution of the United States and its principles of democracy and freedom.

The Chain that encircles the Cross represents solidarity among the members of the ACYOA in their service to God and to people.

These symbols are designed on a shield which stands for the determination with which the objects of the ACYOA are to be carried out. The shield also stands for defense against dangerous encroachments.

It will be noted that the dominating feature on the Emblem is the Cross. This indicates the fact that Christ is our Lord, and that to Him we owe obedience above all.

## **Structure**

The structure and procedures of the ACYOA follows a similar outline as that of the Diocese itself. The following is an outline of the administrative and operational aspects of the Organization: (Note Constitutional references.)

### **Primate**

Hierarchal leader of Armenians within the Diocese of the Armenian Church of America. A celibate Priest, usually a bishop or archbishop. He is the President of the ACYOA on the National level and presides at the annual ACYOA General Assembly.

### **Executive Secretary**

Appointed by the Primate.  
Responsible for the administrative and developmental aspects of the National Organization on the Diocesan level. Assists the ACYOA Central Council in executing the decisions of the ACYOA General Assembly, as well as in carrying on the operations of the National Organization. (Article 11, Sec. 16)

### **General Assembly**

Presided over and convened with the permission of the Primate.  
Convened by the ACYOA Central Council.  
Annual assembly of representatives (delegates) from the Organization's Chapters.  
Decides policy, constitutional changes, major programming and general direction of the National Organization.  
Elects its own officers, ACYOA Central Council Members, and other committee members and officers as it deems necessary.  
All the decisions of the ACYOA General Assembly are approved by the Primate. (Articles 10 & 11)

### **Central Council**

Elected by the ACYOA General Assembly for a two year term. Responsible for executing the decisions of the ACYOA General Assembly and maintaining the operations and programs of the National Organization.  
Must act in the best interests of ACYOA, and, fulfill requirements, meet standards through coordinating, directing, supervising and initiating ACYOA programs and activities. The Council elects its own officers, and each member is assigned to represent a region of the Diocese, as well as take on specific assignments in the operations of the ACYOA on the national level.

### **Regional Conference**

Usually convened by ACYOA Central Council Regional Representatives.  
A Conference for Chapters of a geographically defined area. Opportunity for Chapters to meet and discuss regional programming and social activities, as well as national events. May decide to organize on a more structured basis.  
The main purpose of the Regional Conference is to stimulate interaction between ACYOA Chapters and provide an opportunity for the Chapters to meet and discuss concerns and new ideas. Regional programs are also addressed at the Conference.

## **Chapters**

The core of the ACYOA is the local Chapter. This level of the National Organization is comprised of young people (ages 18 & up for the Senior Division of the local Chapter) who wish to belong to the ACYOA. The Chapter is organized under the guidelines and structure of the ACYOA and follows its Constitution.

Five members are necessary to form a Chapter.

The life and activities of the local Chapter are influenced by the local parish (of which every chapter is affiliated), national standards and procedures, programs and events, as well as the creativity and enthusiasm of the membership. Chapter meetings usually take place once or twice a month. Other gatherings of the membership include educational, religious, cultural, social, athletic, recreational and other activities of interest to the membership. Assisting in parish sponsored events is also a part of the Chapter schedule of activities and events. As a group, the Chapter attends and participates in regional and national events which are many times designed as weekend excursions.

Coming together as a chapter, whether it be for a meeting, to assist the parish in a program, spending an evening out on the town, attending a Regional Conference, or participating in national events provides time for the members to interact and become familiar with each other - individually, and as a group. They may discover many ways and means of justifying their coming together as "ACYOA Members" and not simply as a group of young adults with something in common. The underlying question to be asked is, "How may we serve the Church best, and in doing so enrich our lives and stimulate us to further ourselves as Armenians?" The range of activities is endless, and with this question in mind, the activities take on new meaning and can become very worthwhile.

## **The Chapter**

### **STARTING & ORGANIZING**

The functioning ACYOA Chapter is the very heart of the National Organization. It keeps the members (and potential members) in touch with the rest of the Diocese, providing opportunity and experiences which can be very rewarding.

Participating in the life of the Chapter, as an interested and concerned member will create enthusiasm among others. Through this participation the many experiences of the Church and community come alive and opportunity is made to participate and learn about them. You no longer are a spectator, you are a participant.

Organizing a Chapter takes desire and dedication. You must believe in your Church and Armenian identity for it to work. In Armenian communities that have never had an ACYOA Chapter before, the group of interested young adults who wish to form a Chapter (at least 5 are needed) must ask their pastor and/or parish council to write



a letter of application to the ACYOA Central Council requesting admission into the National Organization. Upon admission, a meeting of all the young people within the area must be held to elect officers and begin activities. Membership dues must be collected and a selected meeting date established (i.e. 2nd Sunday of the month).

In parishes that have inactive ACYOA Chapters, re-organizing and re-activating can be a long process. But again, desire and dedication is necessary to see it through. Those young adults of the parish, recognizing the need to re-activate the Chapter, should work to bring together all the potential members to again participate in a functioning and alive ACYOA Chapter.

### MEMBERSHIP

The members of the ACYOA are those young adults who join together to make up the local chapter. They are individuals who wish to serve their Church and participate in the Armenian community, whereby they will enrich their lives, learn about their faith and heritage, and continue the traditions and customs of the Armenians.

Members must be at least 18 years of age or high school graduates, and communicant members of the Armenian Church. (A "communicant" member is one who has been either baptised or confirmed in the Armenian Church, or any Church which is in Communion with the Armenian Church. When in doubt or in need of further explanation, consult your pastor or the Executive Secretary to the ACYOA at the Diocese.)

Members have the right to vote and hold elected and appointed office. Associate Membership is offered for those who are not communicant members of the Armenian Church, but wish to belong to the ACYOA. Associate Members are not allowed to vote or hold elected office. (Article 4).

All members are required to pay annual dues to the local Chapter. Dues must be at least five dollars, two fifths of which are forwarded to the ACYOA Central Council for deposit in the National ACYOA Treasury. (Article 5)

The members of the ACYOA are entitled to participate in all ACYOA programs, activities and events, and receive at no additional charge periodicals and literature dealing with the National Organization and the Church.

### GETTING TOGETHER

It should be noted that large numbers are not necessary to form or re-organize Chapters. Small groups are usually the most efficient and most fun-oriented. Many times, small ACYOA Chapters accomplish more than larger ones. Don't become frustrated when only 10 or 15 members attend an activity or meeting - after sending out over 50 invitations or announcements. WORK WITH WHAT YOU HAVE !!

If you are active, publicize your events thoroughly, and show a friendly spirit when new (or old) people show up - your numbers will grow.

In communities which do not have a local Armenian Church Parish, Chapters may form affiliating themselves under the jurisdiction of the nearest Armenian Church. In cases such as these, the Executive Secretary and ACYOA Central Council should be consulted for proper procedures.

At the first meeting of a new Chapter (a re-organizing chapter, or of an established chapter with new officers) goals for the coming year should be addressed and discussed thoroughly. Several major events should be selected with committees formed. A

balance between the various aspects of the ACYOA - the religious, cultural, social recreational and athletic - should try to be established to provide everyone with a means of participating and enjoying themselves while doing it. Special projects to assist the parish should also be a part of the year.

The requirements and administrative procedures of the ACYOA Central Council should also be discussed. This should be taken up during a meeting of the Chapter Executive Committee. Any questions or areas not fully understood should be noted and asked of the ACYOA Central Council Regional Representative for your area.

Reports, dues, Regional Conferences, inter-action with other Chapters, and even the updating of youth mailing lists should all be taken into consideration if the Chapter itself is to run smoothly and consistently.

#### CHAPTER EXECUTIVE COMMITTEE

The Chapter Executive Committee consists of five or more persons elected by the membership to serve a term as an officer of the Chapter. Elected and appointed officers should always be dues-paying members for at least one year.

The Executive Committee of a well-rounded Chapter includes:

President	Publicity Coordinator
Chairman	Religious Coordinator
Vice Chairman	Cultural Coordinator
Recording Secretary	Athletic Coordinators
Corresponding Secretary	Advisors
Treasurer	Delegates

The effective and efficient operating of a Chapter depends on the dedication and ability of the Executive Committee. Elected and appointed officers should understand that during their term in office they must sacrifice some of their personal time and energy in fulfilling their respective responsibilities.

Chapter Executive Committee Meetings should thoroughly discuss the business of the Chapter, so as to not make the general chapter meeting any longer (or boring) than necessary. The Executive Committee is charged to make decision and carry on the work -- so do it!! Before a typical general chapter meeting, the Executive Committee should have already decided various details on a given subject and leave only the general and major consequential decisions for the vote of the entire membership. If the Executive Committee does not do its job, then general meetings will be drawn out, much too long, and a "turn-off" for the average member. The result is a poor chapter and poorer operations.

It is highly suggested that the Delegates of the Chapter participate in the meetings of the Executive Committee. As the Delegates are representatives of the Chapter on the regional and national levels, they should understand the feelings and concerns of the Chapter as a whole, and especially the concerns of the elected officers. Many times, Delegates are past officers or long standing members. Their experience and areas of expertise should be tapped by the current Executive Committee and their opinion and advice taken into serious consideration.

It is important to note that the Executive Committee should share the over-arching goals and ideas of the ACYOA. Working together for an entire year means discussing a variety of issues and dealing with many personal and not so personal feelings and motivations. Everyone should work hard to assist the Chapter in progressing.

## CHAPTER EXECUTIVE OFFICERS

### The President

The priest assigned to the local parish is the President of the affiliated ACYOA Chapter. In the absence of the priest, the parish council chairman shall act in his place.

The President, along with the entire Executive Committee, has a duty to ensure that all steps taken by the chapter are in accordance with the objects and policies of the ACYOA Constitution.

The President shall preside at all Chapter membership and Executive Committee meetings, and advise when necessary. He shall also affix his signature to those documents of the ACYOA that require it.

### THE CHAIRMAN

Careful selection should be made in the selection of the Chapter Chairman. He or she should have responsible character, possess good executive skills, and be familiar with ACYOA procedures and the ACYOA Constitution.

The primary responsibility of the Chairman is to conduct the Chapter membership meetings, and follow up on the work of other chapter committees that are formed. The Chairman also represents the ACYOA Chapter at appropriate functions and conferences.

The Chairman should attend all meetings and functions of the Chapter. The Vice Chairman should be kept informed of all aspects of the chapter to enable him to take the Chairman's place when necessary.

The Chairman should prepare the agenda for the Executive Committee meetings, and consult with the President when serious questions arise. He should assist the Executive Committee in preparing the agenda for the Chapter mem-

bership meetings. When other committees are formed, the Chairman should select a chairman for the committees - based on that person's ability, expertise and dedication.

The Chairman is responsible for the relationship of the Chapter to the Parish community, the Chapter to other Chapters, and the Chapter to the National Organization - ACYOA Central Council.

The following is a partial list of duties and responsibilities:

1. Upon assuming office, send (or direct the Corresponding Secretary to send) a list of the new chapter officers with their addresses and phone numbers to:  
  
local parish council  
ACYOA Executive Secretary  
ACYOA Central Council  
ACYOA Regional Committee
2. Arrange with the Pastor for the Service of Installation of Officers. (See later section.)
3. Arrange for a joint meeting of the former and newly elected Executive Committee officers to receive files and records, treasurer's books, as well as ideas and considerations for the upcoming year. Provide for a smooth transition.
4. Understand all requirements and procedures of the Chapter, as well as Central Council requirements and deadlines. An informal meeting with the Pastor and past chairman is helpful.
5. Delegate responsibility to persons who are able to help and are responsible. Direct and supervise committee work and activities.
6. Maintain good administrative prac-

tices and keep records in order. Understand protocol and courtesy and ensure its practice.

7. Appoint committees in areas that need development (i.e. membership, religious programming, etc.)
8. Contact the pastor and/or ACYOA Central Council if problems arise that require special attention or assistance. Request visitations from Central Council to explain procedures and requirements.
9. Keep well informed on all current events involving your parish or community, as well as other parish or chapter activities in your region. Plan in advance for all aspects of chapter operations and activities.
10. Keep in touch with the Executive Secretary to the ACYOA and ask for assistance when needed. Request a visitation from the Executive Secretary at needed or appropriate times.

#### The Vice Chairman

The Vice Chairman should have the same qualifications as the Chairman, and maintain an awareness of all chapter operations and procedures in the event that he must represent the Chairman and take over some or all of his duties.

Specific duties include ability to assume the responsibilities and perform the duties of the Chairman in his absence or in the case of resignation.

It is custom for the Vice Chairman to Chair the Membership Committee, and develop means for recruiting new members, as well as welcome new members and see to it that they are introduced, welcomed and become involved in the chapter.

The Vice Chairman may also be appointed to other committees in varying capacities depending upon areas of expertise and experience.

#### The Recording Secretary

The Recording Secretary maintains the records of the chapter throughout the year. This includes recording the minutes of meetings, filing reports with the ACYOA Central Council, as well as regards all other pertinent information and records as the "history" of the Chapter.

The Recording Secretary must be reliable, efficient and accurate.

Some of the duties of the Recording Secretary include:

1. To keep brief and accurate minutes of all regular Chapter meetings and Executive Committee meetings, and to read the minutes at the next meeting. (See section on "Sample Minutes".)
2. To take attendance at all meetings and incorporate it in the minutes.
3. To handle all applications for membership. Present, receive and check all applications (in duplicate) - with one copy to be kept on file with the Chapter, and the other to be forwarded by the Treasurer to the ACYOA Central Council (together with dues within 30 days after the application is made.)
4. To report at once to the ACYOA Central Council the names of members who have resigned, been expelled or who have not renewed their membership.
5. To preserve all documents of the Chapter, and maintain files. Usually some file space is provided in the parish office for this purpose. Contact the pastor for assistance.
6. To authenticate all documents of the chapter by written signature as Secretary.
7. To bring to each meeting:
  - a copy of the ACYOA Constitution
  - a list of chapter membership

- a list of all standing and special committees
- the prayer of the ACYOA
- other pertinent materials

8. Prepare, along with the Chairman and Executive Committee the necessary and required reports for the ACYOA Central Council.

#### The Corresponding Secretary

The Corresponding Secretary handles the correspondence of the Chapter. This is accomplished in a business-like manner with clarity and neatness. He should be familiar with standard procedures and protocol.

Some of the duties and responsibilities include:

1. To send with proper notice announcements for meetings and activities of the Chapter.
2. Handle all incoming and outgoing correspondence. Maintain a file of both and report to the Chairman when correspondence is received.
3. Send letters of thanks and appreciation to individuals who have assisted the Chapter, participated in programs, donated time, resources, etc., etc.
4. For any formal or informal occasion, the presence of clergymen, Church official, ACYOA official or other invited guests should be sought through written invitation. This type of correspondence should be done properly and with good taste as it reflects the organization and what it represents. Knowledge of protocol is a must here.
5. All official correspondence requires the use of official ACYOA Chapter stationary.
6. Maintain an accurate and up to date mailing list of all Armenian young people within the jurisdiction of the parish. Consult past records and the pastor for assistance in this very important list. Announcements of

upcoming events and activities should be sent to all Armenian young people in the area - not just those who attend regularly, or those who are known, but everyone.

7. The Corresponding Secretary's mailing list should include:
  - Chapter President (pastor or parish council chairman)
  - All members
  - All Armenian young people in the area
  - ACYOA Executive Secretary
  - ACYOA Central Council Regional Representative
  - ACYOA Central Council Chairman
8. Forward to the Recording Secretary all correspondence for recording and filing purposes.

#### The Treasurer

The Treasurer handles all the funds of the Chapter. He should be conscientious and careful of details, and especially proficient in financial matters.

Some of the duties and responsibilities include:

1. To collect dues, initiation fees and all other monies pertaining to the chapter.
2. To deposit all monies in a bank designated by the Executive Committee to be kept in the name of the Armenian Church Youth Organization of America, with your Chapter name preceeding the name of the Organization.
3. To keep all financial records of the Chapter.
4. To produce up to date financial reports for all meetings, and any other time which may be necessary. Prepare annual report.
5. Send dues along with copies of membership application forms to the

ACYOA Central Council.(Include initiation fees along with application forms for new members.)

### The Publicity Coordinator

The "Advertising Agent" of the Chapter. This Coordinator is responsible for advertising activities and events.

This is accomplished by designing, printing and sending our circulars, posters, articles and letters. This person should also be the "photographer" of the chapter and record on film the events and special activities that are sponsored.

The Publicity Coordinator should have basic writing skills and an ability to have the desired information in the hands of the media.

(See sections dealing with:

- Preparing News Releases
- Publicity Directory

It is suggested that:

1. Keep a reference file of all local media for advertising purposes. City and community newspapers usually include sections for local news. Radio stations usually allow non-profit organizations a "spot" for announcing coming events. Local businesses with a large volume of traffic usually have bulletin board displays for community news and happenings.

(Almost all of the above is free and should be utilized for every event of the chapter.)

Articles should be sent to the Armenian weekly newspapers in order to inform the Armenian Community of upcoming events, as well as publicize the ACYOA Chapter name.

These newspapers also include a "Calendar of Events" section - there is a small charge for inclusion here.

2. Ask members to submit articles and information on activities and events.

The Chairmen of the various events should provide information and details on the event so that it may be publicized properly and accurately.

3. Send all chapter news to the Pastor for inclusion in the parish newsletter.
4. Send Articles and news to the ACYOA Executive Secretary for inclusion in general and special ACYOA articles. (See Chapter Monthly Fact Sheet form.) This will also cover the publication of the Diocese that is sent to all members of the Church in America.
5. Take appropriate photographs of all activities and events and send them along with articles and news releases.

### The Religious Events Coordinator

This Coordinator should work with the pastor to present ideas and assist in developing religiously oriented programs and activities. This person should coordinate chapter participation in regional and national activities and events that deal with religious agenda.

Some suggestions:

1. Know the various religious programs offered by the ACYOA and the Diocese and inform the Chapter Executive Committee of the schedule, deadlines, and details.
2. Discuss with the pastor the various religious programs of the parish and how the chapter may assist and participate in their execution, and/or develop new programs for the parish and chapter to participate in.
3. Consider the Church Calendar when planning events and programs (i.e. Easter, Christmas, Assumption, Holy Cross....)

### The Cultural Coordinator

The Cultural Coordinator performs along similar lines with the Religious Coordinator. In consultation with the pastor (and Cultural Committee of the parish if there is one), this coordinator suggests and develops programs and activities keeping in mind Armenian cultural themes.

Some suggestions:

1. Know the various cultural programs offered by the ACYOA and the Diocese and inform the Chapter Executive Committee of the schedule, deadlines and details.
2. Discuss with the pastor the cultural programs of the parish and community. Find out how the chapter may assist and/or develop new programs for the parish and community.
3. Work with the Religious Coordinator as many themes and topics overlap. Try to avoid conflicting schedules.
4. Consider the calendar when planning events. Certain times of the year are appropriate for cultural programs and will be received well.
5. Possible themes and ideas:  
Armenian Christmas customs in the home, Saints Vartanantz Day, Lenten customs, Martyr's Day Commemoration, Lecture/discussion/debate on Armenian subjects, guest speakers, Armenian art exhibit, films, slides and books on Armenia, etc., etc.,.....

### The Athletics Coordinator

The Athletics Coordinator of the Chapter is responsible for the athletic activities and competitions involving the membership. A women's and a men's coordinator may be appointed to handle the various aspects of both.

The coordinators should plan and develop teams, practices, facilities, competitions and tournaments. They should be aware of ACYOA regional and national athletic programs and events.

It is suggested that the chapter become involved with local leagues, and sponsor activities with other chapters. The coordinators should realize that the teams represent the chapter, the ACYOA, and the Church, and should thereby ensure that all participants are worthy representatives.

It is the responsibility of the Athletics Coordinator to understand the various rules and regulations governing leagues, tournaments, and general play to ensure the proper entry of chapter teams and individuals in the ACYOA competitions, as well as other competitions that the chapter may enter.

### The Advisors

The Advisors of a chapter may be selected from past Executive Committee members to assist and advise the chapter. All selections should meet with the approval of the pastor.

The President (pastor) may also appoint advisors who are knowledgeable of the aims and policies of the ACYOA and who may assist the chapter and facilitate operations.

Many times the ACYOA liaison from the Parish Council acts as an advisor as well.

### The Delegates

The Delegates of the Chapter represent the Chapter on the National and Regional levels of the Organization. The Delegates must faithfully attend all conferences and assemblies of the Organization wherein the chapter is represented.

Delegates should prepare reports on the conferences and assemblies for the general membership of the chapter, as well as the Executive Committee.

The President and Chapter Chairman are ex-officio delegates of the Chapter.

Other delegates are determined by election. The number of chapter delegates are determined by the number of chapter members. (See Constitution, Article 10 section 2)

# Membership Committee

Perhaps one of the most important committees of any ACYOA Chapter.

The Membership Committee is regarded as a Standing Committee. This Committee should be composed of at least three members who are out-going, friendly, self-starters, and have the capability of convincing others to join and participate in the Chapter. The Committee should make it a point to meet the new people of the parish and invite them to attend functions, events and meetings. They should introduce the new prospective members to the group and assist them in becoming familiar with ACYOA objectives and operations.

One of the most important ways of maintaining a strong membership is for every member to be friendly when new people show up, and to serve without expecting to be served.

Some of the duties of the Membership Committee include:

1. The members of the Membership Committee should thoroughly acquaint themselves with the ACYOA Constitution, especially the sections dealing with "membership", "name and scope", "objects" and "policies".
2. The Committee must have the addresses of all the members of the chapter as well as all potential members. A complete list of all Armenian youth of the parish should be developed to assist in this area. This list should be kept up to date, adding new names as new families move into the area, and deleting those that move away. In addition, the year of birth should always be included in this "master list". As young people become of age, they should be added to the list - as well as deleted later on.
3. Keep in touch with the Recording Secretary to know who has been absent from meetings. Those who have been absent should be contacted by telephone to see why they have not been attending. This information should be given to the Pastor and Chairman.
4. Prospective members should be approached personally by this Committee. Visitations should be made to their homes and special letters of invitation sent.
5. Although certain prospective members may fail to respond and participate, their names should never be deleted from the Chapter mailing list. They should continue to receive all chapter announcements and meeting notices. We should never give up on anyone.
6. The Membership Committee should meet to discuss means of implementing their programs to solicit new members into the Organization. They should work closely with the Executive Committee and suggest activities and programs that might attract new members.
7. A "Host Team" should be established to see that prospective members are not left alone during ACYOA activities and events. They should introduce new members to the group and try to make them feel included.
8. The Membership Committee should have at least one annual Membership Drive. During such a Drive, it may be publicized that special events and activities will take place and that all youth of the parish are invited. A special effort must be made to contact all youth and encourage them to attend.



## Membership Committee (con't)

Some suggestions for a Membership Drive include:

- a) Open House - specially arranged program for all members and prospective members. (films, table games, music, food, etc.)
- b) Present awards to those persons who bring in the most new members.
- c) Maintain a recreation room (if parish facilities allow) so that it may be available following meetings.
- d) Display posters, photos of activities and flyers at dances, parish events and other times when a large number of people from the parish will be present.
- e) Attend meetings of the Men's Club, Mr. & Mrs. Club, Women's Guild, etc. and explain about the Membership Drive and ask for names of young people who may be asked to join the Chapter.
- f) Plan the Membership Drive to precede the ACYOA Day program and include the new members as invited guests.



WHERE IS  
THAT NEW  
MEMBER?



# Model Minutes

The following is a suggested form for keeping the Record of the Minutes of a Chapter Meeting. It is the responsibility of the Recording Secretary to maintain the Record of the Minutes in an appropriate notebook or ledger and prepare to refer to this Record when necessary.

Date \_\_\_\_\_ Place \_\_\_\_\_

The meeting of the \_\_\_\_\_ ACYOA Chapter of \_\_\_\_\_  
Armenian Church was called to order by the Chairman, \_\_\_\_\_ at \_\_\_\_\_ p.m.

The meeting was opened with a prayer by \_\_\_\_\_.  
Roll Call was taken with \_\_\_\_\_ members in attendance.  
The Minutes of the previous meeting were read, (corrected) and approved.  
The Treasurer presented a report on the finances of the Chapter:

Cash on hand as of _____ (date)		\$ _____
Receipts -		
Dues	\$ _____	
Donations	_____	
Annual Dance	_____	
Bake Sale, etc.	_____	
		Total \$ _____
Disbursements -		
Postage	\$ _____	
Stationary	_____	
Advertisements	_____	
National Dues	_____	
		Total \$ _____
Balance in savings account		_____
Balance in checking account		_____
Total Balance on hand as of _____ (date)		\$ _____

The Corresponding Secretary presented several communications which were received.  
They were as follows:   a)                      b)                      c)                      d)

The Chairman read the agenda for the meeting.

Reports were presented on:   a)                      b)                      c)                      d)                      e)

\_\_\_\_\_(name)\_\_\_\_\_ moved that we . . . . . \_\_\_\_\_(name)\_\_\_\_\_ seconded the motion.

Discussion.....

The proposal that \_\_\_\_\_ was passed/defeated by a \_\_\_\_\_ vote.

The Chairman proceeded onto New Business.

Proposals of the Executive Committee:

\_\_\_\_\_ moved that we sponsor a lenten lecture series. \_\_\_\_\_ seconded the motion.

Discussion.....

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, volunteered to be on the committee to sponsor the lenten lecture series. The Chairman appointed \_\_\_\_\_(name)\_\_\_\_\_ to chair the lenten lecture series committee. The Committee shall prepare a report for the next meeting.

(continued next page)

Announcements:

The Chairman informed the membership of the following upcoming events: a) b) c)

\_\_\_\_\_(name)\_\_\_\_\_ announced that \_\_\_\_\_chapter is holding a bowling night next Saturday.

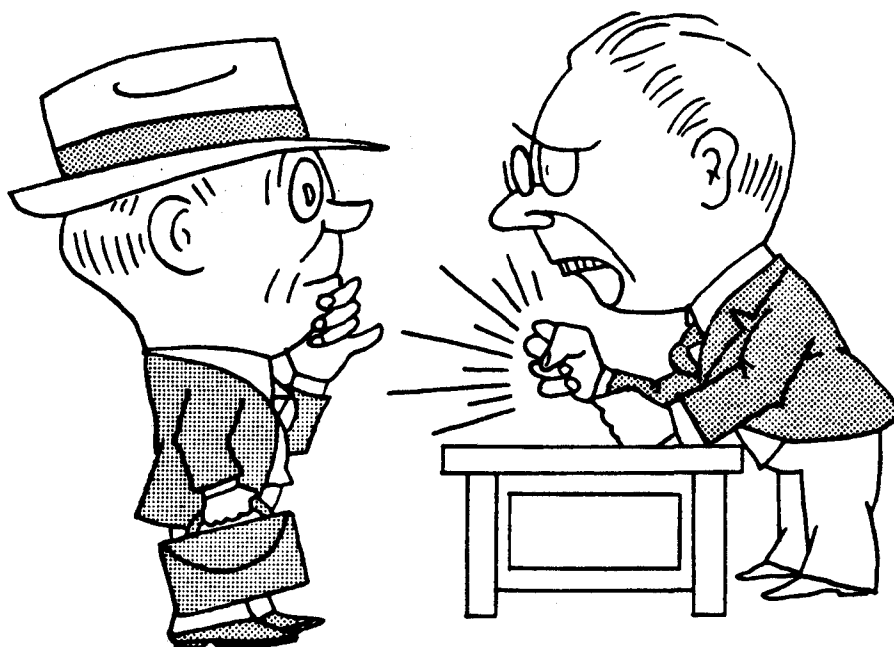
\_\_\_\_\_ moved that we adjourn the meeting. \_\_\_\_\_seconded the motion.  
The meeting adjourned at \_\_\_\_\_p.m.

\_\_\_\_\_gave the closing prayer.

Respectfully submitted: \_\_\_\_\_(signature)\_\_\_\_\_ Recording Secretary.

-----

Obviously in meetings that do not follow the most simplistic form of parliamentary procedure, the above model is useless. Moreover, the job of recording the minutes of the meeting are much more difficult. It is highly suggested that the Chairman follow parliamentary procedures, if for no other reason than to assist the Recording Secretary in fulfilling his/her responsibility.



"What do you mean ? Where are the  
Minutes to the last meeting ? What  
am I going to do ? How can I run  
the meeting without knowing what  
happened at the last meeting ?  
Who has them ? What are ....."

## Preparing News Releases

The following is a guide for preparing news releases and other forms of publicity. The Publicity Coordinator should be familiar with these and other forms of publicity so that chapter news and coming events are publicized properly and sufficiently.

Identify all material submitted for publication with:

1. Name of organization (use stationary with letterhead).
2. Name, address & Telephone number of publicity coordinator.
3. Release instructions: "For Immediate Release", "For (date) issue" etc.

Headlines are usually supplied by the Editor of the publication. Use a simple heading.

All articles must be typewritten (always double-spaced) on 8½" X 11" paper. Use only one side of the paper with narrow margins. Clear duplicated copies are acceptable, but carbons are usually frowned upon.

The symbols # # # or \* \* \* placed at the end of the article indicate the end, and that this is no more. Multiple page articles should have the word "more" placed at the bottom right side of the page indicating that this is more to the article.

Proofread all copy.

Major news papers have Religious Editors and appropriate articles should be sent to the Religious Editor's attention. It is the Publicity Coordinator's advantage to become acquainted with the editors of news papers and heads of other media. Such good relations help in having articles printed.

Articles submitted to the Church Office for the Parish Newsletter should be concise and to the point. Church Newsletters usually do not have much room for lengthy commentary.

Photos should accompany all articles where appropriate. (Black & White glossies are preferred.)

Supply the local newspapers, radio, and T.V. outlets with these facts:

1. When and where the event will take place.
2. How many people are expected to attend.
3. Type of function.
4. Names of local (or prominent) people who will attend.
5. Indicate if it is a "Benefit", "Fund-raiser" etc.

It is suggested that when appropriate, invite media people (Religious Editor, etc.) to functions and events. (Forward complimentary tickets or passes to encourage attendance.

The follow partial list of events and activities should be publicized before and after they take place.

General Assembly  
National Sports Weekend  
Regional Conferences  
Regional Activities  
Inter-Chapter activities  
Athletic events

Religious programs  
Cultural programs  
Visits from prominent  
clergy and officials  
Interviews with same  
Projects

Award presentations  
Educational programs  
Charitable acts  
Election results  
Pilgrimages  
Chapter Awards

## PUBLICITY DIRECTORY

One of the most important aspects to any event or activity is letting people know that something is happening! Whether it be "advertising" for people to come and participate, or, just informing the public at large that you are active and have various activities to offer, publicity is one of the most important things to remember.

Appropriate news releases should always appear in the Parish Newsletter, as well as in the following periodicals:

BEMA  
Chronicle of the Diocese  
of the Armenian Church  
P.O.B. 79  
Chelmsford, MA 01824

THE MOTHER CHURCH  
Western Diocese of the  
Armenian Church  
1201 North Vine Street  
Hollywood, CA 90038

ARMENIAN MIRROR SPECTATOR  
755 Mount Auburn Street  
Watertown, MA 02172

ARMENIAN REPORTER  
P.O.B. 488  
Flushing, N.Y. 11355

CALIFORNIA COURIER  
P.O.B. 966  
Fresno, CA 93714

ARMENIAN OBSERVER  
6646 Hollywood Blvd.  
Hollywood, CA 90028

Chapters who wish to be included in ACYOA News Releases should send information to the ACYOA Executive Secretary:

JAMES MAGARIAN - ACYOA Executive Secretary  
P.O.B. 79, Chelmsford, MA 01824

Add to this list all local and regional media services (newspapers, radio stations, television stations, etc.):

### Newspapers:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

### Television Stations:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

# Preparing for the Annual Chapter Membership Meeting

The fiscal year of the ACYOA runs from July 1st to June 30th. During the month of June, the ANNUAL CHAPTER MEMBERSHIP MEETING should take place. At a meeting preceeding this, two committees should be formed (unless already elected as Standing Committees).

## 1. NOMINATING COMMITTEE

Duties include:

- a) To prepare a list of member eligible to be elected to the positions on the Executive Committee of the Chapter, as well as the Delegates.
- b) To prepare a list of members as prospective candidates to the ACYOA Central Council, ACYOA Nominating and ACYOA Auditing Committees, with a brief resume on each candidate. This will be presented at the Membership Meeting.
- c) To contact prospective nominees to ascertain their availability and willingness to serve as an elected officer.

The success and effectiveness of an ACYOA Chapter depends upon the abilities and dedication of the elected officers. It is the responsibility of the Nominating Committee to seek out qualified individuals who can best fulfill the duties of the office.

Some of the traits of good leadership are:

- + handles responsibility well
- + has common interests with group
- + works well with people
- + capable of delegating responsibility
- + knows own limitations
- + can handle leadership demands
- + respects the rights and opinions of others
- + greets new people with a friendly image
- + encourages leadership development in others
- + sets an example for others to follow
- + dedicated to the purpose of the Organization
- + willingness to sacrifice to get the job done properly

Nominees should be experienced with the operations and procedures of the ACYOA. However, since this is not always possible, nominations should include a blend of experienced and not so experienced individuals.

## 2. AUDITING COMMITTEE

Duties include:

- a) To examine and approve the records of the Treasury of the Chapter. Meetings should be arranged accordingly.
- b) To report to the Annual Chapter Membership Meeting and opinion of the Financial status of the Treasury.

### 3. NOTICES

Notices for the Annual Chapter Membership Meeting should be sent out to all members two weeks in advance of the date set. The purpose and agenda should be included in the notice.

### 4. PREPARATIONS

Materials for the meeting should be prepared. They include: ballots for voting, chalk-board, handouts, copies of the prayer of the ACYOA and any other pertinent materials.

## SUGGESTED AGENDA

- |       |  |                                   |
|-------|--|-----------------------------------|
| I.    | Opening Prayer (the prayer of the ACYOA).  | All                               |
| II.   | Roll Call to establish quorum.   | Recording Secretary               |
| III.  | Minutes of Previous Annual Membership Meeting.   | Recording Secretary               |
| IV.   | Report on the Treasury of the Chapter with recommendations.  | Treasurer                         |
| V.    | Address or Remarks.  | President                         |
| VI.   | Clear up any Old Business.   | Chairman                          |
| VII.  | New Business:  |                                   |
|       | a) Election of Executive Committee Officers  | Nominating Committee              |
|       | b) Approval of proposed candidates to the ACYOA Central Council, ACYOA Nominating & Auditing Committees                        |                                   |
|       | c) Election of any Chapter Standing Committees   |                                   |
|       | d) Presenting of Annual Reports:   |                                   |
|       | 1- Financial Statement   | Auditing Committee                |
|       | 2- Members of the Chapter  | Treasurer and Recording Secretary |
|       | 3- Other committees  |                                   |
|       | e) Presenting of Proposals:  |                                   |
|       | 1- Chapter By-Laws   |                                   |
|       | 2- ACYOA Constitution (upon approval, to be sent to the ACYOA Central Council for consideration at the ACYOA General Assembly) |                                   |
|       | 3- Other   |                                   |
|       | f) Any Other New Business  |                                   |
| VIII. | Adjournment.   | Chairman                          |
| IX.   | Closing Prayer (The Lord's Prayer, and final blessing by attending clergyman).   | All                               |

(NOTE: It is highly suggested that the fundamental forms of parliamentary procedure be employed at this (and most) meeting. This will allow for the due process to be accomplished without wasting time.)

## Suggestions and Ideas

The following are some suggestions and ideas for Chapter Chairmen and Executive Committees.

### Meetings

Determine a favorable day and time for Chapter meetings. Consistency helps in good attendance. (i.e. Regular Chapter meetings are held on the 2nd Sunday evening of the month.)

Do not conflict with other parish or community functions. Consider the calendar and work around holidays and other event-filled times of the year.

Give members and guests plenty of notice of upcoming meetings or gatherings.

Unless the circumstances are unusual, there is no need for more than 2 major chapter meetings per month. The meetings should last no more than one hour and start at the scheduled time.

Following the meeting, some type of program, function, excursion should take place. (social, educational, athletic/recreational, etc.) The members should become accustomed to attending meetings and participating in the planned activity that follows it.

Executive Committee meetings should always take place before the regular chapter meeting - usually the week before is the custom.

Executive Committee meetings should handle the bulk of the "business" that will be discussed at the regular chapter meeting. In this way, the regular meeting does not become bogged down with details, and the Executive Committee can be more efficient and effective.

Be sure that appointed committees are meeting/working between chapter meetings preparing to present reports and information on their work.

All meetings should follow at least the most basic forms of parliamentary procedure. (See section on accepted rules of parliamentary procedure for the ACYOA.)

In doing so, meetings progress at a comfortable pace and control can be maintained. Many times, discussion becomes totally off the original subject and much time is wasted. Parliamentary procedure in the ACYOA is a good introduction to the forms of carrying on business in other areas of work, organizations, and in the upper levels of the Church itself.

All meetings should also follow a rudimentary form of agenda:

- 1- Opening prayer
- 2- Roll call
- 3- Minutes of previous meeting
- 4- Treasurer's report
- 5- Correspondence
- 6- Other officer's reports
- 7- Committee Chairmen's reports
- 8- Old business
- 9- New business
- 10- Announcements
- 11- Adjournment
- 12- Closing prayer

Keep order from beginning to end - allow only enough discussion to handle pertinent aspects of the topic. Too much discussion and/or disorder and the meeting will last too long and the members will become restless and less likely to attend regularly.

No one likes long meetings - let the Chapter Executive Committee, or appointed committee handle the details.

Handle "big talkers" who monopolize meetings by:

- giving them responsibility.
- ask direct questions to other members.
- allow them two minutes to speak their mind.

Don't always ask for volunteers - appoint. Seek out and observe individuals to notice who performs and handles responsibility well.



The chairman (of the chapter or of any committee) should never publicly criticize other committee members, as dissatisfaction means replacement - not criticism.

Plan meetings well with activities planned for the entire group afterward. Proposals and new ideas for events and fund-raisers should always be coming up to keep the spirit of the members high and motivated. It is suggested that a reachable and realistic goal be set for the year so that the members will know what the entire chapter is going toward. Social interaction on the part of all the members is another important element in successful chapters. If the members enjoy each others company and coming together is something that they all look forward to, then meetings and functions will always have good attendance and committee work will be easy and fun.

#### Inter-Chapter Activities

Where the geography allows, chapters should plan activities whereat the members of two or several chapters come together to participate in an organized program.

Educational programs, socials, beach parties, recreational outings, athletic events and competitions, religious programs, cultural days, evenings on the town, picnics, are all part of this very good aspect of the ACYOA Chapter.

Meeting with other members, exchanging ideas and concerns, having fun and meeting new friends can help in motivating a group to increase its activity as well as its membership.

Inter-chapter activities should be well planned and announced with plenty of notice to all members. Host chapters should be considerate of chapters that travel a long distance and provide refreshments while preparing for the planned events. The Pastors of the parishes should also be invited to join the groups when trips and activities of this type are scheduled.

#### Programming

Effective and attractive programming for a chapter is difficult. When deciding on the types of programs that should be offered, the membership must be taken into consideration. However, successful chapters have always maintained a balanced schedule of programs - something for everyone. We cannot expect everyone to attend all programs that are offered. Therefore, a variety of programs ranging from serious discussions to relaxing tavloo tournaments should be considered by the chapter.

Resources within the parish and community should always be tapped. Search out individuals with special talents and form a committee to present interesting programs for the membership.

Here are some suggestions:

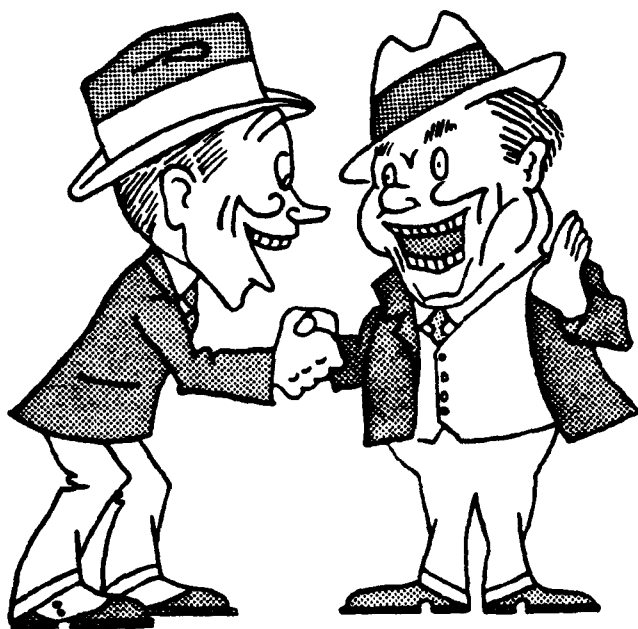
- slide programs on Armenia
- discussions and debates on controversial topics as well as lectures on: divorce, the draft, celibacy, sex, inter-marriage, abortion, language used in Church Services, women priests, structured religion, segments of Armenian history, the Bible, "re-born Christians", modern miracles, etc. etc.
- trips to points of interest in the area
- pilgrimage to the Diocesan Cathedral
- organizing athletic teams to participate in local leagues and ACYOA tournaments
- understanding the Church Services
- participation in Church Services
- conversational Armenian language "mini-lessons"
- Armenian cooking sessions
- visiting the Armenian elderly
- participating in local ethnic festivals

.....and there are countless other topics to choose from.

Keep in mind the programs that are offered by the ACYOA on the regional and national levels. Participation by the chapter in these offered programs indicates an awareness and support of the National Organization and is included when considering a

chapter for an award.

The programs and activities of the chapter are the main reasons for increase and decrease in the membership of a chapter. Attractive programs and enthusiastic participation motivates the entire membership to help in the over-all operations of the chapter in serving the Church and maintaining a strong and progressive ACYOA Chapter.



"No problem Baroun Bedros. Just see our Treasurer and he'll write you a check for the full amount. It's been a real pleasure doing business with you and your company.....that's right, the treasurer."

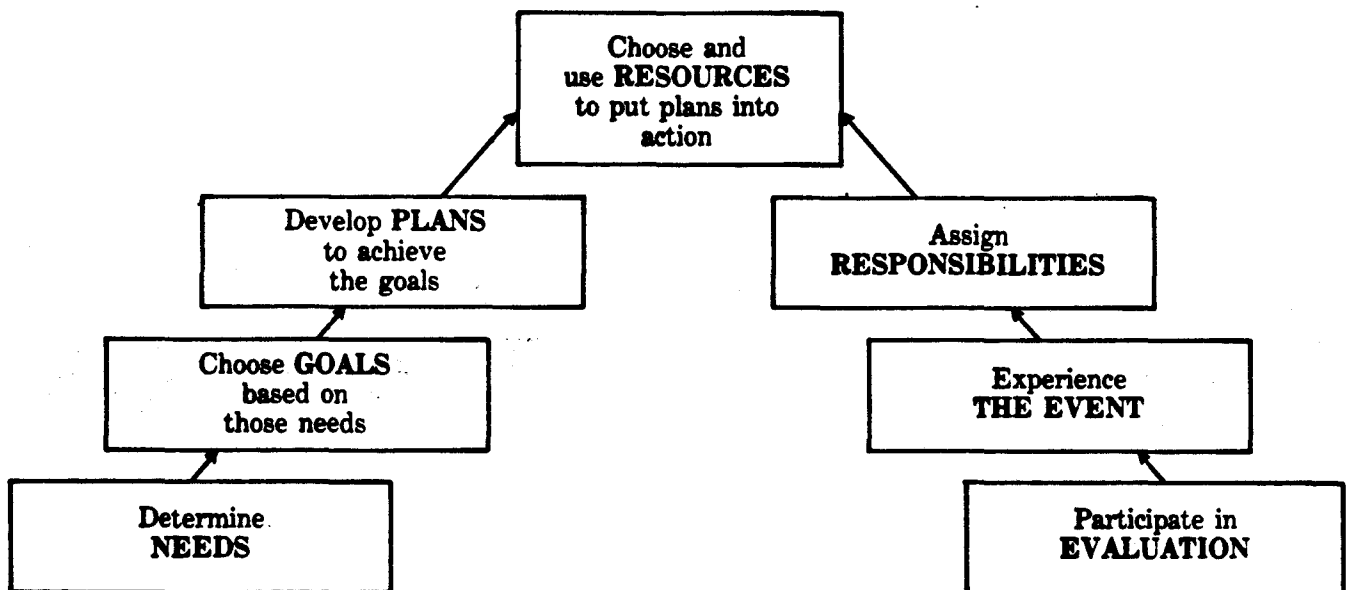


## HOW DO WE PLAN?

When you hear the word "planning", you may think of long hours around a table, shuffling papers, and wishing that someone would say that it is time to go home. Planning does not have to be like that. In fact, it can often be as much fun as the events themselves.

Persons who plan creatively get hold of a vision of possibilities that can develop with vitality and deep meaning. Such a vision can lead into growth and excitement in every ACYOA Chapter - large and small.

P-L-A-N is not just another four letter word! It is an action word that is the key to sound program building.



## THE PLANNING CYCLE

Planning means:

Seeing where you are;  
Deciding where you want to go;  
Choosing a specific way to get you there;  
And moving, a step at a time, to reach your destination.

It is important that the right people are placed in charge of the selected tasks. Follow-up and follow-through are important concepts that you should understand and put into action. One of the reasons for a failure of a given event is that the person in charge was not right for the job. Careful selection, as well as supervision, (by the Chapter Chairman for instance) is important if you want to be successful in the events and projects you take on.

## CHOOSING THE FORM

There are times when we come up with some really good ideas for activities and projects, but fall short of success after we choose the method by which we will execute the idea.

The method of execution is as important as the idea itself.

On the following pages a "Chart of Methods" is provided to help in choosing the proper form by which the best results may be achieved. The Chart is useful in that it also gives a description of the method, its values, its limitations, and examples of when and when not to use.

It should be noted that these particular "methods" are not intended for ideas involving fund raising, athletics, etc., but rather for educational programs, cultural presentations and informative events for the membership and community alike.



....won't anyone listen to what I have to say?....I've got a great idea....listen, all we have to do is..... nobody's listening.....Mr. Chairman, point of order... What do you mean 'sit down' ?"

## CHART OF METHODS

METHOD	DESCRIPTION OF METHOD	VALUES	LIMITATIONS	EXAMPLES	
				WHEN TO USE	WHEN NOT TO USE
<b>Audio-Visual</b>	This is a method which uses eye and ear gates for communicating ideas. It includes sound films, sound filmstrips, and recordings used with pictures.	Presents facts in a memorable way; makes the inaccessible accessible.	Easily construed as entertainment; must be expertly done or it loses its value; equipment failure is a hazard.	When a group needs a living experience from outside the life of the group.	If the illustration portrayed is beyond the need of the group; if obtaining the film in time to be useful is difficult.
<b>Brainstorming</b>	Ideas are expressed in a climate of complete freedom. ANY idea is accepted; NO judgments are expressed about an idea. The subject matter is described, and everyone expresses any and all ideas that come to mind. A time limit is prescribed at the beginning. ALL ideas are recorded by a secretary.	Creates a climate of free expression by removing the threat of judgment; specializes on ideas only, so everyone can "think up a storm."	Produces a lot of apparently unusable material, thus making some people feel it has been a waste of time.	When a group is ready to be extremely creative, daring, and adventuresome; when it is up against a blank wall and needs new ideas.	If a group already has come to a final decision, for this process could very well upset the work that has been done.
<b>Buzz Groups</b>	The total group is divided into smaller groups (3 to 6 in each) to provide an opportunity for reaction to a problem, lecture, audiovisual, or other presentation. Buzz groups can be formed by clustering or by counting off. Discussion should be limited to not more than five to six minutes. Reports should be made to total group, reassembled.	Provides time and climate for every person to state ideas, ask questions, and think through the question; gets 100% participation.	Ideas are likely to be shallow and disorganized, due to the shortness of time.	When everyone has the urge to talk; when group members seem to be stymied or reluctant to express their ideas.	If the group has moved into deep discussion or is dealing in technical matters that do not need opinion.
<b>Creative Expression</b>	The group feelings and ideas through original art: sculpture, painting, wiring, etc.	Feelings are allowed to be expressed openly; ideas are more clearly understood as they are expressed in non-verbal forms.	Requires art materials and sufficient time, as well as an open, accepting learning environment.	When group members need to release feelings; when personal opinions about ideas need to be shared in a nonthreatening way.	When persons seem unwilling to express themselves; when facilities are limited.
<b>Directed Reading</b>	Assignments for simultaneous reading are written on a flipchart or chalkboard. Participants pair off to read together silently or aloud and to discuss the reading in relation to the subject.	Assures that every participant reads the resource material essential to group discussion.	Difficult to time because some people are slow readers, others very fast; difficult for some pairs to stick to subject being covered.	When a group comes together and it is obvious they have not had a chance to read ahead of time.	When the reading material is limited (just a few copies of the book); when it appears that everyone has read the assignment.
<b>Discussion</b>	Ideas are shared orally in a group. The group should be small (15 maximum, if possible). All participants should be able to make eye contact with each other. Each participant's accepting responsibility for everyone to express themselves is important.	Draws ideas from the experiences of all participants and helps develop areas of agreement.	Limited to small groups (15); more aggressive persons can dominate; discussion cannot be hurried if it is to be fruitful.	When personal opinions and illustrations are needed; when differences of opinions and agreements need to be expressed.	If the group is in need of accurate, technical, detailed information.
<b>Field Trip</b>	A group visits a setting(s) other than its normal meeting place, usually to investigate a problem or to confront group with a real situation.	Provides opportunity for a group to secure firsthand knowledge or confront a real situation related to or stimulating a subject of group study or action.	Requires extra time and energy for planning; may have to be scheduled at a time inconvenient to some group members.	When it provides the group the best means of obtaining accurate information, insights, or feelings about a subject that will help achieve the group goal.	When leader is ill prepared; when members are not aware of purpose of the trip; when trip is seen only as something to do, and little or no planning for learning is made.

## CHART OF METHODS

METHOD	DESCRIPTION OF METHOD	VALUES	LIMITATIONS	EXAMPLES	
				WHEN TO USE	WHEN NOT TO USE
<b>Human Relations Training</b>	A variety of experiences are provided through which group members learn to relate more effectively.	Provides opportunities for learning new behavior and practicing relational skills in an accepting environment; facilitates rapid group development.	Sometimes application is not made between the classroom experience and life situations; requires skilled leadership.	When a new group forms; when a group or individuals face relational problems.	When time for dealing with emerging feelings is limited; when skilled leadership is not available.
<b>Lecture</b>	A carefully prepared oral presentation of a subject is made by a qualified person. This is one person presenting a set of ideas, either memorized or read, to a group of listeners.	Communicates a body of material in an orderly, logical, and factual fashion; makes listening an art.	Audience cannot complete its participation—only listen; easy for persons to get lost in their own thoughts.	When a unified message is needed; when one person is an authority on a subject and can be stimulating.	Only if audience participation is needed, in which case it can be used in conjunction with other methods.
<b>Panel (Panel-Forum)</b>	A group of four to eight persons who have special knowledge of the topic sit at a table in front of the audience and hold an orderly and logical conversation on the assigned subject, guided by a moderator. (It becomes a panel-forum if the audience directs questions to a panel.) The moderator closes with a summary.	Brings a variety of knowledge—agreements and disagreements—to the group; audience can identify with various panel members.	Easy for panel members to ramble if they are not thoroughly oriented to the subject.	To introduce a new topic; to help a stymied group regain its perspective by considering different views of a subject in an orderly and logical conversation.	If a group is assembling for the first time; if the members have had a thoroughly satisfying discussion of the subject.
<b>Resource Person</b>	A person who has extensive knowledge of a subject is called upon to provide the knowledge the group needs. He or she gives the facts and does not seek to promote a soapbox or to thwart group creativity.	Provides the wisdom of someone who "has been there"; helps group test its ideas against experience.	Possibility of creating dependence on a "headliner" to provide the answers.	When a group is in need of an experienced voice; when a group feels the need to find out what others are doing.	If the group members have not really thought through their own position on the matter.
<b>Role Play</b>	A group of "players" acts out a given situation dealing with a specific problem confronting the group. It includes these steps: select the situation; assign roles; brief the players and the group; enact the situation; cut; interview some of the observing group and the players; summarize the findings; "de-role" the players.	A non-threatening way of dealing with emotional situations; authentic because it is spontaneous, never rehearsed.	Tendency to let the role play become entertainment or to feel it is fictitious and so not of value, to forget that the emotions ARE real.	When a group needs to have some real data about its own life not something from outside itself.	If a group is extremely tired and its emotions seem on edge, a role play could easily get out of hand.
<b>Simulation Game</b>	A life situation is simulated in a competitive game.	Forces participants to discover how they really act.	Requires two to three hours; must be thoroughly discussed; brings out strong feelings.	When a group needs to examine behavior or experience solving a problem such as energy conversation, poverty, hunger.	When members might be threatened by looking at their behavior; where time is limited.
<b>Values Clarification</b>	Various techniques are used to help group members identify their values.	When values are identified, they can be changed or acted on consistently.	Must be used by persons who are accepting of other persons' values and not intent on imposing their own value system.	When a group needs to discover their present values.	When members are unable or unwilling to face inconsistencies in their value system.

## SUGGESTIONS ON THINGS TO DO

The ACYOA has an important role in the Diocese. It is the chief vehicle through which the youth of the Armenian Church grow, relate, experience and mature. It may determine how involved, and uninvolved, a person may be when they reach adulthood and begin a family of their own.

Some basic things should be understood when scheduling activities and deciding on programs and projects for the Chapter.

1. Every member should understand why the group is called the Armenian CHURCH Youth Organization of America. This is important in giving the group its basic orientation.
2. The Chapter should recognize the needs around it - in the parish and community.
3. The Membership should want, (in varying degrees) to respond to these needs.
4. The most efficient method of responding as a group is through organization.
5. Every member must be committed to doing the work involved in accomplishing the task and moving toward completion of the project.
6. Through working together, accomplishing tasks, inter-relating and completing designed projects, the entire group should discover an underlying meaning to the whole meaning of the ACYOA and its purpose in the Church. In this way we are sensitized and made aware of our roles, individually, in the Church, and specifically, in the parish - the family of the faithful.

## SERVICE ACTIVITIES

Many times, in our quest to build up a treasury, or accomplish mechanical tasks, we forget that we can be of service to the parish and community. Moreover, we should be of service and gladly serve the Church in whatever way possible.

Here are some examples of what the Chapter can do:

### - SERVICE IN THE PARISH PROGRAM AND AROUND THE PARISH CHURCH BUILDING -

General clean up	Yard work/landscaping
Fix-up and repair	Office related work
Regular maintenance	Painting
Nursery/child care	Ushering/assist Parish Council
Mass-mailings assistance	What else can you think of ???

### - SERVICE TO MEMBERS OF THE CHURCH AND PARISH COMMUNITY -

Emergency housekeeping	Child care
Yard work	Friendship calls
Visitation to sick, shut-ins, etc.	Provide transportation to Services
Welcome wagon for new families	What else can you think of ???

### - SERVICE THROUGH COMMUNITY AGENCIES -

Nursing Homes	Programs for the elderly
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Hospitals  
Retirement homes  
Red Cross Activities

Programs for children  
Meals-on-wheels programs  
What else can you think of ???

- SERVICE IN SPECIFIC AREAS -

Church School teachers/assistants  
Choir singers/musicians  
Cultural Committee  
Counseling Programs

Armenian Language School teachers/assistants  
Altar servers  
Religious Education Committee  
What else can you think of ???

WHAT ABOUT RECREATION AND ATHLETICS

No ACYOA Chapter is complete without its recreation and athletic programs. Some people think you need large numbers of athletes, or at least interested persons, to form teams for ACYOA sponsored tournaments. This is not true!! Who ever is interested in coming together to represent the parish and the ACYOA Chapter is sufficient - simply go with what you have.

All Chapters should seriously look into local leagues - such as:

Basketball  
Softball  
Aquatics

Volleyball  
Bowling  
Gymnastics

Where possible, Chapters should get together with other Chapters and develop inter-Chapter competition in Tavloo, chess, checkers, table-tennis, etc., in addition to team oriented sports.

Be imaginative !

EDUCATIONAL PROGRAMS ARE A MUST

One of the best ways for a Chapter to serve the parish, as well as be visible and show the serious side of ACYOA, is to sponsor, organize and produce educational programs for the parish. These can be highly successful if handled in the right way, utilizing the right resources.

Although in its initial stages, ACYOA Audio-Visual Educational Programs should be presented by the Chapter to the parish at appropriate times of the year. These programs will deal with religious and cultural topics which may be used to initiate discussion and dialogue. In addition, local College and University Libraries house many educational programs and films, as well as other religious centers. Chapters should work closely with the Pastor in arriving at appropriate topics, themes and materials to be used.

Specific programs for the Children of the parish is also important. Organizing field trips to museums, points of interest, other Armenian Churches, ball games, etc. increase the amount of interaction between our Armenian young people, thus helping in the development of friendships and lasting relationships. This is an important aspect of the parish life that is often over-looked. The results from these labors is a closer-knit "family of the faithful" - which can only serve to strengthen the parish and maintain a bright and active future for the Church.



## BUDGETING

The average ACYOA Chapter does not operate with an established budget. We realize that in most parishes, the ACYOA Chapter offers programs and activities for its members more or less on a day to day, month to month basis. Therefore, budgets are not always practical. However, it is recommended that all chapters work out some form of a budget for the year, itemizing at least those operations that will be used. (i.e. postage - everyone has postage expenses, or the guaranteed annual events, etc...)

Budgeting should be used in all events, no matter how small we may think they are.

Budgeting, or the use of budgets, simply means that a set amount of money (or time, or any measurable amount of something) is determined for a specific known item.

For example: The Chapter decides that they will sponsor an educational program with a guest speaker. They make up a list of known items that will be needed to sponsor the program: Total = \$220.00 allotted.

guest speaker	75.00 honorarium
announcements/flyers	40.00 paper and printing
postage	20.00 bulk mail
refreshments	25.00 coffee, pastry...
hall rental	60.00 3 hours @ 20.00 per hour

It is now up to the Chairman and Committee of this event to work within these amounts to put on the educational program.

For example, they would like to have Dr. Hagop Hagopian as their speaker. But Dr. Hagop requires an honorarium of 100.00. To stay within the prescribed budgetary limits prevents them from inviting Dr. Hagop to speak. Perhaps they can get the paper and printing for the announcements donated and thus save 40.00. They may then stay within their over-all budget and still invite Dr. Hagopian.

What is important to note here is that a learning process is taking place. In almost all aspects of our society, budgets are used to govern the ways in which the programs and activities take place. In the Church (parish), budgets are set every year at the annual parish assembly. The budget is used by the parish council as a spending guide for the coming year. It tells the parish council where money should be spent and how much. In the ACYOA, the national budget is determined at the annual General Assembly. The budget is determined by the delegates from all the chapters of the Diocese, which serves as a guide for the ACYOA Central Council during the year.

A budget is not a set of rules, rather it is a predetermined guide that helps the committee members in planning the activities and events. Budgets can be used for small activities, such as parties, lectures, field trips, as well as large scale events, such as annual dances, banquets, educational series, regional and national events, etc., etc.

As an Organization, we should try to increase our efficiency and methods of operation. Budgets, and their proper implementation, is a step in the right direction in making our ACYOA a fun-filled learning experience as we prepare to participate in the leadership and participatory roles in our parishes, and the Church at large.

## ACTIVITY -OR- EVENT REPORT

All organizations have "reports" of one form or another. In the ACYOA, we have tried to minimize the number of required reports, especially on the local level.

However, the last part of an activity or event comes when the final report is filed with the Chapter (or parish). Many times the activities of a chapter are so simple that filing a report seems almost a waste of time. But reports are very helpful to reference and determine if the activity or event is worth trying again.

On the national and regional levels of the ACYOA, reports are required to be filed with ACYOA Central Council within a reasonable length of time following the event. For example, a chapter that hosts the National Sports Weekend should file their final report with the ACYOA Central Council within 60 days. Although this is a long period of time, the event calls for many reports from the various committees, and requires a careful compilation of materials used and recommendations for next year. This report is very important to the next host of the National Sports Weekend. Another example would be a Regional ACYOA Anniversary Ball.

On the local level, reports should include the following:

1. Name and description of activity - or - event.
2. Name of Chairman and Committee members.
3. Names of subcommittees, their chairmen and committee members.
4. Individual subcommittee reports.
5. Breakdown of the following:
  - a) people and places contacted
  - b) items and materials needed
  - c) subcommittee recommendations
6. General Financial Report:
  - a) income
  - b) expenses
  - c) gross and net profits
  - d) unusual income or expense
  - e) donations
7. A complete critique by the chairman of the activity or event.
8. Recommendations by the chairman.
9. Photographs.
10. News release.
11. Examples of all flyers, major correspondence and other "exhibits".

The report should be filed in dossier form and contain all announcements printed in newspapers, flyers sent out, etc.

# Armenian Church Youth Organization of America

## \*CHAPTER OBLIGATIONS

- [1] General Armenian Youth Listing.....DUE NOVEMBER 1ST  
ALL ARMENIANS living in the parish jurisdiction,  
ages 1 through 30, members and non-members of the Armenian Church, according to year of birth, name/address/zip. (See Handbook for format.) *Updates and corrections due each year thereafter.*
- [2] Chapter Membership Listing.....DUE JANUARY FIRST WITH DUES  
Dues paid members for the current year. *Updated list due June 30th with dues*  
Send with dues money.
- [3] Executive Committee Listing with Delegates.....DUE IMMEDIATELY AFTER ELECTIONS  
Name/address/zip/telephone. Elections are usually held in May or June or July.
- [4] Administrative Forms:
  - a) Chapter Monthly Fact Sheets.....DUE THE END OF EACH MONTH
  - b) Membership Renewal Form.....DUE JANUARY 1ST WITH DUES
  - c) Membership Application Form.....DUE JANUARY 1ST & JUNE 30TH
  - e) Chapter Annual Report.....DUE JUNE 30TH
- [5] Membership Dues.....RENEWALS AND NEW DUE JANUARY 1ST  
Note increase to \$7.00(minimum), half of which is sent to ACYOA Central Council. *OTHER NEW MEMBERS DUE JUNE 30TH*
- [6] ACYOA Sam Nersesian Award Nomination.....DUE JUNE 1ST  
Made by Pastor and/or Chapter Exec. Comm. using prescribed form. At least one required.

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*Send all dues money and related forms to ACYOA Central Council Treasurer.  
Send all other materials to the Executive Secretary - ACYOA.*

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## \*CONSIDERATIONS FOR THE ACYOA CHAPTER "A" AWARD

*All Chapters should consider many of the following for serious consideration for the ACYOA Chapter "A" Award - presented annually during the Awards Banquet of the Sports Weekend.*

- [1] ALL Chapter obligations met - on time.
- [2] Participation and Parish Involvement in:
 

<u>AS A CHAPTER</u>	<u>AS AN INDIVIDUAL FROM A CHAPTER</u>
General Assembly	Altar Server
Leadership Seminar	Arm. Sch. Teacher
Regional Conferences	Church office Assist.
Nat. Sports Weekend	Arm. Studies Programs
Archbp's Tournament	Camp Program Staff
Regional Retreats	Choir Programs
Reg. Anniver. Ball	Regional Retreats
ACYOA Day Celebration	Parish Council Member
Martyr's Day Commem.	Junior Chapter Advisor
Assist Junior Chapter	Contributor to ACYOA
Assist in Parish Events	Publications
Sponsor Educational Programs	

# GENERAL ARMENIAN YOUTH LISTING -----F O R M A T-----

The need to reach as many Armenian Youth with our announcements, advertisements, schedules and materials is very important. We cannot expect to be truly successful if we only have the names and addresses of 2,000 Armenian youth in our Diocese, when there are potentially 20,000 !!

Thus, we are organizing a life-time mailing list which will serve the ACYOA on the National, regional and local level. This "master" listing will be available for national, regional and local events sponsored by ACYOA chapters, as well as the Central Council. The listing will be divided into subsections designed to meet the needs of the event.

However, the list must be set up in the following manner, to enable it to continue to grow, efficiently and effectively.

1955 (year of birth - list all with this year as their birthday)

Vartan Vartanian	301 Christian Avenue, Yerevan, AR	10101
Hasmik Hasmikian	455 Avaryr Drive, Sevan, PR	10102

1956

Hagop Hagopian	1666 Biblical Way, Amsterdam, HO	90901
etc.		
etc.		
etc.		

The year of birth should start 30 years ago, 1951, and end with the present year.

In this way, we may remove those who are 30 and over (and place their names with local parishes, or keep them on if they wish to receive ACYOA literature) and add the year of birth as the individual becomes of age to join ACYOA Seniors (18). Each year, the oldest list will be removed, and the youngest added.

Moreover, if we have the names of all those youth in our various parishes, (from Baptism to 30 years old) we shall have a great reference to the numbers of young people who could potentially be members of the ACYOA, as well as those who could be within a few years, or ten years. This will help in planning from developing new programs, to accommodating participants in Sports Weekend or regional conferences.

What is needed is a concerted effort on the part of each chapter to work hard in producing a complete youth listing, as described above, and sending it in as soon as possible. The deadline of November 1st is being extended until January 1st to enable all chapters to comply. As new names are found during the year, they should be sent every six months as a supplement.

If everyone does their job, this listing can be made available in a very short time. Where to start ?? The Church Baptismal records is a good beginning.

## CHAPTER REMINDER SHEET

The following provide a listing and information regarding ACYOA Chapter obligations to the National Organization, as well as the various programs of the ACYOA.

1. Obligations: (See "Obligations Sheet" for due dates.)

a) General Armenian Youth Listing.

A listing of all Armenian youths within the chapter/parish vicinity. This listing should be comprehensive and contain, according to year of birth, the names, addresses and zip codes of all Armenian youth. (See "Youth Listing example" for layout of listing.)

This listing is very important if we are to attract new members and bring into our organization those Armenians who are not presently involved.

b) Chapter Membership List.

Names, addresses, zip codes and telephone numbers of all dues paying ACYOA members of the Chapter. All of these names should appear on the General Armenian Youth Listing. This list will be used for Keghard mailings, specific "ACYOA" materials, and information designated for ACYOA dues paying members.

c) Executive Committee and Delegates List.

Names addresses, zip codes and telephone numbers of all members of the Chapter Executive Committee including all delegates.

d) Administrative Forms:

- 1- Chapter Monthly Fact Sheet. (End of each month.)
- 2- Membership Renewal Form. (January 1st.)
- 3- Annual Chapter Report Form. (June 30th.)

e) Membership Dues.

f) ACYOA Sam Nersesian Award Nomination.

Chapters and/or Pastors may nominate worthy candidates for this award, using designated form which will be available and mailed to each parish in April.

The Sam Nersesian Scholarship is available through applications sent to the ACYOA Central Council. The Scholarship is used to attend the St. Nersess Summer Study Conferences. Application forms will be sent out in April also. (NOTE: The Sam Nersesian Scholarship is not a Chapter obligation.)

2. Keghard:

On a chapter or individual basis, appropriate articles and contributions should be forwarded to the Keghard Staff, according to specifications and needs put forth by the Staff. (Photos, commentaries, book reviews, essays, etc....)

Subscriptions to the Keghard should be solicited throughout the year by ACYOA members. Keghard is mailed free to all ACYOA members.

## CHAPTER REMINDER SHEET (con't)

### 3. National Events:

#### a) Armenian Studies Programs:

- 1- Educational Tour to Armenia (ACYOA members only, 4 weeks, studies/travel)
- 2- "Journey" to Armenia (open, 2-3 weeks, emphasis on sight-seeing)
- 3- Jerusalem - "The Holy City" (Holy Land, some studies, Egypt included 2-3 weeks)

#### b) National Sports Weekend:

Held in conjunction with the Annual ACYOA General Assembly at a selected site and hosted by an ACYOA Chapter. Team and individual competitions.

#### c) Archbishop Torkom Manoogian Basketball Tournament:

Held in N.Y.C. or at a selected site and hosted by an ACYOA Chapter. Men's and women's basketball competitions.

#### d) ACYOA Camp Programs:

St. Vartan Camp, Connecticut, is the initial site for this program. Held for one or two weeks during the summer. ACYOA members may participate as counselors for the children of our parishes - ages 8-15.

#### e) Chairman's Roundtable Seminar:

Held at the site of the Annual Diocesan Assembly. Seminar for all Chapter Chairman and interested Executive Committee members.

### 4. Regional Events:

#### a) Anniversary Balls.

Hosted by an ACYOA Chapter within a region, usually in May or June.

#### b) Retreats.

Headed by an Armenian Clergyman, Regional Retreats may be one day, or an entire weekend, and are usually held during Great Lent.

#### c) Conferences.

Held on periodic basis, depending upon the region. The Conferences are organized by the Regional Central Council Representative and hosted by a designated Chapter. All Chapter representatives are encouraged to attend these conferences which outline ACYOA programs, events, and upcoming activities.

### 5. Local Events:

#### a) ACYOA Day Celebrations.

Customarily held on Palm Sunday, these celebrations take the form of banquets, programs, guest speakers, etc. sponsored by the Chapter for the entire parish.

## CHAPTER REMINDER SHEET (con't)

- b) **Martyr's Day Commemoration.**  
Held on April 24th, commemorating the Turkish Genocide of the Armenians in 1915, wherein almost 2 million Armenians perished. Usually held in conjunction with parish commemorations; formats vary from panel discussions to evening services in the Church.
- c) **Educational and Religious programming.**  
Initiated by the Chapter, with advisement by the Pastor.

### 6. Scholarships and Awards:

- a) **Sam Nersesian Award.**  
Given annually upon selection by the Central Council from nominations received from Chapters and/or Pastors.
- b) **Chaper "A" Award.**  
Given annually upon selection by the Central Council upon review of the annual Report of the Chapter, obligations met by the Chapter, as well as outstanding programs and events sponsored by the Chapter during the year.
- c) **Sam Nersesian Scholarship.**  
Awarded to applicants by the Central Council to attend the St. Nersess Summer Studies Conferences.
- d) **Archbishop's Essay Awards.**  
Awarded to winners of the Essay Contest. Guidelines for participation are sent to Chapters in December. The Contest runs from January to June. Winners are given awards at the Awards Banquet at the Annual National Sports Weekend. Armenian and English categories.

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It should be noted that all chapters are encouraged to attend all National and regional events. They are also encouraged to join local athletic leagues, sponsoring teams in basketball, volleyball, bowling, etc. - representing their chapters and the Armenian community at large.

If there are any questions regarding the above, or, if there are suggestions and new ideas to add to the list, kindly contact your ACYOA Central Council Regional Representative, or the Executive Secretary. New ideas and progressive thinking are highly encouraged and welcomed!

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## A.C.Y.O.A. CHAPTER REMINDER CALENDAR -

### SEPTEMBER

- + General Assembly & Sports Weekend (Labor Day)
- + Report back to Chapter of results of General Assembly and Sports Weekend.
- + Begin planning Chapter activity calendar for the year. Send out to all parish youth.
- + Plan Cultural Event for October ("Cultural Month")
- + Monthly Meeting.
- + Begin planning of "Big Event" for next season.

### NOVEMBER

- + Attend Regional Conference.
- + Thanksgiving holiday activity.
- + Solicit subscriptions to the Keghard.  
Send written contributions for publication.
- + Plan activities for Christmas/New Year's Semester break.
- + Plan to enter Basketball and/or bowling leagues.
- + Receive Record of the Minutes of the past ACYOA General Assembly.
- + Monthly Meeting.

### OCTOBER

- + Cultural Event.
- + Plan to attend Regional Conference/Seminar/Workshop in November.
- + Send Youth Listing to Central Council by NOV. 1st.
- + Contact Central Council Regional Representative for visitation and general information.
- + Plan activity for Thanksgiving holiday weekend.
- + Monthly Meeting.

### DECEMBER

- + Report back to Chapter of results from Regional Conference
- + Begin planning to go to Archbishop's Basketball Tourney.
- + Christmas/New Year's activities.
- + Send full Chapter Membership Listing to Central Council.  
Send Membership Renewal Forms to Central Council.  
Both are due on JAN.1st.
- + Promote Armenian Studies Programs participation for next summer.
- + Monthly Meeting.



## REMINDER CALENDAR

### JANUARY

- + Participate in Christmas Church Services.
- + Promote ASP, Essay Contest, Archbp's Basketball Tourney, and Regional Retreat.
- + Solicit Keghard subscriptions.
- + Send initial Dues money to Central Council by FEB. 1st.
- + Monthly Meeting.
- + Plan Educational activity.
- + Plan Lenten Program.(religious activity)

### MARCH

- + Regional Retreat participation.
- + ASP - program #1 = deadline this month.  
Promote programs #2 & #3.
- + Finalize ACYOA Day Celebration for next month - Palm Sunday.
- + Finalize Martyr's Day Commemoration program.  
(April 24th.)
- + Monthly Meeting.

### FEBRUARY

- + Plan to participate in Regional Retreat and Archbishop's Basketball Tournament.
- + Educational activity.
- + Promote ASP - program #1 deadline next month.
- + Begin planning ACYOA Day Celebration (Palm Sunday).
- + Finalize Lenten Program.
- + Monthly Meeting.
- + Promote Essay Contest.
- + Plan Martyr's Day Commemoration program.

### APRIL

- + ACYOA Day Celebrations. (Palm Sunday)
- + Martyr's Day Commemoration. (April 24th)
- + ACYOA participation in Holy Week and Easter Services.
- + Plan to attend ACYOA Leadership Seminar (open to all)  
(Next month at Diocesan Assembly site.)
- + Essay Contest - deadline MAY 30th.  
Sam Nersesian Award nomination - deadline JUNE 1st.  
Sam Nersesian Scholarship applications - deadline is JUNE 1st.
- + Promote ACYOA Camp Program - members as counselors,  
Parish children as participants.
- + Monthly Meeting.

## REMINDER CALENDAR

### MAY

- + Attend ACYOA Leadership Seminar.
- + Report results of Leadership Seminar at next Monthly Meeting.
- + Plan Chapter Elections for next month.
- + Be aware of what obligations are due to the Central Council.
- + Attend Anniversary Ball.
- + Begin writing Annual Report. Due JUNE 30th.
- + Sam Nersesian nominations and applications - due JUNE 1st. Use proper form.
- + Essay Contest - Deadline MAY 30th.
- + Send proposals to Central Council for General Assembly.
- + Monthly Meeting.
- + ASP - Last call - program #2.

### JULY

- + Promote attendance at General Assembly and National Sports Weekend.
- + Summer activities - organize sports teams.
- + Enter softball league.
- + Summer dinner/cookout meetings.

### JUNE

- + Chapter elections. Send results immediately to Central Council. Complete address listing of Executive Committee with Delegates.
- + Annual Reports due to the Central Council - deadline - JUNE 30th. Use proper form.
- + Promote ACYOA Camp program - members as counselors, parish children as participants.
- + Plan summer schedule of activities - prep for Sports Weekend competitions.
- + Last call - ASP - Program #3.
- + Meet all ACYOA organizational obligations.
- + Send any proposals to Central Council by end of month.
- + Monthly Meeting.

### AUGUST

- + Receive delegates materials and information on General Assembly and Sports Weekend.
- + Plan group transportation to Sports Weekend. Local or regional.
- + Summer activities should include a beach party or possibly a mountain climbing trip.
- + See you at the General Assembly and National Sports Weekend.....

## PROGRAMS

The programs of the Organization are the most direct and most meaningful way of leading, educating, providing for, and attracting current and new members to actively participate in the "idea" of ACYOA. One might say the programs are the very components that give the ACYOA true form, direction and real meaning for everyone involved. The promotion of our programs (and thereby youth participation in) will lead to greater success and a satisfying sense of purpose. We should strive to continue to develop current programs, as well as new ones, as we attempt to provide a well rounded experience for the American-Armenian Youth of our Diocese.

### I. NATIONAL PARTICIPATION

#### (1) ARMENIAN STUDIES PROGRAMS:

##### Program One - "Educational Tour to Armenia"

Limited to ACYOA members. 20 spots open, including two staff members. 4 weeks in duration. Guests of the Catholicos and Government of Armenia. Instruction in Armenian history, language, music and dance. Tours and excursions all over Armenia.

##### Program Two - "Journey to Armenia"

Open to anyone interested in traveling to Armenia and participating in this program. Led by an Armenian Clergyman. 12-15 participants are needed - maximum of 20-25. 2-3 weeks in duration and usually includes another city in the Soviet Union. Less structured than Program One, and geared for working young people who cannot take four weeks off for Program One. A good trip, and a good Armenian experience.

##### Program Three - "Jerusalem the Holy City"

Open to those interested in visiting the Holy Land and participating in this program centered in and around the Armenian Quarter of Jerusalem. Guests of the Armenian Patriarch of Jerusalem. 20-30 maximum - 12-15 minimum. Led by an Armenian Clergyman with a staff assistant. Lectures and instruction on the Biblical lands, the Armenian involvement in the Holy Land, the Church, customs, etc., etc. Tours, excursions throughout the region. Usually includes another city - Cairo, Istanbul.....

Information and brochures shall be sent to all ACYOA members, chapters and parishes of the Diocese in January, outlining the programs and giving details.

Participants are encouraged to decide and make plans early (by the end of January for Program One) to take advantage of this unique opportunity. All three programs offer a different, yet similar, experience in seeking out the dimensions of our heritage and religious faith. For additional information, inquiries should be sent to the Executive Secretary.

(2) ACYOA CAMP PROGRAM:

Initiated in 1979, the ACYOA Camp Program is the first opportunity for Armenian youth to participate in a concentrated program of the Church. Ages range from 8 to 14. Currently, the site of the Camp is on the grounds and facilities of the Canterbury School in New Milford, Connecticut.

The Camp is open to all Armenian youth and runs for a one to two week period during the summer. The Directors, Administrative, Program, etc., are appointed to handle the various aspects of the Camp. Counselors, teachers and assistants volunteer their time. It is highly encouraged for ACYOA Members to participate in the Camp Program via taking on roles of promoting the Camp, being a counselor or teacher, or of being a general assistant. This is one program that is very important to our future, as the participant campers are the future ACYOA and Church members, and has the most potential to grow into a very large and expansive operation of our Organization.

(3) ACYOA Leadership Seminar:

Formally called the "Chairman's Roundtable", Chapter Executive Officers and members are invited to attend and participate in this Leadership Seminar offered in conjunction with the Annual Diocesan Assembly (held at various parishes throughout the Diocese).

The format is one of learning, experiencing and information. Guest speakers provide insights into organizational skills, techniques, formats, ideas, as well as group dynamics, career considerations and the limitations of volunteer groups. Information is provided on all on-going programs of the ACYOA, as well as time for exchange and discussion on new ideas.

Any interested ACYOA member is encouraged to attend, especially the Chairmen and other elected officers.

(4) Audio-Visual Educational Programs and Publications:

Audio-Visual Educational Programs is a new endeavor for the ACYOA. Programs will be researched, produced and presented on various religious and cultural themes. Slide-tape, video, film, physical exhibits, lecture-discussion, and other presentation formats will be utilized to offer the programs to ACYOA Chapters, parishes, Armenian and non-Armenian Organizations and community groups.

ACYOA Members may participate in this program via assisting with research, photography, development, etc., etc. as well as production and dissemination.

Over the years, the ACYOA has always been involved with publications. The Keghard, the quarterly publication of the Organization is just one example. "Sacraments and Prayers of the Armenian Church" (a small book containing devotional prayers and information on the Sacraments and the Church) is to be revised and again published by the ACYOA. This book has seen several reprintings and is very helpful and popular. Other timely and necessary publications will also be considered.

Again, ACYOA Members are encouraged to participate in this program via offering their areas of expertise, or simple interest, in helping with the development of these worthwhile projects. They not only help the ACYOA, but they help the Church as a whole.

(5) ARCHBISHOP TORKOM MANOOGIAN BASKETBALL TOURNAMENT:

Basketball competition in both men's and women's divisions. Teams are made up of youth from parishes from throughout the Diocese, and not necessarily ACYOA members, but parish members - no age restrictions.

Locations given by the ACYOA Central Council to bidding chapters. Bi-annually held in the New York City area, with related events held at the St. Vartan Cathedral and Diocesan Center.

Certificates are presented to the championship teams, championship players, and outstanding players of the tournament. Trophies are awarded as well, in addition to the rotating championship trophies.

(6) SCHOLARSHIP PROGRAM:

Currently, there is only one scholarship sponsored by the ACYOA - the Sam Nersesian Scholarship. This is awarded to applicants to attend the St. Nersess Summer Studies Programs. Applications are sent to all chapters and parishes, as well as those who request. Recipients are selected by the ACYOA Central Council at the Summer Meeting.

The amount of the Scholarship equals the amount of the tuition for the program.

Other scholarships that should be considered include: Camp Program, ASP, clergy education, graduate work in the arts, music or religion.

(7) AWARDS PROGRAM:

The ACYOA Awards Program currently consists of the following:

- 1- Sam Nersesian Award (rotating trophy and certificate)
- 2- Chapter "A" Award (rotating trophy and certificate)
- 3- Chapter Honorable Mention (certificate)
- 4- Archbishop's Essay Awards

1- Sam Nersessian Award:

Award given annually to the ACYOA Member who best exemplifies the character of a true Christian and servant of the Church. Presented during the Awards Banquet at the National Sports Weekend. Possible recipients are nominated by Chapters or pastors. Selection is made by the ACYOA Central Council at the Summer Meeting.

2- Chapter "A" Award:

Award given annually to the ACYOA Chapter that best fulfills the requirements and standards set forth by the ACYOA Central Council. Chapters are expected to meet deadlines, file proper reports and other administrative procedures, as well as continue to meet the needs of the youth in the given parish with programs and activities designed to present a well rounded schedule of events throughout the year.

3- Chapter Honorable Mention Award:

Given to the Chapter that is second in the abovementioned selection.

**4- Archbishop's Essay Awards:**

To begin in January 1982. Information and details shall be sent to all Chapters and parishes. Armenian and English categories. Awards to be given for first place, and first and second runners-up in both categories.

A panel of judges (professors and those with literary background) shall make the final selection of winners. Emphasis is on writing style and literary ability, and not on subject matter - although subjects must be Armenian oriented.

Awards shall be presented during the Awards Banquet of the National Sports Weekend. Winners shall be notified by July 15th - deadline is May 30th.

**(3) NATIONAL SPORTS WEEKEND:**

Held annually during the Labor Day Holiday Weekend, immediately following the Annual ACYOA General Assembly. Both the General Assembly and National Sports Weekend are hosted by an individual ACYOA Chapter with the guidance of the ACYOA Executive Secretary and ACYOA Central Council.

Chapters bid for the event at the preceeding ACYOA General Assembly. Chapters who participate are those who have fulfilled their obligations to the national Organization.

**II. REGIONAL PARTICIPATION**

**(1) RETREATS:**

Organized and coordinated by Central Council Regional Representatives, in conjunction with regional committees (where they exist).

Retreats must be headed by Armenian Clergymen. Formats may include weekend retreats at selected retreat centers, one-day retreats at churches, one-night retreats with participants staying at ACYOA member homes.

Many times, the period of Great Lent is utilized to formulate themes and present a specific atmosphere for the group. However, retreats may be held at any time of the year. Every region is to have/sponsor at least one retreat per year.

If organized well, and most importantly publicized sufficiently, (including personal contacts) retreats are usually well received and realize a spiritual and educational profit. Financial profits are not a consideration in this program. Fees for the retreats should be kept at a minimum.

**(2) ANNIVERSARY BALLS:**

Annual event marking the anniversary of the ACYOA.  
in the Spring and hosted by an individual chapter.

Usually held

All efforts for this event should be coordinated by the Central Council Reg. Rep. All Chapters should be encouraged to participate in the activities. As a regional event, a portion of the proceeds are forwarded to the ACYOA Central Council Treasury.

### (3) REGIONAL CONFERENCES:

Although this may appear like more of an organizational procedure, or operation, than a program, Regional Conferences are perhaps one of the most important programs because it provides the opportunity for ACYOA members to gather and discuss the Organization. Both Chapter Executives and members alike should be encouraged to attend and participate in the scheduled agenda. The building of a strong regional relationship between chapters is vital - especially in areas where weak chapters exist.

A suggested agenda might be the following:

- |   |  |
|---|--|
| 1- Opening Prayer   | 9- Educational Presentation,<br>Guest speaker, Seminar, Discussion<br>groups, etc., etc., etc. |
| 2- Welcoming remarks  | 10- New Business   |
| 3- Minutes (or notes) of a previous<br>Conference                       | 11- Chapter Problems - Concerns - Questions  |
| 4- Treasurer's Report (especially if<br>the Region is highly organized) | 12- Announcements  |
| 5- Local Programs   | 13- Closing Remarks  |
| 6- Regional Programs  | 14- Next Conference  |
| 7- National Programs  | 15- Adjournment  |
| 8- Old business   | 16- Closing Prayer   |

Naturally, the type of conference, regional set-up, organization, etc., will determine how formal the proceeding will be, as well as the content of the agenda. It is very important that the representatives of the various Chapters do not simply come to the Regional Conference to sit and talk, or merely attend a "meeting". They should go away with some handouts, something learned, and something to share with their respective chapter membership.

### (4) REGIONAL ATHLETICS:

Although not a specific program as yet, regional athletic competition and interaction should be encouraged as much as possible. Aside from regions, any chapter in relative close proximity to another chapter should interact on athletic as well as other levels. This interaction is important to keeping the perspective of the Organization along the lines of a "other than local" orientation.

In the future, more formal schedules of chapter interaction may be brought forth to add a little structure and promote regional chapter interaction.

## III. LOCAL PARTICIPATION:

### (1) MARTYR'S DAY COMMEMORATION:

Annual commemoration for the Armenian Martyrs. Held on a local (parish) basis throughout the Diocese on April 24th (or the closest convenient day).

ACYOA Chapters choose formats that best meet the needs of the specific community, as well as complement other commemorative programs being held. Formats can vary from worship services to panel discussions to community service projects.

A guideline with differing formats and suggestions is sent to all chapters for reference purposes. All Chapters should be encouraged to sponsor a commemorative program.

(2) PARISH MISSION PROGRAM:

Once a very popular and meaningful program of the ACYOA, the Mission Program fell out of use during the period when the ACYOA was experiencing organizational difficulties. The Mission Program was one that had been neglected, but has recently been given a chance to once again provide the opportunity for ACYOA members to experience it.

The Mission Program consists of a team of 4-5 members, headed by a clergyman, who visit a designated parish for one week. During this period, the team presents various programs to parish, seminars, bible study, cultural activities, as well as visit the elderly, the sick, the shut-ins, etc. Meetings with Church Organizations, especially the youth, is also a part of the program

Selection of the parish is determined by the Primate, as well as the clergy Team Leaders.

Qualified ACYOA members should be encouraged to apply as members of the Mission Team. They should have a sound knowledge of the Church, have attended ACYOA retreats or St. Nersess Summer Studies Programs, and have the abilities and desire to learn and be teachers as well. Names of qualified persons should be forwarded to the Executive Secretary and Mission Team Leaders for consideration.

(3) ACYOA DAY CELEBRATIONS:

A day selected to celebrate the meaning of the National Youth Organization of the Diocese of the Armenian Church of America - the ACYOA. Local Chapters sponsor various events or activities to bring to the general local Armenian Community (and non-Armenian community) the importance of the local chapter - especially within the context of the parish.

Palm Sunday has become the custom in many parishes to celebrate the meaning of the ACYOA. Many times a banquet format is used with guest speakers and presenting of awards to outstanding members of the chapter, parish or community at large.

Suggested formats include: banquets, guest speakers, cultural exhibits, receptions, as well as dances and festivals. Chapters with varying facilities will be limited to what is available to them.

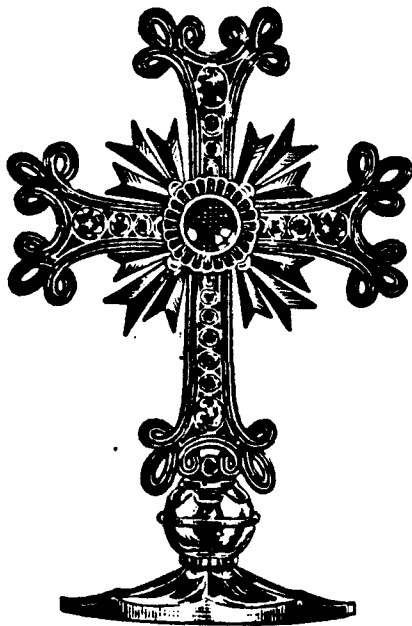
A guideline with suggestions will be published for the chapters to use as a reference.

(4) LECTURE - DISCUSSION PROGRAMS:

Yet to be a specified program of the ACYOA, this particular program might well fill the gap in most chapters in the areas of education and awareness. These lectures and discussion might be not only for chapter membership, but open to the parish at large. The intent would be for the chapter to schedule some type of educational activity a few times a year.

Suggestions include: Guest lecturers, panel discussions, debates and films.





THE OFFICIAL PRAYER  
OF THE ARMENIAN CHURCH YOUTH  
ORGANIZATION OF AMERICA

O Lord our Saviour Jesus Christ, Who is the Way, the Truth, and the Life, give us, the youth of the Church of Armenia, we beseech You, the wisdom to know, to love, and serve You in our personal lives severally, and in the corporate life of our Organization.

You that lead men in the way, lead us, Your children, that we may be able to serve the Church through our people, with courage and vision, and in the faith of our illustrious forefathers. Inspire us, O Lord, and open our eyes to Your light, that we may cherish and profit by the heritage which our forefathers have left to us, and that we may be aware of our responsibilities as citizens of our beloved country, the United States of America (or Canada).

Fill us, O Christ our God, with Your Holy Spirit, that we may be the obedient and unselfish servants of the Will of our Heavenly Father, to Whom, together with You and the Holy Spirit, is befitting Glory, Dominion and Honor, now and always and unto the ages of ages. AMEN.

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THE PLEDGE OF THE ARMENIAN CHURCH  
YOUTH ORGANIZATION OF AMERICA

"I solemnly promise and declare upon my honor, that as a member of the Armenian Church Youth Organization of America, I shall, to the best of my ability, be a faithful son of the Armenian Church; shall be a devoted upholder of the Armenian cultural heritage; shall be a loyal citizen of the United States (or Canada); and I shall diligently abide by the objects, policies and decisions of the Armenian Church Youth Organization of America. I shall not strive for personal recognition and pleasure, but will serve our Church, our community, and our country, for the greater glory of God."

## PROTOCOL

The customs of the Armenian Church tell us that protocol, and the strict adherence to hierarchical structure and form, has played a significant role in the visible and operational features of our Church on the world perspective.

Protocol is not only important on the diocesan and world levels of our Church, but it is equally important on the local parish level, as well as in the various Organizations of the Church. Therefore, the ACYOA, as an Organization of the Diocese in America, must conform to the rules of Protocol, and follow the structural lines of courtesy to members of our Clergy.

### PROPER FORMS OF ADDRESS

#### 1. PRIMATE

When greeting the Primate (or any archbishop or bishop), you say while bowing to kiss his hand and receive his blessing:

<i>Orhnetzek Surpazan Hayr</i>	or	<i>Asdvadz Oknagan, Surpazan Hayr.</i>
<i>[bless me Your Eminence]</i>		<i>[may God help Your Eminence]</i>

And he will answer:

<i>Asdvadz Orhneh</i>	or	<i>Asdvadz Bahaban</i>
<i>[may God bless you]</i>		<i>[may God protect you]</i>

When speaking with the Primate, you address him as Surpazan Hayr or Your Eminence. Always stand when any celebrate clergy (archbishop, bishop, vartabed) enters a room.

This is the form to use when addressing a letter to the Primate:

His Eminence  
ARCHBISHOP TORKOM MANOOGIAN  
Primate - Diocese of the Armenian Church of America  
630 Second Avenue  
N.Y.C., N.Y. 10016

Your Eminence:

I respectfully request the attention of Your Eminence regarding the matter.....

(close with...)

Your obedient servant,  
or  
Most respectfully,

(your name)

## 2. CELEBATE CLERGY

Greet them with: *Asdvadz Oknagan, Hayr Soorp = May God help you Holy Father*  
This is said while bowing and kissing his hand [kiss hand of celebrate clergy only!]

Address them as Hayr Soorp or Father.

Always stand when a celebrate clergyman enters a room.

When addressing a letter, always use: The Very Reverend Father.....  
[address]

Close your letter with: Respectfully yours,  
[your name]

## 3. MARRIED CLERGY

Greet them with: *Orhnia Der Hayr = Bless me, Father [do not kiss hand]*

Address them as: Der Hayr or Father

When addressing a letter, always use: The Reverend Father.....  
[address]

Close your letter with: Respectfully yours,  
[your name]

When ever your ACYOA Chapter is holding any event or activity, an announcement should always be sent to the Pastor (or parish council chairman where there is no pastor) to inform him of the event and that he is always welcome. Many times we forget to invite the pastor, who is the President of the local Chapter.

In addition, events such as dances, banquets, outings, concerts.... involving tickets for admission require that an invitation be sent to the parish priest(s) inviting them and enclosing complimentary tickets. When opening a dance or any function to a region or to the community outside your parish jurisdiction, the priests from other parishes should be sent letters of invitation with complimentary tickets as well.

In this way, we are including our Clergy in our activities and events in the proper way and with respect to their position and vocation.

Likewise, the Executive Secretary to the ACYOA, as well as members of the ACYOA Central Council [in particular your Regional Representative] should also be on your mailing list. In this way, the Executive Secretary and Regional Representatives are kept informed of your activities, may suggest ideas, and may attend when in your area. Proper letters of invitation to the Executive Secretary and ACYOA Central Council Members are also in order, as the occasion dictates.

## 4. EXECUTIVES OF THE DIOCESE

FRANK STONESON  
Executive Director  
Diocese of the Armenian Church  
630 Second Avenue  
N.Y.C., N.Y. 10016  
212-686-0710

NANCY BASMAJIAN  
Director - ACYOA  
Junior Division  
(working office)  
828 Brighton Street  
Philadelphia, PA 19111  
215-722-3369

JAMES MAGARIAN  
Executive Secretary  
To the ACYOA Senior Division  
(working office)  
P.O.B. 79  
Chelmsford, MA 01824  
617-256-7234



# CONSTITUTION



OF THE

## ARMENIAN CHURCH YOUTH ORGANIZATION OF AMERICA DIOCESE OF THE ARMENIAN CHURCH

Revised  
December 1981

Archbishop Torkom Manoogian  
Primate

### ARTICLE 1 - NAME

The name of this organization shall be the Armenian Church Youth Organization of America, hereinafter referred to as the A.C.Y.O.A.

### ARTICLE 2 - OBJECTIVES

The objectives of the A.C.Y.O.A. shall be:

Section 1 - To encourage its members to learn, practice, uphold, and propagate the principles and teachings of the Christian faith according to the doctrine, sacraments, rites, canons, discipline, and customs of the Armenian Church.

Section 2 - To support and work for the strengthening of the Armenian Church to promote among its members and others the study and appreciation of Armenian culture and heritage.

Section 3 - To strengthen the social and spiritual bond among its members, and to contribute toward the development of a healthy community life among Armenians.

Section 4 - To enhance and strengthen among its members the knowledge of, and loyalty to, the principles of the Constitution of the United States (or Canada); to uphold the spirit of human freedom, universal justice, brotherhood of men, and devotion to duty as good citizens, dedicated to the service of God and country.

### ARTICLE 3 - POLICIES

The policies of the A.C.Y.O.A. shall be:

Section 1 - To function subject to the jurisdiction and authority of the Primate or the Locum Tenens of the Diocese of the Armenian Church of America and the

Diocesan Council in accordance with the Constitution and By-Laws of the Diocese. The Primate shall be the President of the A.C.Y.O.A.

Section 2 - To work in harmony and cooperate with the Pastor in charge of each local Parish of the Diocese of the Armenian Church of America, his assistants, and the Parish Council through the respective Chapters of the A.C.Y.O.A. to take interest and an active part in the affairs and management of the local Church, and to support her both morally and financially.

Section 3 - To create and maintain friendly and cooperative relations with Armenian institutions and organizations whose aims, policies, and activities are consonant with the objectives and policies of the A.C.Y.O.A., and to give special consideration to organizations connected with the Diocese of the Armenian Church of America and its Parishes.

Section 4 - To create and maintain friendly and fraternal relations with other religious youth organizations whose aims, policies, and activities are consonant with the spirit of the A.C.Y.O.A.; to take interest and an active part in the spiritual and moral life of the community.

#### ARTICLE 4 - MEMBERSHIP

Section 1 - All persons at least 18 years of age, or high school graduates, who are communicant members of the Armenian Church are eligible for membership.

Section 2 - A candidate for membership shall apply in writing to the Chapter Executive Committee.

Section 3 - Within a period of one month after receipt of the written application, the Chapter Executive Committee shall act upon the application.

Section 4 - Upon being duly admitted, a new member shall pay an initiation fee together with annual dues and shall be initiated formally in an initiation service in the presence of the President and the members of the Chapter. After the initiation, the new member shall receive a membership card from the Chapter Executive Committee.

Section 5 - A new member has the right to vote in elections and on fiscal issues three months after paying membership dues.

Section 6 - Those persons at least 18 years of age or high school graduates who are not communicant members of the Armenian Church, but who are interested in A.C.Y.O.A., and are willing to subscribe to the objectives and policies of the Constitution may become Associate Members. Application for Associate Membership shall be made to the Chapter Executive Committee, and approved by the A.C.Y.O.A. Central Council. Associate Members may participate in the local activities of the Chapter, but may not vote or hold elected office. Annual contributions equal to membership dues by Associate Members in lieu of dues shall be considered contributions to the Chapter.

Section 7 - Members-at-Large shall be those who live in an area where there is no organized Chapter. A candidate for Member-at-Large shall apply in writing to the A.C.Y.O.A. Central Council, which shall act upon eligibility for membership at the next A.C.Y.O.A. Central Council meeting. A Member-at-Large applicant shall pay dues to the A.C.Y.O.A. Central Council. Members-at-Large are entitled to all the privileges of membership in the A.C.Y.O.A. A Member-at-Large may at any time affiliate with a Chapter, whereupon the Member-at-Large status shall cease.

## ARTICLE 5 - FEES AND DUES

Section 1 - The initiation fee shall be designated by the General Assembly to be paid upon first joining the A.C.Y.O.A., and sent by the Chapter to the A.C.Y.O.A. Central Council. The minimum initiation fee shall be one dollar (\$1.00).

Section 2 - Annual dues for A.C.Y.O.A. members shall be designated by the General Assembly. One-half of the amount shall be sent to the A.C.Y.O.A. Central Council Treasurer. The minimum annual dues shall be seven dollars (\$7.00). Dues become delinquent with the start of the third quarter of the fiscal year (January 1st).

Section 3 - Each Chapter which is not in compliance with Article 5, Section 2, shall be subjected to a potential fee of twenty-five dollars (\$25.00).

## ARTICLE 6 - FORMATION OF CHAPTERS

Section 1 - Five or more persons qualified to become members of the A.C.Y.O.A. may organize a Chapter with the approval of the Pastor and Parish Council of the local Parish.

Section 2 - A written application for Chapter formation in the A.C.Y.O.A. shall be made by the Pastor and Parish Council and submitted to the Primate and the A.C.Y.O.A. Central Council for approval.

Section 3 - If there is no local Parish or Parish Council, then written application shall be submitted by the potential Chapter to the Primate and the A.C.Y.O.A. Central Council for approval.

Section 4 - The name of the affiliated Parish shall precede the Name "A.C.Y.O.A." of each Chapter.

## ARTICLE 7 - CHAPTER MEMBERSHIP MEETINGS

Section 1 - The members of a Chapter shall hold a Chapter Annual Membership Meeting called by the Chapter Executive Committee in the final quarter of the fiscal year. A written notice shall be sent by the Chapter Executive Committee to all members at least two weeks prior to the date of the meeting, stating the agenda of the meeting.

Section 2 - The majority of the members in good standing of the Chapter shall constitute a quorum at a Chapter Annual Membership Meeting. If such a quorum is not obtained, a second meeting shall be called in the same manner. At this subsequent meeting, the number of members present shall constitute a quorum.

Section 3 - The functions of the Chapter Annual Membership Meeting shall be:

- a) To elect the Chapter Executive Committee, to elect delegates and alternates to the General Assembly, and to elect Nominating and Auditing Committees.
- b) To examine, approve, or otherwise pass upon the Chapter Annual Report, the report of the Auditing Committee, and the financial transactions of the Chapter, including the portion of the annual net proceeds to be contributed to the local Parish.
- c) To decide on the amount and the manner of any Chapter financial contributions other than to the local Parish, provided that the consent of the Pastor and Parish Council is obtained for such appropriation.
- d) To decide on all matters submitted by the Chapter Executive Committee or the membership.

Section 4 - The Chapter Executive Committee shall establish the agenda of the Chapter Annual Membership Meeting.

Section 5 - Special Membership Meetings may be held to pass upon urgent resolutions. Special Membership Meetings shall be called by the Chapter Executive Committee with at least one week's written notice upon a majority vote of the Chapter Executive Committee, or upon the written request of at least one-third of the members in good standing, presented to the Chapter Executive Committee.

Section 6 - The Parish Council shall be invited to all Chapter Membership Meetings.

Section 7 - Chapter Membership Meetings shall be presided over by the President and conducted by the Chairman.

## ARTICLE 8 - CHAPTER EXECUTIVE COMMITTEE

Section 1 - Each Chapter at its Annual Membership Meeting shall elect by secret ballot five to eleven members who along with the President shall constitute the Chapter Executive Committee. The Executive Committee shall consist of a Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer, and other officers as necessary.

Section 2 - The elections of the members of the Chapter Executive Committee shall be subject to approval by the Pastor and the Parish Council. In the event that there is neither a Pastor nor a Parish Council, the election of the Chapter Executive Committee shall be subject to approval by the Primate and the A.C.Y.O.A. Central Council.

Section 3 - The term of office of the members of the Chapter Executive Committee shall be one year.

Section 4 - No member shall hold the same office for more than two consecutive years.

Section 5 - In case of vacancy in the Chapter Executive Committee, an election shall be held at the next regular Chapter Membership Meeting. The member who had the highest number of votes short of election at the last Chapter Annual Membership Meeting shall be a nominee. The newly elected Executive Committee Member shall be subject to Article 8, Section 2.

Section 6 - A member of the Chapter Executive Committee shall be disqualified to serve on the Committee during the current term if absent from a total of four Chapter Executive Committee or Monthly Membership Meetings without reasonable cause.

Section 7 - The Pastor and Parish Council, or in the absence of a Parish Priest, the Parish Council, shall have the power to review and act upon any officer who proves to be incapable of carrying out the responsibilities of the office.

Section 8 - The President of the Chapter shall be the Pastor in charge of the local Parish. The President of the Chapter shall have the responsibility of insuring all action taken by the Chapter or any of its committees is consistent with the objectives and policies of this Constitution. The President shall preside over the Chapter Annual Membership and Monthly Membership Meetings. In case of a tie in any voting, the President shall cast the deciding vote. In the event there is no local Pastor or Parish Council, the Chapter Chairman and A.C.Y.O.A. Central Council shall have these responsibilities.

Section 9 - The Chairman shall conduct all meetings of the Chapter. The Chairman or a representative of the Chapter Executive Committee shall be a member of all appointed committees.

Section 10 - The Vice Chairman shall perform all the duties of the Chairman in the absence of the latter.

Section 11 - The duties of the Recording Secretary shall be: to receive and to present to the Chapter Executive Committee all applications for membership, to keep accurate files listing the membership of the Chapter and showing the name, address, and age of each member and any other information concerning the same; to keep a careful and authentic record of all minutes of meetings; to preserve all documents of the Chapter except those specifically assigned to others; to authenticate by signature all records, documents, etc.; to bring to each meeting a copy of the Constitution, By-Laws, and a list of the members of all standing and regular committees; and to prepare any information required by the A.C.Y.O.A. Central Council.

Section 12 - The Corresponding Secretary shall conduct the correspondence of the Chapter, mail all required notices, and send any information required by A.C.Y.O.A. Central Council. In the absence of the Recording Secretary, the Corresponding Secretary shall perform the duties of the former.

Section 13 - The Treasurer shall notify members of their financial obligations, shall collect all monies, and shall be the custodian of the funds of the Chapter. These funds shall be deposited in a bank designated by the Chapter Executive Committee and kept in the name of the Chapter.

Section 14 - All payments, bank withdrawals, and checks made on behalf of the A.C.Y.O.A. shall be made upon the signatures of the Treasurer and the Chairman, or one other member of the Chapter Executive Committee designated by the Committee.



Section 15 - All officers, upon retiring from office, shall deliver to the Chairman-in office all monies, accounts, records, books, paper, and all other property belonging to the Chapter. The Chairman in office shall distribute said items to the respective officers to whom they pertain. The President of the Chapter shall oversee the transfer.

Section 16 - The Chapter Executive Committee shall meet at least once a month and shall have power to transact the general business of the Chapter and to implement the resolutions of the General Assembly, Annual Membership, Special Membership and Monthly Meetings of the Chapter.

Section 17 - The Chapter Executive Committee shall submit a written Annual Report to the Parish Council and the A.C.Y.O.A. Central Council after the Chapter Annual Membership Meeting, describing the activities and financial status of the Chapter during the completed fiscal year.

#### ARTICLE 9 - CHAPTER MONTHLY MEETINGS

Section 1 - The Chapter Executive Committee shall call a Chapter Meeting at least once a month.

Section 2 - Chapter Monthly Meetings shall be presided over by the President and conducted by the Chairman.

Section 3 - The presence of twenty-five percent or twenty-five members in good standing (whichever is less) shall constitute a quorum at any Chapter Monthly Meeting, and decisions shall be taken by the majority vote of those present.

Section 4 - Chapter Monthly Meetings shall be called in order to discuss and to act upon plans and programs for the enhancement of the A.C.Y.O.A. These meetings may be augmented by cultural, educational, religious, social, and recreational activities.

#### ARTICLE 10 - GENERAL ASSEMBLY

Section 1 - Delegates from all Chapters shall convene at least once a year for a General Assembly.

Section 2 - The number of elected delegates a Chapter may send to the General Assembly, based on the total number of dues paid members from the past fiscal year, shall be:

5	-	10 members	=	1 delegate
11	-	25 members	=	2 delegates
26	-	50 members	=	3 delegates
51	-	100 members	=	4 delegates

And one more delegate for any fraction of each additional 50 members.  
No Chapter shall have more than seven delegates.

Section 3 - The Chapter Chairman shall be an ex-officio delegate to the General Assembly, with the powers of an elected delegate.

Section 4 - The President of each Chapter shall be an ex-officio delegate to the General Assembly with the powers of an elected delegate.

Section 5 - Each delegate shall present credentials signed by the President, Chairman, and Recording Secretary of the Chapter to the A.C.Y.O.A. Central Council.

Section 6 - If an elected delegate is unable to attend the General Assembly, an alternate delegate elected at the Chapter Annual Membership Meeting shall assume the responsibilities of the delegate.

Section 7 - A majority of the elected delegates of the existing Chapters shall constitute a quorum in the General Assembly.

Section 8 - All sessions of the General Assembly shall be presided over by the Primate of the Diocese of the Armenian Church of America, or a Plenipotentiary Clergy Representative designated by the Primate.

Section 9 - The Chairman of the General Assembly shall be elected from among the delegates by plurality vote. The one receiving the next highest number of votes shall be designated as the Vice Chairman. The A.C.Y.O.A. Central Council shall secure a competent secretary and assistant secretary to record the Minutes of the General Assembly.

Section 10 - The Chairman of the General Assembly may appoint a person who is well versed in parliamentary procedure to act as the Parliamentarian of the General Assembly.

Section 11 - Any Chapter that has not met its financial obligations to the A.C.Y.O.A. thirty days prior to the General Assembly shall not be entitled to have voting representation at the General Assembly.

Section 12 - The duties of the General Assembly shall be:

- a) To receive the report of the A.C.Y.O.A. Central Council on the activities and financial status of all the Chapters and on the progress of the A.C.Y.O.A. as a whole.
- b) To receive the report of the activities and the financial transactions of the A.C.Y.O.A. Central Council and the A.C.Y.O.A. for the past fiscal year.
- c) To determine the budget for the ensuing fiscal year and the manner in which the funds of the A.C.Y.O.A. shall be administered by the A.C.Y.O.A. Central Council.
- d) To determine the manner and the amount of contribution which each Chapter shall make to the A.C.Y.O.A.
- e) To discuss and act upon all matters relating to the activity of the A.C.Y.O.A. submitted to it or placed on its agenda. Matters not submitted to the General Assembly or placed on its agenda, in compliance with Article 11, Section 9, shall be considered upon a three-fourths vote of the Assembly.
- f) To elect the members of the A.C.Y.O.A. Central Council, the Nominating Committee, the Auditing Committee, and other standing committees which it may create.

- g) To decide the time and place of the next General Assembly.

Section 13 - The decisions of the General Assembly shall be binding upon the Chapters of the A.C.Y.O.A. upon approval by the Primate and the Diocesan Council of the Diocese of the Armenian Church of America.

## ARTICLE 11 - CENTRAL COUNCIL

Section 1 - From among the members of the A.C.Y.O.A., the General Assembly shall elect five members to constitute the A.C.Y.O.A. Central Council. Only one person from any Chapter may be elected to the A.C.Y.O.A. Central Council in any given year. The A.C.Y.O.A. Central Council term of office shall commence following the confirmation of the election by the Primate and Diocesan Council.

Section 2 - The first General Assembly shall elect for the first A.C.Y.O.A. Central Council three members serving a two-year term, and two members serving a one-year term. Thereafter, as terms of office expire, the vacancies shall be filled by members elected for two-year terms. No member shall hold office in excess of two consecutive terms.

Section 3 - While in office, an A.C.Y.O.A. Central Council member may not serve as Chairman of a Chapter Executive Committee.

Section 4 - In case of a vacancy in the A.C.Y.O.A. Central Council created by resignation or otherwise, the A.C.Y.O.A. Central Council shall invite the individual who received the next highest number of votes short of election at the last General Assembly to fill the vacancy. This member shall serve until the following General Assembly.

Section 5 - The Primate and the A.C.Y.O.A. Central Council shall determine the place and frequency of meetings. The Primate, or his Plenipotentiary Clergy Representative, shall preside over A.C.Y.O.A. Central Council Meetings.

Section 6 - The A.C.Y.O.A. Central Council shall define the responsibilities of its officers and committees.

Section 7 - The A.C.Y.O.A. Central Council shall keep a permanent record of its proceedings and those of the General Assembly. Within ninety days following each General Assembly, a copy of the record of the proceedings and minutes of the General Assembly shall be filed at the Office of the Diocese of the Armenian Church of America, and a copy shall also be sent to each Chapter for its files.

Section 8 - The A.C.Y.O.A. Central Council, with the approval of the Primate, shall prepare the agenda of the General Assembly and issue invitations to the delegates of the Chapters.

Section 9 - All amendments and proposals intended to be presented at the General Assembly by the membership shall be submitted in writing to the A.C.Y.O.A. Central Council not less than sixty days prior to the Assembly.

Section 10 - An agenda along with all amendments and proposals intended to be considered shall be sent by the A.C.Y.O.A. Central Council to the Chapters thirty days prior to the General Assembly.

Section 11 - All A.C.Y.O.A. Central Council members shall have a non-transferable right of voice and vote at the General Assembly.

Section 12 - It shall be the responsibility of the A.C.Y.O.A. Central Council: to convene each year the General Assembly; to advise the local Chapters; to send to members copies of all leaflets and periodicals which it published; to receive from each Chapter reports of Chapter and inter-Chapter functions and projects; and to direct, supervise and coordinate A.C.Y.O.A. activities.

Section 13 - The A.C.Y.O.A. Central Council shall be entitled to require at any time an accurate accounting of funds and activities from any Chapter.

Section 14 - On the basis of a report from a Chapter Executive Committee and/or President, the A.C.Y.O.A. Central Council may take steps deemed necessary and proper for the best interests of the A.C.Y.O.A.

Section 15 - Any member of the A.C.Y.O.A. Central Council failing to attend two consecutive meetings without justification may be excluded from the A.C.Y.O.A. Central Council if so decided by a unanimous vote of the other members of the Council and approval of the Primate.

Section 16 - The Primate and the Diocesan Council, in consultation with the A.C.Y.O.A. Central Council, may appoint an Executive Secretary when and if deemed necessary to work with the A.C.Y.O.A. Central Council under the direction of the Primate for the advancement and efficient functioning of the A.C.Y.O.A.

## ARTICLE 12 - NATIONAL FUNCTIONS

Section 1 - All National Functions shall be held under the name of the A.C.Y.O.A.

Section 2 - All National Functions must be submitted to the General Assembly for its approval.

Section 3 - Upon the approval of the General Assembly, a Guidelines Committee shall be formed to develop guidelines for each National Function. Said guidelines shall state all policies, rules, regulations, and requirements for the hosting of and attendance at that National Function and, upon the approval of the General Assembly, shall be subordinate to this Constitution.

Section 4 - Any Chapter wishing to host a National Function shall present a detailed outline of location and activities, including prices, which should be submitted to the A.C.Y.O.A. Central Council sixty days prior to the General Assembly.

## ARTICLE 13 - FUNDS

Section 1 - The fiscal year shall be from July first to June thirtieth.

Section 2 - All assets of the A.C.Y.O.A. shall be under the sole jurisdiction of the General Assembly to be used by the A.C.Y.O.A. Central Council for the general welfare of the A.C.Y.O.A. and for carrying out the responsibilities assigned to it by this Constitution.

Section 3 - The A.C.Y.O.A. Central Council shall have the power to make special appeals to members for funds for specific purposes if and when the need for such funds arises. If the appeal is to be made to the Armenian community at large, the consent of the Primate and the Diocesan Council must be obtained.

Section 4 - The Chapters shall spend the funds at their disposal for the welfare of the Chapter and for carrying out the responsibilities assigned to them by this Constitution.

Section 5 - Forty per cent of the annual net proceeds of each Chapter shall be contributed to the local Parish.

Section 6 - Half of the net proceeds from national functions and one quarter of the net proceeds from regional functions shall be sent to the A.C.Y.O.A. Central Council by the sponsoring Chapters.

Section 7 - Any deficit of the national budget shall be apportioned to the Chapters by dividing equally among all potential delegates of the General Assembly.

#### ARTICLE 14 - ELECTIONS

Section 1 - All elections shall be by secret ballot, and unless otherwise provided, shall be decided by majority vote of members assembled in a meeting.

Section 2 - Only Members who have paid their annual dues in full are eligible to vote at elections or become candidates for elective office.

Section 3 - Candidates for elective office must have been members of the A.C.Y.O.A. for not less than one year.

#### ARTICLE 15 - BY - LAWS

Section 1 - By-Laws and standing rules for a local Chapter may be prepared and amended at a Chapter Membership Meeting, provided they do no contradict this Constitution and are approved by the A.C.Y.O.A. Central Council.

Section 2 - The Diocesan By-Laws shall supersede and supplement this Constitution. Final adjudication of questions, policies, and procedures not resolved through the normal channels shall rest with the Primate and the Diocesan Council.

#### ARTICLE 16 - AMENDMENTS

Section 1 - This Constitution may be amended by a two-thirds vote of the General Assembly.

Section 2 - All amendments to the Constitution to be proposed at the General Assembly must reach the A.C.Y.O.A. Central Council sixty days prior to the date of the General Assembly.

Section 3 - Amendments to be submitted to the General Assembly shall be sent by the Central Council to the Chapters thirty days prior to the General Assembly at which the amendments are to be considered.

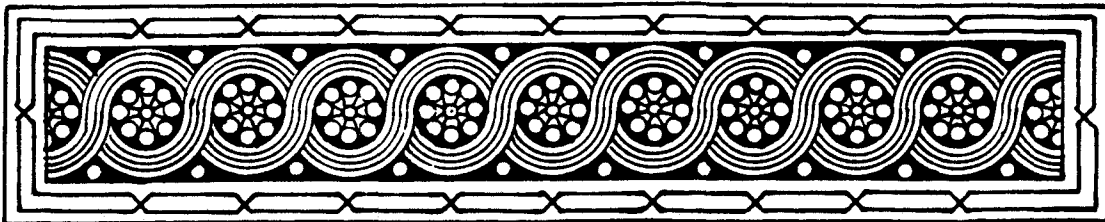
Section 4 - The amendments ratified by the General Assembly shall be submitted to the Primate and the Diocesan Council for approval. The A.C.Y.O.A. Central Council shall inform the Chapters of the status of the amendments.

## ARTICLE 17 - DISSOLUTION

Section 1 - In the event that the number of members of a Chapter falls below five at the end of the fiscal year and for a continuous period of three months thereafter, that Chapter shall be considered dissolved.

Section 2 - Upon the dissolution of any Chapter, the assets, records and all property thereof shall be turned over and shall belong to the Parish Council of the local Parish. If there is no Parish in the community of the dissolved Chapter, such assets, records, and properties shall be turned over and shall belong to the A.C.Y.O.A. Central Council.

Section 3 - The dissolution of the A.C.Y.O.A. may only occur at the General Assembly with a three-fourths vote in favor of dissolution of all potential delegates to the General Assembly. In case of dissolution, all assets, records, and properties are to be turned over to the Primate and Diocesan Council.





ARMENIAN CHURCH YOUTH ORGANIZATION OF AMERICA  
Diocese of the Armenian Church

Rules of Parliamentary Procedure

As amended and adopted by the 1980 ACYOA General Assembly

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1. The General Assembly in all its deliberations shall be ruled by a spirit of Christian charity and justice. The norms as outlined in these rules of procedure are to be regarded only as means to securing the fullest participation of all members of the General Assembly in an equitable and fruitful manner.
2. Disposition of all business of the General Assembly shall be in conformity with the Gospel of Jesus Christ. The goal of the Assembly shall be the strengthening of the Armenian Church Youth Organization of America in accordance with its objectives and policies.
3. Where there exists any conflict between these rules of procedure and the Constitution of the ACYOA, the Constitution shall prevail.
4. The order of business for the General Assembly shall be:
  - A. Invocation
  - B. Roll Call
  - C. Election of Assembly Officers
  - D. Adoption of Agenda
  - E. Adoption of Rules of Procedure
  - F. Minutes of Previous Assembly
  - G. Address of Diocesan Primate
  - H. Appointment of Assembly Committees
    1. Budget
    2. Proposals
    3. Constitutional Amendments
    4. Resolutions
    5. Courtesies
    6. National Events
    7. Other
  - I. Report of the Central Council
    1. Administrative
    2. Financial (Including the Report of the Auditing Committee)
    3. Unfinished Business
  - J. Reports of Committees
  - K. Elections  
(Results of elections not to be announced until after New



Business, unless further ballots are needed. If further ballots are needed, voting will take precedence over any other business.

1. Central Council
2. Nominating Committee
3. Auditing Committee

L. New Business

1. Proposals
2. Constitutional Amendments
3. Resolutions
4. Courtesies
5. National Events
6. Budget
7. Other

M. Selection of Next Assembly Site and Date

N. Announcements

O. Good and Welfare

P. Adjournment and Benediction

5. The General Assembly shall be divided into as many sessions as may be necessary. The number of sessions, their time and length are to be determined by the Central Council.
6. The General Assembly shall commence its proceedings only after an attendance of a majority of elected delegates has been ascertained. This quorum shall be determined by a roll call at the beginning of the first session. Once a quorum has been determined, no further determination shall be necessary. Subsequent sessions will start at the stated times. The Chairman of the Assembly, when recessing a session, will state the hour and place of the next session.
7. The President of the General Assembly shall be the Diocesan Primate or Locum-Tenens. The President of the General Assembly may delegate his duties for good reason to his vicar or other clergyman. His duties shall be to ensure proper observance of the provisions of these rules of procedure.
8. The Duties of the General Assembly Chairman shall be to conduct proceedings of the General Assembly in accordance with the provisions of these rules. The Chairman conducting proceedings may vote only in the case of a tie vote, except when elections are taking place by secret ballot. The Chairman conducting proceedings may not take part in discussions or display his preference in any way, except when he surrenders the Chair to the Vice Chairman. In such cases, he may resume the Chair only after the matter under consideration has been disposed.
9. The Secretaries shall record the proceedings of the Assembly. The record must be forwarded to the Central Council no later than two weeks after completion of the Assembly. The record of proceedings shall be published and forwarded to all delegates no later than two months after completion of the Assembly and presented to the next

Assembly for any necessary additions or corrections.

10. The Assembly, by a majority vote, may change its order of business or place other items on its agenda at the time provided by these rules of procedure. Matters not submitted or placed on its agenda may be considered by a three-fourths vote of the Assembly at any time.
11. The Assembly, by a majority vote, may change, add to or delete from these rules of procedure at the time provided.
12. Reports of the Central Council and all duly constituted standing committees shall be in writing and submitted to Assembly delegates no later than one month prior to the General Assembly. All reports submitted to the General Assembly are subject to its approval, recommendations or modifications.
13. The proceedings of the General Assembly shall be governed by the following principles:
  1. Only one subject may be considered at one time.
  2. Every delegate has rights equal to the rights of other delegates.
  3. The rule of the majority must prevail and the rights of the minority must be respected.
  4. Delegates should consider the welfare of all rather than their own personal inclinations.
14. Rules of Conduct during the Assembly shall be as follows:
  1. A member should raise his hand and speak only after being recognized by the Chair.
  2. All remarks should be directed to the Chair.
  3. Each delegate has the right to speak once before any member can speak twice.
  4. Proposer of the motion has the right to speak first and last on the motion.
  5. A delegate may not speak more than twice on the same motion.
  6. Individual remarks on the motion are limited to five minutes.
15. Only the following motions may be considered by the Assembly:
  - A. Main motion to introduce a proposal for Assembly's action.
    1. Second-debatable-amendable-majority-reconsiderable.
    2. Only one main motion may be under consideration at any one time
  - B. Subsidiary motions to change or affect the disposition of a main motion must be decided before main motion. Motions listed below are in order of precedence:
    1. Tabling -
      - a. Second-not debatable-not amendable-majority-not reconsiderable
      - b. Action on main motion is deferred until no later than the next Annual Assembly.

2. Closing Debate -
    - a. Second-not debatable-not amendable-two-thirds vote-not reconsiderable.
    - b. All debate stops at once for vote on main motion.
    - c. Motion to close debate on an amendment applies only to the amendment.
  3. Limiting Debate -
    - a. Second-not debatable-amendable-two-thirds vote -reconsiderable.
    - b. Sets definite length of time for discussion on motion.
  4. Postponing to Definite Time -
    - a. Second-debatable-amendable-majority-reconsiderable.
    - b. Postpones consideration of main motion to a definite time.
  5. Referring to Committees -
    - a. Second-debatable-amendable-majority-reconsiderable.
    - b. Allows consideration of question by a committee which may by appointed or elected to study and recommend or take action.
  6. Amending -
    - a. Second-debatable-amendable-majority-reconsiderable.
    - b. Allows for change in motion by insertion, addition, deletion and/or substitution.
    - c. Amendments may be amended. Secondary amendments must be disposed of before disposition of primary amendments. Amendments to amendments may not be amended.
    - d. Amendments may be hostile, but must be relevant.
  7. Postponing Indefinitely -
    - a. Second-debatable-not amendable-majority-reconsiderable.
    - b. If motion is postponed indefinitely, it may not be considered at the same Assembly, but may be entered as a new motion at the following Assembly.
- C. Incidental Motions - concern matters of procedure and must be settled at once:
1. Withdrawing a motion -
    - a. No second-not debatable-not amendable-Chair decides-affirmative action-not reconsiderable.
    - b. A motion made and seconded is the property of the Assembly and may be withdrawn only by whoever made the motion, provided there is general consent. If there is not general consent, request for withdrawal is left to the determination of the Chair.
  2. Objecting to Consideration of a Motion -
    - a. No second-not debatable-not amendable-two-thirds-not reconsiderable.
    - b. Person making objection need not be recognized but may stand up and interrupt speaker at any time before debate is well underway and state his motion.

3. Point of Order -
  - a. No second-not reconsiderable-not amendable-Chair decides-not reconsiderable.
  - b. A point of order may be made whenever there has been a breach of procedure or decorum.
4. Appealing Decision of the Chair -
  - a. Second-debatable-not amendable-majority-reconsiderable.
  - b. Such appeal is used when it is thought the Chair made a wrong decision; must be made immediately after such decision; may interrupt speaker and is settled by a majority vote.
5. Suspending Rules -
  - a. Second-not debatable-not amendable-two-thirds vote- not reconsiderable.
  - b. Suspension temporarily waives the rules of procedure.
  - c. Constitution of the ACYOA may not be suspended.
6. Dividing the Assembly -
  - a. No second-not debatable-not amendable-Chair decides-not reconsiderable.
  - b. May interrupt speaker in order to verify a vote just taken.
7. Point of Information -
  - a. No second-not debatable-not amendable-Chair decides-not reconsiderable.
  - b. A member may address the Chair at any time without permission to ascertain proper procedure.
- D. Privileged Motions - deal with matters to be immediately considered. Motions stated below are in order of precedence:
  1. Adjourning -
    - a. Second-not debatable-not amendable (unless time and place are mentioned) - majority-not reconsiderable.
    - b. Assembly is officially closed when so stated by the Chair.
  2. Recessing -
    - a. Second-not debatable-amendable-majority-not reconsiderable.
    - b. Provides for an intermission for specific time and reason.
  3. Question of Privilege -
    - a. No second-not debatable-not amendable-Chair decides-not reconsiderable.
    - b. Relates to reputation or rights of a member, Assembly's comfort, conduct, or any disturbance which may affect Assembly.
- E. Unclassified Motions - same rank as the main motion to which they apply:
  1. Taking from the Table -
    - a. Second-not debatable-not amendable-majority-not reconsiderable.
    - b. Takes up for consideration a motion that has been placed on the table.
    - c. Motion may be used after other business has intervened prior motion of tabling, but no later than next Annual Assembly.

2. Reconsideration -
  - a. Second-debatable-not amendable-majority-not reconsiderable.
  - b. Motion may be made only by one who voted on prevailing side on the disposition of the related motion.

F. Miscellaneous Considerations:

1. Expunging from Record -
    - a. Second-debatable-amendable-majority-not reconsiderable.
    - b. A line is drawn through the record and notation made to explain action.
    - c. Record must not be destroyed.
  2. The General Assembly has the right to call to account its members for objectionable conduct. Personal reflections are not to be permitted during debate. The Chair shall prevent any speaker from deviating from the subject on hand and shall call any member to order if he acts, in any respect in a disorderly manner.
  3. "Majority" means one more than half of the members present and voting. Two-thirds means two-thirds of the members present and voting. In both cases, abstentions may be recorded without effecting determination of vote.
  4. If there are no objections to minutes or committee reports, the Chair may state their acceptance by the Assembly.
  5. A roll call secret ballot vote on proposals shall be taken on the demand of at least five delegates.
16. The General Assembly shall form from its membership the following committees: Nominating, Proposals, Constitution, Resolutions and Courtesies, Budget, National Events. These committees shall have at least one clergyman as a member. The Central Council shall appoint one person to each committee from its own Council membership.
17. The Nominating Committee shall submit nominees to be elected by the General Assembly except as otherwise provided in the Constitution.
1. For the Central Council Auditing Committee, the General Assembly, the Committee shall submit twice the number of nominees as there are vacancies to fill.
  2. An unlimited number of nominations may be made from floor immediately following the presentation of the Nominating Committee.
  3. All voting shall be performed by roll call and secret ballot, except when the number of nominees equal the number of positions to be filled, in which case the General Assembly Chairman may for election by acclamation.

4. In elections where majority vote is necessary for election and when a majority vote is not obtained, the individual with the lowest vote will be dropped and another vote taken. This procedure will be followed until a majority vote is obtained.
5. The General Assembly Chairman shall appoint as many tellers as are necessary, who are not members of the Nominating Committee or nominees, to distribute, collect and count ballots.
18. The Proposals Committee shall consider all proposals requiring subsequent action that are submitted to the Assembly and present their recommendations for disposition to the Assembly. Recommendations of the Proposals Committee become the property of the Assembly which may accept, reject or alter them.
  1. The Proposals Committee shall submit its recommendations in writing.
  - b. The Proposals Committee may refuse to consider any question that it regards as frivolous, contrary to the Constitution, or not understandable.
  - c. No proposal may be submitted on the floor of the General Assembly, but should be referred to the Proposals Committee, if feasible and at the discretion of the Chair.
19. The Constitution Committee shall consider all amendments to the ACYOA Constitution and follow the same procedure as the Proposals Committee.
20. The Resolutions and Courtesies Committee shall consider resolutions that express the mind of the General Assembly, but do not involve any further action, and courtesies expressing the appreciations of the General Assembly for services rendered and submit their written recommendations to the Assembly.
21. The Budget Committee shall consider the budget proposed by the Central Council as well as any action taken by the General Assembly and make written recommendations to the General Assembly.
22. All requests for the site of the next General Assembly shall be submitted no later than 60 days before the Annual Assembly to the Central Council, which shall examine the possibility of each site. The Council shall submit to the Assembly a list of appropriate sites for the next Assembly. The Assembly shall select its next site from the list submitted by the Central Council.
23. There shall be no absentee voting. Voting shall be accomplished on an individual basis, however each chapter shall report its total affirmative and negative votes at the same time.
24. Only those delegates present during the discussion of an amendment, proposal, and/or resolution, shall be allowed to vote on the item.
25. A roll call shall be taken on the demand of one member when seconded by at least five members.
26. Past Central Council members may have voice, but no vote during the Assembly proceedings.



## ACYOA NATIONAL SPORTS WEEKEND

### \* RULES & REGULATIONS \*

1982

#### ARTICLE 1 AIMS AND GOALS

Section One - Realizing that through athletic competition and conditioning the valuable attributes of physical coordination and moral intellectual maturity can be developed, the objective of the SPORTS WEEKEND of the Armenian Church Youth Organization of America (ACYOA) shall be to encourage athletic participation among ACYOA members on a national level.

Section Two - To make available various cultural, religious, and historical events during the weekend so that ACYOA members and citizens of the hosting community may become better aware of the Armenian Heritage.

#### ARTICLE 2 POLICIES

Section One - Chapters are allowed to combine for Sports Weekend competition upon the approval of the Primate and ACYOA Central Council, provided no one chapter has a membership of 50 or more. The total number of this combination of Chapters shall not exceed 60 members. Requests must be made in writing no later than 90 days prior to the opening of the Sports Weekend.

Section Two - Chapters wishing to combine for sporting events must combine for all events.

Section Three - Members-at-Large who wish to participate will be combined by ACYOA Central Council. Members-at-Large must submit their intent to participate in writing to ACYOA Central Council 90 days prior to the Sports Weekend.

Section Four - Provisions for Sunday Soorp Badarak (Divine Liturgy) must always be made. No other events may be scheduled during Sunday Soorp Badarak.

#### ARTICLE 3 REGULATIONS

Section One - All athletic participants must be dues paid members or Members-at-Large of the ACYOA, and must be recognized by the ACYOA Central Council through written membership application 45 days prior to the Sports Weekend. Associate members are not eligible to participate in sporting events.



Section Two - All athletic participants must be registered with the Official National Sports Weekend Registration Committee, and thereby be registered on the Sports Weekend meal-hotel Package Plan or the meal Package Plan.

Section Three - Each chapter shall submit its intent to participate in athletic events to the National Sports Weekend Athletic Committee no later than 30 days prior to the Sports Weekend. Accompanying this registration will be an entry fee per team event and per individual event, dependent upon each chapters cost with the approval of ACYOA Central Council.

Section Four - All team and individual rosters must be submitted to the National Sports Weekend Athletic Committee 30 days prior to Sports Weekend.

Section Five - The host chapter shall send to all chapters a schedule of sporting events' times and dates no later than 15 days prior to Sports Weekend.

Section Six - At least four registered chapters are necessary for an event to be included in the National Sports Weekend Athletic Events.

Section Seven - Each athletic event shall have its own Coordinator. The Coordinator's workers shall be responsible for the efficient coordination and operation of the athletic event. The Coordinator shall set up schedules and give reports to the National Sports Weekend Athletic Directors.

Section Eight - Officials, judges, and marshalls for all events shall be professionals and people of equal experience. (Officials should be licensed, confirmed, etc.)

Section Nine - Illegal players constitute forfeiture.

Section Ten - All team and individual eliminations in athletic events shall be single elimination. Consolation games (and brackets) may be set up if time allows. No points will be awarded for consolation games. If there are an off number of teams entered in a particular event, one team will receive a by via a random drawing.

Section Eleven - It is the team and individual's responsibility to report to their scheduled game or event ON TIME. A ten minute grace period shall be used in all games concerning a waiting time, afterwhich the delinquent team or individual shall forfeit. This shall be enforced and upon confirmation by the Athletic Directors, all forfeitures become final.

Section Twelve - Individuals are responsible for reporting time conflicts to the respective event Coordinator, for possible consideration and rescheduling. Consideration of time conflicts and rescheduling shall be left to the scrutiny of the Athletic Directors.

Section Thirteen - Each chapter shall provide and make known to the Athletic Directors the name of an individual who will work on a Sports Weekend Athletic Council chaired by the National Sports Weekend Athletic Directors during the Sports Weekend. Said individuals will act as a representative from their respective chapters at regularly scheduled meetings whose work will be to facilitate athletic events and to further vital communications during the Sports Weekend.

Section Thirteen :B: - A lottery system shall determine pairings in team sports. The National Sports Weekend Athletic Director shall draw lots in the presence of a majority of Nat. Sports Weekend Athletic Council members and a member of the ACYOA Central Council.

Section Fourteen - A list of winners, winning times, and record times shall be recorded and kept as a permanent part of the National Sports Weekend records.

## ARTICLE 4 ATHLETIC EVENTS

Section One - The following is a list of Athletic Events which will be offered at the ACYOA National Sports Weekend. This list may be expanded or limited in accordance with Article 3, Section Six.

<u>ATHLETIC EVENTS</u>	<u>CHAPTER REPRESENTATION IN EACH EVENT</u>
1. Aquatics:	
a. 2 team events -----	4 [per team]
b. 3 individual events -----	3
2. Badminton -----	2
3. Basketball:	
a. Men's Division -----	12
b. Women's Division -----	12
4. Table Tennis:	
a. Singles:	
1) Men -----	2
2) Women -----	2
b. Doubles -----	1 [set]
5. Tennis:	
a. Singles:	
1) Men -----	2
2) Women -----	2
b. Doubles -----	1 [set]
6. Golf -----	2
7. Track & Field:	
a. One team event -----	4
b. 3 individual events -----	3
8. Chess -----	2
9. Tavloo -----	2
10. Volleyball -----	12 [co-ed]

Section Two - A second division in any sport or event may be scheduled, provided there is ample time and interest. Four or more chapters can field a team.

Section Three - There will be an overall award for the chapter accumulating the most points during the sports competitions.

Section Four - There will be an award given to the chapter exhibiting the best sportsmanlike attitude and conduct.

## ARTICLE 5 BREAKDOWN OF ATHLETIC EVENTS

Section One - The number of events shall be chosen according to Chapter response.

Section Two - AQUATICS:

1. Mens and womens free-style.
2. Mens and womens back-stroke.
3. Mens and womens breast-stroke.
4. Mens free-style relay (4 persons).
5. Womens free-style relay (4 persons).

Section Three - TRACK:

1. 50 yard dash.
2. 100 yard dash.
3. 220 yard dash.
4. 440 yard dash.
5. 880 yard relay (4 persons).
6. Mile relay (4 persons).
7. Mile run (individual)

FIELD:

1. Mens softball throw.
2. Womens softball throw.
3. Shot put.
4. Long jump.

Section Four - BADMINTON:

1. Standard Rules.

Section Five - BASKETBALL [mens & womens]

1. All teams shall consist of at least 5 players and not more than 12.
2. All games shall be governed by college rules.
3. All preliminary and championship games shall consist of two halves, stop time, with the length of time determined upon final scheduling.
4. Two individual technical fouls upon the same player shall disqualify that player from the remainder of that game, and suspension from the following game.

Section Six - TENNIS AND TABLE TENNIS:

1. Standard rules.

Section Seven - GOLF:

1. U.S.G.A. rules.

Section Eight - VOLLEYBALL: [co-ed]

1. Co-ed Volleyball shall be determined by each team having at least two women and at least two men as participating players on the court during the entire game.
2. All teams shall consist of at least 6 players and no more than 12.
3. Standard rules.

Section Nine - CHESS:\*

1. Standard rules.
2. Upon final scheduling, if a time limit must be imposed, the winner shall be determined according to the standard point system.

Section Ten - TAVLOO:\*

1. Standard rules.

\* (NOTE: If time limitations are involved, Chess and Tavloo competitions may begin on Friday evening.)

ARTICLE 6 POINT SYSTEM

<u>EVENTS</u>	<u>POINT VALUE PER CHAPTER ENTERED</u>
1. Aquatics: a. Team events -----	2
b. Individual events -----	1
2. Badminton -----	1
3. Basketball: a. Men's Division -----	4
b. Women's Division -----	4
4. Table Tennis: a. Singles:	
1) Men -----	1
2) Women -----	1
b. Doubles -----	2
5. Tennis: a. Singles:	
1) Men -----	1
2) Women -----	1
b. Doubles -----	2
6. Golf -----	1
7. Track & Field: a. Team events -----	2
b. Individual events -----	1
8. Chess -----	1
9. Tavloo -----	1
10. Volleyball -----	4

NOTE REGARDING THE POINTS SYSTEM:

The value of each event is determined by the number of participating chapters in the event. For example:

Men's Basketball = 4 points - per chapter entered/competing.

5 chapters entered = 20 total points ( $4 \times 5 = 20$ ) awarded to the championship team (first place), 10 points awarded to second place, and 5 points awarded to third place.

First Place = 100 % of the total points for the event  
 Second Place = 50 % of the total points for the event  
 Third Place = 25 % of the total points for the event

This shall apply to all athletic events. Chapters fielding a designated "second" team receive no points.

ARTICLE 7 FAREWELL EVENTS

Section One - Informal sports competitions shall be held at the Sports Weekend FAREWELL PICNIC. These events shall be purely for fun and fellowship on the final day of Sports Weekend...

Section Two - Some suggested events:

1. Tug of War
2. Horse shoe pitch
3. Arm wrestling
4. Three-legged race
5. Frisbee throw
6. etc.

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## Archbishop Torkom Manoogian BASKETBALL TOURNAMENT RULES & REGULATIONS

1982

In 1971, His Eminence, Archbishop Torkom Manoogian, Primate of the Diocese of the Armenian Church of America, initiated for the youth of the Diocese the "ARCHBISHOP TORKOM MANOOGIAN BASKETBALL AWARD".

Since then, this Award has grown to include both men's and women's divisions, and includes an annual tournament. The Central Council of the Armenian Church Youth Organization of America (ACYOA) has incorporated this coveted Award into its Awards Program, and coordinates the Tournament and challenges.

The following Rules and Regulations govern the administration of the Award. It should be kept in mind that the primary purpose of the Award and related games, is for the perpetuation of Armenian good will, fellowship, and sportsmanship among the youth of the Armenian Church parishes of the Diocese.

### PART ONE - ELIGIBILITY

Section 1 - All parishes of the Diocese of the Armenian Church of America (Eastern) are eligible to participate in tournaments and challenge the trophy holder to games.

Section 2 - Teams that represent the parishes must be made up of members of the particular parish, unless special permission is granted by the ACYOA Central Council.

### PART TWO - TOURNAMENTS

Section 1 - At least one tournament per year shall be held under the direction of the ACYOA Central Council. Chapters may bid for the privilege of hosting the tournament. Sites and dates will be approved by the Primate and ACYOA Central Council.

Section 2 - Every other year, the Tournament shall be held in the New York City area, with a primary focus on the facilities of St. Vartan Armenian Cathedral and Diocesan Center for the other than athletic events.

Section 3 - All tournaments shall include both men's and women's divisions.

Section 4 - ACYOA Chapters and parishes which host tournaments will be under the direction of the ACYOA Central Council. All net proceeds from the tournament and related activities (dances, dinners, ad-booklets, etc....) shall be divided with the host and the National Treasury of the ACYOA. ( See ACYOA Constitution, Article 13, Section 6.)

Section 5 - All fees and costs for tournaments will be determined by the host, and approved by the ACYOA Central Council.

Section 6 - Announcements and invitations shall be sent to all parishes of the Diocese of the Armenian Church of America (Eastern) at least 8 weeks prior to the opening of the tournament. Information on costs, fees, accommodations and itinerary must be sent to each parish and organized ACYOA Chapter.

Section 7 - Team rosters shall be submitted prior to tournament play, and carry the approval and signature of the pastor of the parish (or the parish council chairman where there is no pastor assigned). There is no age restriction. Rosters must be limited to 12 active players.

Section 8 - All preliminary and championship games shall consist of two halves, stop time, with the length of time determined upon final scheduling. The number of teams and time allowance will be taken into consideration.

Section 9 - Two individual technical fouls shall constitute that individual's disqualification from that game, and suspension from the following game.

Section 10 - An All-Star team made up of an outstanding player from each team shall be selected and awarded with appropriate trophies.

Section 11 - A Most Valuable Player in both the men's and women's divisions shall be selected and awarded with appropriate trophies.

Section 12 - The Archbishop Torkom Manoogian Basketball Trophies in both the men's and women's divisions shall be presented to the championship teams.

Section 13 - It is the responsibility of the Championship Trophy holders to keep the Trophies in good shape, and bring them to the annual Tournaments.

Section 14 - A list of participating parishes, Champions, All-Stars, and Most Valuable Players shall be kept as part of a permanent record of the Tournaments.

### PART THREE - CHALLENGES

Section 1 - Any parish of the Diocese of the Armenian Church that wishes to challenge the current Trophy holder may do so by notifying the ACYOA Central Council and Trophy holder in writing.

Section 2 - Challenges will be administered on a first come, first served basis.

Section 3 - Trophy holders must accept challenges as soon as arrangements can be made.

### PART FOUR - GENERAL

Section 1 - Ineligible players constitute forfeiture.

Section 2 - All games, Tournaments and Challenges, shall be governed by College Rules.

Section 3 - All officials, judges and others involved with the actual games shall be professionals or people with equal experience and qualifications.

## ARMENIAN MARTYR'S DAY COMMEMORATION

The commemoration of Armenian Martyr's Day by the ACYOA is a sign that the youth of the Armenian Church in America is aware of the historical events that occurred during the turn of the century in the homeland of the Armenians. Our commemorations are illustrations of our sensitivity and concern.

The ACYOA Martyr's Day Commemoration Program is designed to enable each chapter individually, according to size, opportunity, facility, creativity and need, to participate and demonstrate their feelings for the soul of the martyrs who are now asleep in Christ. The various programs listed below allow the local chapter to express themselves and fulfill their needs as a group. Through Church Services, communal meals, community service activities and educational programs, ACYOA members can participate in worship and devotional customs, community charitable experiences, as well as learn about the events that were to shape the history of the Armenians for the next 100 years.

All ACYOA Chapters should choose at least one of the following suggestions to commemorate Armenian Martyr's Day this year. The chosen program should take place on or close to April 24th, and be in conjunction with, or separate of, scheduled parish commemorative activities.

(Following the event, a one page analysis and comment should be forwarded to the ACYOA Central Council describing the chosen event and how well it was presented and received. This will assist in future programs. News releases should also accompany the commentary and be sent to the Executive Secretary.)

### 1. Church Services:

Members of the Chapter may, with the permission and direction of the pastor, design worship services and devotions. The service may include part or all of the Service for the Repose of Souls (Hokehankist), as well as selected Biblical passages, meditative music, etc. Praying for the souls of the departed is a custom of the Armenian Church, and certainly appropriate here.

The atmosphere of the Church is an important dimension that should not be overlooked. Candle-light is preferred, along with quiet, meditative music. Participation of ACYOA members should be encouraged. The Service may be done for just the Chapter membership, or opened to the entire community.

### 2. Meditation Hour:

Choose a period of the day when people may come to the Church and spend time in silent meditation. Music and appropriate readings may accompany. The ring-



ing of bells (on the hour, or at a designated time) may also be incorporated to add yet another dimension. Refreshments and fellowship hour should be provided following the meditation.

### 3. Blood Drive:

Suggested for chapters located in metropolitan areas. The donation of blood is a fine demonstration of placing the value of human life on a high level. Contact the local Red Cross Chapter in your area to receive information and literature for sponsoring a Blood Drive, (or for the entire Chapter to donate blood at a local center). Plan at least one month in advance and organize a large publicity campaign to inform the public, as well as the parish.

### 4. Road Race / Bike-a-thon:

Members of the Chapter solicit sponsors to pledge varying amounts of money for each mile that is run/walked/biked/etc... Proceeds may be placed toward the Memorial for the Armenian Martyrs at the Diocesan Cathedral of St. Vartan, the purchasing of books and materials on Armenological subjects for local libraries (on the Armenian Genocide or any related Armenian subject), as well as for Armenian Church funds for the needy.

### 5. Memorial Meal (Hokejash):

As is the custom of the Armenians, memorial meals take place for the departed souls. The Chapter may organize such a meal, including Armenian foods, for participation by the entire parish. A speaker may be invited, as well as a Church Service before or after the meal.

### 6. Educational Program:

The Chapter may organize an educational program for the entire parish community dealing with the subject of the Armenian Genocide. Formats can range from lectures, panel discussions, debates, slide presentations, films, dramatic presentations, etc... This type of program should be open to the public and locally publicized.

Invited guests may participate, or the members themselves may do the research necessary and make up the panel participants, debate teams, discussion leaders, etc... Films and audio-visual presentations may be rented and shown, followed by discussion and refreshments.

### 7. Art Exhibit / Concert:

Depending upon local, an exhibit of Armenian Artists and Art may be organized for the parish, including a display dealing with the Armenian Genocide. Local publicity involving the purpose and occasion of the exhibit will help in educating the Armenian and non-Armenian public about the commemorative event. Likewise, a commemorative concert with appropriate Armenian sacred and liturgical music may also be organized and presented to the community.

# ACYOA

Awards  
Programs

## THE ARCHBISHOP'S ESSAY CONTEST

An annual contest sponsored by the Armenian Church Youth Organization of America allowing Armenian youths with literary inclinations to participate for citations and awards.

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### Rules and Procedures:

1. **Eligibility** - Open to all Armenians ages 18 through 30.
  2. **Dates** - The Contest shall run from January 1st through May 30th. All entries must be post-marked on or before May 30th. All entries will be notified by July 15th of the results.
  3. **Language** - The Contest shall have two categories: 1) Armenian Language. 2) English Language.
  4. **Themes and limitations** - All entries must choose and focus on an Armenian theme. Length should be at least 500 words, and no longer than 1000 words.
  5. **Judging** - All entries shall be judged according to literary style and writing ability. Chosen themes and perspectives will have minimum significance in selection of winners. A panel of judges shall review all official entries and select a winner for each category, as well as first and second runners-up.
  6. **Documentation** - Any and all quotations and references must be documented from original sources. Any plagiarism will constitute disqualification.
  7. **Awards** - A total of six (6) awards and citations will be offered. First place in each category and first and second runners-up in each category. The Awards will be presented during the Awards Banquet at the ACYOA National Sports Weekend.
  8. **Publication** - The winners in each category shall be published in the ACYOA quarterly publication *Keghard*. All entries become the property of the Contest and cannot be returned.
  9. **Specifications** - All essays must be typed, double-spaced, and include the writer's name, address, telephone number, birth-date and home parish.
  10. **To enter** - All entries should be mailed to the address provided below. [NOTE: the May 30th deadline will be strictly adhered to.]
- .....

To enter or receive more information,  
write or call:

JAMES MAGARIAN  
Executive Secretary-ACYOA  
180 Olde Westford Road - P.O.B. 79  
Chelmsford, MA 01824  
[617-256-7234]

## ACYOA CHAPTER "A" AWARD

### **GUIDELINE FOR CHAPTER SELECTION**

*The ACYOA Chapter "A" Award is annually presented to the ACYOA Chapter that best fulfills the requirements and standards set forth by the Organization. The Award consists of a Trophy and Certificate which are presented during the Awards Banquet of the ACYOA National Sports Weekend. Honorable Mention is given to the second place chapter.*

#### I. CHAPTER OBLIGATIONS & REQUIREMENTS:

1. General Armenian Youth Listing.
2. Chapter Membership List (dues paid).
3. Executive Committee List w/Delegates.
4. Administrative Forms: [rec'd on time]
  - a) Chapter Monthly Fact Sheets
  - b) Membership Renewal Form
  - c) Chapter Annual Report
5. Membership Dues.
6. ACYOA Sam Nersesian Award Nomination.
7. Support and involvement in parish.
8. Guidance, support, cooperation with local ACYOA Junior Division Chapter.
9. Financial obligations met with ACYOA Central Council - including reports.
10. Sponsorship of religious & cultural programs [one or more].
11. Sponsorship of ACYOA Day Celebrations.
12. Participation/representation at Annual ACYOA General Assembly.  
  
[If held, participation in.....]
13. Regional Anniversary Ball & Booklet.
14. Regional Conference.
15. Regional Retreat.
16. Leadership Seminar.
17. National Sports Weekend.

#### II. PREFERRED PROGRAMS & INVOLVEMENTS:

1. ACYOA Parish Mission Programs.
2. ACYOA Armenian Studies Programs.
3. ACYOA Camp Program.
4. Archbishop's Essay Contest.
5. Contributions to Keghard.
6. Martyr's Day Commemoration.
7. Parish Involvements:
  - a) Altar Servers
  - b) Choir Members
  - c) Armenian School Teachers
  - d) Church School Teachers
  - e) Parish Council Members
  - f) Dues Paid Parish Members
  - g) Church office assistants
8. Chapter Newsletter.
9. Planned Membership Drives.
10. Sponsorship of Educational Programs for parish/community.
11. Financial contributions to parish.
12. Host of ACYOA national or regional event.

#### III. GENERAL:

ACYOA Central Council Regional Representatives shall nominate chapters in their respective Regions that best fulfill the above.

During the July [or summer] meeting of the ACYOA Central Council, the Chapter Annual Reports shall be reviewed, nominations accepted, and selection of Chapters made. A majority vote of the Council Members present shall decide the Chapter "A" Award and Honorable Mention winners.

## THE SAM NERSESSIAN AWARD

### GUIDELINE FOR SELECTION OF RECIPIENTS

Initiated as a result of the 1979 ACYOA General Assembly, the "Sam Nersesian Award" is named after Sam Nersesian of the St. Louis ACYOA Chapter of Holy Shoghagat Armenian Church following his tragic death in May of 1979. The Award is annually presented to an ACYOA member who demonstrates Christian virtues of love, humility, patience and understanding.

1. Nomination forms shall be sent in the Spring of each year to all parishes and ACYOA Chapters of the Diocese of the Armenian Church.
2. Nominations shall be made by the parish priest (or parish council chairman in parishes without a permanent priest) and/or ACYOA Chapter Executive Committee from the given parish of the nominee.
3. Nominations shall be received by the ACYOA Central Council by the prescribed deadline - June 1st. Those received after the deadline shall not be considered.
4. The ACYOA Central Council shall review all eligible nominations and base the selection on the following:
  - a) Keeping in mind the Christian virtues of love, patience, understanding and humility, the nomination form and its information should be carefully reviewed.
  - b) Selection is not based on intelligence, physical appearances or popularity.
  - c) The nominee should reflect Christ in actions and words.
  - d) The nominee should mend controversy, have a peaceful and conciliatory effect on others, and understand the needs of others.
  - e) The nominee should serve the Church in as many of the following as possible:

altar server  
choir singer  
Church School teacher/assistant  
Armenian School teacher/assistant  
parish council member  
Community Organization/Service

ACYOA member (dues paid)  
parish member (dues paid)  
ACYOA Junior advisor  
Church office assistant  
ACYOA Chapter officer

f) The nominee should participate in some of the following:

ACYOA Armenian Studies Programs  
St. Nersess Summer Studies Programs

ACYOA Regional Retreats  
ACYOA Camp Program

5. The ACYOA Central Council shall select from the eligible nominees during the July ACYOA Central Council meeting (or the meeting preceeding the ACYOA National Sports Weekend).
6. Presentation of the Sam Nersesian Award and certificate shall take place during the Awards Banquet of the ACYOA National Sports Weekend. The ACYOA Central Council Chairman shall make the official announcement and read the prescribed certificate. The Primate shall make the formal presentation to the recipient.

# ACYOA

Scholarship  
Programs

Armenian Church Youth Organization of America  
Diocese of the Armenian Church

## THE SAM NERSESSIAN SCHOLARSHIP

### GUIDELINE FOR SELECTION OF RECIPIENTS

Initiated as a result of the 1979 ACYOA General Assembly, the "Sam Nersesian Scholarship" is named after Sam Nersesian of the St. Louis ACYOA Chapter of Holy Shoghagat Armenian Church following his tragic death in May of 1979. The Scholarship is annually given to a worthy and deserving applicant to attend the Saint Nersess Summer Studies Conferences sponsored by the Diocese of the Armenian Church of America.

1. Application forms shall be sent in the Spring of each year to all parishes and ACYOA Chapters of the Diocese of the Armenian Church, as well as made available to those who request.
2. Any person eligible to attend and participate in the St. Nersess Summer Studies Programs may apply by completing the official application form and forwarding it to the ACYOA Central Council by the prescribed deadline - June 1st.
3. Applications shall be received by the ACYOA Central Council by the prescribed deadline - June 1st. Those received after the deadline shall not be considered.
4. Keeping in mind the criteria of the Sam Nersesian Award, the ACYOA Central Council shall review all eligible applications and base the selection on the information provided by the applicant on the application form.
5. Confirmation of the applicant's desire to attend one of the St. Nersess Summer Studies Programs shall be made with the Program Director.
6. The Scholarship shall be the equivalent of the total tuition to attend the St. Nersess Summer Studies Program, with preference given to those attending the Deacon's Training and Liturgical Music Program in particular.
7. Upon confirmation from the Program Director, the scholarship shall be sent directly to the recipient.

