

# ACYOA

Central  
Council

Armenian Church Youth Organization of America

Diocese of the Armenian Church

630 Second Ave., N.Y.C., N.Y. 10016 (212-686-0710)

## ACYOA CENTRAL COUNCIL OPERATIONS AND PROCEDURES

[revised - September 1983]

-----

### INTRODUCTION

The Central Council is the elected national body of the Armenian Church Youth Organization of America, Diocese of the Armenian Church of America. The Council meets at least four times a year with the Primate and Executive Secretary to the ACYOA from the Diocese at designated locations, usually the Diocesan Center in New York City.

The major purpose of the Council is the execution of the programs and administrative aspects of the national organization, as well as maintain the national treasury of the ACYOA.

The Primate, or his representative, shall preside over all Council meetings.

All Council members are expected to attend all Council meetings, and act and dress appropriately. Reports on visitations, conferences, assignments and programs are exchanged during meetings. In addition, the office of each Council member is expected to be maintained in a proper manner. Council members must be serious and diligent in the tasks of their office and assignments.

The ability to learn, ask questions, execute responsibilities and follow through with communication to respective parishes and chapters are all part of the Council member's duty. If all Council members approach their responsibility with a serious concern for the Church and the young adult programs thereof, the feelings of accomplishment and satisfaction will naturally come.

### 1. OFFICES OF THE ACYOA CENTRAL COUNCIL

#### THE CHAIRMAN:

[1] Prepare agenda and convene all Council meetings. Agenda should be prepared in consultation with the Executive Secretary. Announcement of meeting should be sent along with agenda at least 14 days in advance, with copies sent to Primate, Executive Secretary and others as designated.

[2] Understand and implement parliamentary procedures during meetings, and ensure that pertinent discussion is handled properly. Meetings should begin at their desig-

nated time and without unnecessary tangent discussion that might leave important business left unfinished.

[3] Represent the Council and the National Organization at the Diocesan level, as well as in non-Armenian Church circles. The Council Chairman is not the Chairman of the Organization, but of the Council.

[4] Follow up on all activity and responsibilities of the Council as a whole. It is the responsibility of the Chairman to receive reports from other Council members pertaining to their assignments and offices.

[5] Maintain communication with the Executive Secretary and inform same of ongoing Council activity and progress on programs.

[6] Delegate responsibility to those persons, non-council members as well, who can carry out the designated task.

[7] Maintain correspondence on the national level with the cooperation of the Corresponding Secretary. The Executive Secretary should be apprised of all correspondence, and asked for advice and assistance when necessary. Proper files for reports, correspondence, etc. should be maintained. These are turned over to the Executive Secretary at end of term of office.

#### THE VICE CHAIRMAN:

[1] Work in cooperation with the Chairman being apprised of all Council activity and programs. Must be able to take over for the Chairman at any given time.

[2] Handle assigned duties and responsibilities, maintaining files and records. These records are turned over to the Executive Secretary at the end of the year.

#### THE TREASURER:

[1] Maintain the national treasury of the ACYOA, including accurate accounting of all financial aspects of the ACYOA Central Council and related activity.

[2] Prepare monthly reports for the Diocese via the Executive Secretary.

[3] Immediately pay bills as directed. Follow the timetable as stated in the Operations and Procedures.

[4] Keep the Executive Secretary and Council Chairman informed of the financial situation, especially as pertains to budgetary items as the year progresses.

[5] Maintain the dues paid membership list of the ACYOA. Work with each Council member, according to regional assignments, as regards membership dues concerns. Assist in maintaining listings - proper names, addresses, etc.

[6] Use prepared forms - such as the Membership application and Membership renewal - in maintaining files. All Chapters should be encouraged to use the prepared forms to assist in uniformity. Maintain files for bank statements in a neat and orderly fashion. Turn over files at end of term of office.

#### THE RECORDING SECRETARY:

[1] Record the proceedings of all ACYOA Central Council meetings according to a standardized, simple format. This record should be accurate, only including the essential items and pertinent discussion.

[2] Within two (2) weeks of the Council meeting, copies of the Minutes should be sent to the Primate, Executive Secretary, and to all Council members. Revised minutes should be so noted, and turned over to the Executive Secretary for inclusion with the permanent files.

[3] Affix signature to important documents as needed.

#### THE CORRESPONDING SECRETARY:

[1] Handle all correspondence of the Council as directed.

[2] Use proper wording, proper forms of address and protocol. The Executive Secretary should be informed of all correspondence, and asked to assist with proper procedures. Copies of all correspondence should be sent to the Executive Secretary as well.

[3] Maintain files, turning over to the Executive Secretary those items for the permanent files.

## 2. ASSIGNMENTS

All Council members will be given assignments beyond their offices.

#### THE REGIONS:

Council members will be assigned regions of the Diocese to which they are responsible for ACYOA activity and programs therein. Council members should maintain close relations and communications with parishes and chapters of their

assigned regions, developing a strong and efficient network of communications.

The Regions are: New England, Mid-Atlantic, Midwest-North, Midwest-South. These regions incorporate all the parishes of the Diocese. (NOTE: The Council maintains contact and informs on programs to all parishes, regardless of whether an ACYOA Chapter is currently active there.)

The Council Chairman will oversee the regional assignments, while having one or two parishes assigned to him/her.

All parishes are to be visited by the Council members of the respective regions. These visitations should coincide with chapter meetings and activities. The various programs and administrative concerns should be reviewed and explained. Letters should be sent to the Pastor and Parish Council Chairman, indicating the date and time of the visitation. Those parishes without active chapters must also be visited. Coordinating such a gathering of youth should be done with the Pastor/Parish Council Chairman.

The Executive Secretary should be consulted prior to visitation arrangements so that the Council member may be aware of local situations and key people to be in touch with in the parish. Where possible, Council members should accompany the Executive Secretary during visitations on the Diocesan level.

Each Council member is responsible for informing chapters within the region of deadlines as well as announcing upcoming programs and activities.

Regional Conferences should be convened two or three times per year to initiate regional activities and interchapter activity. In addition, regional programs may be coordinated within such conferences, but certainly not restricted to them.

Parish Visitation Reports are to be filed with the Executive Secretary, and may be shared with other Council members. The Reports assist the Executive Secretary in keeping apprised of parish/chapter activity, as well as compared to the observations made by the Executive Secretary during Diocesan visitations.

Council members should use the "Chapter Reminder Sheets" as well as the Handbook as references on questions to ask and reminders to make during visitations. It is important that the Council take on the position of a "resource" for parishes and chapters to use when experiencing problems or needing information on proper ACYOA procedures or programs.

#### THE PROGRAMS:

Council members will be assigned programs to coordinate and execute. These programs will include both national participatory (i.e. Leadership Seminar) and administrative (i.e. Nat. Youth Listing). In addition, it should be noted that regional and local programs are the responsibility of the Council Regional Representative. (i.e. coordinating Regional Retreat, or advising/reminding of Martyr's Day Commemoration and ACYOA Day Celebrations)

Reports on the programs will be expected, and should be well thought out for future use and reference.

### 3. PROPER FORMS OF ADDRESS:

#### 1) PRIMATE

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

*Orhnetzek Surpazan Hayr* or *Asdvadz Oknagan, Surpazan Hayr*  
*Bless me Your Eminence* *May God Help Your Eminence*

He will answer:

*Asdvadz Orhneh* or *Asdvadz Bahaban*  
*May God Bless you* *May God Protect you*

When speaking with the Primate, you address him as Surpazan Hayr or Your Eminence. Always stand when any celebrate (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. 10016-4885

Your Eminence:

I respectfully request the attention of Your Eminence on the .....

(close with)

Your obedient servant,  
 or  
 Most respectfully,

#### 2) CELEBATE CLERGY

Greet them with: Asdvadz Oknagan, Hayr Soorp = May God Help you Holy Father  
 This is said while bowing and kissing hand

Address them as Hayr Soorp or Father.

When addressing a letter, always use: The Very Reverend Father . . .  
 Close the letter with: Respectfully yours,

#### 3) LAY or MARRIED CLERGY

Greet them with: Orhnia, Der = Bless me, Father  
 Address them as: Der Hayr or Father

When addressing a letter, use: The Reverend Father ...  
 Close letter with: Respectfully yours,

4) EXECUTIVES OF DIOCESE

Use the following forms when addressing letters to the Diocesan Executives:

~~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 Juniors  
Diocese of the Armenian Church  
(same)

(working address:)  
828 Brighton Street  
Philadelphia, PA 19111  
215-722-3369

Use same form for Department of Religious Education, Department of Armenian Language Education, etc., etc.

JAMES MAGARIAN  
Executive Secretary to the ACYOA  
Diocese of the Armenian Church  
(same)

(working office)  
99 Long Pond Road  
Tyngsborough, MA 01879  
617-256-7234 or 256-8980 - days  
617-649-6875 evenings before 8p.m.

5) ACYOA CENTRAL COUNCIL

Use the following forms when addressing letters to Council Members:

HAGOP HAGOPIAN  
Chairman - ACYOA Central Council  
(home address)

MARGOS MARGOSIAN  
Vice Chairman - ACYOA Central Council  
(home address)

(ETC.)

6) ACYOA CHAPTERS

When addressing correspondence to chapter Executives, use the following form:

VARTAN VARTANIAN  
Chairman - Yerevan ACYOA Chapter  
St. Gregory the Illuminator Armenian Church  
(home address)

Always place location/city before "ACYOA Chapter", followed by the affiliated parish.

4. REIMBURSEMENT PROCEDURES FOR ACYOA CENTRAL COUNCIL WORK:

All expenses incurred while performing duties related to the ACYOA Central Council are to be reimbursed by the Organization.

This is accomplished by filling out the "Travel & Expense Record" form and sending it, along with actual receipts, to the Council Treasurer. This is to be accomplished on a monthly basis, with the Treasurer mailing the reimbursement checks within two weeks of the date on which they were received.

Reimbursement may be made for the following (among others):

<u>Travel for:</u>	<u>Administrative:</u>	<u>Other:</u>
Council meetings	Postage	Meals while traveling (up to \$12.00 per day)
Parish visitations	Telephone	Lodging
General Assembly	Photocopying	Transportation: (gas = .15 per mile)
Program Coordination	Paper, etc.	
Regional Conferences		

NOTE: Any expenses accumulating to \$500.00 or more must be filed by the 15th of the following month or the total will be forfeited. [This rule has been instated to avoid any unusually high expense/reimbursement situations that can occur after long periods of time.

NOTE: Any delinquent monthly expenses (those not filed on a monthly basis) accumulating to four and one-half months will be forfeited (will be considered a donation). For example: Expenses incurred during the month of April will not be paid after August 15th.

Serving on the ACYOA Central Council will cost alot of time and sacrifice. However, no one should spend money out of their own pocket and wait an unreasonable length of time to be reimbursed. Likewise, the Council should not have to pay out large amounts of money all at once because someone forgot to file for reimbursement.

FILE EVERY MONTH.

## 5. GENERAL

### 1) Parish Visitation Reports

All Members of the ACYOA Central Council must be in touch with the parishes of their assigned region. In addition, all parishes of the region should be visited by the Council member - especially those parishes with active or recently active chapters. Those parishes which do not have organized chapters should also be visited in order to establish the ACYOA there.

Following the Visitation, the ACYOA Central Council "Parish Visitation Report Form" must be completed and sent as soon as possible to the Executive Secretary. Copies should be made available to other members of the Council at the next Council meeting. These forms are used to check the progress of a chapter as well as assist in the questions to ask during the visitation.

At the end of the year, all Council members should have a file of copies of these reports that they mar refer to, as well as to pass on to incoming Council members.

Council members will be invited to report on specific chapters according to the assigned regions.

Whenever a visitation is arranged, the Executive Secretary should be informed. When possible, the visitations of the Executive Secretary may be considered, and Council members are encouraged to visit with the Executive Secretary.

When preparing to make a parish visitation, letter should be written to the pastor (or parish council chairman where there is no pastor) and the chapter chairman. An appropriate time and place should be arranged, and the agenda for the meeting/visitation should be discussed.

2) Correspondence

All ACYOA Correspondence should be properly written and use ACYOA letterhead. Copies of all correspondence should be sent to the Executive Secretary and the Council Chairman. In addition, appropriate copies should be sent to others regarding the subject -- for example: when writing to a chapter outside of your designated region, a copy should be sent to the regional representative; or, when writing to a chapter, a copy should be sent to the pastor of the parish.

3) Contact and Programs

All Council members are responsible for keeping in touch with their respective Chapters, and providing detailed information on programs and activities. Don't wait for someone to inform you - you find out the necessary information.

THIS CANNOT BE STRESSED ENOUGH.

Throughout the year, brief phone calls, notes, letters, information packets, and other means of contact should be communicated and sent to the respective chapters within the assigned region. The chapters should know and be very familiar with their Regional Representative to the ACYOA Central Council.

EACH WEEK, all Council members must set aside a designated amount of time to attend to Council work and responsibilities. If done on a routine basis, the work does not take too much time, and can be very satisfying and fulfilling.

It is the responsibility of each Council member to promote, organize, execute, coordinate, and/or direct the regional programs. Local program must also be encouraged and assistance given when necessary. National programs must be highly promoted and publicized in the parishes. We cannot expect a parish to participate in a program they know little or nothing about. In addition, the deadlines that are set will never be met if the chapters are not reminded, informed and made to understand what the needs of the Organization are.

The KEY to involving more and more Armenian young people is the publicizing of our programs and events. Personal contact by the Council, in tandem to the work of the Executive Secretary, is the only way to ensure that our programs and events will be successful and well attended. It will also assist in the efficient operation and administration of our work.

If there are any questions, problems, etc. .... ask. Do not wait for a coincidental call or letter. Contact the Executive Secretary if some problems arise, or if you need something. Remember, the only means to a year filled with accomplishment and success is if all Council members put in a fair amount of time each week.

ACYOA CENTRAL COUNCIL CALENDAR . . . . . a guide to planning the year. [updated, October 1983]

SEPTEMBER

- +Transitional Council Meeting. Transfer/receive all Council materials from past/to new members - follow up.
- +Receive new Diocesan Parish Directory. Begin contact with respective parishes and chapters in region.
- +Smile, you're an ACYOA Council member.

OCTOBER

- +Begin planning of: parish visitations, Fall regional Conference and/or seminar and/or workshop.
- +Final session of Assembly Minutes accepted. Final draft of Assembly Minutes to be prepared for distribution to parishes and chapters.
- +All Chapters to be contacted on updating their mailing lists, and given info on upcoming programs.
- +Council meeting.

NOVEMBER

- +Parish visitations should be started, if not before. Where visitations are not possible, telephone calls to the clergy and chapter chairmen will do.
- +Minutes of Assembly distributed.
- +Regional Conference/workshop/seminar should take place.
- +Begin promotion of Christmas/New Year's holiday activities in the parish for young adults.
- +Keep a positive attitude - you're an ACYOA Council member.

DECEMBER

- +Follow up on any results of regional Conference/workshop/seminar.
- +Send Christmas greetings to respective parishes/chapters in region.
- +Plan visitations early in month, or in conjunction with holiday activities.
- +Reminders: Membership renewal dues are due January - along with an updated parish youth listing. Archbishop Tourney deadlines and details.
- +Begin Armenian Studies Programs promotion.
- +Council meeting.

JANUARY

- +Begin planning regional retreat.
- +Promote ongoing and upcoming programs.
- +Consider Anniversary Ball host, and begin planning and promotion.
- +Plan next regional Conference - should be held in Feb. or March.
- +Follow up on chapters late with renewal dues and youth listings.
- +Keep on trying - you're an ACYOA Council member.

FEBRUARY

- +Continue parish visitations.
- +Promote regional retreat - during Great Lent is an appropriate time.
- +Archbishop's Tourney at end of month.
- +Reminders: prepare ACYOA Day celebrations for Palm Sunday; promote ASP; promote Essay Contest.
- +Promote chapter sponsorship and participation in Lenten educational programs and worship services.
- +Council meeting.

### MARCH

- +Parish visitations and contact - KEEP IN TOUCH!!
- +Retreats - regional-local.
- +Promote: Armenian Studies Programs, reference published deadlines; Essay Contest; Leadership Seminar; ACYOA Day Celebrations.
- +Begin suggesting each chapter to commemorate Armenian Martyrs Day (April 24th)
- +Keep smiling, six months to go and accomplish our work - you're an ACYOA Council member.

### APRIL

- +ACYOA Day Celebrations (usually held on Palm Sunday)
- +Martyr's Day Commemorations - April 24th.
- +Promote: Leadership Seminar (May - at site of Diocesan Assembly.)
- +ACYOA participation in Holy Week and Easter Services.
- +Remind ACYOA Nominating and Auditing Committees of their responsibilities.
- +Sam Nersesian Award and Scholarship forms and info sent to parishes.
- +Council meeting.

### MAY

- +Leadership Seminar at site of Diocesan Assembly.
- +Reminders: ASP; Essay Contest; prepare for annual chapter elections; end of year deadlines next month: Annual Report - due June 30th. New member dues for past year - June 30th. Sam Nersesian Award Nominations due May 30th. Sam Nersesian Scholarship Applications due May 30th.
- +Youth Camp counselors - promote and develop interest.
- +Anniversary Balls - May and June.
- +You've made the difference and kept a good line of communication with your chapters.

### JUNE

- +Chapter elections - remind to send new listing of executives to Exec. Sec. along with delegates.
- +Annual Chapter Reports Due.
- +New member dues due.
- +Anniversary Balls.
- +Sam Nersesian Award and Scholarship.
- +Promote summer schedule for chapters especially those with college students. Join summer leagues, etc.
- +Promote Assembly-Sports Wknd.
- +Remind Nominating and Auditing Comms. of their responsibilities.

### JULY

- +Remind chapters who are late with annual reports, dues, etc.
- +Promote Assembly-Sports Weekend participation.....arrange group transportation from region...
- +Prepare necessary materials for Assembly - delegates packet to be sent out August 1st.
- +Decide on Chapter "A" Award, Honorable Mention, Sam Nersesian Award and Scholarship recipients.
- +Begin Council Report.
- +Council meeting.

### AUGUST

- +Finalize Council Report.
- +Send out Delegates packet.
- +Prepare Assembly materials.
- +Remind Nominating and Auditing Comm. of their responsibilities.
- +Finalize details for Assembly.
- +Promote Assembly-Spts. Wknd. participation - coordinate regional transportation if possible
- +Plan to be at Assembly Site by 12 noon on Wednesday of Weekend, because you're an ACYOA Council member.