

# **ACYOA CENTRAL COUNCIL SPRING UPDATE**

*-from Scott Najarian, ACYOA Central Council Chairman*

*As many of you know, the past few months have been active ones for the ACYOA, both on the National and Local levels. Plans for this Spring will be just as exciting. Due to the many announcements the Central Council has to relay to you, we have decided to put them in the form a newsletter. We welcome your suggestions for improving communication between the National and Local organizations and look forward to your participation in the many programs we are offering this Spring and Summer. See you soon!*

## **Cultural and Leadership Weekends**

The ACYOA Central Council sponsored two major weekend events this winter. The first annual Cultural Weekend was held in New York City, February 12-15. This program was successful beyond our most optimistic expectations. The Cultural Weekend featured lectures and discussions on Armenian related issues, as well as fellowship with other ACYOA members from throughout the Diocese. Our first Leadership Seminar was hosted by the Hartford ACYOA during March. This program featured speakers and a panel discussion focusing on improving leadership skills for Armenian Youth. Many of you attended this event and expressed an interest to make this an annual program.

## **Bids for Leadership Weekend and Religious Retreat**

The Central Council is now excepting bids to host a Leadership Seminar in the Fall of 1988, as well as a Religious Retreat in the Spring of 1988. Both these programs will be completely sponsored financially by the National ACYOA. Bids should include dates, facilities, probable expenses, etc.

Chapters will work with the Executive Secretary and Central Council in formulating a program for these weekends. Locations must be in a setting appropriate for the program( ie. church complex or retreat center). Please direct all questions and bids to either the Central Council Chairman or Executive Secretary.

### **Armenian Studies Program**

Plans have just been finalized for this year's program. Details have been sent to all youth currently on our National mailing list. This year the program will begin during the third week of June and end during the third week of July. Plans include two days in both Leningrad and Moscow, with the balance of time spent in Armenia. Total cost for the program will be \$2,300.00. If you have members who are interested in this program they may contact Doug Tashjian for additional information and applications.

### **Archbishop Torkom Manoogian Basketball and Volleyball Tournament**

The Greater Boston ACYOA Chapter will be hosting this year's tournament from May 13 through May 15. The tournament will be held for the first time in conjunction with the Annual Diocesan Assembly. Parishes are invited to send one or more teams for Men's basketball, Women's basketball and Co-Ed volleyball. Team members may consist of any parish member, regardless of age or membership in the ACYOA. Accommodations will be at the Holiday Inn in Brookline, MA. Social events include a Friday night lobster and clambake, as well as a banquet and dance on Saturday night. Additional information is available from Tournament Co-Chairman, Edward Marootian at (617) 641-2297.

### **1988 ACYOA National Anniversary Ball**

For the first time in many years the Watervliet, New York ACYOA Chapter will be hosting a major National event. This year's National Ball will be held at the Albany Hilton on July 23rd. If Chapter Chairman Harry Tutunjian's enthusiasm is any indication of the kind of weekend Watervliet is planning,

this should be a truly exciting event. Further information may be obtained from Harry at (518) 272-6977.

### **1988 ACYOA General Assembly and Sports Weekend**

This year's "Main Event" will be hosted by the Providence ACYOA. Our annual convention will be held on Labor Day Weekend (August 31st-September 5th). Accommodations are at the Marriott Inn, only minutes from the host parish. Pre-Weekend highlights feature a two hour boat cruise of famous Newport Harbor and a "Missouri Style" barbecue on Thursday and Friday nights respectively. Functions for the weekend will include at Saturday night Dinner at the Marriott, a Sunday morning Brunch, and an Awards Banquet and Dance, Sunday night at the Rocky Point Palladium. Entertainment will include Roger Krikorian and the New England All Star Band. Providence is also planning an Alumni package plan which will include special events for the many alumni expected. Further information is available from Sports Weekend Chairman, Stephanie Masoian at (401) 943-6045.

### **ACYOA Martyr's Day Program**

The ACYOA has planned a Martyr's Day Program at the Diocese in New York City. The program will take place, Saturday evening, April 23rd, at 8:00 PM. The program will feature an original play by Jan Balakian, followed by Dr. Haigaz Grigorian, a well known psychiatrist, speaking on "The Psychological Impact of the Armenian Genocide." Other events include poetry readings by Dr. Ani Sanentz Kalayjian and a midnight candlelight service, conducted by His Eminence Archbishop Torkom Manoogian. The ACYOA offers this event for area Armenians as well as those who are able to travel to New York City. Additional information is available from Douglas Tashjian at the Diocese.

### **ACYOA-Western Diocese Sports Weekend**

The ACYOA-WD will be holding their Annual Sports Weekend this coming Memorial Day Weekend in Fresno, California. The Western Diocese has invited all our ACYOA chapters to participate in the athletic as well as social

events. The ACYOA-WD Central Council will be mailing details to all Chapter Chairman very soon. If your chapter is interested contact Central Council Chairman Scott Najarian at (617) 754-0806.

### **ACYOA Day Celebrations**

If your parish has set aside a special day for the ACYOA you are eligible for points toward the Chapter "A" Award. Many chapters held this event this past Palm Sunday. Those chapters that have held such an event any time after June 30, 1987 should send details to Scott Najarian. Please include date, location, program, attendance, etc.

### **Awards and Scholarships**

In the next few weeks a packet containing information on some of the awards and scholarships the ACYOA offers will be sent to all Chapter Chairman and Parish Priests. We will again offer the following: The Sam Nersesian Scholarship for those attending the St. Nersess Summer Studies Program, the Sam Nersesian Award for those exhibiting exemplary Christian character, and the ACYOA Chapter "A" and Honorable Mention Awards for outstanding chapters. Also, for the first time, the Central Council will be awarding Achievement Awards to chapters which have obtained a certain number of points, yet to be determined. Information and updated point totals will be sent to Chapter Chairman in May.

### **New Membership Handbook**

The Central Council has undertaken the task of creating a Membership Handbook which will be given to all dues paid members in the upcoming 1988-1989 fiscal year. We anticipate it's availability in time for the General Assembly. The handbook will contain many pages of useful information concerning the ACYOA, including details on programs, membership, Sports Weekend and Archbishop's Tournament Rules and Regulations, the ACYOA Constitution, listings of: Chapter Chairman, Clergy, and Central Council members, etc. We are creating the handbook in a loose-leaf form so that it may be updated as needed.

## **Membership Drive**

Extensive plans are underway for a significant membership drive to begin in the Fall of 1988. Central Council member Melina Spinuzza is assembling information designed to attract new members as well as renew current members. We will also be redesigning existing forms and membership cards to meet future needs. If you have any ideas which may be helpful to this program please contact Melina at (312) 564-4431.

## **Central Councils: "East Meets West"**

The ACYOA Central Councils of both the Eastern and Western Diocese will conduct a joint meeting in April. Agenda items include further development of mutual participation in each Diocese existing programs, as well as creating new programs to be sponsored jointly. During the past several years increased efforts have been made to allow each Diocese to participate in each other's Sports Weekends. Each Central Council also sends representatives to both General Assemblies. We will be reporting on future plans at the General Assembly in Providence.

## **Chapter Elections**

This is the time of year many chapters hold their annual election of officers. Please remember to forward results to both the Executive Secretary and Central Council Chairman as soon as possible. It is also important to elect Assembly Delegates as soon as feasible. Providing the Central Council with this information ensures your chapter of receiving information in a timely manner.

# 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]*

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### 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 advise 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:

MESROB KERMIAN  
ARMENIAN DIOCESE  
630 Second Avenue  
N.Y.C., N.Y. 10016-4885  
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.

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   |
| Parish visitations   | Telephone              | (up to \$12.00 per day) |
| General Assembly     | Photocopying           | Lodging                 |
| Program Coordination | Paper, etc.            | Transportation:         |
| Regional Conferences |                        | (gas = .15 per mile)    |

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  
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, Honor-  
able 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 Comms.  
of their responsibilities.
- +Finalize details for Assembly.
- +Promote Assembly-Spts. Wknd. participa-  
tion - coordinate regional transporta-  
tion if possible
- +Plan to be at Assembly Site by 12 noon  
on Wednesday of Weekend, because you're  
an ACYOA Council member.

## CHAPTER REMINDER SHEET

*The following is a guide for information in reminding Chapters of their obligations with the ACYOA on the national level.*

[1]      GENERAL ARMENIAN YOUTH LISTING      *[Due November 1st - yearly update]*

A listing of all Armenian young people ages 1 (baptism) through 30 living within the parish jurisdiction. The listing should contain, according to year of birth, the names, addresses and zip codes of all Armenian young people - members and non-members of the Church

Once a master list of young people of the parish is established - a big job to say the least - it need only be revised once a year. A revision consists of correcting errors, updating the list including newly moved people (in and out of the community) and adding on the newly baptised members of the Church.

This list, in its entirety, should be forwarded to ACYOA Central Council. Every year thereafter, the corrections and additions/deletions should be sent (Nov. 1st). The National Master Listing is on a computerized system which allows for updating. A most complete up-to-date list is most important in promotion of ACYOA programs and activities. Once set up, the listing will be available to all ACYOA Chapters to promote their own activities.

[2]      MEMBERSHIP RENEWALS      *[Due January 1st]*

Renewal implies past membership - and that's exactly what it is. Past members of the ACYOA who wish to continue their "good standing" are asked to renew their membership between July 1st and December 31st - a six month period to make up one's mind! Dues with the properly completed Renewal form are to be forwarded to the ACYOA Central Council.

Along with renewal dues, the dues of new members should also be sent. These will include the membership application form. Chapters missing the due date of January 1st may be penalized \$25.00. In addition, renewals are not accepted after January 1st. Someone waiting more than six months to decide on renewing membership probably isn't a very serious member. Thus, they are to be considered "new", and charged the new member fee of \$1.00. Regular membership dues are \$7.00.

[3]      NEW MEMBERSHIP DUES      *[Due January 1st and June 30th]*

New members joining the chapter between July 1st and December 31st should have their dues sent in to ACYOA Central Council by January 1st, along with their completed application form. Those joining between January 1st and June 30th should be on the rolls by June 30th. A complete membership listing of the chapter should be sent in by June 30th.



## [4] ADMINISTRATIVE FORMS

- (a) Chapter Monthly Fact Sheets [due at the end of each month]  
A member of the Chapter Executive Committee (usually the recording secretary or vice chairman) fills out the Sheets and forwards them to the Executive Secretary on a monthly basis. The Form is easy to follow and should be sent in regardless of the amount of activity in the chapter that month. The information is used to inform others via the Executive Update, and keeps the Executive Secretary and ACYOA Central Council apprised of ACYOA happenings. Also, general articles on ACYOA in the Armenian newspapers will include information provided on the Fact Sheets.
- (b) Membership Renewal Forms [due January 1st]  
Simple form used for current members who wish to renew their membership. (July 1st through December 31st - renewal period) The form allows for easy access to information and address, and computes the amounts of dues to be included.
- (c) Membership Application Form [due January 1st and June 30th]  
Simple form used for new members. Send along with dues-
- (d) Chapter Annual Report Form [due June 30th]  
Simple form highlighting the events and activities of the Chapter over the past year. Filed with ACYOA Central Council, form is self-explanatory and requires only general information. Information provided is used to select the "Chapter "A" Award" and Honorable Mention Award recipients for outstanding chapters of the year.

[5] EXECUTIVE COMMITTEE LIST WITH DELEGATES [due immediately after elections]

A listing of Executive Committee members - names, addresses, zip codes, and telephone numbers. The delegates of the Chapter should also be included, as they shall receive pertinent information on the General Assembly directly to them. The list should be sent to the Executive Secretary to allow for changes in mailing lists for ACYOA communications and materials.

[6] ACYOA SAM NERSESIAN AWARD NOMINATION [due June 1st]

Made by Pastors and/or Chapter Executive Committees. At least one individual from the parish should be nominated each year for consideration in the selection of the recipient. Forms are sent to all parishes and chapters in April of each year. The ACYOA Central Council considers all nominations and makes the final selection. (See Handbook for further information.)

[7] PROGRAMS - National Participation

- (a) Armenian Studies Programs: Educational Tour to Armenia  
Journey to Armenia  
Jerusalem - The Holy City
- (b) Archbishop Torkom Manoogian Basketball Tournament.
- (c) ACYOA Audio Visual Educational Programs (development).
- (d) ACYOA Publications (development).
- (e) ACYOA General Assembly.
- (f) ACYOA National Sports Weekend.
- (g) Leadership Seminar.
- (h) Scholarships: Sam Nersesian - St. Nersess Summer Studies Conferences
- (i) ACYOA Awards Program: Archbishop's Essay Awards (plaque & certificate)  
Chapter "A" Award (trophy and certificate)  
Chapter Honorable Mention (certificate)  
Sam Nersesian Award (trophy and certificate)  
Babayan Cup (trophy)  
Kulhanjian Sportsmanship Award (chapter) (trophy)  
Yaghoobian Sportsmanship Award (individual)(trophy)  
Archbishop Torkom Manoogian Basketball Awards:  
(men's and women's) (trophies & certificates)

[8] PROGRAMS - Regional Participation

- (a) Retreats: religious, cultural, educational, leadership.
- (b) ACYOA Anniversary Ball.
- (c) Regional Conferences, workshops, seminars.
- (d) Regional Athletics and inter-chapter activities.

[9] PROGRAMS - Local Participation

- (a) Martyr's Day Commemoration.
- (b) ACYOA Day Celebration.
- (c) Lecture-discussion-educational programs.
- (d) Chapter Executive Committee.

NOTE: For additional information on the various items mentioned here, refer to the ACYOA Chapter Handbook, or contact the ACYOA Executive Secretary.

IT SHOULD BE FURTHER NOTED:

All ACYOA chapters and members are encouraged to attend and participate in all ACYOA and Church related national, regional and local programs and events. They are also encouraged to form Armenian Dance groups, Choral groups, Athletic teams (to participate in local leagues representing the Armenian community - basketball, volleyball, bowling, etc., etc.)

The primary purpose is to increase the amount of activities and opportunities for interaction among the young adults of the Armenian Church, thereby strengthening relationships and establishing new ones, as well as becoming part of the Church family itself.