

Bylaws

YOUNG WOMEN'S GUILD

of the

HOLY CROSS ARMENIAN APOSTOLIC CHURCH,
Lawrence, Massachusetts

BY-LAWS

YOUNG WOMEN'S' GUILD OF THE
HOLY CROSS ARMENIAN APOSTOLIC CHURCH

Chapter I

Name

1. The name of this organization shall be Young Women's Guild of the Holy Cross Armenian Apostolic Church.

Chapter II

Purpose

2. The objective of the Women's Guild are as follows:
 - a. To keep alive the Christian faith among its members.
 - b. To support the Holy Cross Armenian Apostolic Church, to cooperate with the parish council, and to extend moral and material help to the church so as to render it more radiant.
 - c. Our main objective is to support the Holy Cross Apostolic church Building Fund until its completion.

Chapter III

Activities

3. The Young Women's Guild shall work towards its objectives.
 - a. By giving impetus to the social life of the parish, by sponsoring community dinners and other functions for the good of the church.

Chapter IV

Membership

4. Young married and/or unmarried women who have been baptized, confirmed or married in the Armenian Church shall be eligible for membership.

Chapter V

Dues

5. Members shall pay an initiation fee of one dollar.
6. Each member shall pay annual dues, the amount of which shall be decided by the membership meeting by majority vote on condition that the dues are not less than three dollars.

Chapter VI

Income

7. Sixty per cent of the annual dues shall be transmitted to the Parish Council.
8. Sixty per cent of our annual income (Profit) will be given to the Building Fund.
9. If, at the end of the year, the accumulated balance amounts to \$1000, three fourths of the amount shall be transferred to the Parish Council.
10. No more than \$350 should be left in the treasury at the end of the fiscal year.

Chapter VII

Membership Meetings

11. The meetings of the Young Women's Guild shall be called by the executive committee and shall be conducted by the chairman of the executive committee.
12. The membership meeting shall be held regularly once a month, and elections shall be held at the first meeting of the year, (in January).

Chapter VIII

Executive Committee

13. The conduct and supervision of affairs of the Guild shall be executed by an Executive Committee consisting of the following:

Chairman
Vice-Chairman
Recording Secretary
Corresponding Secretary
Treasurer
Assistant Treasurer
Three Advisors (one of whom shall be the former chairman)

In the absence of both the Chairman and the Vice-Chairman, the meeting shall be conducted by the Recording Secretary.

14. The officers named in Chapter VIII shall be elected at the annual meeting of the Guild held in January by secret ballot of the majority of the members present. Only paid members may submit ballots. No member should hold office more than one consecutive term (two years).
 - a. At the first election meeting one half of the officers (Chairman, Rec. Secretary, Treasurer, and two advisors) are elected for two years, and the other half (Vice*Chairman, Cor. Secretary, Asst. Treasurer and one Advisor) are elected for one year.

Thereafter their successors are elected for two year term.

15. The Parish Council must be notified for confirmation of newly elected Executive Committee.
16. Three Consecutive unexplained absences from membership meetings will disqualify any member.
17. The Executive Committee must submit an annual financial report to the Parish Council in January of every year.
18. An Auditing Committee consisting of three members shall audit the Treasurer's book semi-annually in June and January.
19. Subsidiary committees may consist of members appointed by the Executive Committee.

Chapter IX

Duties of the Executive Committee

20. The duties of the Executive Committee members are as follows:

a. The Chairman

- (1) The Chairman shall conduct the executive and membership meetings and shall see to it that decisions are carried out.
- (2) The Chairman shall be an ex-officio member of all sub-committees.
- (3) The Chairman, at her discretion and with the approval of the Executive Committee, may allocate funds to the respective committees or for emergencies which may arise.

b. The Vice-Chairman

- (1) The Vice-Chairman shall perform the duties of the Chairman in the latter's absence. Shall also be Chairman ex-officio of all Permanent Committees.

c. Recording Secretary

- (1) The Recording Secretary shall keep the minutes of the executive committee and membership meetings.
- (2) She shall be in charge of the By-Laws of the Young Women's Guild, the membership and committee lists, and the addresses of the respective members.
- (3) She shall sign jointly with the chairman all the minutes, documents and certificates.
- (4) She shall keep the attendance record of the members.

d. The Corresponding Secretary

- (1) The Corresponding Secretary shall issue the announcements of the meetings.
- (2) She shall conduct the correspondence of the Young Women's Guild.
- (3) Shall perform the duties of the Recording Secretary during the latter's absence.

e. Treasurer

- (1) The Treasurer shall keep a correct accounting of the incomes and disbursements of the Young Women's Guild.
- (2) She shall have the duty of paying all expenditures approved by the executive committee, receiving numbered and signed receipts for each item of remittance.
- (3) Shall submit her book for the examination of the executive committee, the membership meeting, and the committee of auditors, whenever necessary.
- (4) She shall submit to the Parish Council a copy of its financial statement.
- (5) She shall deposit the funds of the Young Women's Guild in a bank designated by the Parish Council.
- (6) In the event of making withdrawals, the Treasurer shall sign the bank forms jointly with the president or vice-president.

f. Assistant Treasurer

- (1) The Assistant Treasurer shall collect the membership dues and shall issue receipts.
- (2) Shall issue reminders for unpaid dues.
- (3) Shall keep a correct accounting of all dues.

Chapter X

Committees and their duties

21. The Young Women's Guild shall have the following sub-committees, composed of 3-5 members.

- a. Special Committees - Auditing, Nominating and By-Laws.
- b. Permanent Committees - Educational, Publicity, Hospitality, Membership, Ways & Means.

- c. Other committees may be named by the Chairman in the counsel of executive committee meetings or by the majority vote of the members.

Special Committees

- a. The Auditing Committee shall consist of three persons whose duty shall be to examine the Treasurer's books prior to the annual membership meeting and to report its finding to that meeting.
- b. The Nominating Committee shall consist of 3-5 persons appointed at the February meeting. The duties of the Nominating Committee shall be:
- (1) Securing the consent of the nominees before presenting their names for election.
- c. The By-Laws Committee shall prepare, wherever needed, amendments to the By-Laws, subject to the approval of the Parish Council.
- d. Permanent Committees
- (1) The Educational Committee shall prepare the programs of lectures and special functions for the youth of the church.
 - (2) The Publicity Committee shall prepare the announcements and circulars for the Young Women's Guild functions.
 - (3) The Hospitality Committee shall provide refreshments for the monthly meetings.
 - (4) The Membership Committee shall strive to increase the number of members.
 - (5) The Ways & Means Committee Shall plan all profit making projects for the year.

Chapter XI

Elections.

22. Whenever the ballots are evenly divided, the pastor shall cast the deciding vote.
23. Each member shall be entitled to only one vote, which is not transferable, and must be cast in person.
24. The Chairman shall name a committee of tellers composed of five persons.
25. No member should hold any office more than one consecutive term (two years).
26. Any member of the Young Women's Guild may be elected a member

of the executive committee after one year of membership.

27. The meetings of the executive committee shall be held once a month, or oftener if necessary.
28. Officers whose service has terminated must transfer all records, books, documents, funds and other articles in their possession, to the executive committee.
29. Committee chairman may attend the executive committee meetings. They shall have a voice but shall have no vote.

Chapter XII

Meetings

30. The membership meetings shall ^{be held} meet once a month and ^{there} shall ^{be} hold a minimum of nine meetings in a year.
31. The annual membership meeting shall be held in January for the election of the officers of the executive committee and the presentation of the annual reports of the committees.
32. The presence of half the total membership plus one shall constitute a quorum.

Chapter XIII

Awards

33. A member of the Young Women's Guild who has served for five years, shall receive a crucifix provided by the Diocesan Office.
34. A member of ten years shall receive a medal granted by the Diocesan Office.
35. A member will be chosen yearly as Woman of the Year (excluding the executive officers).

Chapter XIV

The Amendment of By-Laws

36. These By-Laws may be amended by the majority vote of the assembly, provided that a copy of the items that are to be amended are mailed to the members and is read and voted on at the membership meeting.
37. The amendments shall be presented to the Parish Council for final approval.
38. Each chapter may have its special By-Laws, provided that its provisions are compatible with the spirit and letter of those By-Laws and are approved by the pastor and parish council.

Chapter XV

Liquidation

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39. When a Women's Guild chapter is liquidated, its books, records, funds and other belongings shall be delivered to the parish council of the local church.

February 12, 1969