

CHAPTER OBLIGATIONS AND DEADLINES

- [1] GENERAL ARMENIAN YOUTH LISTING.....DUE NOVEMBER 1ST
- Should include ALL ARMENIANS living in the parish jurisdiction ages 1 thru 30 - members and non-members of the Armenian Church, according to year of birth/name/address/zip code (see Handbook). *Updates and corrections due each year thereafter. Master national list to be updated annually.*
- [2] MEMBERSHIP RENEWALS.....DUE JANUARY 1ST ***
- Past members who wish to renew their membership for the current year. "Renewal Form" should be used. *May be sent in anytime before.*
- [3] NEW MEMBERSHIP DUES.....DUE JANUARY 1ST ***
- New members, and any dues collected between January 1st and June 30th of the current year. A complete Chapter Membership List should accompany these dues. *Dues collected after Jan. are considered "new" and are due June 30th.*
- [4] ADMINISTRATIVE FORMS TO BE USED:
- (a) Chapter Monthly Fact Sheets.....DUE THE END OF EACH MONTH
 - (b) Membership renewal forms.....DUE JANUARY 1ST WITH DUES
 - (c) Membership application form.....DUE JAN.1ST & JUNE 30TH
 - (d) Chapter Annual Report form.....DUE JUNE 30TH
- [5] EXECUTIVE COMMITTEE LIST WITH DELEGATES.....DUE IMMEDIATELY AFTER ELECTIONS
- Name/address/zip code/ telephone number. Elections are usually held at the end of the fiscal year, June.
- [6] ACYOA SAM NERSESIAN AWARD NOMINATION.....DUE JUNE 1ST
- Made by Pastor and/or Chapter Executive Committee using prescribed form - minimum of one nomination.

*** NOTE: *Late dues are subject to a penalty fee of \$25.00 to be paid by the chapter. The "renewal" period for ACYOA members is the first six months of the fiscal year - July 1st through December 31st - afterwhich they may consider themselves non-members, and thus pay the new member dues fee.*

Membership dues are \$7.00 - half of which is forwarded to the ACYOA Treasury maintained by the ACYOA Central Council. New member initiation fee is \$1.00.