

WOMEN'S GUILD BYLAWS

**WOMEN'S GUILDS OF THE PARISHES OF THE DIOCESE
OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)**

REVISED 2020

***ADOPTED BY MAJORITY EMAIL VOTE DUE TO CANCELLATION OF THE
34TH ANNUAL WOMEN'S GUILD ASSEMBLY - MAY 2020***



WOMEN'S GUILD MISSION STATEMENT

The mission of the Women's Guild of the Armenian Apostolic Orthodox Church is to live and share the Gospel of Our Lord Jesus Christ through worship, education, witness, service and fellowship as expressed in the distinctive faith-experience of the Armenian people. All women of the Armenian Church are called to participate fully in this mission.

WOMEN'S GUILD PLEDGE

I solemnly pledge and promise as a member of the Women's Guild to uphold the Bylaws of this organization and to do my best to preserve the heritage and progress of the Armenian Church. With the Women's Guild being an extension of that spirit, I will work with my fellow members willingly and harmoniously, performing duties requested of me with an open mind and heart. I will extend my hand in service to my community, church and God.

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BYLAWS

WOMEN'S GUILD OF THE PARISHES OF THE DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

ARTICLE I – NAME

The name of this organization shall be the **Women's Guild of the Parishes of the Diocese of the Armenian Church of America (Eastern)**.

- A. At the parish level the name shall be Women's Guild of (affixed to the name of the local parish).
- B. In parishes where there is need for two Women's Guilds the requested name must be submitted and approved by the local Parish Council and upon approval sent to the Women's Guild Central Council. The approved name shall be affixed to the name of the local parish (i.e. Junior or Senior Women's Guild).

ARTICLE II - JURISDICTION

Section 1 - Women's Guild shall function under the jurisdiction of the Parish Council with the Pastor as President.

Section 2 – All Guilds' of the parishes of the Diocese of the Armenian Church of America (Eastern) shall operate under the Women's Guild Bylaws. (*See also Article XVIII Exemptions.* These Women's Guild Bylaws are subordinate to the Bylaws of the Armenian Church of America (Eastern Diocese).

Section 3 – All Guilds' of the parishes of the Diocese of the Armenian Church of America (Eastern) shall cooperate with the Women's Guild Central Council (WGCC) which serves as a coordinating, advising and communicating body for the Women's Guilds at the Diocesan level. (**See also Article XVA – Women's Guild Central Council**).

Section 4 - Each Guild shall cooperate with the Women's Guild Central Council [WGCC] which serves as a coordinating, advising, and communicating body for the Women's Guilds on a Diocesan level. (*See also Article XVI – Women's Guild Central Council.*)

ARTICLE III – PURPOSES AND METHODS BASED ON THE FIVE CIRCLES OF THE CROSS (WORSHIP, WITNESS, SERVICE, EDUCATION AND FELLOWSHIP)

Section 1 – WORSHIP – COMING TOGETHER IN FAITH

To encourage, assist, and teach our members to preserve and to live the Christian faith according to the teachings of the Bible and the doctrines, traditions, and heritage of the Armenian Church

- A. By encouraging its members to participate fully in the Divine Liturgy through worship, song, prayer and sacraments.
- B. By observing designated religious and cultural occasions.

Section 2 – WITNESS – WITNESSING THE FAITH

To share our Christian faith and experience amongst our members, with those who may have left the faith, and those outside the faith:

- A. By participating in various Armenian and non-Armenian community activities.
- B. By ecumenical involvement through such groups as Church Women United, Inter-communal, etc.
- C. By performing social services within the Armenian and non-Armenian communities.

Section 3 – SERVICE – SERVING THE FAITH

To share one's gifts; to be kind and merciful:

- A. By coordinating with the Pastor to help with visitations to convalescent homes, homes for the aged and non-active Armenians and paying visitations to parish members who are ill or bereaved to console them and extend necessary assistance.
- B. By sponsoring functions and fundraisers to raise money by means consistent with the teachings of our church.
- C. By assisting the Pastor with beautification of the altar and church vestibule.
- D. By assisting the Sunday and Armenian Schools of the local parishes, the ACYOA Juniors and Seniors and other organizations when needed.

Section 4 – EDUCATION – LEARNING THE FAITH AND BEYOND

To educate our members about our Armenian spiritual faith, heritage and culture, and the issues that face Christian women today.

- A. By sponsoring workshops, panel discussions, religious study groups and other programs for the edification and spiritual development of its members, parishioners and community.

Section 5 – FELLOWSHIP – FELLOWSHIP IN THE FAITH

To encourage the moral, spiritual and social development of its members and the parishioners of the church:

- A. By giving impetus to the community life of the parish.
- B. To afford the Women's Guilds an opportunity to create and exchange ideas with each other by participating in the Annual Women's Guild Assembly called by the Women's Guild Central Council [WGCC].

ARTICLE IV - MEMBERSHIP

Section 1 - Women's Guild membership is open to all women who subscribe to the doctrines and teachings of the Armenian Church and should be encouraged to be dues-paying members of their parish.

Section 2 - An applicant's request for new membership shall officially commence upon the payment of dues to the local Women's Guild.

Section 3 - Initiation of all new members shall be held once a year using the Initiation Ceremony provided by the Women's Guild Central Council [WGCC].

Section 4 - In parishes having two women's guilds (i.e. Junior and Senior) the age for membership is to be determined with the approval of the Pastor and Parish Council. Members may transition at the approved age for membership where necessary.

Section 5 - Any member delinquent in paying dues for two or more years shall be personally contacted and informed of her status. Membership may continue by paying the amount of dues in arrears. If payment is not received in a reasonably deemed time determined by the executive board, the member shall be given written notice of loss of membership.

Section 6 - A former member may be reinstated with credit for previous years of service for which dues have been paid by following the prescribed rules for new applicants.

Section 7 - Members in good standing may transfer without loss of seniority or active status to another Guild within the Diocese.

Section 8 - A woman cannot be a dues-paying member of more than one Guild at the same time.

- A. If a parish has no active Women's Guild, they may be an *associate member* of another Guild without the right to vote or hold elective office.
- B. A donation of the dues amount should be made to obtain associate member status."

ARTICLE V - DUES

Section 1 - Each member shall pay annual dues in an amount to be determined at a membership meeting by majority vote. The suggested minimum shall be five dollars (\$5.00) per member.

Section 2 - Women's Guild Central Council [WGCC] shall assess the local Guilds four dollars (\$4.00) per dues-paid as of December 31st of the previous year. Assessments should be remitted to the WGCC by January 31st. (*See also Article X - Officers and their Duties Section 5 Subsection G*).

ARTICLE VI - FUNDS

Section 1 - The proceeds of all activities of the Women's Guild shall be used for the good of the parish.

Section 2 - Expenditures exceeding \$200.00, for purposes other than advances for Guild fundraising activities (i.e. kitchen appliances) as well as expenditures exceeding \$100.00, for purposes outside of church organizations of the Diocese (i.e. monetary donations to charity as part of community service, must be approved by the Executive Committee and the Pastor as President of the Guild. General membership shall be made aware of such expenditures at an upcoming membership meeting with a quorum present.

Section 3 - The fiscal year shall be from January 1 through December 31. This may be changed with the approval of the Parish Priest and Parish Council.

Section 4 - A minimum of sixty percent of the net income of the Guild shall be remitted to the Parish Council at the end of each year.

Section 5- The Treasurer of the parish Women's Guild shall prepare the accounting records, receipts and a report to be submitted to the Auditing Committee of the Parish. Once approved, the report will be presented at the Annual Parish Assembly; a copy of the report should be submitted to the WGCC.

ARTICLE VII - MEMBERSHIP MEETINGS

Section 1 - The membership meetings of the Women's Guild shall be held once a month, with the exception of July and August, called by the Executive Committee and conducted by the Executive Committee Chairman under the Presidency of the Pastor.

Section 2 - Annual Reports of the Executive Committee and Standing Committees shall be submitted at the Annual Meeting in January and placed in the permanent records of the Guild and parish and copies of the Annual Reports sent to the Women's Guild Central Council [WGCC].

Section 3 - Election of the Executive Committee shall be held at the November meeting. . This, may be changed with the approval of the Parish Priest and Parish Council and notification to the Women's Guild members at least two weeks prior to the original election date.

Section 4 - The Nominating Committee for the subsequent year shall be elected at the November meeting.

Section 5 - Election of Delegates to the Women's Guild Assembly shall be held at the November meeting. The Delegates shall meet with the Executive Committee at least once before attending the Assembly and report to the Guild membership immediately following the Assembly. Delegates should defer to their local chapters regarding expenses arising related to travel and lodging to attend the Women's Guild Assembly. (*See also Article XVII, Section 8, Subsection H*).

Section 6 - Installation of the Executive Committee shall be held at the January meeting using the Installation of Officers Ceremony provided by the Women's Guild Central Council [WGCC].

Section 7 - Special membership meetings may be called by the Executive Committee as thought advisable. Such meetings may execute only such business as is specified in the call.

Section 8 - The presence of one-quarter of the total membership in good standing plus one shall constitute a quorum. A quorum must be present for voting on Bylaws, Amendments, Resolutions, and major expenditures. There must also be a quorum present for special meetings and elections. If there is no quorum present, the affirmative votes of two-thirds of the members present shall be required to arrive at each decision at such a meeting, provided such decisions are approved and confirmed by the Parish Priest and the Parish Council.

ARTICLE VIII - NOMINATING COMMITTEE AND ELECTIONS

Section 1 - The Nominating Committee shall consist of three to five members elected at the November meeting of the preceding year.

Section 2 - The member who received the highest number of votes shall be its Chairman.

Section 3 - The duties of the Nominating Committee shall be:

- A. To prepare lists of candidates, **no less than fifty percent (50%) greater than the number of vacancies**, who must be qualified members of the local Guild for one year and dues-paying members of the local parish, for positions to be filled for the Executive Committee, Nominating Committee, and delegates to the Women's Guild Assembly in accordance with Article XVII, Section 8.
- B. To secure the consent of the nominees before presenting their names for election.
- C. To present to the Executive Committee a copy of the list of nominees in time to be mailed to each member at least two weeks before the election meeting.

Section 4 - Additional nominations may be made from the floor.

Section 5 - The Nominating Committee shall serve as teller at the elections, excluding those who are candidates for office. The Guild Chairman shall appoint replacements.

Section 6 - Only members who are in good standing and have been registered as members for six months or more shall have the right to vote.

Section 7 - Each member shall be entitled to only one vote which is not transferable and must be cast in person.

Section 8 - Whenever the votes are evenly divided, another vote shall be taken for the tied nominees.

Section 9 - All elections shall be decided by plurality vote and by secret ballot. All results shall be retained by the Recording Secretary to determine alternates if and when needed.

Section 10 - The newly elected Executive Committee shall be confirmed by the Pastor and Parish Council.

ARTICLE IX - FUNCTION AND FORMATION OF THE EXECUTIVE COMMITTEE

Section 1 - The Executive Committee is the governing body of the general membership meeting. As such the Executive Committee is charged with carrying out the decisions ratified by majority votes of the general membership.

Section 2 - Any qualified member of the Women's Guild who is a dues-paying member of the local parish may be elected a member of the Executive Committee after one year of membership in the Guild.

Section 3 - The Executive Committee shall consist of five to nine members holding the following offices: Chairman, Vice Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Advisors, one of whom shall be the immediate past Chairman. If the term of the immediate past Chairman is completed on the Executive Committee, she may remain as an ex-officio, non-voting Advisor for one year. If there are only five members on the Executive Committee, the positions of one Secretary, the Assistant Treasurer, and two Advisors may be eliminated.

Section 4 - In the formation of a new Guild, as close as possible to half of the Executive Committee members shall be elected for a two-year term and the remaining members for a one-year term. Thereafter, half shall be elected to the Executive Committee each year for a term of two years. This procedure may be altered with the approval of the Parish Council.

Section 5 - Officers shall be elected annually within the Executive Committee, or they may be elected by the Guild membership, if the latter procedure is approved by the Parish Council.

Section 6 - To be eligible to serve as Guild Chairman, a member must have served on the Executive Committee at least one year during her membership in that Guild, or have served on the Executive Board of the Women's Guild of her former parish and have been a member of her present Guild for at least one year.

Section 7 - Members of the Executive Committee may be re-elected for one additional two-year term, and after the interim of one year, may become eligible for election again to the Executive Committee.

Section 8 - A member of the Executive Committee who without reason is absent during her term of office three consecutive times shall be officially notified of the termination of her office, and the alternate who received the next highest number of votes in the most recent election shall be invited to serve on the Executive Committee.

Section 9 - If a member of the Executive Committee resigns, the alternate who received the next highest number of votes in the most recent election shall be invited to serve on the Executive Committee.

Section 10 - Whenever the duty of an officer terminates, the officer shall transfer all records, books, documents, funds and other articles of the Guild in her possession to the new Executive Committee.

Section 11 - The meetings of the Executive Committee shall be held once a month or more often if necessary. The Parish President shall be invited to attend the Executive Committee meetings.

ARTICLE X - OFFICERS AND THEIR DUTIES

Section 1 – The **Chairman** shall perform the following duties:

- A. Conduct the executive and membership meetings and see that the decisions are carried out.
- B. Become an ex-officio member of all sub-committees, with no vote.
- C. Appoint the Chairmen of the Standing Committees, subject to the approval of the Executive Committee.
- D. Report to the Pastor the decisions of the meeting whenever he is unable to attend.
- E. Co-sign all checks and any bank withdrawal forms issued by the Treasurer.
- F. Request and receive required reports from the Executive Committee members and Committee Chairmen.
- G. Be a Delegate to the Women’s Guild Assembly. If unable to attend, the first officer, in descending order, who is able to attend, may attend with the same privileges

Section 2 - The **Vice Chairman** shall:

- A. Work closely with the Chairman and perform the duties of the Chairman in the latter’s absence.

- B. Attend the Women's Guild Annual Assembly with the same privileges as the Chairman if the Chairman is unable to attend.

Section 3 - The **Recording Secretary** shall perform the following duties:

- A. Keep the minutes of the Executive Committee meetings and all membership meetings.
- B. Assume charge of the Bylaws of the Women's Guild, the membership lists, the committee lists, and the addresses of members.
- C. Sign jointly with the Chairman all minutes, documents and certificates.
- D. Co-sign checks and any bank withdrawal forms in the absence of the Chairman.
- E. Keep the attendance records of the members.
- F. Submit the Annual Report to the Executive Committee for approval to be presented at the Annual Meeting and submitted to the Pastor and Parish Council.
- G. Perform the duties of the Corresponding Secretary during the latter's absence.

Section 4 - The **Corresponding Secretary** shall perform the following duties:

- A. Issue the announcements of all meetings at least seven days in advance.
- B. Conduct the correspondence of the Women's Guild.
- C. Perform the duties of the Recording Secretary during the latter's absence.
- D. Mail to the members a list of the nominees for election at least two weeks prior to the election meeting.

Section 5 - The **Treasurer** shall perform the following duties:

- A. Keep a correct accounting of the income and disbursements of the Women's Guild.
- B. Prepare disbursements by check upon obtaining original receipts or invoice of all approved expenditures. When necessary, obtain co-signature of Guild Chairman.
- C. Make all deposits under the name of the Women's Guild affixed to the name of the local parish. Obtain official bank receipts for all deposits made.
- D. In the event of making cash withdrawals, the Treasurer shall sign the bank forms jointly with the Chairman.

- E. Prepare financial reports for presentation at each executive board and membership meeting.
- F. Remit Women's Guild Central Council [WGCC] dues assessment of four dollars (\$4.00) per dues paid member as of December 31st of the prior year. Submission of assessment should be made by January 31st of the current year. (*See also Article V – Dues – Section 2*).
- G. Remit Sainly Women's Day funds amounting to **75% of net proceeds** to Women's Guild Central Council (WGCC) used for funding of WGCC sponsored Diocesan approved programs immediately following the Sainly Women's Day Commemoration event. (*See also Article III – Purposes and Methods - Section 1 – Worship – Coming Together in Faith – Subsection C*).
- H. Submit a complete financial report to Parish Assembly Auditors at the end of each fiscal year with all corresponding records and receipts for review and audit. Meet with auditors to answer questions as necessary for clarification. (*See also Article VI – Funds – Section 5*)

Section 6 - The **Assistant Treasurer** shall perform the following duties:

- A. Be responsible for collecting membership dues and issuing membership cards.
- B. Issue reminders of unpaid dues.
- C. Keep an accurate account of all dues-paying members.

Section 7 - The **Advisors** shall be present at all executive and membership meetings and give assistance when necessary.

ARTICLE XI - STANDING COMMITTEES AND THEIR DUTIES

Section 1 - The Women's Guild Chairman shall appoint Standing Committee Chairmen who shall in turn choose their own committees, if needed.

Section 2 - The Chairmen of the Standing Committees shall submit plans of work to the Executive Committee for approval and submit written Annual Reports to the Executive Committee. Standing Committee Chairmen may be invited to attend Executive Committee meetings.

Section 3 - The Standing Committees may be as follows:

- A. The **Devotional Committee** shall plan Scriptural readings and inspirational messages for each meeting.
- B. The **Program Committee** shall plan varied programs for the general meetings.

- C. The **Membership Committee** shall verify the eligibility of applicants for membership, strive to maintain an active membership, and increase the number of members. They shall welcome new members and guests at the meetings.
- D. The **Hospitality Committee** shall arrange for refreshments at the general meetings.
- E. The **Ways and Means Committee** shall plan a program of fund-raising activities of the organization for the year.
- F. The **Publicity Committee** shall be responsible for general Guild publicity.
- G. The **"Historian" Committee** shall keep an up-to-date scrapbook with articles, photographs, etc., recording all activities of the Women's Guild.
- H. The **Visitation Committee** shall visit the sick and the bereaved, and send flowers, cards, or gifts when the occasion warrants.
- I. The **Social Services Committee** shall coordinate the social service activities of the Guild.
- J. The **Altar Committee** shall concern itself with the cleanliness and beautification of the altar and shall care for the church vestments and vessels.
- K. The **"Mahs" Committee** shall assist in the making and packaging of "Mahs".
- L. The **Sunday Fellowship Committee** shall assist with refreshments after church services, per parish schedule, to encourage parish fellowship.
- M. The **Parliamentary Committee** shall have a member present at all the membership meetings. She shall inform the Guild Chairman and members of parliamentary procedures. This committee shall prepare or review all proposed amendments to the Bylaws prior to presentation at membership meetings. A copy of the Bylaws shall be provided to all new members.
- N. The **Inventory Committee** shall be in charge of all Guild property and be responsible for keeping an inventory.

ARTICLE XII - OCCASIONS TO BE OBSERVED

The Women's Guilds should observe the Major Feast Days of the Armenian Church in the local parishes along with:

- A. **Women's Guild Day** – as close to June 4th -5th each year.
- B. **Saintly Women's Day** should be celebrated on the third (3rd) Saturday of Great Lent according to the Diocesan Calendar as designated by the Women's Guild Central Council (WGCC); however, it may be hosted on an alternate date if needed. (See also Article

XVIII Exemptions). Clergy should utilize the service provided by the Diocese. A Sainly Women’s Day “fundraiser” should be organized by the local guild of a parish, of which 75% of profits are to be submitted to WGCC. Funds raised from the proceeds of Sainly Women’s day fundraisers will be equally divided between WGCC sponsored Diocesan approved programs. WGCC will issue a check to each program respectively from the total proceeds.

C. **Vartanantz** - Thursday before Lent except on the rare instance when it falls on February 14th which is Feast of Presentation then it would be the Tuesday before Lent.

D. **Lent**

B. **Holy Week**

C. **Martyrs' Day** – April 24th

D. **Armenian Cultural Month** – Marked on 2nd Sunday in October

ARTICLE XIII - AMENDMENTS

Section 1 - Amendments to these Bylaws may be proposed by majority vote at a membership meeting provided a quorum is present. A copy of the amendment proposals should be mailed to the members prior to the meeting.

Section 2 - The amendment proposals are to be presented to the Pastor and Parish Council for approval.

Section 3 - Amendment proposals approved in the local parish shall be submitted to the Women's Guild Assembly Proposals Committee in accordance with Article XVII, Section 9.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Section 1 - The rules of parliamentary practice shall govern the proceedings of the organization, subject to the Bylaws and standing rules which have been or may be adopted.

Section 2 - Each Guild may have its special Rules of Order, provided that its provisions are compatible with the spirit and letter of these Bylaws and are approved by the Pastor and Parish Council.

ARTICLE XV - FORMATION AND DISSOLUTION

Section 1 - A Women's Guild may be established in a parish without a Guild by ten or more women of that parish who are members of the Armenian Church with the assistance of the Women’s Guild Central Council [WGCC] and with the approval of the Pastor and Parish Council. In a community without a Pastor or Parish Council, the approval of the Primate and the Diocesan Council of the Diocese of the Armenian Church of America is required.

Section 2 - A local Women's Guild may be dissolved when its membership has decreased to ten members. In case of dissolution, all properties, funds, and other belongings shall be turned over to the Pastor and Parish Council of the local parish. In a community without a Pastor or Parish Council, all properties, funds and other belongings shall be submitted to the Primate and Diocesan Council of the Diocese of the Armenian Church of America.

ARTICLE XVI - WOMEN'S GUILD CENTRAL COUNCIL

Section 1 - To assist with communication and coordination among the Women's Guilds, there shall be a central executive body named the Women's Guild Central Council [WGCC] of the Women's Guild of the Parishes of the Armenian Church of America (Eastern Diocese) hereafter referred to as the Women's Guild Central Council [WGCC].

Section 2 - The Women's Guild Central Council shall be responsible to the Annual Women's Guild Assembly with the approval of the Primate and Diocesan Council.

Section 3 - The purpose of the WGCC shall be:

- A. To support the Guilds in their activities according to their needs to fulfill the objectives of the Women's Guild.
- B. To afford the Guilds an opportunity to create and exchange ideas with other Guilds, thus providing the means by which new interests can be cultivated and pursued on the parish level
- C. To assist in the organization of new Guilds as requested
- D. To program "Sainly Women's Day" or "Women Saints Day" with the Primate.
- E. To coordinate Women's Guild Assembly Programs with the Assembly Host Guild.

Section 4 - Funding for the WGCC shall be from Women's Guilds, which will be assessed four dollars (\$4.00) per year, per dues-paying Guild member, based on the number of paid members as of December 31 of the previous year. Additional funding may be realized through the efforts of the Diocese, the WGCC, and regional and local functions. (*See also Article V – Dues*).

Section 5 - The WGCC shall meet for a minimum of three times per year.

Section 6 - The Executive Board of the WGCC shall consist of the Primate, Chairman, Vice Chairman, Recording Secretary, and Treasurer.

Section 7 - All members of the WGCC must be active current dues-paying members of a parish in the Armenian Church of America (Eastern Diocese) and Women's Guild for a minimum of one year.

Section 8 - There shall be nine members of the Women's Guild Central Council [WGCC] with Five (5) members elected each year for a term of two years and the succeeding Four (4) members elected on the alternate year for a term of 2 years by the Annual Women's Guild Assembly. No person may serve more than three consecutive full terms.

Section 9 - In case of vacancies in the Women's Guild Central Council [WGCC] due to resignation, death, or absence from four consecutive meetings without a compelling reason, the persons who had received the highest number of votes short of election in the last Women's Guild Assembly shall be invited to complete the unexpired term of the member she replaces, beginning with the Alternate with the highest votes short of election, and working down. The names of Alternates who succeed to the WGCC are subject to confirmation by the Primate.

Section 10 - The officers of the WGCC and their duties shall be as follows:

A. President

1. The Primate is the President of the WGCC and shall preside over WGCC meetings. If the Primate is unavailable, the Primate shall appoint a representative to preside over WGCC meetings.

B. Chairman

1. Conduct WGCC meetings.
2. Ex-officio member of all sub-committees, without vote.
3. Report to the Primate the decisions of the meeting whenever he is unable to attend.
4. Co-sign all checks issued by the Treasurer.
5. Request and receive reports from the Women's Guild Central Council [WGCC] members and Committee Chairmen.
6. Appoint assistants to officers as deemed necessary by the WGCC.
7. Prepare Annual Report for the Women's Guild Assembly, aided by the Recording Secretary.

C. Vice Chairman

1. Work closely with the Chairman.
2. Perform duties in the Chairman's absence.

D. Recording Secretary

1. Keep the minutes of WGCC meetings.
2. Keep the attendance records.
3. Work with the Chairman to prepare the Annual Report for submission to the WGCC and subsequent presentation at the Annual Women's Guild Assembly.

E. Treasurer

1. Keep an accurate accounting of income and disbursements for the WGCC.
2. Make disbursements by check only, co-signed by the Chairman.
3. Give financial report at each meeting.
4. Make financial deposits under the name of the Women's Guild Central Council of the Diocese of the Armenian Church of America (Eastern).
5. In the event of withdrawals, all bank forms must be signed jointly with the Chairman.
6. Submit prior year financial records and receipts to the Women's Guild Assembly Auditing Committee on or before March 31st of the current year for review and audit. *(See also Article XVII – Women's Guild Assembly – Section 6 – Duties of Auditing Committee.)*
7. Prepare Year End WGCC Financial Report and Proposed Budget for presentation at the Women's Guild Assembly.

F. Corresponding Secretary

1. Conduct the correspondence of the WGCC.
2. Send meeting notices of the WGCC one month in advance of the meeting.
3. Mail materials pertaining to the Annual Women's Guild Assembly to Guild Chairmen and Delegates as follows:
 - a. Amendments and Proposals for consideration at the Assembly sixty days prior to the Assembly.
 - b. List of Candidates for Election – forty-five days in advance of the Assembly.
 - c. Notice of Assembly and Agenda – at least thirty days before the Assembly.
 - d. Upon approval of the Women's Guild Assembly Minutes by the Primate and Diocesan Council, mail copies to the Parish Priests, Parish Council Chairmen,

Guild Chairmen and Delegates.

G. Assistant Treasurer

1. Responsible for collecting Women's Guild assessments.
2. Send reminders for unpaid assessments.

H. Advisors

1. Oversee Sainly Women's Day programming and coordination of host parishes. Coordinate the collection of 75% of the fundraising efforts of local guilds to be used for funding of WGCC sponsored Diocesan approved programs. (*See also Article III Purposes and Methods Subsection C and Article XII – Occasions to be observed*).
2. Act as WGCC fundraising coordinator.
3. Give assistance when/where necessary.

Section 11 - In case of dissolution of the WGCC, all properties, funds, and other belongings shall be turned over to the Primate and Diocesan Council.

ARTICLE XVII - WOMEN'S GUILD ASSEMBLY

Section 1 - The Women's Guild Assembly shall be convened annually on a designated date and place and may be convened on a date and place other than the Diocesan Assembly.

Section 2 - The Assembly shall elect its Officers composed of Chairman, Vice Chairman, and Secretary. Parliamentarian(s) will be appointed by the Assembly Chairman. This body shall hold office until the next Annual Women's Guild Assembly.

Section 3 - The Assembly shall elect the following **Standing Committees**:

- A. Nominating Committee of five persons.
- B. Proposals Committee of three persons.
- C. Auditing Committee of three persons.

Section 4 - The duties of the **Nominating Committee** shall be:

- A. To prepare lists of candidates, **no less than fifty percent (50%) greater than the number of vacancies**, who are members of the local Guild for at least one year and are dues-paying members of the local parish, for the Women's Guild Central Council (WGCC), Nominating, Proposals and Auditing Committees for the Annual Women's Guild Assembly. Auditing Committee nominees shall be provided by the Women's Guild

of the host chapter of the following year's Annual Diocesan Assembly. (*See also Article XVII – Women's Guild Assembly – Section 3 Subsection C*).

- B. To secure the consent of the nominees before presenting their names for election.
- C. To present to the WGCC a copy of the slate of nominees in time to be mailed to each delegate forty-five days in advance of the Women's Guild Assembly (*See also Article XVI Women's Guild Central Council – Subsection F – Corresponding Secretary*).
- D. Additional nominations may be made from the floor.
- E. The Nominating Committee shall serve as teller at the elections, excluding those who are candidates for office. The Assembly Chairman shall appoint replacements if needed. All ties will result in a second tie-breaking closed vote only for the candidates receiving the same number of votes.

Section 5 - The duties of the **Proposals Committee** shall be:

- A. To receive and consider all Proposals and Amendments which are received three months prior to the Women's Guild Assembly.
- B. To decide by a majority vote to recommend, not recommend, or to offer no recommendation on the proposals which it transmits to the floor of the Assembly for consideration. It is the duty of the Committee to present all properly submitted proposals. It shall be the duty of the Committee to monitor the vote of the Assembly for each submission, record the vote thereon, and deliver same to the Secretary of the Assembly.

Section 6 - The duties of the **Auditing Committee** shall be:

- A. To examine the financial accounts of the Women's Guild Central Council (WGCC) and Children of Armenia Sponsorship Program (CASP) annually. Reports and corresponding records should be submitted to the Auditing Committee on or before March 31st of the current year. (*See also Article XVI – Women's Guild Central Council – Section E - Treasurer - Subsection 6*)
- B. To communicate with the respective Treasurers of WGCC and CASP prior to the Annual Women's Guild Assembly to address questions or provide clarification of information as necessary.
- C. To submit a written report of its findings and recommendations to the Annual Women's Guild Assembly.

Section 7 - The Assembly Chairman may appoint such other Committees as deemed necessary for the Assembly

Section 8 - Provisions pertaining to Delegates are as follows:

- A. Any dues-paying Women's Guild member in good standing for one year who is also a dues-paying member of the parish is eligible to be a candidate for Delegate to the Women's Guild Assembly.
- B. The Guild Chairman shall be a Delegate to the Women's Guild Assembly with the same privileges and rights as elected Delegates.
- C. Each Guild shall be represented by at least two elected Delegates and one Chairman or Vice Chairman.
- D. Guilds having more than one hundred dues-paying members shall be entitled to elect one additional Delegate.
- E. Each Delegate shall be entitled to one vote. The vote is not transferable and must be cast in person.
- F. Delegates may serve for two consecutive terms, two years per term. After an interim of one year, a person may become eligible again as a Delegate.
- G. Central council members who are not elected Delegates have the right to speak at the Annual Assemblies, without the need to request permission from the Chair.
- H. Delegates should defer to the local chapters regarding the expenses of assembly registration, travel and lodging for attending the Annual Women's Guild Assembly (*See Article VII, Section 8*).

Section 9 - All Proposals and Amendments to be presented at the Annual Women's Guild Assembly shall be sent directly to the Chairman of the Proposals Committee for review and consideration three months prior to the date of the Annual Women's Guild Assembly and in preparation for distribution to the Women's Guilds Delegates sixty days prior to the date of the Annual Women's Guild Assembly. (*See also Article XVI – Women's Guild Central Council Section 10 F and Article XVII – Women's Guild Assembly Section 5*).

Section 10 - The Annual Women's Guild Assembly may amend these Bylaws by majority vote of the Delegates, provided that the copy of the items to be amended is mailed to the Guild Chairmen and Delegates sixty days prior to the Assembly, and then read and voted on at the Annual Women's Guild Assembly.

ARTICLE XVIII – EXEMPTIONS

A Guild may request exemption from specific Articles and/or Sections of the Bylaws by submitting a request to the WGCC for consideration, providing a majority of its members has approved it at a duly-called meeting, and the exemption has subsequently been approved by the

Parish Priest and /or Parish Council. An explanation of the need for the exemption must accompany the request along with a signed statement by the Parish Priest and/or Parish Council Chairman approving the request.