

THE AMENDED NATIONAL CONSTITUTION AND BY-LAWS
OF THE
JUNIOR
AMERICAN CARPATHO-RUSSIAN YOUTH
OF THE
ORTHODOX GREEK CATHOLIC CHURCH



**Amended by action of two-thirds quorum of the 11th and 18th
National Jr. A.C.R.Y. CONVENTION**

September 2001

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**THE NATIONAL CONSTITUTION AND BY-LAWS OF THE JUNIOR AMERICAN
CARPATHO-RUSSIAN YOUTH OF THE ORTHODOX GREEK CATHOLIC CHURCH**

ARTICLE I

A. Name, Purposes and Motto

1. **The name of the organization shall be the JUNIOR AMERICAN CARPATHO-RUSSIAN YOUTH OF THE ORTHODOX GREEK CATHOLIC CHURCH (abbreviated Jr. A.C.R.Y.)**
2. **The purposes of the Jr. A.C.R.Y. shall be:**
 - a) **To foster, perpetuate, uphold, protect, learn and maintain the Faith of our Fathers, the Holy Eastern Orthodox Greek Catholic Faith.**
 - b) **To promote the healthy, clean spiritual, social, cultural, educational, and athletic development of the young people of the Carpatho-Russian Diocese.**
 - c) **To foster true Patriotism, loyalty, and allegiance to the government of the United States of America.**
3. **It shall be within the sphere of activity of this organization to have special care for spiritual, cultural, social, athletic and educational development of the youth established of carefully organized and supervised chapters, the establishment of scholarships, printing of religious and cultural materials, sponsoring of bowling tournaments, conducting campaigns for the raising of funds for charitable, religious, and educational purposes, and whatever rightful sphere of organization, in all, designing to make of our youth sterling and contributing citizens of the United States, devoted to their Orthodox Faith and proud of their Carpatho-Russian Ancestry and Heritage.**
4. **All members shall pay allegiance to the government of the United States of America as the government of the people and shall promise to obey and uphold the Constitution and laws of the land.**
5. **Every chapter as well as every member shall morally and financially support all religious, educational, charitable, and national movements of our Church and Diocese.**
6. **The motto of the Jr. A.C.R.Y. is "FOREVER FORWARD AND HEAVENWARD.**

ARTICLE II

B. Patron Saints

7. The Patron Saints of the Jr. A.C.R.Y., are SS. Cyril and Methodius Apostles of the Slavs.
8. Each Chapter shall observe the Feast of the Patron Saints on the Sunday following the feast in a proper way, especially by having its members attend Divine Liturgies and by offering a Moleben for the living members and a Panachida for the departed members.

ARTICLE III

C. Emblem and Seal

9. The national emblem and official logo for each Chapter shall be a double-headed American Eagle, clutching in one claw a three-barred Cross, in the other claw a torch, with a star enclosed in a circle within the eagle design. The colors of the A.C.R.Y. shall be red, white, and blue. Every document should have the official seal.
10. The symbolism of the A.C.R.Y. emblem shall be:
 - a) The double headed eagle represents the combined freedom of America and our Carpatho-Russian people. We are proud to be Americans, and proud of the blood that flows through our veins.
 - b) The circle represents perfection. Our Orthodox Greek Catholic faith has always guided our people along the path once trod by Christ. We, too, are to live the life of Christ, striving after him.
 - c) The star is for ascendancy. We are proud of our forbearers, and we shall rise as they did to serve and preserve our Orthodox Faith.
 - d) The Cross-represents our Orthodox Greek Catholic religion. We shall keep it, let it protect us, and give us faith and courage in life.
 - e) The torch is for culture and learning. We shall strive to gain knowledge and further understanding of life, to improve ourselves and our children.
11. The common and corporate seal of the Jr. A.C.R.Y. shall be round with the official emblem and the name of the organization.
12. Any member in good standing in a chartered chapter shall be entitled to wear the emblem or other insignia as may be adopted by the conventions.



13. The name, emblem, or insignia of the A.C.R.Y. shall not be used as a trade name, trademark or for any purpose other than authorized by the Senior and Junior National Board.

ARTICLE IV

D. National Organization

14. The National Organization shall consist of chartered Chapters of the Junior American Carpatho-Russian Youth in parishes or potential parishes of the American Carpatho-Russian Greek Catholic Diocese, which have been accepted by the Executive Board which comply with the National Junior A.C.R.Y. Constitution and By-Laws as adopted or amended.
15. The National Organization shall have the power to direct, manage, supervise, and control business, property, and funds of the A.C.R.Y. as defined by the National Convention. It shall have the power to create charter and supervise Chapters and Districts.

ARTICLE V

E. Membership

16. Any person of good Christian character and community standing, male or female, between the ages of 8 and 18, who is Orthodox Greek Catholic by Faith is eligible to join the Jr. A.C.R.Y. The applicant cannot be a member of the Jr. A.C.R.Y. if he/she belongs to a subversive group.
- 16.1 You will be considered a Jr. A.C.R.Y. member until the Convention of your 18th birthday or upon High School Graduation, which ever comes last. For example, if you turn 18 in December but are still a Senior in High School, then you are still considered a Jr. A.C.R.Y. member until after the next convention.
17. All members before being accepted shall pledge themselves by a promise of fidelity to uphold the Constitution and By-Laws of the National Jr. A.C.R.Y., the District, and the local chapter.
18. All Reverend Fathers in the jurisdiction of the American Carpatho-Russian Orthodox Greek Catholic Diocese shall be honorary members of the Jr. A.C.R.Y. with the privilege of voice at all Chapter and District meetings and shall have the right of voice at all National Jr. Conventions.
19. It is within the jurisdiction of a chartered Chapter to grant honorary and social membership to any individual it may deem fit and under conditions specified by the chapter, but no honorary or social member may vote, assume office or in any way control the Chapter itself or participate in

National Affairs.

20. A member moving to another town may transfer his or her membership by having the secretary of his former chapter write to the National Financial Secretary who will issue the transfer and forward it to the new Chapter, thus enabling such members to continue membership in the Jr. A.C.R.Y.

ARTICLE VI

F. National Officers

21. The National Officers of the A.C.R.Y. shall consist of:

- a) Supreme Patron. The Supreme Patron shall be the legally elected, validly-consecrated and canonical Bishop of the American Carpatho-Russian Orthodox Greek Catholic Diocese. He shall exercise oversight over all religious, cultural, and moral activities of this organization. The Supreme Patron will be responsible for all matters of faith and good order within this organization. Copies of all correspondence shall be forwarded to his office. He or his representative shall participate in all meetings of the National Junior A.C.R.Y. Executive Board, and shall be given the proper respect due to them and their Hierarchical authority.
- b) Patron Appointments. The Supreme Patron and/or Associate Patron shall appoint the National Junior Spiritual Advisor.
- c) Elected Officers. President, Vice President, Financial Secretary, Treasurer, Publicity Director, Sergeant-at-Arms, and two Auditors.
- d) Presidential Appointments. Corresponding Secretary, and such other appointments as may be deemed necessary and approved by the National Jr. A.C.R.Y. Executive Board.
- e) The Sr. Vice President shall act as the Sr. National representative to the National Jr. Organization. His/Her capacity shall be advisory.
- f) Each officer of this organization and their position must be confirmed by the Diocesan Hierarchy before officially taking that position in this organization. This is in keeping with the proper canonical structure within the Holy Orthodox Church.

Their terms of office, except those of the Supreme Patron shall be from one National Convention to another. Each officer shall serve until their successors are elected or appointed. However no person shall hold same elected National Office for more than three consecutive years. No more than two persons from one Chapter shall hold positions of elected National Officers.

22. A vacancy occurring in any elective office between conventions shall be filled by the National Jr. A.C.R.Y. Executive Board, except the President, who is succeeded by the Vice President.
23. At the expiration of any national officer's term of office or in case of there resignation or removal, they shall pay and deliver to their successor in office all funds, books and property in their possession belonging to the National Organization within a space of 30 days.
24. Any National Jr. A.C.R.Y. members caught to be participating in illegal activities (i.e. illegal substance, alcohol, drugs, weapons, etc.) at a National A.C.R.Y. event (Bowling Tournament, Conventions, Encounter, etc.) will be asked to relinquish his/her position on the National Jr. A.C.R.Y. Board. The member will retain membership in the organization; however, he/she will only be permitted to attend future National A.C.R.Y. events with the member's parent or legal guardian and must room with them in the hotel.

ARTICLE VII

G. Conventions

25. The National Convention is the chief legislative branch of the Jr. A.C.R.Y. and shall be held once a year at such time and place as shall be determined by the preceding Senior Convention. If, however it is impossible to hold the Convention in such place, the National Sr. Board of Directors shall have the right of deciding in some other place. The details of its convocation shall be entrusted to the Sr. Executive Board.
26. The National Sr. Board of Directors may at any time postpone the holding of the National Convention in time of war or national emergency when travel is impossible until such time that the emergency has passed. The National Officers shall continue holding office until the next Convention.
27. The officer, of each Jr. Convention shall be the National Officers of the Jr. A.C.R.Y. The Jr. President, as chairperson, may appoint assistants for the Secretary and the Sergeant-at-Arms. All National Jr. Officers, excluding the presiding officer, shall have the right of voice, but may vote only through their respective Chapter delegation.
28. In any National Jr. Convention, each chartered Chapter in good standing, including the Chapter-at-Large, shall be entitled to one vote. However, a Chapter can send as many duly-elected delegates as it desires. They will have the right to the floor. The spokesperson of each chapter is to cast the vote as the majority of the delegation decides. There shall be no voting by proxy. A quorum of conducting business shall be deemed 51% of the Chapters in good standing.

29. **The Reverend Fathers, who are honorary members of the Jr. A.C.R.Y. and who attend the Convention, shall have the right of voice.**
30. **No new Chapter shall be allowed to actively participate in the National Jr. Convention unless its National Dues are paid fully prior to the Convention.**
31. **The National Jr. President shall announce in the Church Messenger, the Official Publication of the Diocese an official call to the Jr. Convention at least 90 days before the date of the Convention, and at least 30 days prior to a Special Convention. Delegate forms shall be sent to the Chapters by the National Jr. Corresponding Secretary at least 60 days prior to the Convention.**
32. **Proposals, and By-Law amendments for consideration at the Convention must be submitted to the National President 90 days prior to the Convention. The Corresponding Secretary shall forward all proposals, and By-Law amendments to all Chapters at least 60 days prior to the Convention.**
33. **Reports of committees, communications to the Convention, and all motions, according to parliamentary practice as undebateable may be debated on the floor of the Convention unless the Convention decides to dispose of them without debate. Any speeches on the Convention floor shall be limited as provided by the order of the day, or, in the absence of regulations, as determined by the chair.**
34. **The National Sr. President with the approval of the Sr. Executive Board shall appoint a Convention Committee, which shall make all preparations for the Convention under the direction and supervision of the Sr. Executive Board. All profits from affairs sponsored in connection with the Convention by the Convention Committee shall go into the National Sr. Treasury.**
35. **The order of business at the Convention shall be:**
 - a) **Divine Liturgy on the morning of the opening day.**
 - b) **Registration of delegates and approval of credentials by the Credentials Committee on the day before and on the day of the opening session.**
 - c) **Opening the Convention according to Jr. A.C.R.Y. ritual.**
 - d) **Appointment of officers of Convention, if need be.**
 - e) **Report of Credentials Committee.**
 - f) **Reports of National Jr. Officers and chairpeople of Chapter delegation.**
 - g) **Passing of appeals to the Convention.**
 - h) **Amendments to the National Constitution and Jr. By-Laws.**
 - i) **Discussion of projects to be conducted by the Jr. A.C.R.Y.**
 - j) **Appointment of Nominations Committee.**
 - k) **Election of National Officers.**

- l) Installation of newly-elected officers according to ritual.
- m) Adjournment.
- n) If time permits, talks, discussions, and forums on religious educational, and cultural topics may be held.

36. In order to promote interest in the arts and letters among members, the National Convention may bestow upon any member who has achieved recognition and who has contributed his/her talents in the furtherance of the Jr. A.C.R.Y. and our Church, such honorary titles as Jr. Artist, Poet-Laureate of the Jr. A.C.R.Y. etc.

ARTICLE VIII

H. Official Publication

37. The Official Publications of the Jr. A.C.R.Y. shall be the Jr. Newsletter "THE JR. A.C.R.Y SPIRIT" which will be edited by the National Jr. A.C.R.Y. Publicity Directory and a copy should be sent to the National Editor of the Senior A.C.R.Y.

ARTICLE IX

I. Revenue

38. Each accepted Chapter before receiving its charter shall pay upon application for membership in the Jr. A.C.R.Y. the charter fee of \$5.00.
39. Each member shall pay to the National Jr. Treasury dues as approved at the National Convention. The said dues shall be postmarked by the 1st day of December each year. In the event a member, either new or old, should pay their dues subsequent to the 1st day of December, they shall pay the entire amount and no part of the same shall be refundable or apportionable. But if all forms and dues have not been sent into the National Financial Secretary, Chapters and their members will be subject to delinquent penalties as outlined in Article X.
40. All Chapters must send a minimum donation of \$75.00 for the Fund Drive, due to be sent to the National Jr. Financial Secretary by July 15th. Chapters and their members will be subject to delinquent penalties as outlined in Article X.
41. The National Jr. Board Meeting at the Bowling Tournament and Convention shall determine the amount of money to be allocated (per officer) towards the meal package of the next upcoming National Event.

ARTICLE X

J. Delinquent Penalties

42. He/She will not be eligible for any prizes at the National Bowling Tournament. He/She may still bowl but will not receive any trophies.
43. If the entire Chapter fails this deadline, members will not be recognized as delegates at the next National Convention and therefore will have no official voice during the convention sessions.
44. Members cannot be considered for any National Jr. A.C.R.Y. Office at the next Convention.
45. Members cannot be contestants for "Miss or Mr. Junior A.C.R.Y."

ARTICLE XI

K. Local Chapter

46. A local chapter of the Jr. A.C.R.Y. shall be one which is chartered by the National Jr. Executive Board and which complies with the National Jr. A.C.R.Y. By-Laws as adopted or amended. When a Chapter is accepted into the Jr. A.C.R.Y. all its members ipso facto become members of the National Junior Organization. It shall not use any name except the designated in its charter which shall include the letters Jr. A.C.R.Y. in the Chapter name.
47. The officers of the Chartered Chapter shall be the Spiritual Advisor, who is the pastor of the local parish, President, Vice President, Treasurer, and Secretary. Other Officers may be elected as required. They shall constitute the Board of Directors of the Local Chapter. The officers shall be members in good standing. Their duties and obligations shall be as defined by parliamentary law and local by-laws.
48. The Secretary of the chartered Chapter shall send to the National Financial Secretary along with the national dues, the names, addresses, and birth dates of its members, and the names of the officers elected to serve for the coming year postmarked by the 1st of December.
49. Chapter regulation of its affairs, but such by-laws cannot conflict with the National Jr. By-Laws. It has the right to send initiation fees, monthly dues or whatever levies it may deem proper, in addition to the annual national dues. It may organize its own athletic activities and social functions under its own management, provided such activities shall not conflict with those of the District, National Junior and Senior Organizations, Deanery and Parish.

- 50. **The property of the chartered chapter-real and personal-shall belong to the members of said chapter.**
- 51. **A quorum of the membership to conduct regular business shall be deemed a majority of the total active members.**
- 52. **All meetings of the Chapter shall be conducted according to accepted parliamentary procedures as prescribed in the "Jr. A.C.R.Y. Manual of Ceremonies".**

ARTICLE XII

L. Chartering of Chapters

- 53. **Local Chapters may be organized and chartered where three(3) or more persons desire to establish a Chapter for the preservation of their Orthodox Greek Catholic Faith and Carpatho-Russian Heritage and who can insure the carrying out of the principles and ideals of the Jr. A.C.R.Y.**
- 54. **Upon submission of the petition for a new Chapter the National Jr. President shall instruct the members about the principles and ideals of the Jr. A.C.R.Y. and explain the National Constitution and By-Laws.**
- 55. **Upon completion of the organization of the Chapter and approval by the National Jr. A.C.R.Y. Executive Board, shall be issued to the Chapter a charter of the Jr. A.C.R.Y. signed by the National Jr. President and National Financial Secretary under the seal of the organization, provided the Chapter has complied the following conditions:**
 - a) **Elected officers and completed the organization of its Chapter.**
 - b) **Paid the charter fee and national dues of its members.**
 - c) **Maintained the standard and practices, principles and ideals of the Jr. A.C.R.Y.**
 - d) **If the chapter adopts local by-laws, they should conform to the National Jr. Constitution and By-Laws and be approved by the National Jr. A.C.R.Y. Executive Board.**
- 56. **The National Jr. A.C.R.Y. Executive Board may create a chapter, naming it Chapter-at-Large, for the purpose of giving people in those parishes and towns where there are no chartered Chapters the privilege of belonging to the A.C.R.Y., abiding by its ideals and enjoying the rights and privileges of its members. It shall consist of the following:**
 - a) **Officers: The member of the National Jr. A.C.R.Y. Executive Board shall be the officers of the Chapter-at-Large.**

- b) **Members:** Qualification membership shall be such as outlined in Article of Membership. Application for membership shall be made to the National Financial Secretary and shall be by persons located in places where there are no chartered Jr. A.C.R.Y. Chapters.
- c) Besides national dues regulations of the Chapter-at-Large shall be governed entirely by the National Jr. A.C.R.Y. Executive Board.
- d) The National Jr. A.C.R.Y. Executive Board shall transfer members from his/her Chapter to a local Chapter whenever it is possible to do so.
- e) Member of the Chapter-at-Large shall have the privilege of attending the Convention with the right of voice and vote within the Chapter delegation and run for office.
- f) The National Jr. President with the approval of the National Jr. A.C.R.Y. Executive Board shall name one member of the Chapter-at-Large as the chairperson of the delegation.

ARTICLE XIII

M. Regulation of Chapters

- 57. Any member Chapter, which is more than 30 days in debt to the National Jr. Organization, shall be considered in poor standing and will have its charter and membership suspended or revoked by action of the National Jr. A.C.R.Y. Executive Board, provided that notice of the debt shall have been sent by registered mail by the National President or Financial Secretary, to the last reported President or Financial Secretary, and Spiritual Advisor of said Chapter. Before the National Jr. A.C.R.Y. Executive Board shall proceed with any punitive measures, all attempts to reconcile the delinquency on the part of the Local Chapter, must be made. A Chapter may be reinstated into the National Jr. A.C.R.Y. upon payment of dues for the current year as well as a fee of \$5.00 for the renewal of its charter, provided it fulfills the membership requirement.
- 58. Any member Chapter that fails to conform to the By-Laws of the National Jr. A.C.R.Y., that attempts to disrupt, sow disunity or dissension in the organization or that fails to conform to the accepted standards for chartered Chapter may have its charter suspended or revoked or may otherwise be discipline by a two-thirds vote of the National Jr. A.C.R.Y. Executive Board, provided that a copy of the charges with notice for a hearing thereon shall have been sent by registered mail to the Secretary of the Chapter 30 days before said hearing.
- 59. In the event a Chapter shall be dissolved and ceases to exist it shall be the duty of the National Jr. A.C.R.Y. Executive Board to see to it that the funds of such a dissolved Chapter be turned over to the local parish or the Diocese or are divided between the both.

60. In event of dissension or strife within a chartered Chapter, the National Jr. President shall, with the consent of the a National Jr. A.C.R.Y. Executive Board, either himself/herself or through an authorized representative, call a meeting of the members of the Chapter and make a thorough investigation provided a request for such action is made by at least one-fourth of the members of the Chapter who are in good standing. The National Jr. President or the authorized representative shall present a complete report to the National Jr. A.C.R.Y. Executive Board, which will have the authority to take necessary steps to end dissension, strife or misunderstanding in the Chapter

ARTICLE XIV

N. Districts

61. At an appropriate time in the future and for the purpose of promoting the best interest of the Jr. A.C.R.Y. the National Jr. A.C.R.Y. Executive Board shall create, supervise and control Districts, consisting of chartered Chapters therein. Chapters within District limits must belong to the District Organization, and shall be members as long as they comply with the National Jr. By-Laws. The limits of the Districts shall be those of the Diocesan deanery or at the discretion of the Junior Executive Board.

ARTICLE XV

O. Duties of Members

62. Members in good standing have the right to vote and participate in all activities of the Chapter as well as those of National Jr. Organization, subject to limitations noted in paragraph 16 and 20.
63. If any member refuses to pay the National dues, such member after due notice automatically ceases to belong to the Chapter and the Jr. A.C.R.Y.
64. Failure of a member to perform his or her spiritual obligation in the church in which the member holds membership, automatically expels such a member from membership to the Jr. A.C.R.Y.
- 64.1 Members and their guests attending National A.C.R.Y. events shall conduct themselves in a manner befitting an Orthodox Christian according to the parental consent form so as not to bring disrepute or disdain upon the Orthodox Church, Our Diocese and this Organization. The behavior of members not in accord with this paragraph shall be subject to review by the National Board.

ARTICLE XVI

P. Duties of National Officers

65. National Junior Spiritual Director. The National Jr. Spiritual Director shall conduct all religious exercises of the A.C.R.Y. He is empowered by the Diocesan Hierarchy to speak in his behalf at all meetings, conventions, and social gatherings of this organization. He shall provide the advice and directives on all religious, moral and practical matters arising concerning this organization. He shall write articles of a religious nature for the Official Publications. He shall be the overseer of all religious publications published by the organization and shall secure from proper authority the proper approbation for them. He shall be responsible for countersigning any funds issued by the Junior A.C.R.Y. if the Senior Advisor is not available. He shall be a priest in good standing in the American Carpatho-Russian Orthodox Greek Catholic Diocese.
66. National Junior President. The National President shall preside at all meetings of the National Jr. A.C.R.Y. Executive Board and National Convention. He/She shall have the power of convoking meetings of the National Jr. A.C.R.Y. Executive Board or special convention. He/she shall be the chief executive officer, exercising general supervision of the work and activities of the Jr. A.C.R.Y. It shall be his/her duty to see that the Constitution and By-Laws of the Jr. Organization are enforced. She/He shall with the advice of the National Jr. A.C.R.Y. Executive Board appoint necessary committees and see to it that they accomplish their task. He/She shall perform all such other duties as usually pertain to the Office of the President.
67. National Senior Vice President. The National Sr. Vice President shall be responsible for membership supervision, conduct and co-ordination of the Junior A.C.R.Y. He/She shall be responsible for countersigning any funds issued by the Junior A.C.R.Y. He/She shall act in advisory capacity to the Jr. Organization on all secular matters. He/She will be in charge of the Jr. Parent Permission forms for the National A.C.R.Y. events. He/She will receive a list of Junior Members attending from each chapter. Meal tickets will be given to the Jr. Advisor. The Jr. Advisor along with the Spiritual Advisor will strictly enforce the rule "If no parent permission slip must go home".
68. National Junior Vice President. The National Jr. Vice President, in the event of the inability of the President to perform his/her duties is to have the same authority as the President. He/She shall be the Vice Chairperson of the National Convention, and he/she will be responsible for the supervision and conduct of the Junior A.C.R.Y. The Vice President is in charge of membership. The Vice President shall perform such duties as may be assigned to him/her by the President, National Jr. A.C.R.Y. Executive Board.

69. **National Junior Corresponding Secretary.** The Corresponding Secretary shall be the active managing office of the Jr. A.C.R.Y. under the supervision of the National Jr. A.C.R.Y. Executive Board and the President. He/She shall assist the President in the conduct of the business affairs of the Organization and shall perform such duties as are specified or implied in the National By-Laws or assigned to him/her by the National Jr. A.C.R.Y. Executive Board. He/She shall keep accurate record of the minutes of all meetings of the National Jr. A.C.R.Y. Executive Board, and National Convention. He/She will assume and conduct all necessary correspondence of the organization and shall keep proper records of all Chapters and members. He/She shall prepare and mail to the chapters various reports, announcements, convention material and other matter as directed by the President and National Jr. A.C.R.Y. Executive Board.
70. **National Junior Financial Secretary.** The Financial Secretary shall keep the financial books, accounts, collect and receive all funds paid to the Jr. A.C.R.Y. and shall turn the same over to the Treasurer within 30 days after receipt, receiving in return from the Treasurer a receipt. He/She shall be responsible for issuing checks for payment of bills. The Financial Secretary's records and books shall at all times be open to the inspection of the President, the National Jr. A.C.R.Y. Executive Board and Auditors. He/She will assume and conduct all necessary correspondence of the organization and shall keep proper records of all Chapter and Members and present a membership report. He/She shall sign all documents issued by the organization and shall upon the direction of the President affix the corporate seal when required.
71. **National Junior Treasurer.** The Treasurer shall take charge of all moneys of the National Jr. Organization and deposit them in the name of the Jr. American Carpatho-Russian Youth in a bank approved by the National Jr. Board of the Jr. American Carpatho-Russian Youth. All disbursements shall be paid by check drawn on the National Jr. Organization and co-signed by the National Sr. Vice President, Treasurer and Financial Secretary, if the National Sr. Vice President is not available the checks are signed by the National Junior Spiritual Advisor. His/Her accounts and books shall be open at all times to inspection by the Jr. President, National Jr. A.C.R.Y. Executive Board and Junior Sr. Auditors. He/She shall present a report at the National Jr. Board Meetings.
72. **National Junior Sergeant-at-Arms.** The Sergeant-at-Arms shall maintain order at the National Jr. Convention meetings and meetings of the National Jr. A.C.R.Y. Executive Board. He/She will be responsible for the Processional three-barred Cross, the American Flag and other ceremonial materials needed during the Jr. Convention. He/She is chairperson of the Committee for Mr. & Miss Junior. A.C.R.Y. along with the Clergy Appointment and the Senior Sergeant-at-Arms.

73. National Junior Immediate Past President. The Immediate Past President shall be a member of the National Jr. A.C.R.Y. Executive Board. He/She shall be the advisor to the President. He/She is the Chairperson for the Bishop John Memorial Scholarship. He/She shall be subject to any special duties imposed on him/her by the Jr. President, and National Jr. A.C.R.Y. Executive Board.
74. National Junior Publicity Director. The Publicity Director is the editor of the National Junior Publication "The Spirit" and is in charge of submitting information to the Web Master of the National Senior A.C.R.Y. Site. Editor of the Junior Web Site.
75. National Junior Auditors. The Auditors shall faithfully and zealously audit the funds of the Organization at least twice a year. They have the right at any time to examine the books, papers, records, accounts, and transactions involving finances. They are to notify the President and members of the National Jr. A.C.R.Y. Executive Board immediately in case of misfeasance of any officer. A verbal report must be given by the auditors at the Convention.

ARTICLE XVII

Q. National Jr. A.C.R.Y. Executive Board

76. There shall be a National Jr. A.C.R.Y. Executive Board, consisting of the Supreme Patron or his representative, elected National Officers and appointed National Officers. It shall meet immediately following the National Jr. Convention to decide on the national matters and polices pertaining and involving the status of every member Chapter. It shall meet prior to the National Jr. Convention to review the Organization's progress during the year. The National Jr. A.C.R.Y. Executive Board may also meet at other times deemed necessary by the National Jr. President or the National Jr. A.C.R.Y. Executive Board. The construction and interpretation of the Jr. By-Laws by the National Jr. Executive Board shall be final and binding unless such construction and interpretation as rescinded at the subsequent National Jr. Convention.
77. The Board shall meet within or without the Commonwealth of Pennsylvania at such times and places as may be determined by them, by the call of the Jr. President or by written consent of the majority of the members of the Jr. Board. A written notice of the time and place of the meeting shall be mailed to each member of the National Jr. A.C.R.Y. Executive Board by the Jr. President at least 5 days prior to the meeting.
78. The Jr. Board may, without meeting together, transact business by mail or E-mail by voting upon proposed resolutions mailed to them by the National Recording Secretary or the Financial Secretary with the approval of the Jr. President. Each officer shall reply within 10 days if he/she is in favor or

against the resolution. If a majority of the members send their votes in favor, said resolution shall be deemed carried. The Financial Secretary is to send a report of the results to the members.

79. A majority of the National Jr. A.C.R.Y. Executive Board shall constitute a quorum of the transaction of all business.

ARTICLE XVIII

R. Committees

80. The Jr. President upon the suggestion of the National Jr. A.C.R.Y. Executive Board shall appoint any special committee whenever it may be necessary or advisable especially for the conducting of money-raising campaigns for some worthy purpose as agreed to by the Jr. Convention or National Jr. A.C.R.Y. Executive Board, or for other work. He/She shall supervise the work of the committees. The members of such committees shall perform as authorize.

ARTICLE XIX

S. Nominations and Elections

81. The Nominations Committee, as appointed by the Chairperson, shall have the general charge of election, the distributing and counting of ballots. At the opening session of each Jr. Convention the Chairperson shall appoint a Nominating Committee of three persons, who shall present to the delegates a list of nominees for each office prior to the election of officers. Nominations can be made from the floor. Voting shall be by secret ballot with each chartered chapter in good standing, including the Chapter-at-Large, entitled to one vote except when persons are chosen unanimously by acclamation. A majority of votes cast shall be necessary for election of office.

ARTICLE XX

T. Finance and Audit of Accounts

82. The Jr. Executive Board shall install and maintain the efficient system of accounts. The fiscal year of the Jr. A.C.R.Y. shall be from September 1, through August 15th of each year. Disbursements shall not exceed the gross amount of the annual budget. All disbursements shall be solely by check, which shall show the payee, the items of services rendered or materials bought and the amount of payment.

83. At the National Jr. Convention, a financial statement for the previous year will be available to each chapter. The auditors of the Sr. A.C.R.Y. shall audit the financial statement prior to the closing of the Convention.

ARTICLE XXI

U. Senior A.C.R.Y.

84. The National Jr. A.C.R.Y. shall be under the Auspice of the Senior organization in accordance with the National Senior A.C.R.Y. By-Laws Article XXI paragraph 91 through 98 or those paragraphs that directly pertain to the Junior Organization.
- (91) The National Organization encourages the establishment of a Junior A.C.R.Y. chapter in parishes of the Diocese.
- (92) Membership shall consist of the youth of our churches, ages 8 through 18 who conform to the purposes and objectives of the A.C.R.Y. or who qualify as a Junior under the guidelines of Article XI paragraph 41.1 of the Senior By-Laws.
- (93) The National Junior A.C.R.Y. will convene their convention in the same city and the same site as the National Senior A.C.R.Y.
- (94) The National Officers of the Junior A.C.R.Y. shall consist of:
- a) Supreme Patron
 - b) Patron Appointments. The Supreme Patron shall appoint the Spiritual Advisor.
 - c) Elected Officers. President, Vice President, Financial Secretary, Treasurer, Auditors, Publicity Director, Sergeant-at-Arms.
 - d) Executive Board Appointments. Corresponding Secretary.
- (95) The duties of the National Junior Officers shall be similar to those of the Senior Organization.
- (96) The National Junior A.C.R.Y. shall have the power to make assessments of dues or charter fees and establish any reasonable fund drives deemed necessary. They shall also have the ability to adopt their own set of By-Laws which must be consistent with the Senior By-Laws and must be approved by the National Junior Convention and the Senior A.C.R.Y. Board.
- (97) The National Senior Vice President, or if he/she is not available, the National Junior Spiritual Advisor shall be responsible to co-sign any funds issued.

- (98) Each A.C.R.Y. Chapter shall appoint an advisor to the Junior Chapter to oversee and guide the young people. In the event a Junior A.C.R.Y. Chapter is established without a Senior A.C.R.Y. Chapter, the Spiritual Advisor shall appoint the advisor.

ARTICLE XXII

V. Installation of Officers and Induction of Members

85. The installation of Officers of the National Jr. Organization, and Local Jr. A.C.R.Y. as well as the conducting of meetings shall be according to the ritual prescribed in "The Jr. A.C.R.Y. Manual. The ceremonies shall be used at all times and conducted according to forms presented in the Manual and with the solemnity and dignity befitting the Jr. A.C.R.Y.

ARTICLE XXIII

W. Parliamentary Authority

86. The Parliamentary authority of all matters of procedure not specifically covered by the Constitution and By-Laws of the Jr. A.C.R.Y. shall be "Roberts' Rules of Order".

ARTICLE XXIV

X. Amendments

87. The Constitution and By-Laws may be amended, added thereto by action of two-thirds quorum vote of the Convention. The quorum shall be 51% of the total Chapters.

ARTICLE XXV

Y. Dissolution Clause

88. If the National Jr. A.C.R.Y. should dissolve that all monies (after all outstanding Jr. Bills have been paid) in the National Jr. A.C.R.Y. Treasury would be given to the Diocese to be forwarded to Camp Nazareth for the upkeep and repairs. This is required by a vote of ¾ % of the members in good standing in favor of Dissolving the National Jr. Organization.

THE A.C.R.Y. MANUAL



Compiled for the
Junior
American Carpatho-Russian Youth
of the Orthodox Greek Catholic Church

THE. A.C.R.Y. MANUAL

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PURPOSES OF THE A.C.R.Y.

1. **To foster, perpetuate, uphold protect, learn and maintain the Faith of our fathers, the Holy Eastern Orthodox Greek Catholic Faith.**
2. **To promote the healthy, clean, spiritual, social, cultural, educational and athletic development of the young people of the Carpatho-Russian Diocese.**
3. **To foster true Americanism, loyalty and allegiance to the government of the United States of America.**

THE DUTIES OF AN A.C.R.Y. MEMBER

1. **To do all for the greater glory of God.**
2. **To be worthy of Christ's love.**
3. **To hold spiritual welfare above temporal.**
4. **To be a defender of the Orthodox Christian Faith.**
5. **To be loyal and never renounce allegiance to the Orthodox Greek Catholic Church.**
6. **To be generous to the Church; kind, charitable, and considerate to all.**
7. **To honor and revere the Priesthood.**
8. **To honor respect, love and obey parents; to hold in esteem elders.**
9. **To be Americans, first, last, and always.**
10. **To be proud of our American Carpatho-Russian Orthodox Greek Catholic Diocese and never be ashamed to profess its beliefs.**

OBSERVANCE OF THE FEAST OF THE PATRON SAINTS OF THE A.C.R.Y.

The Patron Saints of the A.C.R.Y. are SS. Cyril and Methodius, Apostles of the Slavs. Each chapter shall observe the feast of the Patron Saints on the Sunday following the feast in a proper way, especially by having its members attend Divine Services and by offering a Moleben for the living members and a Panachida for the departed members. (July 18 OLD, July 5, NEW)

If possible, all members should go to Holy Confession and during Holy Liturgy receive Holy Communion in a body. Following Divine Liturgy, a Communion Breakfast may be held by the Chapter.

On this day the local chapter or district should sponsor or participate in an American-Carpatho-Russian Youth Day or some other affair which will promote the A.C.R.Y.

OBSERVANCE OF THE ANNIVERSARY OF METROPOLITAN ORESTES' DEATH

Each chapter (district) shall sing Vicnaja Pamjat/Eternal Memory instead of the A.C.R.Y. March at the meeting held closest to Feb. 17th.

DUTIES OF A.C.R.Y. MEMBERS TO DEPARTED MEMBERS

Whenever a member of the A.C.R.Y. passes away, the members of the chapter should pay their respects to the deceased and if circumstances permit, be present at the funeral. The chapter should offer a Divine Liturgy for the deceased.

ORGANIZATION AND MEMBERSHIP OF AN A.C.R.Y. CHAPTER

It shall be within the sphere of activity of this organization to have a special care for the spiritual, cultural, social, athletic and educational development of the youth—the establishment of carefully organized and supervised clubs, the establishment of scholarships, aid for needy students, printing of religious and cultural matter of all sorts, sponsoring of radio broadcasts, concerts festivals, pageants, tournaments, conducting campaigns for the raising of funds for charitable, religious and educational purposes, and whatever rightful sphere of activity conducive to the above ends which legitimately belongs to a youth organization, in all designing to make of our youth sterling and contributing citizens of the United States devoted to their Orthodox Faith and proud of their Carpatho-Russian Ancestry and Heritage. the organization is directed by democratically elected national district and local officers who serve gratuitously for the cause of our Church and our Diocese. The entire organization is divided into districts and local chapter, each functioning independently under a general overall policy adopted at the Annual National Convention.

Any person of good Christian character and community standing, male or female, 8 to 18 years of age, who is Orthodox Greek Catholic by Faith is eligible to join the Junior A.C.R.Y. The applicant cannot be a member of the A.C.R.Y. If he belongs to a subversive group. Local Chapters may be organized and chartered where 3 or more persons desire to establish a Chapter for the preservation of their Orthodox Greek Catholic Faith and Carpatho-Russian Heritage and who can insure the carrying out of the principals and ideals of the Junior A.C.R.Y. The Jr. A.C.R.Y. Executive Board may create a chapter, naming it Chapter-at-Large, for the purpose of giving people in those parishes and towns where there are no chartered Chapters the privilege of belonging to the A.C.R.Y., abiding by its ideals and enjoying the rights and privileges of its members.

The first step in organizing an A.C.R.Y. Chapter is to inform the National Junior Secretary, who immediately will mail the group a copy of the National Junior Constitution and By-Laws, "The A.C.R.Y. Junior Manual" and other data. The National Junior President shall authorize the Vice President or some other National Junior Officer to go to the group and explain the aims and ideals of the Junior A.C.R.Y., the National Junior Constitution and By-

Law, answer any questions the members may have and help the group complete the organization of its chapter by adopting local by-laws and electing officers.

Upon payment of the Charter fee of \$5.00 and national dues from each member, the National Junior Secretary will then issue a charter and assign a number to the new chapter.

It should be remembered that every Jr. A.C.R.Y. Chapter is expected to help its parish church in every way possible as well as all Diocesan Institutions and our Diocesan Newspaper "The Church Messenger".

Every Chapter should see to it that it has good publicity of its activities in the local media and our own publications. Good publicity will give prestige not only to the club, but to the parish and its members. Chapters always should select a capable and dependable person as publicity director.

INITIATION OF NEW MEMBERS

After the proposed members have fulfilled the requirements of the By-Laws, the Spiritual Advisor or President of the chapter shall induct them into the A.C.R.Y.

Inductor: "Place your left hand on your heart and raise your right hand to Heaven, and repeat after me the following: I (your name) join the A.C.R.Y. of a free will, of a love of God and my fellow Orthodox Christians. As an A.C.R.Y. member I promise to uphold and maintain the Constitution of the United States, defend and perpetuate the Orthodox Greek Catholic Faith, devote and dedicate myself to the service of God. So help me God and all Saints."

The Spiritual Advisor or President then reads in entirety the symbolism of the A.C.R.Y. emblem.

FOREVER FORWARD AND HEAVENWARD



- A. The double-headed eagle represents the combined freedom of America and our Carpatho-Russian people. We are proud of the Americans, and proud of the blood that flows through our veins.
- B. The circle represents perfection. Our Orthodox Greek Catholic Church has always guided our people along the path once trod by Christ. We, too, are to live by the light of Christ, striving after him.
- C. The star is for ascendancy. We are proud of our forebearers, and we shall rise as they did to serve and preserve our Orthodox Faith.
- D. The Cross represents our Orthodox Greek Catholic religion. We shall keep it, let it protect us, and give us faith and courage in life.
- E. The torch is for culture and learning. We shall strive to gain knowledge and a further understanding of life, to improve ourselves and our children.

Inductor: "I welcome you into the members of this chapter. May you enjoy your association with us and always be a loyal member(s) of the A.C.R.Y., keeping in mind and living by its motto—FOREVER FORWARD AND HEAVENWARD."

The inducting officer shakes the hand of the new members who then take their place and the meeting is resumed or closed.

PRESENTATION OF CHAPTER CHARTER

The charter of a newly-established chapter may be presented to the chapter president by the National or District President or in their absence by an authorized national or district officer at a meeting or some other function.

OPENING OF NATIONAL JUNIOR CONVENTION

A Divine Liturgy should be served either by the Bishop or National Spiritual Advisors and in their absence by the pastor of the sponsoring chapter. The entire assembly is to participate in the service.

The Chairperson of the Convention Committee then welcomes the delegates and the national officers. The National Junior President, who is the permanent chairperson presides over the convention. The usual convention business follows as prescribed in the National By-Laws.

CLOSING OF NATIONAL JUNIOR CONVENTION

At the close of the convention, the National President shall call upon the Sergeant at-Arms to escort the newly-elected officers to the dais and presents them to the delegation. They are installed by the Bishop or the Junior Spiritual Advisor.

The retiring President turns the gavel over to the newly-elected National President, who speaks briefly to the delegation, then calls upon the new Spiritual Advisor to close the session with a prayer and the "A.C.R.Y. March".

These two procedures can be adapted for use at Annual District and Chapter Meetings.

INSTALLATION OF NEW OFFICERS

All officers of the national organization, district or local chapters shall be installed at the very earliest opportunity after their election. The installing offices shall be the Spiritual Advisor, and he shall install alone or with such assistants as he may select.

The secretary will read the names of all officers to be installed.

Installing Officer: "Newly -elected officers of the A.C.R.Y. (or district, or chapter), you have been chosen by your members to fill the various officers of our organization. May you vindicate the trust that has been reposed in you, and may you fulfill all the obligations that this trust entails. The welfare and success of the A.C.R.Y. depends largely upon you; and you must know also that upon your shoulders equally rests the burden of preserving the integrity of the A.C.R.Y. You must protect its good name before all people, and exalt in their eyes. And remember that we all strive toward the same goal, the realization in our daily lives: "Forever Forward and Heavenward!"

"You will place your left and over your heart, and raise your right hand to Heaven, and repeat after me the following oath:

"In the presence of god and this Convention, (district, chapter), I your name solemnly promise and swear to conform with and maintain the National Constitution and By-Laws of the A.C.R.Y. I also promise to practice the virtues of Charity and Justice, and with fidelity perform the duties of the office to which I have been chosen. May God help me and keep me steadfast in the A.C.R.Y."

The installing officer addresses each of the elected officers and than shakes his/her hand.

Installation of Spiritual Advisor

"Father, you as spiritual advisor represent Christ in this organization (district, chapter). You are to make His Presence felt. To you is given the Spiritual leadership of this group. You should be in close confidence with the President and other officers of the A.C.R.Y., and should attend, if possible, all meetings. Into your keeping is placed the spirit of Christian charity; may it every prevail amongst us!"

Installation of Sergeant-at-Arms

"Sergeant-at-Arms, you are the sentinel, the outer guard of this A.C.R.Y. organization (district, or chapter). Be strict in requesting that all in attendance at official meetings are members in good standing. Into your hands is given charge of the stand of colors, which you will properly display at all A.C.R.Y. meetings and all ceremonial occasions. You will learn the identity of , and introduce to the president all visiting members and guests of the A.C.R.Y."

Installation of Publicity Director for District or Chapters:

"Publicity Director, it is your duty to publicize the activities of our district (chapter) in our publication and in the local newspapers. Write always with the aim of furthering our district (chapter) and the A.C.R.Y. The recognition of our district (chapter) depends to the great extent on the proper fulfillment of your duties."

Installation of Athletic Director:

"Athletic Director, to you is entrusted the supervision and direction of the athletic program in our organization (district, chapter). Your tasks are many. It will be your duty to interest our member in athletics so they will learn to use their leisure for the wholesome development of a sound body. Teach them the ideals of true sportsmanship and cooperation so that they will reflect in harmony, understanding and concerted action among our membership. The interest of the members in our organization depends a great deal upon you, therefore, I charge you to fulfill your duties to the best of your ability."

Installation of Editor:

"Father Editor, into your care is committed the enlightenment of our membership and the publicizing of our organization by means of the printed word. Your responsibilities are great. In your writings promote the spirit and principles of the A.C.R.Y. Instill our members with knowledge, loyalty and devotion to our Orthodox Greek Catholic Faith. Inspire them with zeal to work for the perpetuation of our Church and Organization in a great way lies in your care."

Installation of Finance Officers, Treasurer, Financial Secretary, and Auditors:

"You Finance Officers, The Treasurer, Financial Secretary, and Auditors, are the keepers and guardians of the funds of the A.C.R.Y. To you is given charge of the year's budget, and to you is given the duty of payment of all obligations when proper authorization has been given for each payment. Your position is important; it is one that demands your integrity and honesty. Your election to this office signifies the trust of the member in you. Guard well that trust."

Installation of Secretary:

"Secretary you have been chosen to assist our President in the wise and efficient administration of the National Organization (district, chapter) and its members. You will find your duties many and varied indeed, they will tax your crowded hours and resources. The successful accomplishment of our program depends, to a great extent, upon you and your work. In order to achieve this success, I charge you with Loyalty, which means fidelity to your President, your chapter, and to our National Organization."

Installation of Vice President:

"Vice President, to you is given the responsibility of an active cooperation with the President. You should particularly interest yourself in the increasing of membership of the National Organization (district, chapter). No single factor has so important an influence on the success of the A.C.R.Y. as membership. To you are committed these tasks and the expectation you shall endeavor to fulfill them."

Installing Officer to Retiring President:

"President (your name) you have just completed a year of service to the A.C.R.Y. The record of the organization (district, chapter) indicated the quality of that service. May your valuable experience be every available to the A.C.R.Y., and may you continue to offer us your talents. On behalf of the National A.C.R.Y. (district, chapter) I thank you for the splendid service you have rendered the A.C.R.Y. May God bless you!"

Installation of the New President:

"To you President (your name), is entrusted the most important duty to leading this organization in the coming year. To you is given the task of supervising all the other officers of the organization. Loyalty to our organization, to all its members, is expected of you. You are guided by the Constitution and By-Laws -- and by the decisions of the organization (district, chapter) as a body, yet the responsibility for failure or success of the year's program is largely in your hands. You must initiate and carry through these programs. You must familiarize yourself with the policies and traditions of the A.C.R.Y. By your sincere acceptance and earnest performance of these duties, may the great trust which we have reposed in you be justified. To you I extend the congratulations of the National Organization (district, chapter) and with your God's blessing as you assume the responsibility of your office."

PROCEDURE FOR DISTRICT AND CHAPTER MEETINGS

President: "The meeting will please come to order."

"Father (name), our Spiritual Advisor will not lead us in prayer."

President: "I now declare _____ District (or chapter) meeting regularly convened."

Suggested Order of Business:

1. **Roll call of officers. If district meeting, roll call of chapters.**
2. **Reading and approving of the minutes of the previous meeting and special meetings.**
3. **Report of Secretary.**
4. **Reading and filing of Financial Secretary's, Treasurer's and any Auditor's report.**
5. **Reports of committees.**
6. **Unfinished business.**
7. **New Business.**
 - a) **Correspondence from National and District organizations (if chapter meeting.)**
 - b) **Local communications**
 - c) **Bills**
 - d) **Future activities.**
 - e) **Special announcements.**
8. **Adjournment of business meeting.**

President: "If there is no further business to be brought before the meeting, we shall proceed to adjourn."
 "Father _____ will close the meeting by leading us in prayer."

President: "I now declare this _____ District (or chapter) meeting adjourned."
 "Please join me now in singing the A.C.R.Y. March." (Or Vicnaja Pamjat/ Eternal Memory for meetings held near Feb. 17th, the date the Metropolitan Orestes passing.)

COMMANDMENTS OF PARLIAMENTARY USAGE

1. **Do not suggest, as suggestions cannot be acted upon. Make a motion.**
2. **Do not answer a question unless requested to do so as that is a function of the chair.**
3. **Do not say "I" when president. Say "The Chair."**
4. **Do not talk much or enter into debate while in the chair. The chairperson is the referee not a player.**
5. **Do not ask the maker of a motion for permission to amend his motion. It is not his but the property of the organization as soon as it is before the group.**
6. **Do not second a nomination.**

7. Do not expect to gain the floor a second time on any question until all who desire have spoken.
8. Recognize the precedent gives the maker of a motion the privilege of being the first and last speaker of the motion.

BRIEF OUTLINE OF PARLIAMENTARY PROCEDURES FOR A.C.R.Y. CLUBS

This article is in no way intended to be a complete manual of parliamentary law and procedures, rather it is intended to give A.C.R.Y. members and chapter and district officers the most essential facts to be considered in conducting a meeting according to accepted usage and custom. The parliamentary authority for all matters of procedures not specifically covered by the Constitution and By-Laws of the A.C.R.Y. shall be "Robert's Rules of Order." Proper attitudes can be formed if attention is focused upon these three guiding considerations: 1. Rules of procedures aim to keep the meeting cooperative-minded—not crowd-minded. 2. They insure the registering of one decision and one action at any one time. 3. They aim to harmonize majority rule with minority rights and preserve unity within the organization. It should also be remembered that to have successful meetings they should be conducted in a dignified and business-like manner.

1. Order of Business

The President who is standing calls the meeting to order saying, "The meeting will please come to order." Then he/she signifies for all to stand and calls upon the Spiritual Advisor to lead the group in prayer. He/she then conducts the meeting according to the suggested order of business as prescribed previously in this manual. It is as follows:

- a. Reading the minutes of the last meeting. The president says: "The secretary will read the minutes of the last meeting." After the reading the president asks: "Are there any additions or corrections to these minutes? If not they stand approved as read." If there are corrections, the chair informally directs them to be made unless there is an objection, in which case of objection a formal vote as to the wording is necessary. If the minutes are approved and an error is noted later, a vote is required for their amendment.
- b. Reports of secretary, financial secretary, and treasurer, and/or auditors.
- c. Reports of committees. In each case the President calls upon the chairperson of the committee to make the report. A motion to accept or adopt the report must be made and seconded. After this is done, the report is open for discussion and amendment as regular business. President: "Is there any discussion? If not, are you ready for the question?" (That is ready to vote). If the members are ready to vote, they say: "Question" The president then says: "All those in favor say 'yes' (or 'Aye'), opposed, 'No'." "The report is accepted."
- d. Unfinished business -- e.g. any business left over from the previous meeting/

- e. **New business.**
- f. **Motion to adjourn. This must be seconded, but it need not be debated.**
- g. **Conclusion of meeting with prayer.**

2. **Motions**

When making a motion, always rise and address the chair, saying, "Mr./Ms. Chairperson." You should not conclude you have the floor when you address the chair but must wait until recognized by him/her. State your motion as follows: "I move so and so" Avoid incorrect ways: "I make a motion" and "I move you" Motions must be seconded. It is not necessary to rise to second a motion. After being seconded, the motion must be state in full by the chair as follows: "It has been moved and seconded that..... Is there any discussion, the vote is taken. If there is a motion on the floor, no other motion can be entertained, except its amendment or the previous question.

3. **Voting**

There are four ways of voting: By acclamation or voice. The chair says, "All in favor of the motion say 'Aye'; opposed 'No'. A vote may also be taken by standing or raising of hands. A ballot or a roll call may be taken. Balloting permits the truest expression of opinion and is the best where opinion differs wildly. Acclamation is used for ordinary motions. Proxy votes, e.g. allowing absent members to have some one else vote for them, should not be permitted.

4. **Amendments**

An amendment is a motion, the object of which is to change or modify a previous motion. It must be seconded and is debatable. An amendment may be amended. The proper form for an amendment is "I move to amend the motion by doing so and so....." There are three ways of amending: a. By striking out a certain word, words, or a sentence. b. By inserting or adding a certain work, words, or a sentence. c. By substituting a motion for the one being considered. If an amendment is carried, the question then s put as amended and must be voted upon as a whole. If the amendment is lost, the motion is put as originally stated.

5. **Minutes**

The minutes are a record of what was done and should be a history for future use. Every motion should be recorded whether lost or carried. Resolutions if adopted should be copied in full. A vote by ballot should be recorded showing the number of votes on each side. The minutes must not criticize either favorably or unfavorably. Minutes should be written on the right hand page of the book only, leaving the left the corrections or amendments.

6. Reports

The Treasurer's report should contain a full record of all funds received and all funds expended since the previous meeting and a statement of balance on hand. Committees should be asked to report each meeting. if there is no report, the chairperson of the committee says: "No Report" when called upon by the chair. The reports should include an account of all work done and requests of appropriations if the committee needs money in its work, as well as anything else that the committee wishes the membership to discuss or to know about.

A.C.R.Y. MARCH

My Vsi Prijsli Do Vjedna
 Celentsvo A.C.R.Y.
 Ctob Svitv Proukazati
 Cto My L'ubim Boha I Cerkov
 Ctob Svitv Proukazati
 Cto My L'ubim Boha I Cerkov

Chorus:

Naj Zijet Nas Narod
 Amerikanski I Russkij
 My Ze Jeho D'iti
 Budem Na Viki!

We have gathered as members
 of the A.C.R.Y.
 To proclaim our devotion and our love
 for our God and our Church
 To proclaim our devotion and our love
 for our God and our Church

Chorus

May God bless this land of ours
 and that of our forefathers
 To them wi pleadge to be
 loyal forever!