



Antiochian Orthodox Christian Women of Ss. Peter & Paul

9980 Highway 9, PO Box 458
Ben Lomond, CA 95005

V. Reverend Father Andrew Beck, Pastor

By-Laws of the Antiochian Women's Group of Ss Peter and Paul Orthodox Church, Ben Lomond

ELECTION OF OFFICERS

1. There shall be four officers elected by the parish women: President, V. President, Treasurer, and Secretary
2. Elections for officers will be held every 2 years in May and the newly elected will officially start their duties September 1st of that year
3. The out-going officers shall hand over binders and information and use the summer months to bring the newly elected up-to-date on procedures
4. Any officer can be re-elected for another 2 year term, up to 3 times or as agreed upon by the group members
5. If an officer resigns during the two year term, another shall be elected to take her place for the remainder of the term so that there are always four functioning officers

PURPOSE OF OFFICERS (pg 15 of Handbook)

1. To be in communication with the North American Board of AOCWNA and to distribute information to our parish women
2. To represent our parish women at the Diocesan level and to assure that we fulfill our financial responsibility to the Diocese
3. To bring order to our Local Chapter in leading the parish women to participate in and fulfill the goals of the Diocese AOCWNA

FUNCTION OF OFFICERS

1. All four officers should meet 1 - 2 weeks before a monthly meeting to plan an agenda, plan projects, etc.
2. All officers should decide who will be responsible for which tasks at any given time. Keep in mind that each officer has specific skills and talents, some have more free time than others
3. All officers should participate in the meetings and activities
6. All officers should pray for each other and for the Antiochian Women
7. All officers should, by example, believe in and support the Diocese AOCWNA

RESPONSIBILITIES OF OFFICERS

The four officers are a TEAM who work closely together. All the many duties required to run our Women's Group should be shared equally by the officers so that no one person is over-burdened or overwhelmed. Certain tasks absolutely need to be accomplished by someone, regardless of title:

- a) leading meetings
- b) setting an agenda
- c) writing up / distribution of minutes of meetings
- d) seeking majority consent for group decisions, actions, events
- e) designing flyers



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- f) informing all parish women of group decisions / activities
- g) being in touch with the Spiritual Advisor
- h) promoting spiritual enrichment activities
- i) maintaining charitable projects
- j) promoting/encouraging attendance at the Annual AOCWNA retreats
- k) keeping track of finances; having enough monies to pay dues, charities, donations, etc
- l) communicating with Parish Priest and the Church Secretary: upcoming events, calendar conflicts, bulletin notices, etc
- m) sending in Archdiocese annual dues or special project dues
- n) representing our Parish at Parish Life Conferences or Delegates Meetings
- o) have knowledge and a clear understanding of the Antiochian Women Handbook

DUTIES OF OFFICERS

President

- 1. Be responsible for taking the *lead* for Women's Group activities and at monthly meetings
- 2. work in conjunction with our spiritual advisor

Vice-President

- 1. Be responsible to *assist, support and share duties* with the President
- 2. assist other officers as needed

Treasurer

- 1. Be responsible for *finances* (request monthly finance report from Church Secretary, inform her what the finance reports should portray), prepare report for meetings or give to Women's secretary to include in agenda; send the Church Secretary a written request to withdraw any funds (see template); collect money at events and give to Church Secretary to deposit

Secretary

- 1. Be responsible for *written communications* (take notes during meetings; type up agendas/minutes, send to members, keep member list, work with Church Secretary, etc)

SPIRITUAL ADVISOR (pg 34 of Handbook)

- 1. The Women's Group is under the spiritual guidance of an appointed Spiritual Advisor
- 2. In addition to the Diocesan AOCWNA Spiritual Advisor, the Parish Priest, representing the Metropolitan and the Bishop, is the spiritual advisor for our parish Women's Group, or he may assign someone to represent him

FINANCES

- 1. Monies are kept at Union Bank in Felton
- 2. The Church Secretary will keep record of these finances in her office and on her computer in a Quicken Account which is accessible to any member
- 3. The Women's Group finances are in an account separate from the Parish finances
- 4. The Church Secretary is authorized to write/sign checks but only at the request of a Women's Group Officer
- 5. Use of Women's Group monies requires a majority consent of the members



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6. Use of Women's Group monies should be for furthering Women's Group activities, membership dues, charitable contributions, scholarships for members to attend Diocesan Retreats, conferences, etc.

FUNDRAISING

1. The Women's Group must maintain enough monies to pay yearly dues and charitable contributions plus other activities at the discretion of the members
2. Fundraising methods shall be decided upon by members

DUES PAID BY LOCAL CHAPTER TO DIOCESAN AOCWNA

1. Annual dues shall be sent to the Diocesan AOCWNA Treasurer in **February**
2. The \$200 annual dues can be from: collected donations throughout the year, a specific donation from the entire parish, specific or on-going fundraisers, requesting member donations, or any other means

MONIES FOR ANNUAL DIOCESE SPECIAL PROJECT

1. The Annual Special Project is determined at the Archdiocese level
2. Our Local Chapter shall send our contribution to the Diocesan AOCWNA Treasurer in **February**
3. The yearly amount sent to the Special Project, as voted on by members, shall be \$200 and can be from: collected donations throughout the year, a specific donation from the entire parish, specific or on-going fundraisers, requesting member donations, or any other means

CHARITABLE DONATIONS

1. The yearly amount donated to the Holy Assumption Women's Monastery in Calistoga shall be \$200, sent in **February**
2. A one day visit should be encouraged and arranged for the parish women; to include a spiritual teaching, the participation in good works (work project), and practice of proper monastery etiquette.

MEETINGS (pg 31 of Handbook)

1. Time and location of meetings is at the discretion of the officers and members
2. All meetings should start with the Antiochian Women Prayer and then Troparia to our Patron Saints, St. Thekla and St. Elizabeth
3. A financial report must be given at every meeting
4. Meetings are mostly held monthly, except for time off during the summer months or when the Church Liturgical cycle is very busy
5. Meeting topics or order are left to the discretion of the Officers
6. A typical meeting might include: beginning prayer, spiritual reflection, business meeting (treasurer's report or other reports), on-going fundraising activities, a time for fellowship