

# Regulations of the Ladies Auxiliary Association (LAA) from the Parish

## ARTICLE I

### General

#### 1. THE LADIES AUXILIARY ASSOCIATION:

Each Parish or Mission of the Romanian Orthodox Metropolia of America of the Americas shall have a LAA. If a parish has more than one (1) women's organization, the combined women's organizations shall be treated as one (1) LAA by the AROLA (Association of the Romanian Orthodox Ladies Auxiliary of the Americas). The representation to the Deanery's General Assembly of such LAA is to be apportioned among the local parish women's organizations by common agreement among themselves and with the advice and consent of the Parish Priest.

#### 2. SPIRITUAL ADVISOR

The Parish Priest shall act as the spiritual advisor of the LAA. He shall be invited to every meeting of the Council of LAA and of the General Meeting of LAA and he shall be informed of the projects of LAA.

#### 3. PATRON SAINT

The LAA shall choose, if it wishes, a Patron Saint.

## ARTICLE II

### Connection with AROLA

1. LAA shall be responsible to the Executive Committee of AROLA for the carrying out of all programs and projects initiated by the AROLA. The LAA may initiate any additional plans, programs and projects deemed necessary for the LAA and consistent with the goals and purposes of the AROLA. These local programs must be approved by the Parish Priest.
2. In order to be the beneficiary of AROLA's projects, the LAA should pay AROLA's dues, established by the Conference of AROLA, no later than March 31st, of each year.

## ARTICLE III

### Mission

Among the women throughout the LAA and in the Orthodox community at large, the mission of a LAA is:

1. To develop a spirit of Christian leadership, awareness and commitment as taught in the Orthodox Christian Faith.
2. To foster a genuine expression of love and service through works of charity, and
3. To instill a deeper understanding of the heritage and traditions of the Romanian Orthodox Metropolia in the Americas and of the Orthodox Church.

## **ARTICLE IV**

### **Membership Qualifications**

Women of the Orthodox Faith, in good standing with the Parish, of at least 18 years of age, are members of the Association. Each member could choose to contribute a fair share of time, talents and resources, according to that member's faithfulness and willingness to give, in addition to a financial commitment that should be submitted to the LAA treasury in the first six (6) months of each calendar year.

## **ARTICLE V**

### **Decision Making**

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#### **Section 1: General Meetings**

##### **1. FREQUENCY**

There shall be at least one general meeting of the entire LAA yearly. Biennially, in the month of December, preceding the Parish's Elective General Assembly, should take place an Election General Meeting.

##### **2. NOTICE**

Notice of General Meetings shall be provided to the Parish Priest and LAA members at least thirty (30) days prior to scheduled meetings.

##### **3. QUORUM, VOTE**

A quorum for all General Meetings shall be determined by each LAA by taking into consideration the average attendance of the members and/or, where it is, the membership paid to the LAA. The vote will be that of the majority.

##### **4. SPECIAL MEETINGS**

Special Meetings may be called by the President, the Secretary or by one-fifth of the members of the LAA. Notice requirements shall not apply to these meetings.

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#### **Section 2: Council**

##### **1. COMPOSITION**

Each LAA may have a Council, that is the executive organ of the LAA, with an odd number of directors comprised of a President, Vice-president, Secretary, Treasurer and Auditor. Depending on the size of the parish, different functions could be multiplied and/or simple members can be added. For the parishes with a small number of members and missions, there can be just one person. The Parish Priest will be invited as the spiritual advisor at every meeting and shall be kept informed about the organizations activities.

##### **2. QUALIFICATIONS**

A member of the Council shall:

- a. be a member in good standing with the parish and LAA for a period of at least six months prior to the date of election to the Council;
- b. have attended a minimum of two meetings of the LAA in the past two years;
- c. be present at the Elective General Meeting, unless reasonable cause for such absence is provided.

### **3. MEETINGS**

- a. There shall be a minimum of four (4) regular meetings of the Council yearly or as the President deems necessary.
- b. Notice of meetings shall be provided to the Parish Priest and members at least five days prior to scheduled meetings.
- c. A quorum shall consist of one-half of the members plus one.
- d. Special meetings of the Council may be called by the President, the Secretary or by one-fifth of the members of the Council. Notice and agenda requirements shall not apply to these meetings.

### **4. POWER AND DUTIES**

- a. To call, with the blessing of the Parish Priest, the General Meeting of the LAA into session and to establish its Agenda.
- b. To fill any vacancies in its membership as a result of death or resignation.
- c. To prepare and propose the LAA's budget to the annual General Meeting of LAA
- d. To establish, or not, in the LAA's budget payment of the associated costs for President's registration fees (or the substituting officer who serves in her place) and/or of the other delegates to the AROLA's Conference and AROLA's Deanery Meeting, that takes place at the same time and location with the Deanery's General Assembly.

### **5. TERMINATION AND VACANCIES**

- a. Absence of a member from three consecutive LAA Council meetings in one term, for reasons other than illness or family emergency, shall be equivalent to resignation.
- b. Resignation: any officer or member of the LAA Council may resign by serving written notice to the President or the Secretary. The resigning member shall surrender all books, records and property of the LAA in her possession.
- c. Vacancies: in the event of a vacancy on the LAA Council, the first runner-up in the preceding LAA Council elections shall be the successor. In the absence of a runner-up, a special election may be conducted to fill the vacancy.

## **ARTICLE VI**

### **Officers**

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#### **Section 1. Election of the Officers**

##### **1. PROCEDURE**

- a. Officers (President, a Vice-President, Recording Secretary, Treasurer and Auditor) shall be elected at the Elective General Meeting, in the month of December of the year that precedes the General Assembly of the Parish.
- b. Notice of the meeting shall be given thirty (30) days in advance.
- c. Nominations shall be taken from the floor.
- d. Vote by show of hands.

##### **2. TERMS OF OFFICE:**

Elected officers shall serve for a term of two years and may succeed themselves for one (1) additional two (2) years term.

### **3. OATH OF OFFICE**

Following the election, the Parish Priest shall install the newly elected Council, by administering the Oath.

“I do solemnly affirm that I will uphold the dogma, teaching, traditions, holy canons, worship, and moral principles of the Romanian Orthodox Church, as well as the AROLA By-Laws, discipline and regulations of the Romanian Orthodox Metropolia of the Americas, and that I will fulfill faithfully and sincerely the duties and obligations required of the Council of the Ladies Auxiliary Association. So help me God!”

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## **Section 2. Duties of the Officers**

The duties of the officers of the Council of LAA shall be as follows:

### **A. PRESIDENT:**

- a. Shall preside at all meetings of the LAA and of the Council. She shall serve as an ex-officio, non-voting member for all special committees.
- b. Shall establish Special Committee(s), with the advice of the Council.
- c. May convene meetings of the Council as the necessity for such meeting may arise.
- d. When in the Chair, shall not have the right to make a motion, second a motion, engage in debate, or vote on a motion, except in the case of a tie in the voting, in which event the President shall cast the deciding vote.
- e. The President shall have the right to make a motion, second a motion, or engage in debate, provided that she first surrender the Chair to the Vice President or, in the absence of the Vice President, any other available officer.
- f. The President shall attend such meetings as the Conference of AROLA and the AROLA's Deanery Meeting, that takes place at the same location and time with the Deanery's General Assembly, as directed by the By-Laws of the AROLA. If she is not able to attend, a representative will take her place with a written mandate signed by the President of the LAA and the Parish Priest.
- g. The President shall present a report of LAA activities to the General Meeting of the LAA, Deanery's General Assembly and submit a written report for the Conference of AROLA.

### **B. VICE PRESIDENT:**

- a. The Vice-President shall act in the place of the President in the event of the absence or inability of the latter or when so delegated by the President.
- b. The Vice-President shall carry out any and all other duties that might be assigned to her from time to time by the President.

### **C. SECRETARY:**

- a. Take minutes in English of all sessions of the General Meeting and the Council. Romanian or French translation of the minutes shall be made available upon request.
- b. Take a roll call at the General Meeting and at the Council meetings.
- c. Shall send to AROLA the names of the newly elected Officers and their contact information.
- d. Keep all records of the LAA and maintain a current roster of all its members.

### **D. TREASURER:**

- a. The Treasurer shall:
  - (1) Receive all the money paid to the LAA and shall issue receipts for same
  - (2) If the LAA has a bank account authorized by the Parish Council and the Parish Priest, she shall deposit such funds.

- (3) Keep an accurate balanced account of all receipts and disbursements, and shall give detailed reports of the same at each meeting of the General Meeting. The Treasurer shall also present a general report at the meeting of the LAA Council;
  - (4) Keep the financial records at the disposal of the Auditor;
  - (5) Provide to the incoming Treasurer all books, records, ledgers and funds of the LAA, within fourteen (14) days of the completion of her term.
  - (6) Provide to the incoming Treasurer a transitional statement detailing the financial transactions of the LAA and informing the incoming Treasurer of the sources and required disposition of funds.
  - (7) Deliver to the Parish Priest all old books, financial records and ledgers to be maintained at the Parish' archives.
- b. The LAA Treasurer, when is not the Parish Treasurer at the same time, shall be a co-signatory with the President and the Parish Priest on all checks and drafts. She shall not issue any check not properly authorized by the Parish's Council and the Parish Priest.

#### **E. AUDITOR**

The auditor shall examine and audit the financial records of the Treasurer at least once a year, the last audit to take place one month before the Electing General Meeting, as outlined in Article V, Section 1;1.

## **ARTICLE VII**

### **Finances**

#### **1. FINANCIAL CONTROLS**

All LAA funds shall be under the administration of LAA, but controlled by the Parish Priest and the Parish's Council. Each LAA shall approve an annual budget.

#### **2. AUTHORIZED USE**

Each LAA shall use its funds to further the mission of the Association. Such funds are collected to alleviate the suffering and needs of mankind.

#### **3. RESERVE FUND**

We recommend that each LAA shall maintain a reserve fund for emergency charitable needs, not to exceed five thousand dollars (\$5000).

#### **4. AROLA DUES**

The dues, established by the Conference of AROLA, should be paid yearly no later than March 31st, in order to establish eligibility to AROLA's projects.

## **ARTICLE VIII**

### **AROLA's Deanery Meeting**

### **Conference of AROLA**

#### **1. REPRESENTATION**

A LAA may have up to three delegates to the biennial AROLA' Deanery Meeting, and to the biennial Conference of AROLA held in alternative years.

- a. The LAA President shall be an ex-officio delegate to the AROLA' Deanery Meeting and to the Conference of AROLA. In the event that the LAA President is unable to attend, another officer shall serve as the delegate, with a mandate signed by the President of LAA and the Parish Priest.
- b. Up to two additional delegates may be elected, from among the members of the LAA, at a General Meeting. It is recommended that the Presbyteria should be one of them.

## **2. EXPENSES**

It is to the discretion of LAA Council to determine if the LAA Treasury shall pay for the registration fees and/or transportation costs of the LAA President (or the substituting officer who serves in her place) and/or the other delegates to the AROLA' Conference and/or AROLA' Deanery Meeting.

## **ARTICLE IX**

### **Newly Organized LAA**

In newly organized associations, an Interim LAA Board shall be established. The Interim Board shall serve until the next Elective General Meeting.

## **ARTICLE X**

### **Dissolution of a LAA**

In the event that the dissolution of a LAA is determined to be in the best interests of all relevant parties, the LAA's financial assets, after payment of all outstanding debts shall revert at once and forthwith to the parish. The provisions of this dissolution clause cannot be amended, altered, changed, or modified.

## **ARTICLE XI**

### **Ammendments**

These regulations can be amended in the following manner:

A proposal of amendment agreed upon by 2/3 of present members of a General Meeting of the LAA shall be submitted in writing to the President of AROLA at least ninety (90) days before the next meeting of the Conference of AROLA. The President of AROLA shall e-mail copies of the proposed amendment to the presidents of all LAA at least sixty (60) days before the next meeting of the AROLA's Conference. On a vote of two-thirds (2/3) majority of the AROLA's Conference and with the approval of the Metropolitan the amendment shall be adopted.

These Regulations went into full effect on July 2, 2016 having been adopted by the Conference of AROLA, held in Hamilton, Ontario, Canada on July 1, 2016 and approved by the Archdiocesan Congress of the Romanian Orthodox Archdiocese in the Americas at its session of July 2, 2016.