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INTRODUCTION

The purpose and goal of the Procedural Manual is to examine more closely the procedural impact of the Philoptochos Society's Bylaws on the day-to-day functioning of the Parish Chapters, the Metropolis Boards and the National Board. The manual may be seen as setting forth procedural rules of the Society, which, while not having the mandatory nature of the Bylaws, will if uniformly applied and followed, insure the smooth and efficient conduct of business and will assist us in achieving Philoptochos goals.

In order that the provisions of the Bylaws may be adhered to, the Bylaws and Procedural Manual shall be purchased by a Philoptochos Chapter for each member of the Executive Board. These documents may be purchased by any Philoptochos member in good standing from the Chapter's Corresponding Secretary.

CHAPTER I

MEMBERSHIP

While the qualifications for full and associate membership in the Society are plainly stated in Article V, the concept of a member in good standing has different meanings in different situations.

1. MEMBER IN GOOD STANDING

(A) For the purpose of exercising voting privileges:

A member in good standing is one who prior to the election meeting has fulfilled her stewardship financial commitment to membership in her local chapter for the current year. A new member will be in good standing if she has joined the Chapter at least three (3) months prior to the election meeting.

(B) For the purpose of standing for election to the Chapter Board of Directors:

A member in good standing is one who has fulfilled her stewardship financial commitment to membership in her local chapter for the current year, who has been a member of the Parish and Philoptochos Chapter for at least one (1) full year and who has attended a minimum of four (4) meetings of the Philoptochos Chapter in the year prior to the election meeting.

2. CHAPTER IN GOOD STANDING

(A) For the purpose of attending the National Biennial Convention:

A chapter in good standing is one that has paid its National per capita for each member as fixed by the National Biennial Convention as well as the National Ministry Commitments and Programs to the National Philoptochos Treasury. The per capita dues shall be paid by April 30 of each year, following the enrollment period of January 1 – April 30. National per capita for late paying members will be accepted at any time. Chapters should submit their Membership on the Excel Spreadsheet available at the National Philoptochos Website: www.philoptochos.org. This form should be completed and emailed to membership@philoptochos.org. Chapters should mail the per capita check with the Membership Coupon to the National Philoptochos Office. Please note that two signatures must appear on all chapter checks. The National Philoptochos Ministry Commitments and Programs shall be paid at those times set forth in Chapter 2, Budget and Finance.

(B) For the purpose of attending the Metropolis Conference:

A Chapter in good standing is one that has paid its current Metropolis per capita for each member as fixed by the National Biennial Convention as well as the Metropolis Projects and Philanthropies to the Metropolis Board Treasury. The Membership Excel Spreadsheet should be emailed to the Metropolis with the member names. The check for Per Capita should be mailed to the Metropolis. .

Chapter II

BUDGET AND FINANCE

1. BUDGET

A). Among the standing committees at all levels of the Society is the Finance Committee, which shall consist of the Treasurer and other members appointed by the President.

B). As part of its duties, the Finance Committee shall each December prepare a budget for the following year. The budget will be presented at the first meeting of the new year and shall be submitted for the membership's approval by vote.

C). The budget should include the budget of the year then ending, a compilation of actual funds and assets, and projection of the following year's expenditures.

2. FINANCES

(A) As provided by the Bylaws, Article V, Section 9, all Chapter funds shall be under the exclusive control of the Chapter.

(B) The Treasurer is required to make full financial reports at intervals required by the membership.

(C) The Treasurer's books and records shall be audited after elections, between the months of May and September.

(D) Stewardship as referred to in the Bylaws and Procedural Manual shall refer to financial commitment to membership of each member to the Parish Chapter as well as to that member's service and spiritual commitment.

3. NATIONAL PER CAPITA DUES AND COMMITMENTS

(A) A per capita amount established and approved at a National Convention should be paid by April 30 of each year, following the annual membership enrollment period of January through April. (See discussion under membership.)

(B) National Philoptochos Ministry Commitments and Projects shall be paid by Chapter check bearing two (2) signatures. Notification of fixed contributions will be distributed by the National Philoptochos Office.

Chapters will receive a Coupon Book for the Calendar Year. Those payments shall be sent to the National Philoptochos Office as noted in the Coupon Book.

Chapter III

ELECTIONS

The procedures for Chapter elections of the Board of Directors and subsequently the Chapter officers may be divided into three stages: [1] pre-election proceedings; [2] the election meeting; and [3] post election ratification and election of Chapter officers.

1. STAGE 1. PRE – ELECTION PROCEEDINGS

(A) Number of Board Members:

[1] Article V, Section 3, provides that the Chapter’s Board of Directors, with an odd number of directors, shall consist of “not more than twenty-one (21) and not less than seven (7) members.”

[2] The maximum number of Board Members can be determined by the Chapter’s total membership enrollment. Therefore:

If your Chapter has:

Fewer than 20 Members
Between 21 and 49 Members
Between 59 and 99 Members
Between 100 and 199 Members
More than 200 Members

Then you should have:

7 Board of Director Members
Not less than 7 and not more than 15
Not less than 7 and not more than 17
19 Board of Director Members
21 Board of Director Members

[3] In determining how many Board Members must be elected, it should be kept in mind that the **Advisor of the Board (the immediate Past President) is automatically a member of the Board of Directors, during the first term only of the new president.** In order therefore to maintain an odd number of Board Members and to insure that tie votes do not deadlock an organization, the elections will actually be for one person less than the total reflected above.

(B) Screening Committee:

[1] A Screening Committee shall be appointed by the President four months in advance of the election meeting. The purpose of this committee will be to determine a member’s eligibility for nomination to the Board of Directors.

[2] The committee shall determine the eligibility of each member to stand for election from an updated list of members in good standing. Where nominations will be made from a prepared slate the availability and consent of

each of the eligible members shall be ascertained prior to placing their names in nomination.

(C) Election Committee:

[1] An Election Committee consisting of a Chairman and two Tellers, none of whom may be prospective nominees for election, shall be appointed by the President prior to the election meeting. The purpose of this committee will be to determine a member's eligibility to vote and to conduct the business of the election meeting.

[2] The Election Committee Chairman and the Tellers will immediately compile a list of all members eligible to vote at the election meeting. This list will also act as an attendance list and roll call at the election meeting.

[3] Notice of the election meeting will be sent to all members by the Election Committee Chairman 30 days in advance of the meeting.

II. STAGE 2: ELECTION PROCEEDINGS

Elections may be conducted in one of two manners. Where nominations are from a slate prepared by the Screening Committee, the nominee's eligibility for election and consent and availability have already been determined and the nominee need not be present at the nomination meeting itself but must be present at the election meeting. When, however, nominations are received from the floor of the meeting, the nominees must actually be present to accept the nomination so that eligibility to stand for election may be ascertained.

(A) Preliminary Proceedings:

[1] The Election Chairman shall ask the Teller to verify that all members who have signed in are eligible to vote.

[2] The Election Chairman will recite the rules regarding qualifications for voting and eligibility for serving on the Board of Directors.

(B) Nominations:

[1] Where the Screening method has been employed:

The Screening Chairman will present the slate to the general assembly. The Election Chairman shall then call for nominations from the floor. As each nomination is made and prior to the second, the screening committee report is checked to verify the nominee's eligibility to run. If the person nominated is eligible, a second is requested and taken. A motion to close nomination and begin balloting is made and adopted. At the conclusion of that process, a secret ballot will be taken in accordance with the "secret balloting" section below.

[2] *Where nominations are taken from the floor:*

[a] The Election Chairman shall call for nominations from the floor. No member may make a second nomination until all other members have been given an opportunity to make nominations.

[b] All proposed candidates must be present and must state their acceptance of the nomination.

[c] As each proposed candidate is nominated the Election Chairman shall check the Screening Committee's report to verify the candidate's eligibility for election prior to the time when a second to the nomination is voiced.

[d] After all nominations have been made, a motion to close nominations and to begin balloting is then made, seconded and carried. The balloting may now commence.

(C) Secret Balloting:

[1] The Secretary shall call the roll call from the attendance list and, as each name is called, a Teller shall hand that member a ballot. Time should be taken to explain that while a member may vote for less, she may not vote for more than the number of vacancies and that excess voting will result in voiding the ballot in its entirety.

[2] After the ballots are completed, the Tellers shall collect them and place them in the ballot box.

[3] The Tellers will tabulate the results and report their finding to the Election Chairman, who will then present the new Board of Directors to the membership. After the results are announced, the ballots should be destroyed.

(D) Challenge to the Elections:

All ballots and the official tally sheet shall be sealed in an envelope for seven {7} days during which time any member may review the results. If a members has valid cause within the seven {7} days, she may protest the election by stating in writing the reason for such protest and signing and mailing the protest to the National Philoptochos Office, with a copy to the Election Chairman of the Chapter. The National Board will investigate and

take whatever action it deems necessary to rectify any valid protest. Such action by the National Board shall be considered final.

III. STAGE 3. POST ELECTION RATIFICATION AND ELECTION OF OFFICERS

Following the elections, the Parish Priest shall install the newly elected Chapter Board, by administering the Oath of Office.

- (A) Within 14 days of the election of the Chapter Board and Officers, the Corresponding Secretary shall submit the names of the newly elected Board of Directors, to the National Philoptochos Office for ratification on the Elections Excel Spreadsheet available at www.philoptochos.org. This spreadsheet is emailed to elections@philoptochos.org.
- (B) The cover page should be copied and signed by the parish priest and the Election Committee Chairman. This signed cover page should be mailed or faxed to the National Philoptochos Office.
- (C) Upon verification of the newly elected Board member's eligibility to hold office, the National Philoptochos Office shall forward the ratification of the election to the Election Chairman. A copy of the ratification will also be sent to the Metropolitan, the Metropolis President and the Parish Priest.

IV. METROPOLIS BOARD ELECTIONS

Where applicable, the provisions of this Chapter shall apply to the election of the Metropolis Board at the Metropolis Conference.

CHAPTER IV
NATIONAL BIENNIAL CONVENTION
AND
METROPOLIS CONFERENCE

1. NATIONAL BIENNIAL CONVENTION

[A] Chapter Delegates:

- [1] A delegate is a Philoptochos member in good standing selected by a Chapter to represent that Chapter at the National Biennial Convention. The delegate is entitled to be heard and to vote in accordance with prescribed rules governing the convention. All delegates scan their registration badge to register their attendance at all sessions. Delegates are required to attend all general sessions of the convention and the assigned workshops.

- [2] A Chapter in good standing is entitled to have a total of three (3) delegates at the National Biennial Convention. The Chapter President is automatically a delegate (or, in her absence, another officer as prescribed in the Bylaws, Article V, Section 12, Para. a). Up to two [2] other delegates shall be elected from the floor at a General Meeting of the Chapter.

[B] Alternate Delegates:

- [1] An alternate delegate's name may be submitted in the registration materials with the name(s) of the delegate(s) representing the Chapter.

- [2] Upon notification to the Registration Committee that a delegate will be unable to attend the convention, the alternate delegate will receive full credentials from the Registration Committee, designating her as a full delegate.

- [3] No registration fee is submitted for an alternate delegate.

[C] Registration:

- (1) Registration for the National Biennial Convention will be conducted through the National Philoptochos Office. Upon a Chapter's receipt of the registration package, the forms, completed in accordance with printed instructions, and the registration fee for each regular delegate should be promptly returned to the National Philoptochos Office for processing.
- (2) Upon completion of that process the National Philoptochos Office will forward to the delegate by mail, a credentials form validating the delegate's registration.
- (3) On arriving at the convention site, the delegate should present herself to the Philoptochos Convention Registration and Credentials Booth where she will be provided with an official delegate badge and convention materials. This badge serves as the official Convention Identification and is required for all sessions and events.
- (4) For those delegates who have not completed registration by mail, the delegate will be provided with credentials only after completion of the required documentation, payment of registration fees and a determination that the Chapter is in good standing.

[D] Convention Officers:

- (1) *The Convention Chairman:*

The Convention Chairman presides at all general sessions of the convention. The Chairman formulates the agenda for each session, rules on procedure of debate, on motions and voting, declares officially the outcome of votes, and prepares a plenary report of the convention to the Clergy-Laity Congress.

- (2) Other Convention Officers:

The other Officers of the Convention are:

- (a) the Co-Chairman/men who shall preside in the absence of the Chairman;
- (b) the Secretaries who will record the minutes of each general session of the Convention;

- (c) the Treasurer who shall present a financial statement to the assembly for acceptance;
- (d) the Parliamentarian who shall advise the Chairman on questions of parliamentary procedure; and
- (e) the Legal Advisor who shall be the final arbitrator on the legality of any issue raised at the Convention.

(B) National Philoptochos Board:

The members of the National Board shall chair the various workshop committees and submit the final report of the workshop committee to the delegates for acceptance. Other National Board members shall be in charge of registration, credentials, protocol, hospitality, and other matters relating to the Philoptochos Convention.

2. METROPOLIS CONFERENCES

All of the above shall apply to Metropolis Conferences. Where National Board or National Office has been specified, reference should be made to the Metropolis Board or Office.

CHAPTER V

STANDING COMMITTEES

The Chairman of the Standing Committees shall be appointed by the President and shall serve for a period of two (2) years, concurrent with the terms of the elected officers.

1. MEMBERSHIP

The Chairman, with an appointed committee, shall promote membership growth. The Chairman and the Committee may assist the Treasurer with collection of stewardship offerings and preparation of membership lists.

2. FINANCE

The Chairman, with an appointed committee, shall oversee matters of finance. Specific duties and obligations are detailed in Chapter II – Budget and Finance.

3. PROJECTS AND PHILANTHROPIES

A Chairman shall be appointed for each of the National Projects and Philanthropies and for any Metropolis Projects and Philanthropies.

The Chairman shall promote the Project or Philanthropy, organize fundraising events and collect all funds. All funds generated for National Projects and Philanthropies shall be forwarded to the National Philoptochos Office so that accurate records of contributions may be kept, and shall then be assigned to the applicable Project or Philanthropy. ***Checks should not, in any case, be sent directly to the Project or Philanthropy.***

Similar precautions should be taken with regard to Metropolis Projects or Philanthropies.

4. LOCAL SOCIAL SERVICES AND CIVIC PROJECTS

The Chairman shall promote those Community Service Projects outside the parish that the Chapter may wish to endorse.

Additionally, the Chairman and the Parish Priest, in consultation with the Board of Directors, shall have the authority and responsibility to assist needy families within the parish financially or in other appropriate and necessary manner.

5. PROGRAM

The Chairman and her Committee shall provide social, educational and other appropriate Programs for the benefit of Philoptochos Members.

6. HISTORIAN

The Historian shall maintain a current and ongoing history of events of her Philoptochos Chapter.

CHAPTER VI
LEGISLATIVE AND
RESOLUTION COMMITTEES

1. THE LEGISLATIVE COMMITTEE

This Committee shall convene at the National Biennial Convention, at the Metropolis Conferences and, where desired, on the Chapter level. Its function shall be to accept resolutions concerning the Organization's Bylaws and other legislative matters.

[A] The Committee:

The Committee shall consist of the Chairman, who shall be the Second Vice President of the body, and members. On the National level there shall be not more than twenty (20) delegates who have volunteered to serve; on the Metropolis level, not more than twelve (12); and where it exists on the Chapter level, not more than five (5).

[B] Procedures:

[1] Chapter to Metropolis:

- (a) Chapter resolutions shall be presented to the Legislative Committee at the Metropolis Conference, where they shall be accepted or rejected. Additionally, the committee may generate its own resolutions.
- (b) Resolutions endorsed by the committee shall be presented to a general meeting of the delegates for adoption or rejection.
- (c) If accepted by 2/3 vote or more and the resolutions pertains to matters of National importance, the resolution shall be sent to the National Legislative Committee Chairman.
- (d) If accepted by 2/3 vote or more and the resolution pertains to matters of National importance, the resolution shall be sent to the Metropolis Metropolitan for approval and signature.
- (e) Those resolutions which have been rejected may be presented as a minority report.

(2). *Metropolis to National:*

- (a) Resolutions sent to the National Legislative Committee shall be presented to the committee and shall be either accepted or rejected. Additionally, the committee may generate its own resolutions.
- (b) Resolutions endorsed by the committee shall be presented to a general meeting of the delegates for adoption or rejection.
- (c) Those resolutions which concern procedural matters only and which are accepted by the general assembly, will be added to the Procedural Manual.
- (d) Those resolutions which amend the Bylaws and which are accepted by the general assembly by a vote 2/3 or more, will be presented to His Eminence, the Archbishop of America, for approval and signature.
- (e) The resolutions approved by His Eminence, the Archbishop of America, shall become effective immediately.

2. RESOLUTIONS COMMITTEE

This Committee shall convene at the National Biennial Convention and at the Metropolis Conferences. Its function shall be to receive resolutions concerning procedures, events, philanthropies and other non-legislative matters of the Society.

(A) **The Committee:**

The Committee shall consist of a Chairman, appointed by the President and members, as previously described for the Legislative Committee.

(B) **Procedure:**

[1] *Chapter to Metropolis:*

The same procedure shall apply as that prescribed for the Legislative Committee.

- [2] The same procedure shall apply as that prescribed for the Legislative Committee. Additionally, resolutions shall be accepted from all committees/workshops.