

A.R.F.O.R.A.




GUIDE BOOK

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*“ A.R.F.O.R.A. GUIDE BOOK ” approved in 1990
and reprinted in 1992.*



**A.R.F.O.R.A.
GUIDE BOOK**

DEDICATION

This book is written as a guide for ladies auxiliaries serving churches in the Romanian Orthodox Episcopate of America which are under the direction of A.R.F.O.R.A.

All ladies auxiliaries which are formed in churches under the jurisdiction of the Romanian Orthodox Episcopate of America are chapters of A.R.F.O.R.A. Through payment of membership dues, the auxiliaries become ACTIVE CHAPTERS of A.R.F.O.R.A. with voting privileges as stipulated in the By-laws of A.R.F.O.R.A.

This guide book is dedicated to all Romanian Orthodox women throughout North America who give freely of their talents and who are devoted to God, to the Orthodox Christian Church and to their Episcopate.

PURPOSE

The purpose of this book is to help women members of a parish organize if there is no active organization in existence; to identify the activities in which to become involved as active supporters of their Church; to participate in the international organization of A.R.F.O.R.A.

Suggestions are also made to assist the auxiliary in applying the rules of conducting business meetings.

WHAT IS A.R.F.O.R.A.?

A.R.F.O.R.A. is an acronym for ASOCIATIA REUNIUNILOR FEMEILOR ORTODOXE ROMANE DIN AMERICA.

The English translation of this is THE ASSOCIATION OF ROMANIAN ORTHODOX LADIES AUXILIARIES OF NORTH AMERICA.

A SHORT HISTORY OF A.R.F.O.R.A.

When immigrants from Romania first arrived in North America, one of their prime concerns was to build churches to take care of their spiritual needs and to provide religious services for weddings, baptisms and funerals. As early as 1902 when the first Romanian Orthodox Church was built in North America, a small group of women organized to provide embroidered cloths, to clean the church and even to give financial assistance to the church when needed.

The first attempt to organize the local ladies auxiliaries internationally was made at the Episcopate Congress in Chicago in 1934 when the Society of Orthodox Romanian Auxiliaries (S.O.R.A.) was established. In 1938, His Grace Bishop Policarp reactivated the organization under the name of A.R.F.O.R.A. In 1955, the Constitution and By-laws were revised and approved by the A.R.F.O.R.A. Congress held in New York.

In June, 1961, at the A.R.F.O.R.A. Congress in Warren, Ohio Saint Paraschiva was chosen as the Patron Saint.

In 1967, A.R.F.O.R.A. decided that Retreats for women be held annually on the fifth Saturday of Great Lent. These retreats have become a most meaningful part of A.R.F.O.R.A.'s calendar of events.

In 1971, the name of the organization was changed to include all of North America, along with other revisions in the Constitution. Another revision of the By-laws took place in 1988 to reflect the needs of the auxiliary of today.

A.R.F.O.R.A.'s motto includes: *FAITH*, represented by the Cross; *HOPE*, represented by the Anchor; *CHARITY*, represented by the Heart.

WHO SHOULD BELONG?

All women, upon reaching the age of majority, should be full members of their church as well as of the ladies auxiliary. Membership is for life.

HOW TO ORGANIZE A LADIES AUXILIARY

If there is no ladies auxiliary in a parish, the women should meet with their spiritual leader and set a date for a meeting

of all the women in the parish. Two weeks' notice of the meeting should be given in writing to all the women members of the parish. With the parish priest presiding at the first meeting, a secretary of the day should be chosen. This is followed by the election of officers. The president then takes charge of the meeting and conducts the business of the day for the local auxiliary. The group must work within the By-laws of the Episcopate and A.R.F.O.R.A. Once organized, the name of the auxiliary, a list of the elected officers, their addresses and telephone numbers and the By-laws should be sent to the current Secretary* of A.R.F.O.R.A. All parishes and missions under the jurisdiction of the Romanian Orthodox Episcopate of America should have a ladies auxiliary.

WHAT ARE THE MAIN PURPOSES OF THE AUXILIARY?

The main purposes of the auxiliary of the parish may include:

- Functioning as an auxiliary of the parish. Actively supporting the parish in all its activities.
- Initiating and promoting unity, cooperation and fellowship among its members and the congregation.
- Contributing to the preservation, strengthening and propagation of the Orthodox faith.
- Supporting the religious education of the young people in the parish.
- Attending to the housekeeping activities of the Church.
- Raising funds for religious, charitable and cultural purposes as defined by the parish and the Episcopate.
- Actively supporting A.R.F.O.R.A., the international organization, which is the oldest auxiliary of the Romanian Orthodox Episcopate of America.

WHO ARE THE OFFICERS OF THE LOCAL AUXILIARY?

The officers of the local auxiliary are elected at a duly called annual meeting. A duly called meeting is one of which written notice is given at least two weeks before the day the meeting

will be held. This meeting is usually held in January. The officers of the local auxiliary include:

1. *The President* - who presides at all meetings takes charge immediately following the election. The president, because of her office, is a member of the Parish Council and, by virtue of her office, represents the auxiliary at the A.R.F.O.R.A. Congress.
2. *The Vice-President* - who assumes the duties of the President in the absence of the President.
3. *The Secretary* - who records all the proceedings of the meeting, and prepares correspondence as directed by the meeting or the President. She may be the archivist.
4. *The Treasurer* - who assumes duty upon completion of the audit and immediately following the Annual Meeting. Duties include the safekeeping of finances, paying bills as directed by the meeting, preparing reports and preparing budgets.
5. *Two Auditors* - who audit the records twice prior to the Annual Meeting: once about half-way through the year and once after the closing of the books for the year just prior to the Annual Meeting.
6. *Two delegates to A.R.F.O.R.A.* - who, in addition to the President, are elected at the annual meeting of the auxiliary and who attend the A.R.F.O.R.A. Congress. Two alternate delegates should also be elected.

The term of office in a local auxiliary may not exceed five consecutive years in the same office.

AGENDA OF AN AUXILIARY

The Agenda must be expanded to include the important topics under Old Business and New Business.

1. **CALL TO ORDER** - This is to get everyone seated and quiet.
2. **OPENING PRAYER** - Church and auxiliary organizations begin all meetings with a prayer. The prayer is led by the priest. If no clergy is present, the President leads the prayer or calls on a member to do this.

3. **ROLL CALL** - The most efficient way to do this is to have all members present write their names on a sheet of paper which is distributed for that purpose. On this paper may also be written addresses and phone numbers if these have changed recently. The meeting will proceed only if a quorum is present. A quorum is one more than the number in the executive committee.
4. **MINUTES** - The secretary is called on to read the minutes of the last meeting. At an Annual Meeting, the minutes of the last Annual Meeting are the ones to be read.
5. **OFFICERS' REPORTS** - This includes the Treasurer's Report which should be given at every meeting.
6. **COMMITTEE REPORTS** - If the organization has standing committees or ad hoc committees (short term committees set up for specific short-term duties), they should be called to report at this time.
7. **UNFINISHED BUSINESS (SOMETIMES CALLED OLD BUSINESS)** - The President should have prepared beforehand a list of what business is arising out of the minutes, actions delegated to members and motions which have been tabled to this meeting.
8. **NEW BUSINESS** - Topics should be listed. To accommodate business which may come up at this meeting, the heading "Other" should be the last item of the list.
9. **ANNOUNCEMENTS** - The time and the place of the next meeting should be included here. Also any special announcements should be made at this time.
10. **ADJOURNMENT** - A meeting is not complete without a motion for adjournment. Adjournment motions do not require a second. The President may declare the meeting adjourned. The time of adjournment should be recorded.
11. **CLOSING PRAYER** - The meeting may be closed with a hymn adopted by the Auxiliary or a prayer given by a member of the clergy or a designated member of the Auxiliary if there is no member of the clergy present.

SOME RULES TO CONDUCT A MEETING

1. The President will chair all meetings.
2. A member of the clergy is present for clarification of information as required and because of his office in the church.
3. The President never makes motions unless the Chair has been relinquished to the Vice-President.
4. Members will speak only after they have been recognized by the Chair.
5. The President permits discussion on each and every motion except on tabling motions and motions of adjournment.
6. Motions of amendment are permissible providing they are not in conflict with the motion.
7. Where there is a question on Rules of Order, the Parliamentarian will rule.
8. A speaker may be interrupted on a "Point of Order". This is usually done when someone is violating the general rules of order.
9. The Secretary usually makes the motion that the Minutes be approved as read (or distributed). Discussion follows on the accuracy of the minutes. If the minutes require correction, the words "as corrected" will be inserted in the motion.
10. Likewise, the Treasurer usually moves that the Treasurer's Report be accepted as presented. After this motion is seconded, discussion will follow. Then a vote will be taken.
11. It is permissible and saves time if all committee reports are given and only one motion is made and seconded to accept the reports.
12. Concensus may be achieved without a vote where no one raises an objection to the matter under discussion. This will be recorded in the Minutes as having achieved concensus.
13. No discussion may follow a motion until it has been seconded.

14. For a motion to be approved it must receive at least one-half plus one of those in attendance at the time the vote is taken.
15. Once a quorum is lost, no more motions may be accepted. However, general discussion may take place and ideas may be carried forward to the next meeting as unfinished business.
16. Where the Constitution and By-laws do not cover a particular procedure, Robert's Rules of Order are in effect.

For a further explanation of the duties of the officers and other information, check the Constitution and By-laws of A.R.F.O.R.A. and of the Romanian Orthodox Episcopate of America.

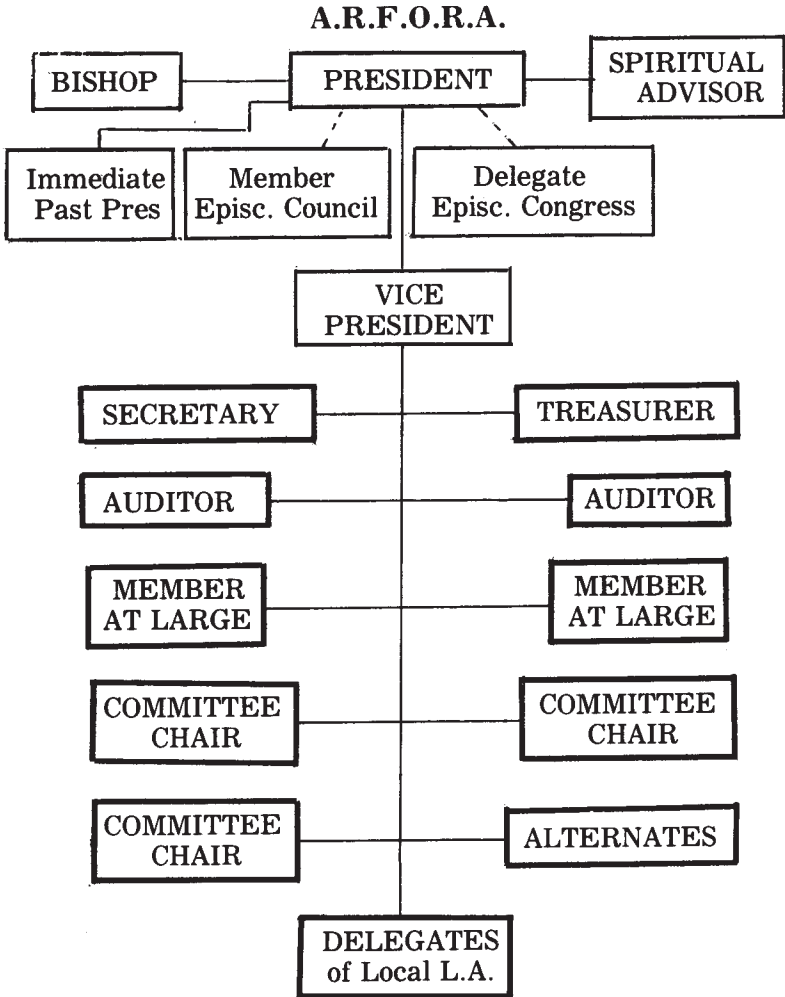
PURPOSES OF A.R.F.O.R.A.

The purposes of A.R.F.O.R.A. differ from those of the local auxiliaries because of its international scope. The purposes follow:

- To function as an international auxiliary of the Romanian Orthodox Episcopate of America.
- To initiate and promote unity, cooperation, and fellowship among the Ladies Auxiliaries of the parishes under the jurisdiction of the Episcopate.
- To contribute to the preservation, strengthening and propagation of the Orthodox Faith through personal devotion and common projects.
- To be of service to the programs and needs of the Episcopate.
- To raise funds for religious, charitable, and cultural purposes as defined and approved by the Episcopate.

ORGANIZATIONAL CHARTS

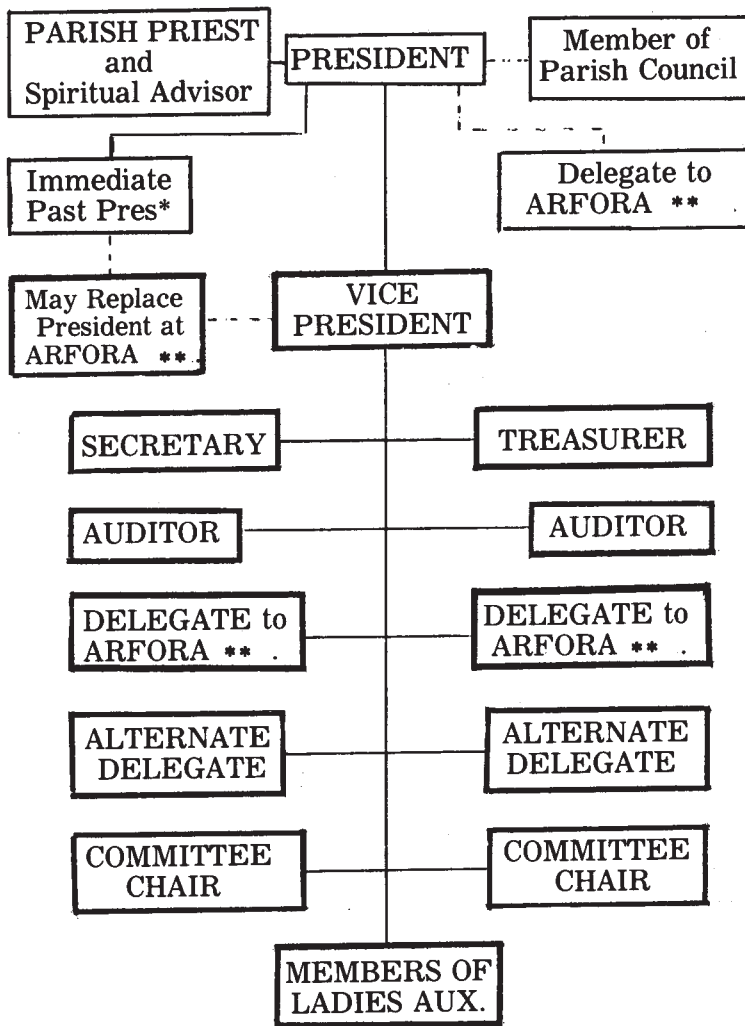
In order to understand the similarities and differences between A.R.F.O.R.A. and the local auxiliary, the following flowcharts are presented. The vertical lines represent the lines of authority. The horizontal lines represent the levels of authority. The dotted lines represent additional responsibilities.



— Lines of authority of the Board

----- Other responsibilities

LOCAL LADIES AUXILIARY



* for one year only.

** A.R.F.O.R.A. Congress.

DATES OF IMPORTANCE TO AUXILIARIES

MONTH	EVENT	EXPLANATION
January	MEMBERSHIP DUES to be sent in to the Treasurer* of A.R.F.O.R.A. by Jan. 31. Dues are based on last year's membership.	Dues help support A.R.F.O.R.A. Projects - prior to 1987 - Support for Heritage Centre Renovation to ARFORA House Redecorating Bishop's Residence - 1988 - Cemetery Project - 1989/90 - Iancu Kitchen Project (for religious education camps.)
	Elect 2 delegates to the A.R.F.O.R.A. Congress.	Delegates must be elected at an ANNUAL MEETING of the auxiliary. The term is for two years. Send names and addresses of officers and delegates to the Secretary* of A.R.F.O.R.A..
March	AUXILIARY SUNDAY	Yearly auxiliary obligation to support of Episcopate. Proceeds go directly to Episcopate .
5th Sat. of Great Lent	A.R.F.O.R.A. Retreat-Conference	Each parish or deanery sponsors a ladies auxiliary retreat-conference annually.
June	A.R.F.O.R.A. Congress	Attended by the President and two delegates from each parish ladies auxiliary.
July	COFFEE SHOP for Congress at Vatra	Volunteers required. Please volunteer.
July August		Provide volunteer cooks for religious education camps.
October 14	ST. PARASCHIVA MISSION FUND	Each auxiliary holds one function a year. Proceeds are sent to the A.R.F.O.R.A. Treasurer* for use in support of Episcopate missions.
December	ST. ELIZABETH PROJECT	A.R.F.O.R.A. remembers widowed Preotese at special times of the year.

MONTH	EVENT	EXPLANATION
All year	VISITATIONS of the SHUT-INS	Encourage members to visit the shut-ins in their parishes.
	Four A.R.F.O.R.A. BOARD MEETINGS	Held at the call of the President.
	Martha Gavrila Scholarship Fund	Offer a scholarship yearly to women doing graduate work.

For additional information, refer to the A.R.F.O.R.A. Constitution and By-laws or write directly to the A.R.F.O.R.A. President.*

* Check the *SOLIA CALENDAR* for the names, addresses, and phone numbers of the international officers of A.R.F.O.R.A.

IT IS VERY IMPORTANT FOR THE AUXILIARIES TO HOLD THESE FUNCTIONS AS CLOSE AS POSSIBLE TO THE DATES LISTED SO THAT ONE PROJECT MAY BE COMPLETED BEFORE ANOTHER ONE IS STARTED.