

# **CONSTITUTION of the Western Region Teen SOYO**

1999 Revision

## **PREFACE**

1. This Constitution shall be revised as needed.
2. This Constitution shall be the governing laws of the Western Region Teen SOYO.
3. No individual shall disregard this Constitution, or create conflict in any way, without prior consent of a majority of the Western Region Teen Society of Orthodox Youth Organizations Delegates.
4. The Constitution Committee shall make the final decision on all questions of interpretation of this Constitution.
5. Simple majority requires more than half of the voting delegates.

## **ARTICLE I – Name and Authority**

1. The name of this organization shall be the Western Region Teen Society of Orthodox Youth Organizations hereafter referred to as the Western Region Teen SOYO.
2. This organization derives its authority to function by virtue of the consent and blessings of His Eminence, the Most Reverend Metropolitan and Primate of the Antiochian Orthodox Christian Archdiocese of North America.

## **ARTICLE II – Purpose**

1. To promote among the young people of the Western Region of the Antiochian Orthodox Christian Archdiocese of North America, hereafter referred to as “the Archdiocese”, a complete devotion to the Holy Orthodox Church, its Faith, Canons, and Worship.
2. To encourage the young people of the Western Region of the Archdiocese, to actively participate in the many functions and programs of the Archdiocese and to promote a deeper understanding of the Holy Orthodox Church.
3. To initiate and coordinate the spiritual and charitable works and activities of the teen youth groups of the parishes within the Western Region of the Archdiocese.

## **ARTICLE III – Jurisdiction**

1. The powers of the Western Region Teen SOYO Executive Board shall be:

- A. To direct, manage, supervise and control the business, properties and funds of the Western Region Teen SOYO.
  - B. The Western Region Executive Board shall have no right or power of supervision, right of disposal, or appropriation of any money held by chapters, nor any supervisory power over their treasuries.
  - C. In the event of a withdrawal of any chapter from the Western Region Teen SOYO, all funds and files of that chapter shall be submitted to the governing body of that local church.
2. Any chapter which fails to conform to the provisions of the Western Region Teen SOYO Constitution and By-laws as adopted and amended, or is involved in a serious breach of discipline which retards the progress of this organization and the fulfillment of its purposes as set forth in Article II, shall have its charter suspended in the manner prescribed by Article IV of the By-laws.

#### **ARTICLE IV – Executive Officers**

1. The Executive officers of the Western Region Teen SOYO shall consist of a President, Vice president, Secretary, Treasurer, Spiritual Advisor and Regional Youth Director(s). Individuals who wish to run for any office (except Spiritual Advisor and Regional Youth Director) must meet the following requirements: (1) Be at least 13-years-old, but not more than 19-years-old, (2) be a member of a SOYO Chapter that has paid dues to the Region, and (3) be in good sacramental standing in their Church. Each candidate must submit a written form from his or her priest stating that all of the above apply to that individual.
2. The President, Vice president, Secretary, and Treasurer shall be elected at the annual Western Region Parish Life Conference in the manner prescribed in the By-laws. All officers shall serve for a period of one year and shall conclude their term when their successors are elected and installed. No individual may serve for more than two (2) terms in any one office.
3. Any vacancy occurring in any elective office shall be filled in the manner prescribed in the By-laws.

#### **ARTICLE V – Advisors**

1. The Western Region Teen SOYO Spiritual Advisor shall be a priest residing in the Western Region. The Metropolitan shall appoint this person.
2. The Western Region Teen SOYO Regional Youth Director(s) shall reside in the Western Region. The Youth Director of the Archdiocese shall appoint these positions.
3. The Spiritual Advisor and Regional Youth Director(s)' job is to guide and help the members of the Western Region Teen SOYO. The members of Teen SOYO will have the right to make decisions to fulfill their role in the life of the Church.
4. Both the Youth Director(s) and the Spiritual Advisor are members of the Executive Board. No meetings should take place without at least one of them present.

5. Both the Spiritual Advisor and Youth Director(s) work under the direction of the Archdiocese Youth Director

#### **ARTICLE VI – Constitution Committee**

1. The Constitution Committee shall be a permanent committee and shall, with the advice of the Spiritual Advisor and Regional Youth Director(s), make the final decision on all matters with regard to the Constitution and By-laws of the Western Region Teen SOYO.
2. The President of the Western Region Teen SOYO shall appoint a Parliamentarian. The Parliamentarian shall not be considered an executive officer, but shall be considered an appointed officer. The Parliamentarian shall be present at all meetings, including Executive Officer's meetings. The Parliamentarian shall make the final decisions on issues brought up during meetings with regard to "Roberts Rules of Order". The Parliamentarian shall also serve as chairperson of the Constitution Committee.
3. The Parliamentarian may only act on situations when conflict arises.
4. The Constitution Committee may only act when a written motion is made to the Parliamentarian.
5. The President of the Western Region Teen SOYO shall appoint eight (8) additional members to the committee. Executive Officers of the Western Region Teen SOYO may not serve on the committee. There shall be no more than two (2) individuals from any one chapter, excluding the Parliamentarian.
6. Once appointed, the Parliamentarian or Constitution Committee member shall serve one (1) term of two (2) years and may be re-appointed for one (1) additional term. An individual may be removed from his or her position only under the following circumstances: (1) The individual steps down from his or her position, (2) The individual becomes an elected Executive Officer of the Western Region Teen SOYO, or (3) the individual is over the age of 19 during the Parish Life Conference.
7. Any member of the Constitution Committee that fails to conform to the provisions of the Western Region Teen SOYO Constitution and By-laws as adopted and amended, or is involved in a serious breach of discipline which retards the progress of this organization and the fulfillment of its purposes may be removed with a unanimous vote of the other members. The president shall appoint another member to the committee following a removal of office.
8. The Constitution Committee shall make recommendations to the delegates on all proposed amendments to the Constitution and By-laws.

## **ARTICLE VII – Committees**

1. The President of the Western Region Teen SOYO may, from time to time, establish temporary committees to investigate and report on questions relevant to the operations of the Western Region Teen SOYO.
2. The President shall appoint a chairperson to each committee and get approval from the other executive officers.
3. Standing Committees shall be established by the President and shall perform such duties as specified in Article X of the By-laws.

## **ARTICLE VIII – Finances**

1. Each chartered chapter shall pay to the Western Region Teen SOYO, before the convening of the Fall Delegates Meeting, a fixed sum. The amount to be paid shall be \$175.00. This amount may be increased or decreased by majority vote at any General Assembly.
2. The contributions of the chapters as outlined in Section 1 of this article, together with any other general contributions, shall be deposited in the name of this organization and shall constitute its general fund.
3. The Western Region Teen SOYO Executive Board may institute special projects with the advice of its Advisors, for obtaining additional revenues to be used for designated charitable works in the fulfillment of its purposes as outlined in Article II of this Constitution.
4. All funds received by this organization from sources as outlined under the provision of Section 3 of this Article shall be designated as special funds and their use shall be restricted to the fulfillment of the specific purpose for which they were raised.

## **ARTICLE IX – Meetings**

1. Regular meetings of this organization shall be held twice each calendar year at a time and place coinciding with the Fall Delegates Meeting and the Western Region Parish Life Conference.
2. Special Meetings of this organization shall be called by the President upon the request of two-thirds (2/3) of the delegates or the unanimous request of the Executive Board.
3. The President, when calling a special meeting, under the provisions of Section 2 of this Article, shall set the time and place for such special meeting and shall notify all the chapters through their respective Presidents no less than thirty (30) days prior to the date set for such meeting.

## **ARTICLE X – Amendments to the Constitution**

1. The Secretary of the Western Region Teen SOYO shall receive proposed Amendments to the Constitution at least sixty (60) days prior to the General Meeting where they will be proposed.
2. The Secretary shall then forward a copy of the proposed amendment to the Parliamentarian within seven (7) days of receiving it.
3. The Secretary shall send a copy of all proposed amendments to the Archdiocese Youth Director, each member of the Executive Board of the Western Region Teen SOYO and to the Secretary of each local chapter no later than thirty (30) days prior to the General Meeting.
4. The Constitution Committee and the Treasurer of the Western Region Teen SOYO shall give an opinion on all proposed Amendments to the Constitution prior to the vote.
5. A two-thirds (2/3) vote of the delegates voting at the General Meeting shall be necessary for the Amendment to the Constitution to be adopted.

# **BY-LAWS of the Western Region Teen SOYO**

1999 Revision

## **PREFACE**

6. These By-laws shall be revised as needed.
7. These By-laws shall be the governing laws of the Western Region Teen Society of Orthodox Youth Organizations.
8. No individual shall disregard these By-laws, or create conflict in any way, without prior consent of a majority of the Western Region Teen Society of Orthodox Youth Organizations Delegates.
9. The Constitution Committee shall make the final decision on all questions of interpretation of these By-laws.
10. Simple majority requires more than half of the voting delegates.

## **ARTICLE I – Chapters**

1. Any person between the ages of thirteen (13) and nineteen (19) years, who is a member in good standing of a church in the Western Region of the Antiochian Orthodox Christian Archdiocese of North America is eligible for membership in his/her local chapter.
2. Any person between the ages of eighteen (18) and nineteen (19) may be a member of Teen SOYO and/or the Fellowship of St. John the Divine, but under no circumstances be an officer in both at any level.
3. Any group of persons that are at least thirteen (13), but not over nineteen (19) years of age, are of the Orthodox Christian Faith, and attend a Parish, in the Western Region of the Antiochian Orthodox Christian Archdiocese of North America, that does not currently have a Teen SOYO chapter may, with the approval of their priest, petition the Western Region Teen SOYO for a chapter. The petition should state the Parish the group is from, the name of the Spiritual Advisor to the group and the signatures of the president and secretary of the group. No fee is required for the filing of this petition.
4. All petitions for charters must be submitted to the Western Region Teen SOYO Secretary, who will then submit them to the other executive officers for initial approval. If approved, a temporary charter shall be issued. The executive board must then present the request for a permanent charter at the next General Meeting. A simple majority of the delegates is needed to pass. If passed, a permanent charter will be issued.

5. Upon the approval of a petition and proceeding the issuing of a charter, the newly chartered chapter shall deposit with the Western Region Teen SOYO Treasurer a charter fee of fifty (50.00) dollars (US Funds).
6. Each chartered chapter shall elect officers after the Parish Life Conference. The secretary of each chartered chapter shall submit to the Western Region Teen SOYO Secretary the names and address of all the officers and advisors no later than thirty (30) days prior to the Fall Delegates Meeting.
7. Each chartered chapter shall be entitled to three (3) voting delegates at all regional meetings.
8. Any chartered chapter may withdraw from Western Region Teen SOYO by presenting a resolution of withdrawal to the Western Region Teen SOYO Secretary. A chapter that has withdrawn shall be rechartered in the same manner as a new chapter.

## **ARTICLE II – Regulation of Chapters**

3. Within ninety (90) days after the adoption of the Constitution and these By-laws, all chapters shall submit copies of their chapter's Constitution and By-laws to the Constitution committee for review. Any provision of the chapter constitution and/or By-laws which does not conform to the Constitution and By-laws of the North American Council of Teen SOYO and Western Region SOYO, as adopted, shall be returned to the chapter for the amendment of that provision(s) to an acceptable form.
4. Any chapter charged by the Constitution Committee with a violation or non-compliance with the provisions of the Constitution and By-laws of the North American Council of Teen SOYO and Western Region SOYO, or with a serious breach of discipline which retards the progress of this organization and the fulfillment of its purposes as set forth in Article II of the Constitution as adopted and amended, shall upon the approval of the Western Region Teen SOYO Executive Board, by a majority vote, be given sixty (60) days in order to correct the violation or non-compliance. The period of sixty (60) days shall begin on the date in which the notice, from the Western Region Teen SOYO Parliamentarian, is received by the last reported President and/or Secretary of such chapter. If the offense(s), charged, have not been corrected at the conclusion of that period, a special meeting shall be held with the Executive Board, Constitution Committee, and Advisors present. The issue shall be discussed and with the consent of the Advisors, a vote shall take place. If two-thirds of the votes pass, then the chapter shall be suspended.
5. Any chapter suspended, under the provisions of Section 3 of this Article, may present a written application for reinstatement at the next general meeting of the Western Region Teen SOYO. Upon the presentation of acceptable evidence of compliance or correction of the offense charged of such chapter may be reinstated to full membership by a majority vote of the delegates present.

### **ARTICLE III –Officers and Duties**

4. President: The President shall preside at all meetings. The President shall perform all those duties usually associated with the office of President and exercise general supervision of the work and activities of Teen SOYO. The President shall issue the call for the meetings and he shall appoint such committees as may be deemed necessary.
5. Vice president: The duties of the Vice-president shall be to preside in the absence of the President. The Vice-president shall oversee all committees. The Vice-president shall also perform such other duties as pertain to the office or as may be assigned to him by the President.
6. Secretary: The Secretary shall attend all meetings and shall keep the minutes of all meetings. The Secretary shall sign all documents issued by the Western Region Teen SOYO when required. The Secretary shall assist the President and the Executive Board in the conduct of the business affairs of Teen SOYO and shall perform such duties as are specified or implied in the Constitution and By-laws, or as may be assigned by the Executive Board.
7. Treasurer: The Treasurer shall receive all funds paid to the Western Region Teen SOYO and shall deposit the same in the official depositories as designated by the Executive Board. The Treasurer's accounts shall be opened to the inspection of the President, the Executive Board, the Spiritual Advisor, the Archdiocese and Regional Youth Directors, and any other auditors named by the Executive Board. The Treasurer shall make a written report at the Western Region Fall Delegates Meeting, the Western Region Parish Life Conference, and at such other times as the President or the Executive Board may require.
8. Parliamentarian: Please see Article XII of the Constitution.

### **ARTICLE VI – Executive Board**

6. The Executive Board, as constituted under Article IV of the Constitution, shall meet at such times and places as may be determined by call of the President, or by written request of a majority of the Executive Officers. A written notice of the time and place of all meetings shall be mailed to each officer not less than thirty (30) days prior to the said meeting.
7. There will be a meeting of the Executive Board at least once a year prior to the annual meeting of the Western Region Teen SOYO at the Parish Life Conference. The Secretary shall give at least a thirty (30) days written notice to all officers prior to the said meeting.
8. The Executive Board may, without meeting together, transact business by any form of communication directed to them by the President or the Secretary with the approval of the President. When such transactions involve monies, the sum shall not exceed \$100.00 with approval of the Regional Youth Director(s) and/or Spiritual Advisor. When meeting, two-thirds (2/3) of the Executive Board must be present or consulted before dealing with official business.

9. In addition to the enumerated powers outlined in the Constitution and By-laws, including raising revenues, management of the assets and properties, committees, control of chapters, and call of special meetings, the Executive Board shall execute any mandate of the Western Region Teen SOYO. The Executive Board may expend such funds as are necessary for stationary, stamps, and office supplies to conduct reasonable business of this organization.
10. The Powers of the Executive Board shall be: (1) To initiate motions and resolutions, (2) To authorize the expenditure of monies, in a sum not to exceed \$100.00, (3) To conduct research and investigations either as a committee of the whole or by special committee responsible to the Board, and (4) To consider reports by officers and all permanent and special committees.
11. Spiritual Advisor: He shall be appointed by His Eminence, the Most Reverend Metropolitan, Primate of the Antiochian Orthodox Christian Archdiocese of North America. He shall advise of all matters at all Executive Board meetings and meetings of the Western Region Teen SOYO.
12. Regional Youth Director(s): The Youth Director of the Antiochian Orthodox Christian Archdiocese of North America shall appoint the Regional Youth Director(s). He or she shall attend all Executive Board meetings and meetings of the Western Region Teen SOYO. His or her advice shall be sought and respected by the President, the Executive Board and the Western Region Teen SOYO in all matters affecting the welfare of the regional organization and the fulfillment of its objectives. His or her consent shall be required on all matters where specifically stipulated in the Constitution and/or By-laws.
13. Special decisions by the Executive board should always be done in consultation with the Regional Spiritual Advisor and Youth Directors

## **ARTICLE VII – Meetings**

9. Meetings of this organization or its Executive Board shall be held in accordance with the provisions of Article IX of the Constitution.
10. The President shall be responsible for the preparing of the agenda for all meetings of the Executive Board and the Western Region Teen SOYO. In the event of a special meeting called under the provision of Article IX, Section 2 of the Constitution, the agenda for the special meeting must be included with the notice sent. Business other than that listed on the agenda of the special meeting as circulated in an official notice may not be introduced during such meeting.
11. Both the Youth Director(s) and the Spiritual Advisor are members of the Executive Board. No meetings should take place without at least one of them present.

## **ARTICLE VIII – Nominations and Elections of Officers**

4. The President of the Western Region Teen SOYO, at the Parish Life Conference, shall appoint two (2) members to make up a Nomination Committee. The Parliamentarian shall serve as chairperson. No current Executive Board member may be on this committee, nor any person running for an office.
5. The committee shall keep track of nominations, pass out ballots, collect ballots, and announce the result.
6. All persons nominated must conform to the provisions in Article IV, Section 1 of the Constitution and be in good standing in his or her Parish, as approved in writing by his or her priest.
7. All nominations shall be made from the floor. The voting shall be by secret ballot. Each chapter is entitled to three (3) votes. All Executive Officers are entitled to one vote each.
8. A simple majority vote of all votes shall be necessary for the election of officers. In the event that any ballots cast does not show a majority, the nominee having the lowest number of votes shall be dropped and on succeeding ballot(s) the same procedure shall be followed until some nominee shall have received the majority of all votes. Cumulative voting shall not be permitted.

## **ARTICLE IX – Vacancies in Office**

5. In the event of a vacancy in the office of President between annual meetings of the Western Region Teen SOYO, the Vice-president shall assume the office of President and serve out the remainder of the term.
6. In the event of a vacancy in any of the other offices, the Executive Board shall elect a qualified member to fill the office for the remainder of the term. All persons nominated must conform to the provisions in Article IV, Section 1 of the Constitution, and Article VIII, Section 3 of these By-laws. The Executive Board shall determine when a vacancy exists.
7. In the event of a vacancy in any appointed office, the vacancy shall be filled by presidential appointment.

## **ARTICLE X – Committees**

4. There shall be any number of permanent committees appointed by the President. The chairperson of each committee shall report to the President and shall be invited to all meetings of the Executive Board.
5. All committees shall make an annual written report at the annual meeting of the Western Region SOYO.

#### **ARTICLE XI – Audit of Accounts**

1. The Treasurer shall have the accounts audited at the request of the Executive Board. No transactions may be made during the audit. An audit must be done at least once a year.
2. All records and funds are to be turned over to the newly elected Treasurer at the conclusion of the audit and a record and a report of the said audit shall be submitted to the delegates at each meeting.

#### **ARTICLE XII – Amendments to the By-laws**

6. The Secretary of the Western Region Teen SOYO shall receive proposed Amendments to the By-laws at least sixty (60) days prior to the General Meeting where they will be proposed.
7. The Secretary shall then forward a copy of the proposed amendment to the Parliamentarian within seven (7) days of receiving it.
8. The Secretary shall send a copy of all proposed amendments to the Archdiocese Youth Director, each member of the Executive Board of the Western Region Teen SOYO and to the Secretary of each local chapter no later than thirty (30) days prior to the General Meeting.
9. The Constitution Committee and the Treasurer of the Western Region Teen SOYO shall give an opinion on all proposed Amendments to the Constitution prior to the vote.
10. A two-thirds (2/3) vote of the delegates voting at the General Meeting shall be necessary for the Amendment to the By-laws to be adopted.