

ST. GEORGE GREEK ORTHODOX CHURCH  
BLOOMFIELD HILLS, MI

GOYA

LEADERSHIP PACKAGE

## OVERVIEW

The purpose of this package is to help the Executive members of GOYA become confident leaders. Its pages contain the Constitution and By-Laws of our GOYA, as well as a step by step process of how to run a committee with the Roberts Rules of Order by which the committee is governed by. Please read all the information carefully. Save this package for it contains resources that you will be able to use when you are a leader in the future after GOYA.

A certain saying comes to mind:

“THE WORLD IS RUN BY THOSE WHO SHOW UP”

Make sure you are always one of those that show up.

God Bless,

Alice Abell  
Melissa Pardales

GOYA/Leadership Package.doc  
Effective 04/01/10

Chris Schick  
Advisors of St. George of Bloomfield Hills  
G.O.Y.A.

# TABLE OF CONTENTS

1. Setting the GOYA's goals for the year
2. Project planning essentials
  - Getting started
  - Overview of the before and after activities
  - Project planning step-by-step worksheets
3. How to run a meeting
  - Introduction to Roberts Rules of Order
4. Constitution of the St. George GOYA
5. By-laws of the St. George GOYA
6. List of forms used by St. George GOYA

**SETTING THE GOYA'S GOALS FOR THE YEAR -  
20\_\_\_\_ - 20\_\_\_\_ GOYA GOALS**

\*\*\* Remember, the goals made should be SMART: Specific, Measurable, Attainable, Realistic, and Timely

➤ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT PLANNING ESSENTIALS --**  
**Getting Started**

Project Name

---

Chairperson

---

Members

---

---

---

---

---

---



# PROJECT PLANNING ESSENTIALS -- Overview of the Before and After Activities

Activities **BEFORE** the project starts:

- Brainstorm what tasks must be performed to complete the project
- Arrange the tasks in sequential order
- Create a timeline for the tasks and assign each task a specific completion date
- Create a job chart that assigns each task to a specific committee member
- Complete a projected expense form for the project
- Develop a publicity campaign for your project
- Submit a copy of your timeline, job chart, and expense report to the advisors two weeks prior to the beginning of your project

Activities **AFTER** the project starts:

- Write thank you notes
- Complete a budget report of all income and expenses. Submit your budget report to the treasurer within one week of the project being completed
- Complete an evaluation of the project
- Complete this packet and submit it to the secretary to file

# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

1. What are you planning to do?

---

---

---

---

2. When will the activity take place?

---

3. Where will the activity take place?

---

4. Who will benefit from the project?

---

5. Who will need to approve this project? (Advisors, Priest, etc)

---



---

---

---

# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

7. What sub-committees are necessary? (List committee tasks, person(s) responsible, and deadlines) Use more pages if necessary.

Name of Sub-committee \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Date to be Completed \_\_\_\_\_

Tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Sub-committee \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Date to be Completed \_\_\_\_\_

Tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

Name of Sub-committee \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Date to be Completed \_\_\_\_\_

Tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Sub-committee \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Date to be Completed \_\_\_\_\_

Tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

9. What kind of publicity is needed?

---

---

10. When is the publicity needed?

---

---

11. Who will take care of publicity?

---

---

12. Who deserves a special thank-you note? Who will write it? When will it be sent?

---

---

---

---

---

---

---

---

---

---

# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

13. Describe the method in which this project will be evaluated.

---

---

---

---

---

---

---

---

---

---

14. Who will compile the evaluation results? When will the evaluation be completed?

---

---

15. Attach a copy of the evaluation to this packet.

# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

16. AS A COMMITTEE respond to the following questions.

- What worked well for this project and is definitely worth doing again?

---

---

---

---

---

- What did not work well? Why do you think it did not work?

---

---

---

---

---

- What would you do different?

---

---

---

---

---

## PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

16. Continued

- How might you improve this event?

---

---

---

---

---

- Identify any unexpected problems that you faced. How did you deal with them?

---

---

---

---

---









# PROJECT PLANNING ESSENTIALS -- Project Planning Step-by-Step Worksheets

## TIMELINE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**PROJECT PLANNING ESSENTIALS -- Project Planning Step-  
by-Step Worksheets**

**JOB'S CHART**

Project Name \_\_\_\_\_

Chairperson \_\_\_\_\_



# HOW TO RUN A MEETING -- Introduction to Robert's Rules of Order

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure important?

Because it is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## HOW TO RUN A MEETING -- Introduction to Robert's Rules of Order

How are Motions presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman" or "Mr. President".
  - c. Wait until the Chairman recognizes you.
2. Make your motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
  - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chairman states your motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on your motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the question to the membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

GOYA/Leadership Package.doc  
Effective 04/01/10

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

## HOW TO RUN A MEETING -- Introduction to Robert's Rules of Order

3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.

From <http://cyberbuzz.gatech.edu/apo/robert.html>



# CONSTITUTION OF THE ST. GEORGE G.O.Y.A.

## I. Name of Organization:

The St. George Greek Orthodox Church of Bloomfield Hills, GREEK ORTHODOX YOUTH OF AMERICA. (G.O.Y.A.)

## II. Mission Statement:

The mission of this organization is to represent the interest of the young adults in grades 6 –12 of St. George Greek Orthodox church, develop leadership skills throughout the church, organize activities involving Greek Orthodox youth from our church and other Orthodox Churches, and help the poor and unfortunate when ever possible. Through accomplishing these goals we hope to create a better community environment to live in and enjoy

## III. Powers Vested in the Organization

This organization is granted the power to endorse all philanthropic activities, dances, assemblies, fundraisers, and other miscellaneous church activities. It is also the responsibility of the organization to complete service projects, and support all other organizations within the church, and to set an example for the entire church. The advisors or priest can revoke these powers at any time, provided they provide a legitimate reason. An advisor or clergy has the power to override any decision made by the organization.

## IV. Meetings

Meetings will be held after church or at a time determined by the executive board and approved by the advisors. Any additional committee work can be done outside of the meetings at the planning of the committee members.

## V. Elections

Elections will be held during the May G.O.Y.A. meeting for the officers of the upcoming year. Those who wish to run must submit a letter of intent to the advisor by the specified date. The candidates will then be put on the ballot. The votes will be taken starting with the president and moving down the line of succession. Each candidate may give a short campaign speech prior to

GOYA/Leadership Package.doc  
Effective 04/01/10

the vote. A person may run for any and every position they wish, but may only hold one position. On the Election Day a quorum must be present. The ballots will be distributed and tallied by an advisor who will count the votes and announce the new officers. In the event of a tie the GOYA members will vote again on the two members that tied. The person who receives more votes will be given the position. The president and vice president must be a senior or a junior. Also, candidates must be active members for at least one year prior to the election, as determined by the advisors. Eighth graders and below are only allowed to serve on committees and can not run for any elected offices.

## VI. Responsibilities of the Officers

The **President** is responsible for coordinating the planning and completion of events and is an implied member on all committees. The President delegates tasks to members or committees and is then responsible for making sure that the task is completed correctly and within the time limit. He or she is responsible for setting the agenda. The President will facilitate GOYA meetings. On a quarterly basis (or as needed), the president will attend Parish Council meetings to give a brief update on GOYA.

The **Vice President** is in charge of acting as President if the President is unable to attend a meeting. He or she will also act as a disciplinarian. The vice president will be responsible for making sure that all of the rules are interpreted and followed fairly and correctly. The Vice President will be responsible for working with the archdioceses to bring to that attention and coordinating dioceses wide events.

The **Recording Secretary** is responsible for taking minutes at meetings and distributing them at the following meeting. The Recording Secretary also keeps attendance. He or she is in charge of seeing all memos are written and distributed giving advisors a sufficient amount of time prior to an event. He or she is also responsible for writing any thank you notes to people who aided the organization in any way. He or she is responsible for keeping all records.

The **Treasurer** is responsible for controlling and recording all spending. The Treasurer is to keep accurate records of spending and keep record of the budget for that year. He or she is also responsible for keeping track of money made at events and working with the advisors to make deposits or withdrawals. The Treasurer is responsible for issuing budgets for all events. He or she is responsible for approving all purchases. The Treasurer will also be responsible

for regularly obtaining the mail from the church office and disseminate it among the GOYA.

The **Public Relations Secretary** is responsible for coordinating advertising for any events. The task will be delegated to a committee, but the PR Secretary should oversee the completion of this task. He or she is also responsible for making sure announcements are written and delivered. He or she is also responsible that the GOYA bulletin board is updated and accurate. The PR Secretary is also responsible, along with the advisors, for the screening and approving all posters prior to them being displayed.

## VII. Responsibilities of Members:

The **members** are responsible for attending all meetings, participating in the designated number of GOYA related activities, and completing the service requirements. They are also expected to be active members of the GOYA, meaning committee participations and input of new ideas. Also, members are expected to attend all events sponsored by the GOYA.

The job of the **Advisor(s)** is to oversee all actions taken by the GOYA. He or she will be readily available to assist any members. He or she will provide insight and encourage the use of leadership skills.

The job of the **Family Ministry Chair** on Parish Council is to communicate with the Parish Council on behalf of GOYA on a regular basis. Therefore, he or she must stay in the communication loop for GOYA and be advised of all GOYA activities.

## VIII. Standing committees:

The **standing committees** are the Social Service Committee, Fundraising Committee, and Social Activities Committee.

The **Social Service committee** is responsible for all philanthropic activities by the GOYA. The goal of this committee is to arrange one philanthropic activity per month.

The **Fundraising committee** is responsible with raising the necessary monies to support philanthropic activities first and social activities second.

The **Social Activities committee** is responsible for organizing all GOYA social based activities.

## IX. Reviewing and Amending the Constitution

This Constitution should be revised on a yearly basis. If any amendments are to be made they must be voted on and get passed with approval from a majority of the members. The passed amendment will then be forwarded to the advisors and clergy for approval and then added to the constitution.

## **BY-LAWS OF THE ST. GEORGE G.O.Y.A.**

### **I. Voting**

To hold a vote at least two-thirds of the members must be present. If less the required number is present all voting must be postponed until the next meeting or the arrival of enough members to have a quorum (The minimum number of people to hold a vote).

### **II. Committee Selection**

Members will be able to choose their own committees. They will give a first and second choice for committee assignments and be assigned to committees accordingly. The President and advisors will approve all selections and make the necessary changes. Reasons for changes could be anything including, but not limited to, size of committee, diversity of committee (having different grades in each committee), and compatibility of committee members. Special committees will be established of the basis of necessity. These committees will be selected first by volunteer basis then by appointment based on qualifications for the specific committee.

### III. Office Vacancies

If an office becomes vacant throughout the course of the year a special election will be held. The same rules for elections will apply. If the appointment must be made immediately the standing officers and the advisor will make the selection.

### IV. Impeachment of Members

Ineffective or undedicated members can be impeached. There must be a viable reason for impeachment to be considered. A warning will be issued first. Then the President (or the Vice President in the event that the President is the delinquent member) and advisor will meet with the member. The member will then be put on probation. They will be given a designated amount of time to alter their deficiencies or they will be removed. Finally, charges of impeachment can be brought upon the member and they can be removed. Removal will be decided by executive committee which will hear the case and make their decision based on testimony of the advisor, the President, and the member in question. Additional testimonials can also be heard.

## V. Reviewing and Amending the By-Laws

The By-Laws are to be reviewed yearly by the elected officers and/or members. If any amendments are proposed, they must get approval from a majority of the members, the advisor(s) and the clergy. The passed amendment will then be added to the By-Laws.

## VI. Forms required for each G.O.Y.A. member

The current version of the required forms are available on the St. George Greek Orthodox website on the *Community* tab under *G.O.Y.A.* To find the forms, go to <http://www.stgeorge-bh.org/community.htm> or just ask an advisor.

- 1) Membership Form - This provides basic contact information for the G.O.Y.A. member and his or her parent / legal guardian. Each member must complete this form. *One parent / legal guardian signature is required.* **At a minimum, this form should be reviewed yearly to verify the information is up to date. Please initial and date the changes made to the information (i.e., member's grade level) after each review.**
  
- 2) Health and Medical Information Form - This provides medical and health information along with emergency contact information for each child. *The signature of both parents is required on the Health and Medical Information Form(s).* **At a minimum, this form should be reviewed yearly to verify the information is up to date. Please initial and date the changes made to the information after each review.**  
**NOTE: Please attach a photocopy of the current Insurance Card to each form.**

- 3) Permission Slip – When applicable for each G.O.Y.A. activity, a family must complete ONE permission slip that lists all of the children from that family who will attend. Contact information including e-mail addresses for all must be included. *The signature of both parents is required on the Permission Slip.*