

**THE NATIONAL APOSTOLATE OF MARONITES
POLICY AND PROCEDURE MANUAL**

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**THE NATIONAL APOSTOLATE OF MARONITES
POLICY AND PROCEDURE MANUAL**

**POLICIES & PROCEDURES
of
The National Apostolate of Maronites**

Consistent with Article XVIII of the Constitution, the Board of Directors may establish a separate Policy and Procedures guideline, which shall be binding upon the organization. As stated in Article XVIII, such guidelines shall be supplemental to the Constitution and Bylaws and in the event of any conflict; the Constitution and Bylaws shall prevail.

A. DUTIES OF OFFICERS AND BOARD MEMBERS

The following list of duties of officers is meant to be in addition to, and in no way supersedes the Constitution, specifically Article VIII. It has been recognized that although Article VIII spells out certain duties of the officers, these are in general terms only. Over time the officers, as well as other Board Members, have assumed a larger share of the activity of the organization. The goal is for all Board Members to have as active roles as possible in the work of the Board. It is in this spirit, of increasing Board activity, that we delineate these duties.

A1. PRESIDENT

- Preside over Executive Committee (EC) and General Assembly Meetings.
- Chair and preside over Board of Directors' and Executive Committee Meetings.
- Serve as ex-officio member of all committees.
- Appoint chairpersons of standing and special committees.
- Determine agenda for all regular and special meetings.
- Represent NAM at any official gathering.
- Fill vacancies to the Board by appointment until the next election.
- Shall perform all other duties that customarily devolve from the office of President.
- The president is eligible for reimbursement when attending NAM sponsored events or representing NAM normally, except for attendance at the National Conventions and quarterly Board Meetings."
- Expenses in excess of \$1,000 will be approved by the EC or Board.

A2. VICE-PRESIDENT / PRESIDENT-ELECT

- In absence or disability of the President, the Vice-President shall assume the duties of President.
- Shall assume the Presidency at the expiry of the President's term.
- Provide audit function for membership records.
- Perform such duties as may be delegated by the President.
- Serves as a member of the Executive Committee
- Maintain and provide updated committee portfolios for new committee chairmen, along with quarterly committee report sample format.
- Provide orientation and Board manual to new members

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A3. SECRETARY

- Record and report the minutes of all meetings of the organization up to and including the organizational meeting marking the end of the current term and complete results of officer and at-large board member elections.
- Distribute minutes to Board Members within thirty days after the meeting. Distribute Executive Committee minutes prior to subsequent board meeting.
- Report to the President the presence or absence of a quorum.
- Responsible for Board communications to Eparches as required.
- Perform all other duties as may be delegated by the President.

A4. REGIONAL VICE-PRESIDENTS

- Regional Vice-Presidents' priority is their regions.
- Their main objective is to visit parishes in their region to provide a link between the Board and the delegates, to increase membership and to promote the goals of NAM at the Regional level.
- Responsible for the finances of the region and report on these to the Board at the quarterly Board Meetings.
- Schedule, promote and coordinate Annual Regional Conventions and report on these to the Board of Directors. In all cases they should work closely with the National Convention Coordinator and the Workshop and Education Committee Chair to ensure continuity between National and Regional Conventions.
- Annually required to schedule two delegate meetings, including one at the Annual National Convention.
- Visit three parishes or missions in their regions each year.
- Complete the quarterly NAM Regional report under the direction of the National Coordinator. This form is the basis for their report to the Board of Directors.
- The Regional Vice-President may be reimbursed for expenses incurred when invited to represent the region in an official capacity, of up to \$900 per trip. Funds may be spent for ordinary operational expenses. The Regional Vice President regional accounts will be maintained at the NAM Office. All questions regarding disbursement of regional funds should be directed toward the National Office.
- RVPs are asked to contact pastors in their region to schedule an Annual Regional Retreat at one of the region's parishes.
- RVPs will coordinate the retreat site with the NAM Spiritual Director and Executive Director. With the counsel of the Spiritual Director (for suggestion, advice and direction)
- Initiate, encourage and nurture programs, which establish a spirit of family life within each of the parish communities of both Eparchies.
- Work with pastors and parish administrators to identify their parish needs in terms of family life.
- Assist clergy in addressing their parish needs in an effective and creative manner.
- Develop related programs, special events or displays for National and Regional Conventions.
- If a delegate has performed his/her duties with exceptional diligence and accomplishment and is thus deserving of the Outstanding Delegate Award, submit his/her name at the Spring Board Meeting for approval to be awarded at the National Convention.

ATTENDANCE:

Regional Vice-Presidents are full Board Members with all rights, privileges and responsibilities and as such, are required to comply with all policies and procedures outlined herein including the attendance policy defined under Procedure: Board Member Eligibility, Election & Attendance.

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150 **A5. EXECUTIVE DIRECTOR**

151
152 The Executive Director is under contract to the Board of Directors reporting to the President. No sitting
153 Board Member can serve as Executive Director of the organization. His or her contract must be reviewed
154 by the Legal Committee and approved by the President and the Board of Directors. The duties of the
155 Executive Director are delineated in Article X Section 1 of the Constitution. These may be augmented by
156 any contract agreed to between the Board of Directors and the Executive Director
157 Perform day-to-day operations of national office.

- 158 • Supervise the receipt and disbursement of all monies; authorize deposits and withdrawals under such
159 conditions as imposed by the Board or in their absence by the Chair of the Finance Committee.
- 160 • Maintain membership and chapter officer/delegate records.
- 161 • Arrange for the preparation of the financial report of the organization. In addition to Excel reports, all
162 financial reports must be in QuickBooks and include, but not limited to, account balances, bank
163 statements credit card transactions, income/expense statement and any other documentation that the ED
164 and Finance Chair see fit.
- 165 • All transactions in Lifetime, investment or any other non-operational account must be approved by the
166 Board
- 167 • Serve as National and Regional Convention Coordinator working in close involvement and consultation
168 with Regional Vice President (for Regional Convention), as well as the Convention Chair and Parish
169 Priest.
- 170 • Serve as a non-voting member of the Executive Committee
- 171 • The Board must approve any expenses in excess of \$1,000.
- 172 • Responsible for Board mailings and communications, in conjunction with the Board.
- 173 • Send anniversary cards to all regional Clergy.

174
175
176 **A6. PARLIAMENTARIAN**

- 177
- 178 • Reports solely to the President.
- 179 • Answers questions regarding parliamentary procedure.
- 180 • Offers advisory role, however, President's discretion always apply.
- 181 • Robert's Rules of Order will be used as the guideline.
- 182 • In the event of conflict, the Constitution and Bylaws shall prevail.
- 183 • Appointed by the President

184
185
186 **A7. SPIRITUAL DIRECTOR(S)**

- 187
- 188 • The Eparchial Bishops shall appoint a Spiritual Director for a term designated by them.
- 189 • Spiritual Directors shall serve on the Board of Directors in limited capacity, which excludes the
190 privilege of making motions, resolutions, nominations and voting.
- 191 • Coordinate with Host Pastor all Para liturgical services (Ramsho and Safro) to be held in conjunction
192 with quarterly Board Meetings.
- 193 • Coordinate with National Office the Annual NAM Retreat.
- 194 • Reimbursement policy: It has become the policy to reimburse the Spiritual Director for certain travel
195 expenses.
 - 196 A. Board Meetings other than the National Convention: Airfare and lodging expenses will be
197 provided for the Spiritual Director.
 - 198 B. Board Meeting at National Convention: Airfare, except if Spiritual Director is required to
199 attend Eparchial clergy meeting, and lodging will be reimbursed.

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200 C. However, in all cases, if only one Spiritual Director attends, his above mentioned travel
201 expenses shall be reimbursed.

- 202 • Serve as a non-voting member of the Executive Committee
203

B. COMMITTEE RESPONSIBILITIES

204 Consistent with the Constitution, specifically Article XI, the following are the responsibilities of each
205 committee. Nothing listed below is meant to be in conflict with the Constitution, and as always, where a
206 conflict may arise, the Constitution supersedes all else.
207

208 It is the responsibility of all committee chairs to present the committee's plans, which include the
209 establishment of objectives and milestones to measure performance, to the Board of Directors for approval.
210 The chairperson and members of all committees are responsible for promoting the work of the committee.
211 The President appoints the committee chair and by his office sits on all committees ex-officio. It is the
212 responsibility of all committee chairs to appoint committee members, as they deem necessary.
213

214 In addition to the above, the committees are responsible for the duties listed below.
215

216 **B1. EXECUTIVE COMMITTEE**

- 217
- 218 • In accordance with Section VII, the Executive Committee will conduct business as necessary between
219 Board meetings
 - 220 • Composed of the Executive Director (non-voting), Spiritual Director (non-voting), NAM Officers
221 (voting) and Chairperson of the Finance and National Coordinator standing committee (voting
222 contingent upon Board membership)
223
224
225
226

227 **B2. STANDING COMMITTEE: FINANCE**

- 228
- 229 • Produce and/or review all financial statements of the organization, including National and Regional
230 Conventions.
 - 231 • Provide audit function on all financial records.
 - 232 • Establish budget and financial goals for organization.
 - 233 • Responsible for those duties normally assigned to a Treasurer/Chief Financial Officer.
 - 234 • Serve in advisory capacity to the Executive Director for any financial or fiduciary questions.
 - 235 • The Finance Committee Chair serves as a member of the Executive Committee. When appointed from
236 off the Board, the Finance Committee Chair shall serve in a non-voting capacity.
 - 237 • It is preferred, but not required, that the Finance Committee Chair have accounting expertise. If no
238 suitable elected Board Member has such expertise, a person with that expertise can be appointed, from
239 off the Board, as a Committee Member (appointed by the Chair) or as the Chair (appointed by the
240 President with approval by the Board). Any Finance Committee Chair appointed from off the Board
241 shall have no voting privileges.
 - 242 • All financial reports must be in QuickBooks and include, but not limited to, account balances, bank
243 statements credit card transactions, income/expense statement and any other documentation that the
244 ED and Finance Chair see fit.
 - 245 • The names on all NAM accounts must include the Executive Director, the President, President Elect
246 and Spiritual Director
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251 **B3. STANDING COMMITTEE: BYLAWS**

- 252
- 253 • Annually review and maintain the Constitution of the organization at the National, Regional and
 - 254 Chapter levels.
 - 255 • Review proposed amendments to the NAM Constitution and Bylaws
 - 256 • Make recommendations to the Board as necessary.
 - 257 • Compare the Policy and Procedures Manual with the Bylaws, report flaws and recommend remedies
 - 258 • Develop, maintain and update the Policy and Procedures Manual

261

262 **B4. STANDING COMMITTEE: PUBLIC RELATIONS**

- 263
- 264 • Coordinate all public relations of the organization
 - 265 • Serve as editor-in-chief of the NAMNEWS or any other official newsletter or publication of the
 - 266 Organization.
 - 267 • Ensure that all communications are in accordance with the Board of Directors and Executive
 - 268 Committee’s approval.
 - 269 • Cooperate with the National Office on maintaining a web site for the Organization.
 - 270 • Coordinate all press releases

271

272

273 **B5. STANDING COMMITTEE: NATIONAL COORDINATOR**

- 274
- 275 • Recommend to the President the agenda of the delegate meetings at the National Convention.
 - 276 • Preside over delegate meetings at the National Convention.
 - 277 • Coordinate the Board of Directors’ elections at the Annual General Assembly Meeting.
 - 278 • Establish delegate eligibility guidelines.
 - 279 • Determine delegate eligibility with the Executive Director.
 - 280 • Prepare the delegate appointment package.
 - 281 • Coordinate and follow through with RVPs and clergy the appointment of delegates.
 - 282 • Develop, maintain and update Delegate Information Packet.
 - 283 • Coordinate the duties of the Regional Vice Presidents.
 - 284 • Maintain and provide new RVPs with quarterly report format and updated portfolio.
 - 285 • Form a Nominating Subcommittee (National Coordinator subcommittee) to select nominees
 - 286 for elected board positions.

287

288

289 **B6. STANDING COMMITTEE: MEMBERSHIP/OUTREACH**

- 290 • Suggest ways and means to promote and increase membership
- 291 • Recommend membership categories and dues to the Board for approval
- 292 • Arrange for membership drive activities

293

294

295 **B7. SPECIAL COMMITTEE: AWARDS**

296 The highest honors bestowed on a NAM member are the Silver and Gold Massabki Awards, which are

297 presented annually. These awards, named after three martyred Maronite brothers, who refused to renounce

298 their faith, are presented to members of the Maronite Church who have contributed time, talent and treasure

299 on a parish, regional or national level. Recipient must be a member of NAM for at least one year

300 before being nominated. The Silver Massabki Award is presented at the parish or regional level to an

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301 individual or couple. The Gold Massabki Award is presented at the Eparchial level to a single individual
302 or married couple at the NAM National Convention.

303
304 Similar to the Massabki Award, the Faith of the Mountain Award is presented at the parish or regional level
305 to an individual young adult member of NAM who has contributed time, talent and treasure and has
306 exhibited Maronite leadership.

307
308 Awards at the parish level are made at the recommendation of the pastor / parish administrator to qualified
309 NAM members (as verified by NAM). Awards at the regional level are made at the sole discretion of the
310 Board of Directors. The Gold Massabki Award is made by the election of the Eparch. The Board of
311 Directors submits to the Eparch up to 3 nominations immediately following the Spring Board Meeting. The
312 Eparch at his discretion chooses the recipient. It is also his option to select a nominee off the presented list
313 after consulting with the Executive Committee.

- 314
315
- 316 • Establish schedule.
 - 317 • Establish award guidelines.
 - 318 • Develop nomination forms.
 - 319 • Coordinate communications with clergy.
 - 320 • Oversee award presentation process.
 - 321 • Seek out worthy recipients, especially at the regional and national levels and make recommendations
322 as appropriate.
- 323

324 **B8. SPECIAL COMMITTEE: CONVENTION GUIDELINES**

325
326 One of NAM's major undertakings is the NAM National Convention held annually in various geographic
327 locations. These conventions have become a significant event for friends and family to gather for spiritual
328 renewal, education and socializing.

329
330 NAM also holds Regional Conventions throughout the United States. These regional gatherings allow
331 Maronites an opportunity to share the camaraderie of other Maronites and benefit from the overall agenda.

- 332
- 333 • Maintain National Convention Guidelines.
 - 334 • Maintain Guidelines for conventions at all levels.
 - 335 • Interact with National Convention Coordinator on all of the above.
- 336

337
340
341
342 **B9. SPECIAL COMMITTEE: LEGAL**

- 343
- 344 • Review all contracts where NAM is a signatory.
 - 345 • Develop a contract for the Executive Director.
- 346

347
348 **B10. SPECIAL COMMITTEE: NAM CEDAR TREE OF LIFE MEMORIAL**

349
350 NAM in cooperation with the *International Committee For the Safeguarding of the Cedar of Lebanon*
351 sponsors a memorial grove of 500 cedar trees in the Arz al Rab area near Becharre, Lebanon.

352

- 353 • Maintain and promote program.
354
355

356 **B11. SPECIAL COMMITTEE: NAM MYO SCHOLARSHIP**
357

358 The NAM Scholarship fund is NAM’s further commitment to our youth. Each year NAM awards two
359 \$2,000 scholarships to eligible MYO members. This fund is supported by NAM through private donations
360 from individuals and businesses. Any memorial scholarship which is to be named for the individual must
361 be funded by that family.
362

- 363 • Establish schedule.
364 • Establish scholarship guidelines.
365 • Develop application forms.
366 • Coordinate communications.
367 • Oversee awarding process including eligibility maintenance.
368 • Appoint judges.
369 • Establish judging guidelines.
370 • Work with the Board of Directors to promote and increase the scholarship fund.
371

372 **B12. SPECIAL COMMITTEE: KASSOUF NAM SCHOLARSHIP**
373

374 The Kassouf NAM Scholarship fund is a personal commitment of its funders to our Maronite heritage.
375 NAM oversees the awarding of two \$2000 scholarships to eligible children of NAM members. The fund
376 was established and is solely funded by Paul and Naomi Kassouf.
377

- 378 • Establish schedule.
379 • Adhere to established scholarship deadlines.
380 • Develop application forms.
381 • Coordinate Communication.
382 • Oversee awarding process including eligibility maintenance.
383 • Appoint judges.
384 • Establish judging guidelines.
385

386 **B13. SPECIAL COMMITTEE: VOCATION POSTER & ESSAY CONTEST**
387

388 One of the most critical concerns of Maronites in the USA is the need for religious vocations. As part of
389 NAM’s vocation awareness program, it sponsors an annual Vocation Awareness Essay and Poster Contest
390 for Maronite Youth throughout the country. The creative endeavors judged the best from this contest are
391 awarded prizes annually.
392

- 393 • Establish schedule.
394 • Establish award guidelines including entry format, topic and theme list, update forms for names and
395 addresses for Directors of Religious Education and poster for display in parish.
396 • Interact with Eparchial Directors of Vocations on developing themes or topics for essays and posters.
397 • Coordinate communications.
398 • Oversee awarding process including recommending prizes.
399 • Appoint judges.
400 • Establish judging guidelines.
401
402
403

404 **B14 SPECIAL COMMITTEE: WAYS & MEANS**

- 405 • Find additional revenue for NAM
- 406 • Seek grants and underwriting for convention activities
- 407 • Oversee revenue-side budget input

408
409

410 **B15. SPECIAL COMMITTEE: WORKSHOP & EDUCATION**

411

- 412 • Coordinate the activities of National and Regional Convention Workshop Chairperson.
- 413 • Coordinate all workshops and educational programs at all National and Regional Conventions ensuring their conformity to the mission of NAM.
- 414
- 415 • Establish continuity of workshops and educational programs between the National and Regional
- 416 Conventions and from year to year.
- 417 • Communicate, on a regular basis, with the Eparchial Offices concerning National and Regional
- 418 workshop topics and educational programs promoted by NAM.
- 419 • Interact with Eparchial Directors and Lay Coordinator(s) of the Office of Youth Ministry to plan
- 420 appropriate workshop(s) at National and Regional Conventions.

421

422 **B16. SPECIAL COMMITTEE: EXECUTIVE DIRECTOR PERFORMANCE &**
423 **EVALUATION**

424 Goal: It is important that the Executive Director is provided with goals and objectives as well as an annual
425 evaluation in order to remain consistent and meet the needs of the Organization.

426

- 427 • Provide goals and objectives to the Executive Director
- 428 • Evaluate Executive Director annually by the Committee to include the President, Spiritual Director, a
- 429 General Board member and RVP. The General Member and RVP will be selected by the President
- 430 • Preferably, the Executive Director will be evaluated at the same time each year on a consistent basis

431

432

C. PROCEDURES

C1. BOARD MEMBER ELIGIBILITY, ELECTION & ATTENDANCE

ELIGIBILITY & ELECTION:

Eight general Board members will be elected at large to the Board of Directors by the delegates at the General Assembly Meeting on a rotating election of 3, 3 and 2 per year over a three-year cycle. Each bishop will appoint one at-large board member for a three-year term. Board Members will be limited to serving six consecutive years and may serve again after an intervening year. For elected positions, the President may fill a vacancy on the Board of Directors with the approval of the Board until the next annual election at which time a Director will be elected by the delegates to fill the unexpired term. Voting Board Members must be members in good standing of NAM for the preceding year.

The Nominating Subcommittee (National Coordinator subcommittee consisting of the National Coordinator and others as needed) selects nominees for elected board positions and sends names of nominees to the bishops prior to the elections. Parish priests or bishops will approve nominees. Others may run or be nominated subject to approval by their parish priests or bishop. Board Members may nominate themselves by contacting the National Coordinator. The National Coordinator controls nomination and election proceedings.

Regional Vice-Presidents elected to the Board of Directors by the delegates of the respective regions. Regional Vice-Presidents will be limited to serving six consecutive years and may serve again after an intervening year. If a vacancy occurs in the office of Regional Vice-President, the vacancy will be filled by appointment from the President until the next annual election at which time a Regional Vice-President will be elected by the delegates of the region. The nine Regional Vice-Presidents will be elected to three-year terms on a rotating cycle of three each year unless a vacancy occurs, then refer to the above. Regional Vice-Presidents must be members in good standing of NAM for the preceding year.

Officers, At-large Board Member and Regional Vice-Presidents may not also be delegates to the National Convention but may be chapter officers.

ATTENDANCE:

In accordance with the constitution, Board Members are required to attend two quarterly board meeting in addition to the annual meeting held in conjunction with the National Convention. Attendance has been deemed to constitute presence from the first business meeting through the last business meeting of the session as defined by the constitution or called by the President. Failure to comply is basis for removal. It is the full Board's responsibility to decide removal.

C2. DELEGATE ELIGIBILITY, APPOINTMENT, DUTIES AND RESPONSIBILITIES

Two delegates appointed by the pastor or parish administrator shall represent each parish or community. These names must be submitted in writing, signed by their pastor or parish administrator or bishop, to the National Office or the National Coordinator. Delegates must be active members of NAM. In addition, each parish or community is allowed to appoint one proxy delegate who can assume the function of delegate in the event of a delegate's absence. The same procedure for delegate appointment applies to proxy delegates. However, the proxy delegates must be appointed by the clergy prior to the close of business on the day immediately preceding the Annual Delegate meeting. Proxy delegates must be active members of NAM.

Chapter officers are responsible for promoting NAM and recruiting members on a parish level throughout the year. In the absence of chapter officers, delegates are responsible for these duties in addition to attending

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485 the National Convention. Normally, chapter officers will also serve as delegates. Delegates are required
486 to attend two regional meeting annually in addition to the National Convention. The regional meeting shall
487 be decided by the Regional Vice-President with the consensus of the delegates of the region. All regional
488 meetings shall be held as an open forum to allow any NAM member to participate. However, only official
489 delegates or proxy delegates, in the absence of an official delegate, may vote and bring new business to the
490 floor.

491
492 At the National Convention, delegates are required to attend scheduled delegate meetings and the General
493 Assembly Meeting. All new delegates are required to attend an orientation program scheduled
494 immediately prior to the Delegates meeting at the National Convention. Only delegates or proxy delegates,
495 in their absence, have the privilege of electing Regional Vice-Presidents at the regional meetings and
496 bringing new business to the floor, voting on new business, national matters and amendments to the
497 constitution and electing Board Members at the Annual General Assembly Meeting. The procedure of
498 voting shall be a simple majority vote. To be eligible to vote at the Annual General Assembly Meeting,
499 delegates must be present and signed in at the previous day's regional meeting.

- 500
501 • The National Coordinator will inform pastors if Delegates do not attend scheduled meetings.
502 • For specific roles and responsibilities, see Delegate Information Packet.

503
504

505 **C3. NAM MEMBERSHIP**

506
507 The Board of Directors determines dues. Dues shall be collected and membership maintained according to
508 NAM's fiscal year beginning January 1 and ending December 31 of each year.

509
510 The following are the current membership categories and dues:

511

512 1. Individual (18 years and older)	\$ 20.00 (\$50 / 3 years)
513 2. Family (husband, wife and children under 18)	\$ 35.00 (\$90 / 3 years)
514 3. Benefactor (individual or family)	\$ 50.00
515 4. Sustaining (individual or family)	\$ 100.00
516 5. Lifetime (individual or married couple)	\$1,000.00
517 6. Student	\$ 10.00

518
519 The lifetime membership can be paid in four installments totaling \$1,000 at any time until the end of the
520 fiscal year of December 31. If the person does not pay the full \$1,000 amount, he/she reverts back to the
521 highest membership level corresponding to the money given. Any sums left over will remain with NAM
522 and can be carried over for future years' dues.

523
524 Complimentary one-year memberships are given to all graduating high school seniors and to all young
525 adults ages 18-25 that are previous non-NAM members, that is those young adults whose parents are
526 previously non-NAM members and were not covered under the family membership. Those given
527 complimentary memberships, enjoy the full rights and privileges of being a member of NAM for one year.

528
529

530 **C4. NATIONAL AND REGIONAL CONVENTIONS**

- 531
532 • NAM shall officially sponsor an annual meeting, at which time and place the organization shall
533 schedule its General Assembly Meeting. The time and place shall be selected by the Board of
534 Directors with authority to do so up to five years in advance of said meeting.
535 • The host community shall comply with and conform to the Guidelines For the National Convention
536 of the National Apostolate of Maronites as established by the NAM Board of Directors.

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- 537 • The host pastor will appoint a General Chairperson who shall serve on the Board of Directors.
538 Board membership shall be in limited capacity, which excludes the privilege of making motions,
539 resolutions, nominations and voting. Board membership shall continue until the end of the first
540 board meeting after said convention.
541 • The Executive Director shall serve as the Convention Coordinator and work hand in hand with the
542 General Chairperson and Host Pastor.
543

544 NAM regions are encouraged to sponsor annual meetings at which time and place delegates may hold
545 regional meetings. The Regional Vice-President or Convention Coordinator working with the Regional
546 Vice-President with authority to do so shall select such time and place up to five years in advance of said
547 meeting. The Host Pastor will appoint a General Chairperson who shall work with the Regional Vice-
548 President and the Convention Coordinator. Regional Convention Guidelines must be complied with
549 similarly as the National Convention Guidelines.
550

551 **C5. ANNUAL GENERAL ASSEMBLY MEETING**

- 552
- 553 • Two voting delegates in the Annual General Assembly Meeting represent each parish or
554 community.
 - 555 • The schedule for each annual meeting will be confirmed at least thirty days prior to the
556 commencement of the Annual Meeting.
 - 557 • The President presides over the General Assembly Meeting and determines its agenda. The usual
558 agenda should include provisions for:
 - 559 1. Presenting the annual financial report of the organization
 - 560 2. Board Member elections
 - 561 3. Remarks by the presiding Eparch
 - 562 4. Any new or old business approved by the Chair
- 563

564 **NEW BUSINESS:**

565 Any delegate wishing to entertain and discuss New Business must give their name and topic in writing to
566 the Chair prior to item New Business, at which time no more topics will be accepted. The Chair, at its
567 discretion, will allot a time limit to each topic. An official delegate must present motions. If discussion is
568 required, two people speaking *for*, and two speaking *against*, will be allowed two minutes each. The
569 President may alter this procedure whenever and wherever as the President believes conditions warrant.
570

571 **MEETING FORMAT:**

572 The Board of Directors shall determine the format of the annual meeting. The floor plan should include
573 three distinct areas:

- 574 1. The first row on either side is reserved for Board Members.
- 575 2. A sufficient number of succeeding rows shall be provided to accommodate delegates and
576 Regional Vice-Presidents by regions.
- 577 3. A sufficient number of rows shall be provided for anyone else wishing to attend the meeting.
578 There shall be a clear separation, preferably with stations, separating sections one and two from
579 three. Once the meeting begins and especially during voting, there should be no discussion
580 with delegates except by other delegates or as necessary to conduct proper business. It is
581 understood that only the Regional Vice-President or a Board Member who properly has the
582 floor will have any discussion with delegates. At all times, the General Assembly Meeting
583 shall conform to Robert's Rules of Order. While local options may be allowed, at no time shall
584 the tone or content of the meeting be other than that determined by the Board.
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590 GENERAL ASSEMBLY VOTING:

591 To be eligible to vote at the Annual General Assembly Meeting, delegates/representatives must have been
592 present and signed in at the previous day's delegate meeting. Regional Vice-Presidents will turn in, to the
593 National Coordinator, sign-in sheets for their respective regions showing the eligible-to-vote
594 delegates/representatives who are present at the delegate meeting. The National Coordinator will issue to
595 the Regional Vice-Presidents a blank voter card for each eligible voter present. The Regional Vice-
596 Presidents will annotate on each card the name of the eligible delegate/representative and the date of the
597 General Assembly Meeting. At the General Assembly Meeting, the Regional Vice-Presidents will
598 distribute the cards to the respective delegates/representatives. The actual voting will be accomplished by
599 raising the cards. The requirement for passing votes shall be a simple majority of voting
600 delegates/representatives present and eligible to vote. Amendments to the bylaws require a two-thirds
601 majority. The National Coordinator will announce the requirement for passing motions prior to the voting.
602

603 **C6. BOARD MEETINGS**

604
605 The Board of Directors will meet four times annually to conduct the business of the organization. Regular
606 meetings are scheduled in the fall, winter and spring quarter at a time and location designated by the Board
607 of Directors, and in conjunction with the National Convention in the summer. The President in accordance
608 with the Constitution and Bylaws may call special meetings. Quarterly RVP, Committee and Board reports
609 other than minutes are to be sent by the respective Board Member to the other Board Members, not later
610 than ten days prior to the quarterly Board Meeting.

611
612 The President who chairs all such meetings determines the agenda for regular and special Board Meetings.
613 Excluding the National Convention, which is the responsibility of the Convention Coordinator, the
614 President and Secretary coordinate all Board Meetings in conjunction with the Executive Director.

615
616 Attendance requirements: refer to Procedure: Board Member Eligibility, Election & Attendance.

617
618
619 **C7. NAM RETREAT**

620
621 Being an Apostolate, NAM recognizes its responsibility in the spiritual sector. Therefore, it sponsors
622 retreats at various locations throughout the country. The Board of Directors will determine location and
623 scheduling. However, the Spiritual Director(s) must always approve content.

624
625 The Executive Director, working with the Spiritual Director(s), will coordinate the NAM Retreat.

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637 **C8. NAM SPRING RAFFLE**

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639 NAM sponsors an annual raffle, which has now become a major fund-raiser. This annual raffle shall be
640 coordinated through the National Office. Tickets will be sold nationally at \$100 per ticket. Prizes awarded
641 are:

642 First prize: \$10,000.00

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643 Second prize: \$3,000.00
644 Third prize: \$2,000.00
645 Fourth prize: \$1,500.00
646 Fifth prize: \$1000.00

647
648 The drawing will normally be held at the Spring Board Meeting and will be conducted by the President and
649 Secretary and any other Board Members as designated by the President. The Board of Directors will
650 approve ticket prices, prizes and scheduling.

651
652
653 **C9. LOCAL NAM CHAPTERS**

654
655 There is no better way to assure the success of an organization than to have strong leadership with a definite
656 sense of responsibility and direction. Forming a chapter establishes this leadership and a point of contact
657 with the Regional Vice President and NAM headquarters.

658
659 The primary role of the chapter is to strengthen Maronite life in the community by preserving the heritage
660 of the local community, fostering Maronite traditions and building and unifying the community. Chapters
661 serve to accomplish NAM's missions and promote NAM's programs in the local parish/community. The
662 Pastor relies on the chapter to help him strengthen his parish culturally and financially. There is much
663 flexibility in how the Pastor chooses to benefit from the NAM Chapter.

664
665 Without a chapter the delegate to the Annual Convention is also looked at as a leader throughout the year.
666 But, often the local leadership can't attend the convention and substitutes are appointed just because they
667 are attending the convention. If nothing more, the Chapter President provides year-around leadership and
668 point of contact even if he/she can't attend the Annual Convention as a delegate.