Homenetmen Glendale Ararat Chapter

POLICIES AND PROCEDURES

Revised: November 2014
Policies and Procedures

Forward

This Policy and Procedures Manual is a set of principles, rules, and guidelines formulated and adopted by Ararat designed to guide its chapter members, volunteers, and staff when determining major decisions and actions at all Ararat sponsored activities. This manual was ratified on November 1, 2014 to ensure Ararat’s mission and standards are translated with consistency and efficiency in its day-to-day operations by all chapter members, volunteers, and staff. In support and guidance of Ararat’s mission, all active chapter members, volunteers, and staff must commit to enforcement and compliance of the terms in this document.

ASSISTANCE IN USAGE AND EXPLANATION OF SYMBOLS AND TERMS

The policies are divided into different section headings – please refer to the Table of Contents for specifics. Additionally, we have added a user friendly index for quick access to relevant information. Each volunteer category, i.e. leader/coach, parent, athlete, CEB, division executive committee and staff, could refer to the index to search for policies/procedures most applicable and/or beneficial to him or her. Symbols have been selected to aid in the navigation of this manual and to identify areas of importance and/or change:

Here’s what the following terms refer to in this document:

**Parent**
Parent is used interchangeably with guardian and person in parental relation acting in the place of a birth or adoptive parent.

**Athlete/Scout**
Athlete is referred to a member who is enrolled at one of Ararat’s sponsored sports. Scout is a member of Ararat’s scouting troops.

**Coach/Leader**
Coach or Leader is used interchangeably to indicate a more experienced scout as the troop leader.

**Chapter Executive Board and Division Executive Committee**
The Chapter Executive Board is also referred to as CEB or Division Executive Committee also known as DEC.

**Executive Director**
The Executive Director at times is also referred to as ED; and the office of Executive Director referred to as Executive Office or EO.
# Policies and Procedures

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USER MANUEL

Chapter Executive Board and Executive Director

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New Member Admittance
Social Media

Parents
Conducting Meetings
Conflict Resolution
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Social Media
CONDUCTING MEETINGS

Purpose

This policy is to guide the Chapter Executive Board and Division Executive Committee and other subcommittee members in conducting their respective meetings.

All meetings should follow the Homenetmen bylaws. The meeting notice should be send/emailed to all participants, in advance and should be available to review during or prior to the meeting. Also the notice must specify the time, date, location and agenda items.

Responsibilities

Chair/Vice chair- The chair, vice chair or the lead person would call the meeting to order and would start on the agenda items.

- If this is a Chapter or an Executive Board meeting the chairperson will call the meeting to order and the minutes from the previous meeting will be reviewed and approved.
- Previous meeting’s action items will also be reviewed and accounted for. If any of these items require extensive discussion by the Chapter Executive Board, such items will be added to the meeting’s agenda.
- It is an acceptable practice for each meeting to pre-determine an adjournment time. If this is the case, then agenda items should be discussed in the order of priority. All unfinished items will be added to next meeting’s agenda.
- It is the chairperson’s/meeting facilitator’s responsibility to ensure that all discussions are relevant to particular agenda items.
- New Business Agenda
  Issues under new business should be discussed under the appropriate agenda item at the following meeting

Secretary - The secretary would record the minutes of the meeting as it relates to action items, follow up issues, decisions and any items that need to be registered. In addition, the Secretary should present all received correspondence and prepare the Chapter Executive Board’s official responses or announcements. The Division Executive Board’s secretaries should submit a copy of the minutes of their respective meeting to the office. They should also submit a six month report to the office.

Participant - Each participant has the right to request the floor, from the chairperson. All other participants will refrain from commenting, until the current speaker relinquishes the floor. The order of speaking/commenting will be on a “first-come first-served” basis.
DIVISION EXECUTIVE COMMITTEE TRAINING

Policy
The level of training and the knowledge of the committee member determines their efficiency and effectiveness in the decision making process.

Purpose
In order for the executives to perform their duties according to the policies and procedures established by Ararat and for the organization to operate smoothly and consistently the training of the executive members is essential.

Procedures

- The training will be done by Executive Director, Chapter’ treasurer and Secretary
- The training will be done before the members start their duty as Division Executive Board members.
- The training will include the following topics:
  a) Homenetmen Organizational chart and bylaws
  b) Chapter Executive Board Liaison responsibilities and authorities
  c) Risk management topics
  d) Orientation
  d) New member acceptance process
  f) Members resignation and deletion
  g) Office and printing procedures
  h) Correspondence
  i) Organizing events
  Accounting procedures (event budgets, check requests, closing accounts, etc…)

- All Division Executive Committee members should go through the same training process administered by either The Executive Director or Chapter Executive Board appointee every year.
- Each year, staff job description should be submitted to Chapter Executive Board and related Division Executive Committees, in order to ensure clear understanding of roles and responsibilities and minimize conflicts.
ANNUAL DIVISION EVENTS CALENDAR PLANNING PROCESS

Purpose
This policy would ensure that the Chapter events planning is conducted in a consistent manner with minimum conflicts and to maintain control over scheduling of Chapter resources.

Procedures
The following procedures should be followed to ensure smooth service delivery and control of activities for each division:

- Division Executive Committees, within the first 4 weeks after being elected/appointed, should finalize their Division’s annual program’s draft and submit it to the Chapter Executive Board.
- In preparing the Annual program, the Division Executive Committees should consider their Division’s General Meeting’s approved proposals/goals.
- In planning their annual calendar the Divisions should identify their goals and objectives and their calendar of events should reflect that.
- After receiving annual program drafts from all Divisions, Chapter Executive Board thru its Executive Director will co-ordinate the programs and in case of conflicts, change and return them to the Division Executive Committees.
- The Divisions would finalize the programs/events and return them to the Chapter Executive Board for approval and adoption.
- The Divisions, in planning their programs, should strongly consider spreading their fundraising events during the year.
ANNUAL CHAPTER EVENTS CALENDAR PLANNING

Purpose

The purpose of this policy is to prevent or minimize scheduling conflict within the Chapter and maximize the allocation of the resources.

Procedures

The following procedures should be followed;

- In preparing the Chapter’s Annual Program, Chapter’s Board should consider Divisions’ proposed annual programs as well as the regional annual programs.

- After coordinating all programs and incorporating their own programs, Chapter Executive Board forwards it to The Division Executive Committees and The Regional Executive Committee for their information.
EVENTS PLANNING & APPROVAL

Purpose

To prescribe procedures that must be followed to maintain internal controls over the Chapter Executive Board, Division Executive Committees, Division sponsored events and related activities to ensure successful, consistent and timely event planning, approval and closing process. The orientation of the event chairperson prior to the start of the by the Executive Director is strongly recommended.

Procedures

The following procedures should be followed for event planning, approval and closing process;

- A person should be assigned as the Chairperson for the event by the Division responsible for the event. The chairperson and the respective Committee would invite members to participate in the event subcommittee. The event’s treasurer must be a member of the Chapter.
- A member of the respective Division’s Executive Committee -assigned as liaison- would provide orientation immediately after his/her assignment and provide an abbreviated policies & procedures package for reference.
- The subcommittee should review the previous years’ similar event’s budgets, attendance and other related data or information.
- Please refer to the Event or Project Budget Estimates Submittal Process
- Budget estimate, through the respective Chapter Executive Board’s treasurer, is to be presented to the Chapter’s treasurer and Executive Director at least 4 weeks before the event for approval.
- Along with the budget, Event Public Relations Checklist, should be submitted as well.
- The location of the event should be secured. If the event is in the Center, hall management will secure the valet, security and labor. The Chairperson and the E.D. should discuss details such as cleaning, table arrangement, chairs, dishes all the service/items requested should be coordinated thru the Executive Director
- The entertainment should be planned according to the audience served and contract to be signed by the Executive Director
- The food/caterer should be planned including drinks/beverages to be served/sold etc. and if any, contract to be signed by the Executive Director
- Contracts over $1,000.00 must be signed by Executive Director
- The drinks should be purchased from Ararat store
- The subcommittee should decide the duration of the event, raffles/other fund raising activities during the event, decorations, centerpieces, table assignments, type of media advertisements, and event itinerary.
- The advertisements should be routed and approved by the Executive Director’s office. The flyers should be ready 4 weeks before the event (flyers should be in English and Armenian)
EVENTS PLANNING & APPROVAL

Continued

- The tickets (please refer to ticket printing approval process) should be ready at least 3 weeks before the event.

- No flyers or tickets should be printed prior to the approval of the budget
- The tickets should have the Chapter treasurer’s signature. There should be different tickets for different admission fees. Allow 3 days for Chapter treasurer to sign the tickets
- Cost of printing the tickets should be reasonable
- Soliciting any sponsor must conform to the “Chapter’s Donation Policy” guidelines.
- If the event is at the center, the floor plan should be submitted 2 days before the event and if necessary the coaches should be immediately notified of their practice cancellation
- All expenses should have corresponding receipts.
- Cash expenditure should be minimum
- If the event is not at the Center, all contracts should be signed by Executive Director

The Closing Process

- 48 Hours after the event all cash, checks and the expense reports should be returned to the Chapter’s accounting office in the event that this office is closed then it should be turned to either Executive Director or the Chapter’s office.
- The event’s account should be closed 3 weeks after the event by the Division treasurer
- A list of the committee members should be recorded and archived
- A thank you letter/note should be sent to the donors, contributors and committee members. This could be signed by the CEB, DEC and the committee
- The chairperson of the event should complete and submit Post Event Evaluation Form to the respective Division Executive Committee and Executive Director.
CIVIL RIGHTS POLICY

Purpose

Homenetmen Glendale Ararat Chapter is committed to ensuring that no person is excluded from participation in its services, or subject to denial of its benefits on the basis of race, color, national origin, religious creed, sex, age, physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.

PROCEDURES

Any person who believes that he/she may have been discriminated against on the basis of race, color, national origin, religious creed, sex, age, physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes may file a written complaint with Homenetmen Ararat Chapter Executive Director.

COMPLIANCE

Reporting
The complaint must be filed within 180 days of the date of the alleged discrimination. Written complaints may be sent to Homenetmen Glendale Ararat Chapter
3347 N. San Fernando Road,
Los Angeles, CA 90065,
Civil Rights Programs Compliance Department
Attention: Executive Director

Reviewing
The Executive Director will review all written complaints to move promptly to investigate and resolve. All complaints will be handled promptly and in a confidential manner. The Complainant will receive an acknowledgement letter informing him/her the status of the complaint.

Investigation Process
The investigator will take the followings steps to investigate the alleged discriminatory act: contacting the division where the alleged discrimination took place to determine if a division/Committee investigation has been initiated and the results of the investigation; identifying and reviewing all relevant documents, practices and procedures to determine appropriate resolution; and identifying and interviewing persons with knowledge of the alleged discrimination, such as the Complainant; witnesses; others identified by the Complainant; people who may have been subject to similar activity; or others with relevant information.
CIVIL RIGHTS POLICY

Continued

The investigation process and final investigative report is generally completed within 120 days.

Responsibilities
The Civil Rights Programs Compliance Department maintains a log of all complaints received. The log includes the date the complaint was filed; a summary of the complaint; and actions taken by Homenetmen Glendale Ararat Chapter to resolve the issue.
CONFLICT RESOLUTION

Policy

This policy would assist in determining the procedure at the time of conflict that has risen during Ararat sponsored activities.

Purpose

If a conflict has not been resolved within the inner group leadership circle (i.e. troop, team, unit), this would provide a comprehensive framework for resolving conflicts falling in the categories below:

Between 2 Members
Between Members and Division Executive Committees
Between Parent and Coach /Troop Leader/Instructor
Between Members and a Coach/Instructor
Between Coach and Federation/Technical Committees
Between Coach/Troop Leader and Division Executive Committees
Between two members of different Division Executive Committees
Between two members of the same Division Executive Committee
Between Division Executive Committee and its subordinate committees.

Procedures

The following procedures should be followed in case of conflict:

Between two Members

This type of conflict should be heard by the Division Executive Committee and in case of no resolution then the Chapter’s liaison would have the final word.

Between Members and Division Executive Committees

Chapter liaison listens to grievance of members and makes a final decision.

Between Parent, Coach /Troop Leader/Instructor

Basketball and General Athletics parents should direct their complaints to Technical Committees/Federation. If not resolved the Division Executive Committee has the final word. The parents from Cultural and Scouting Divisions should refer to Division Executive Committee for final word.
CONFLICT RESOLUTION

Continued

In the case of Summer Day Camp and Summer Basketball, parents should refer to the Camp Leader and Summer Basketball coordinator. If still not resolved, it would be referred to the Basketball Executive Committee for Summer basketball and Executive Director for SDC.

**Between Member and a Coach/Instructor**

The final decision would be up to the Division Executive Committee.

**Between Coach and Federation/Technical Committees**

The Division Executive Committee should resolve the conflict.

**Between Coach/Troop Leader and Division Executive Committees**

The Chapter Executive Committee Liaison should resolve the conflict.

**Between two members of different Division Executive Committees**

This issue should be discussed and resolved by the Chapter Executive Board Representatives of those two divisions. In case it remains unresolved, then the Chapter Executive Board should resolve the issue.

**Between two members of the same Executive Committee**

The issue should be resolved within the Division’s respective Executive Committee. If not resolved, Chapter Executive Board Liaison should resolve the conflict.

**Between Division Executive Committee and its subordinate committees.**

The Chapter Executive Board Liaison should resolve the conflict
NEW MEMBER ADMITTANCE

Policy

To ensure that the administrative process is consistent for all new members and to comply with Chapter’s Risk Management plan, this policy is established.

Procedures

The following procedures should be followed;

For New Athletes
If they are referred to by the Athletics office, the AO after informing the coach and assigning them to a team must ensure that the athlete follows the new member policy (below) before starting practice.
If they are referred to by the coach – the coach is responsible to referring the athlete to AO office who will ensure that the new membership process is followed.

For New Scouts
If a youngster interested in joining the troops is referred to the troop leader – the troop leader should refer them to the Executive Office.

For Cultural Activities
If a youngster interested in joining the cultural activities is referred to the teacher/leader – the teacher or the leader should refer them to the Executive Office for new member process.

Executive Office

Once a potential new member is referred to the EO, they have to ensure that the procedures for enlisting a New Member (below) is followed.

1) Application is submitted to the office
2) Applicant is informed of orientation day.
3) Application is routed to the appropriate Division for review & placement.
4) Athletic/Basketball applicants require Athletics Director’s approval before submitting their application.
5) Application & placement form is returned to the office.
6) Application is given to the Chapter Executive Board for approval
7) If application is not approved, the applicant will be notified of the decision
8) Applicant attends orientation, presents “orientation completion” form, pays membership dues and receives the welcome package. Please note the parents of applicants under age of 12 should accompany the applicant
9) The package will include a “congratulatory letter” a “placement form” with info
Continued

about the place, date, time and name of the person in charge of the first
activity and other related materials.

10) Attends activity, submits the "Placement form" to the person in charge.
   Office

11) Input members info in our database
   Applicant

12) Mail copy of application to regional office.
    Office

13) Approval of application
    Regional

14) Check”H.net” to ensure member approval
    Office
MEMBER DELETION

Policy

This policy establishes the standard for the member deletion process.

Procedures
The following procedures should be followed in order to delete members

If a member:

a) Has been non-active for more than one year
b) Has mailed back the statement indicating that he/she is not taking part in our activities
c) Calls our office and expresses his/her desire to have his/her name be removed from our database

The following steps have to be taken:

1) Division liaison has to call the member and find out the reason for not being active and try to convince the member to return to the organization in any capacity.
2) If the member is not convinced, “Membership Status Confirmation” form will be mailed for the member to sign and return.
3) The office, after receiving the form, will insert the name in “to be deleted” list, mail the form to the Regional office for confirmation.
4) The member’s name would not be deleted if the registration date is less than a year.
MEMBER TRANSFER

Policy

This policy establishes the standard for the member transferring between two Chapters.

Procedures

Transfer from Ararat to another Chapter:

- The member submits a transfer application
- The office checks membership dues status and if necessary, collects the balance
- The application is submitted to the respective Division’s Executive Committee for approval.
- After Division’s approval, the application is submitted to Chapter Executive Board for approval
- The Division’s Liaison will conduct an exit interview with the member.
- The approved transfer application will be mailed to Regional office.
- The office will create a spreadsheet and report it to the respective Division on a quarterly basis.

Transfer from another Chapter to Ararat:

- Office receives the transfer form from Regional office and submits it to the respective Division
- After approving the application, The Division Executive Committee returns the form to the office with a placement form.
- The office submits the transfer form to Chapter Executive Board for approval
- After completing the orientation program, the member can attend his/her regular activities.
ARCHIVES

Purpose

The Records Management Program is designed and managed to accomplish the following objectives:

- Ensure the security of records with administrative, fiscal, legal and/or historical value;
- Provide ease of access to the records by staff, other agencies, qualifying members within appropriate administrative policy and legal guidelines;
- Provide efficiency and economical use of physical and electronic storage space equipment and labor in the creation, use, maintenance, and disposition of records;
- The following material should be archived electronically and/or in hard copy for a period of ten years;
  - Chapter and/or Division Executive Committee meeting minutes
  - Photographs, videos and advertisement of events
  - Accident reports
  - Insurance Claims
  - Financial documents
  - Correspondence
  - Event/Activity final reports and evaluation

Procedures

The following procedures should be followed;

Document Capture and Indexing:
All significant documents will be filed and indexed to provide easy access to the records.

Active File Management
The staff ensures that active files under scope of responsibility are maintained in an orderly and accessible manner. To ensure consistency all the files would be maintained electronically, where appropriate and feasible. Confidential and security sensitive documents (e.g. personnel files, attorney-client privileged correspondence) shall be maintained in a secure location separated from non-confidential and security sensitive documents and with access limited to designated staff. Active files will be maintained according to the retention schedule, with drafts, duplicates and non-significant working files purged on a regular basis.

The financial and administrative files are each reviewed by a committee that is appointed by the annual representative meeting. Each committee reviews the records/archives in quarterly basis
The Chapter Executive Board’s Secretary/staff/Executive Director, will periodically conduct records inventories. The inventory process helps ensure the security and accessibility of the records, as well as to ensure compliance with the retention schedule.

**Records Inactivation, Retrieval and Destruction**

The retention schedule should follow the applicable state and or grantor laws, rules and regulations the time period that records remain active until they are inactivated or otherwise disposed. The Chapter Executive Board’s Secretary/ED oversees the inactivation of the records in accordance with the retention schedule and established procedures.
HALL RENTAL

Purpose

To prescribe procedures that must be followed to maintain internal controls over the Hall rental activities.

Procedures

To ensure the accurate, consistent and timely processing and reporting of Hall rentals the following procedures should be followed:

1. All business relationships entered into by the Executive Director shall be reduced to a written contract.
2. The Executive Director shall match these receipts to the amounts required by the contracts and submit copies of reconciled reports to the Accounting Dept.
3. The Executive Director should coordinate with Athletic Director the cancellation of the practice time.
4. The Executive Director should coordinate the details such as Valet service, security guard, tables, chairs, dishes according to the terms of the contract.
5. Executive Director should submit a copy of final Income/Expense report with its corresponding receipts to the Accounting Department.
6. All outside contractors should provide a certificate of liability and workman’s comp if applicable.

A copy of the application can be requested from the Ararat office.
PROCUREMENT POLICY

Purpose

The Chapter Executive Board has the responsibility to ensure that all purchases made on behalf of the organization follow Chapter’s policies.

Procedures

To fulfill these policy objectives the acquisition system should be satisfactory in terms of cost, quality and timeliness of the delivered product or service and the following should be adhered to:

- **Advance approval**
  The Advance notice in form of a Nakhashive should be given to Chapter Treasurer or Executive Director for approval to make a purchase whenever practical. The Nakhashive should describe the purchase and the cost

- **The Division Executive Committee can authorize contract amounts up to $1,000 which conforms to the Division’s budget**

- **Any contract that exceeds $1,000 must be executed/approved by the Executive Director and has to be included in the Division budget**

- **CEB must approve the purchases that do not conform with the annual budget**

Authority and responsibility to enter into contract is vested in the Chapter Executive Board or Executive Director. The Executive Director may delegate Contracting Officer authority to qualified members or volunteers.

The proposals must be evaluated by obtaining written or oral proposals/quotations. Price or rate quotations shall be obtained from an adequate number of qualified sources.

When practical, quotations shall be solicited from vendors in addition to the previous supplier before placing a repeat order.

Pre-purchase consideration

Prior to initiating a procurement action, the requesting shall determine that supplies, equipment or services are necessary for Ararat functions, operations or activities and are not duplicative of other items or services acquired by Ararat.

Standards of Conduct

The procurement business of the Homenetmen Ararat shall be conducted in a manner above reproach and except as authorized by law, with complete impartiality and without preferential treatment.
FINANCIAL POLICIES AND PROCEDURES
**BUDGET PLANNING**

**Purpose**

The annual budget is essential to sound financial management at Ararat. A budget is the financial plan for expenditures and the proposed means of financing them with revenue, debt or reserves. The annual budget is the primary mechanism by which most of the financing, acquisition, spending and service delivery activities are controlled. The budget specifies the scope of service and functions performed by Ararat. The budget is also the vehicle through which the Chapter Executive Board implements and communicates sound fiscal policies.

**Accounting/ Budgetary Integration**

Following the adoption of the budget by the Chapter Executive Board, the budget is a control mechanism to authorize spending. Spending is controlled at the division and activity level. Divisions will be able to spend and encumber funds appropriated for the current fiscal year upon approval of the budget by the Chapter Executive Board.

**Budgetary control and Communication**

The annual budget is not only a cost control tool, but it is also a way to communicate and provide management with information on revenue, commitments, account balances- and funds available. Commitments and obligations are encumbrances. Funds are “reserved” for unperformed commitments to avoid using those same funds to make another commitment. However, if Division Executive Committees do not continually monitor their expenditure, make efforts to keep it within the budget the encumbrance can impede the division budget.
ANNUAL DIVISION BUDGET PLANNING AND SUBMISSION

Purpose

To ensure consistency in the process, it is necessary that each Division plan their budget in the beginning of their term

Procedures

The following should be followed for this process;

- Each Executive Committee, should submit to Chapter Executive Board their detailed annual budget based on the budget proposed at their Division General Meeting and approved at the Chapter Delegates meeting, within the first 4 weeks after being elected.
- In preparing the annual budget, The Division Executive Committees should consider their proposed annual programs.
- The proposed budget should not exceed the budget approved at Annual Delegates Meeting.
- The budget will become effective after The Chapter Executive Board’s approval.
- Each Division should consider that their annual budget should contain surplus to meet Chapter’s budgetary goals.
- Because of unforeseen situations, at the time of the approved programs or purchases, the Divisions should submit a line item budget for the specific activity for approval. This secondary budget should not exceed the original budget.
- Should Divisions have expenditures not foreseen in the budget, they should get the approval of the Chapter Executive Board.
ANNUAL CHAPTER BUDGET PLANNING

Policy

Establishing Chapter’s budget would assist in maintaining financial control over Chapter’s activities.

Purpose

The Chapter level budget would control the financial health of Ararat.

Procedures

The following should be followed for this process;

- Chapter Executive Board, before the end of their term, prepares the annual budget and proposes it to Annual Delegates Meeting.
- The Delegates after reviewing the proposed budget and considering any new proposals can revise the budget or approve it as submitted.
- Newly elected Chapter Executive Board should follow the approved budget.
- Should the Chapter Executive Board have expenditures not foreseen in the budget, they should consider comparable incomes.
ACCOUNTING PROCEDURES

Purpose
Documenting the organization’s fiscal policies also serves as an important tool for clarifying roles and responsibilities and ultimately for ensuring that the organization’s financial data is an accurate and reliable basis for organizational decision making.

Review of Risks
These policies and procedures were drafted after consideration of the risks associated with the various aspects of division’s financial operations to enact policies and procedures designed to minimize these risks and assist divisions to adhere to their committed annual budget. The Chapter Executive Board (CEB) should review the risks annually to consider whether the risks have changed. Such changes may include a major change in division’s programs, structure or financial operation. If so, CEB needs to identify any new risks and adopt appropriate procedures to minimize those risks.

Segregation of Duties and Roles
The organization’s financial duties are distributed among multiple individuals. To ensure the integrity of the process some of the responsibilities should be kept completely separate and to the extent possible two individuals should be verifying that the steps are taken correctly. The distribution of duties aims for maximum protection of the organization’s assets while also considering efficiency of operations.

Custody: The CEB Treasurer and the Executive Director have authority to sign checks acting in custodial role
Authorization: CEB as a whole acts in an authorizing role when it approves the annual budget and makes decisions to purchase a major item
Execution: The accounting staff prepares the checks for signature by the authorized individual (please see Custody above)
Monitoring: CEB Treasurer monitors and reviews the monthly financial reports to ensure that the expenditure and the approved budget are aligned and will present it to the Board

Financial Reporting
The Chapter prepares regular financial reports on a monthly basis. The Chapter Treasurer and Executive Director should have on-line, read-only access to the financial accounting software for retrieving financial report of any division at any point of time. The Treasurer is responsible for producing the following year-to-date reports within 30 days of the end of each activity: Statement of Financial Position, Statement of Activities, budget v actual and updated Cash flow projection. The Treasurer reviews financial reports each month and reports to CEB on quarterly basis. The quarterly report should include a narrative that summarizes the organization’s current financial position and includes explanation for budget variance.
**ACTIVITY BUDGET ESTIMATE SUBMITTAL (Nakhashive)**

a) Division Treasurer’s responsibility
- To assume activity treasure responsibility.
- To provide financial planning/preliminary estimates of the division’s activity being an event, cultural program, tournament, scout camp, etc.

b) Submittal Content and Timing
- The Nakhashive should reflect and follow the Division’s approved annual budget.
- A completed Nakhashive form should be submitted to the Chapter’s Treasurer and Executive Director simultaneously in person or via email.
- Any single purchase above $1,000 requires three estimates.
- The Nakhashive should be submitted four weeks prior to pre-planned/pre-approved activity per annual calendar and two weeks prior to any new proposed activity not shown in the annual calendar including but not limited to scout troop camps, various tournaments to the Division Executive Committee for their approval.
- After DEC’s approval, the division will submit it to Chapter Treasurer and Executive Director.
- The Nakhashive should be prepared according to the best financial management practice.
- The Nakhashive can be prepared based on available data from past and similar activities but not necessarily follow the same exact items. The Chapter’s Treasurer shall provide compiled financial data from past three year’s history to assist Division’s Treasurer.
- Nakhashives must be approved or commented on within first week of submittal.

c) Approval of Nakhashive by Chapter Treasurer
- The Chapter Treasurer shall review each Nakhashive to ensure that it was reasonable, necessary and the best value for the Chapter and estimates are included as necessary.
- The Chapter Treasurer will authorize payment and follow up on any inconsistencies.

**Submittal of Funds in the Course of the Activity**

Division Treasurer’s responsibility:
- To follow outstanding receivables and invoices with three weeks of period after completion of the activity and take appropriate action to complete hashvepak.
- To work with event chair and submit the cash and checks collected in the course of the activity, immediately to the accounting office.
- To return unused receipt books after the completion of the event.
- To keep all white copies of the receipts for future reference till the end of the fiscal year.
- To compare the event report with monthly division financial report for accuracy.

Acknowledging Donations:
- Submitting donations to Executive Director or the office and making sure all “thank you” letter(s) are mailed in timely manner. Keeping an up-to-date list of donor’s record, contacts and submit them all with Hashvepak to Executive Director or CEB.
Continued

Check Request

The division must prepare and sign a check request form and attach original receipts and a copy of the purchase request. In case of the lost receipt, the statement must include list of all expenditures and the names of all persons in charge of those expenditures.
Expense Reimbursement and Payments (Check Request)

Volunteers and employees are entitled to be reimbursed for expenses related to the approved activity/event that they incurred on behalf of the Chapter.

To receive reimbursement and/or payments, the following requirements must be met:

a) Chapter or Division’s Treasurer’s responsibility
   - To authorize expenses and payments in advance per approved Nakhashive.
   - To submit approved reimbursements of expenses and payments in check request.
   - To make sure that all expenses have been incurred for goods or services purchased for the organization.
   - To make sure no unauthorized items were purchased on behalf of the division.
   - To approve petty cash amount and reasons.
   - To collect all receipts showing the expenditures from petty cash; collect any excess cash not from petty cash and return the remainder of the petty cash back to the accounting office.
   - To notify the person that their check is ready for pick up.
   - To notify any discrepancies of payments to accounting office in timely manner.
   - To monitor expenditure in excess of $1,000.00 for the purchase of a single item and provide bids from three suppliers if possible.

b) Submittal Content and Timing:
   - The check request shall be submitted during Nakhashive review process or two weeks after Nakhashive approval or within two weeks from the date the expense was incurred.
   - The check request must detail the means of expenses according to appropriate Nakhashive line items.
   - The check request must include reasonable documentation showing the date, amount and the reason for purchase. All receipts should be attached to the check request.
   - The check request must include the full name and address of the vendor and/or company providing services and goods.

c) Expenses Not Invoiced
   In some cases, expenses do not invoice or the invoices are lost. When such expenses are due, the division Treasurer or the Executive Director whichever case applies, needs to ensure that the expense is in the budget and write a note authorizing payment of the expense and the amount of the expense and submit it to the accounting office (see appendix X for Forms).

d) Check Authorization
   - All check requests will be forwarded immediately to the Treasurer and/or Executive Director for review and authorization to pay.
   - The Treasurer and/or Executive Director will review all invoices for mathematical accuracy, in agreement with invoices issued, conform to budget or Board authorization and compliance with Nakhashive and annual budget requirements.
EXPENSE REIMBURSEMENT PAYMENTS (Check Request)

Continued

- The Treasurer and/or executive Director will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled.
- By approving an invoice, the Treasurer and/or Executive Director indicate that they have reviewed the invoice and authorized the check.
- The Treasurer and/or Executive Director will forward the approved invoices to the accounting office for payment.

e) Prohibited Practices

- No Invoices will be paid prior to an approval by the Treasurer and/or Executive Director.
- No blank checks should be issued in advance.
- No Checks should be made out to cash, etc.
PETTY CASH FUNDS

Petty Cash Funds

Payments by cash should be completely documented and monitored as payments by check. The Petty Cash Fund should only be used when payment by check is impractical.

Administration of Petty Cash Fund
The Division Treasurer is responsible for the administration of the Petty Cash Fund. The fund shall be funded with checks made out to “Petty Cash – name of – “ and initially recorded in the Petty Cash fund account. The secretary will require receipts for all purchases and may ask those reimbursed to sign for money the accounting office provides as reimbursement. $$$

The Treasurer will record all cash purchases in a journal and save the receipts. When the fund gets low, the Treasurer will request authorization from the Treasurer to reimburse the fund for the total amount expended. The check written to reimburse the Petty Cash fund will be recorded in the appropriate expense accounts for the items that were purchased with Petty Cash, so that these expenditures made through the Petty Cash fund are properly classified by type – for example, postage, parking fees, etc.
Financial Reporting

Chapter or Division Treasurer responsibilities:

- To review the account on-line on a monthly basis to check for financial status of division’s activities and compare the income/expense report with their records.
- To monitor the division’s accounts regularly to uncover errors before final report.
- To follow financial status of an ongoing activity or event.
- To work with person in charge of the activity or event for the best financial outcome.
- To notify the accounting office and correct errors immediately, in case of discrepancies between division financial record and accounting office reports.
- To require a Hashvepak form accounting office three weeks after completion of any activity which proves that the income/expense presented to accounting office financial reports agrees with the records of the division’s finances for the final signature.
- To keep a record of current fiscal year’s Hashvepak and hand them to the next Treasurer
- To ensure that the activity related accounts per Nakhashive are closed – the checks and cash submitted etc.
MEMBERSHIP DUES

Policy

Membership dues are a major source of income which covers day to day operational expenses for Ararat. This policy should be followed to ensure timely collection of the membership dues.

Purpose

This procedure would assist in establishing procedures to collect the membership dues. Ararat has also provided the opportunity for members to pay their membership in monthly installments.

Procedures for one time payments

The following should be followed for this process;

- General membership’s first statements should be mailed out in the second week of December.
- The process will be repeated three more times with one month intervals.
- Membership fees can be paid in full or in three equal installments due by end of January, February & March.
- Athletes and scouts who have not paid at least one installment, will be prohibited from participating in their respective tournaments and camps occurring after February 1st.
- Athletes and scouts who have not paid at least two installments, will be prohibited from participating in their respective tournaments and camps occurring after March 1st.
- As of April 1st, members with a balance will be barred from entering the Centers and participating in any of their respective activities.
- All coaches and troop leaders will receive a special discount for the duration of their role in that capacity.

Procedures for monthly payments

The monthly payments will be possible only through automatic credit or debit card processing by PayPal and only shall be done through the Executive office.

1. Members Account must be up to date
   - In order for a member to be able to utilize the automatic monthly membership payment plan by accredit card the membership account must be current.

2. Payment Renewal
   - The contract for monthly payment is ongoing and will be renewed automatically at the beginning of each fiscal year for period of one year as long as the membership is valid.
Continued

3. Credit card Processing Date
   • If a member terminates membership from the Homenetmen Glendale “Ararat” Chapter, the
     automatic credit card payment for the membership is also terminated by the office from the
     beginning the following month. There will be no credit given for the current month.

4. Cancellation of the membership automatic payment
   • Termination of the automatic membership payment should be submitted to and managed by the
     Executive office only, with no exceptions.
   • The office should be notified at least 30 days before the termination.
   • Balance for the membership dues for the remaining of the year should be paid in full to the office
     or be charged to the credit card.
PAYROLL

Purpose

The purpose of this process is to ensure consistency.

Procedures

The following should be followed for this process;

• Each regular or contract employee, should punch in his/her time card at the beginning and end of their shift or class.
• Salaries are paid monthly.
• Before the end of the year, staff’s performance will be evaluated by Executive Director and if appropriate a proposal for a raise will be given to the Chapter Executive Board.
INVENTORY MANAGEMENT

Purpose

The Inventory Management Program is designed and managed to accomplish the following objectives;

- Provide ease of access to the inventory by staff and assigned members
- Provide the necessary guidelines to ensure the proper inventory management, including new items, retention, protection, security and disposition;
- Ensure the accountability and security of the inventory items

At Ararat we have three types of inventory 1) the Banquet related supplies 2) General Inventory 3) Shop Inventory. Each of these are described below

Procedures

This procedure provides the description of operational and administrative tasks necessary to track, control, reconcile and certify the Inventory. The procedure is administered by the Executive Director’s office.

For Banquet consumables and equipment and Office equipment Inventory

The following process should be followed:

- Record the receipt of newly acquired equipment/supplies
- Schedule the distribution of the equipment/supplies to the user
- Perform annual physical inventory
- Document the missing equipment/supplies
- Generate inventory reports and annual list of qualifying equipment/supplies assigned to each location/employee/member

For Shop Inventory

The following steps should be followed;

- The Inventory software will produce a list of items to be reordered
- The EO will place the order for those items ordered
- The receipt of items is to be recorded in the program

For all systems - Once a year, a physical inventory will be conducted, using the inventory list. Items not found should be recorded for further investigation. New items should be added to the list (include description, quantity, purpose of use (event/shop) and location).
TOURNAMENT AND CAMP REGISTRATION

Purpose

This policy should apply consistently to registration of any tournament, classes and camps sponsored by Homenetmen Ararat.

Procedures

The following should be followed for this process;

- The date of the registration and the location should be announced thru flyers posted at the Center and on the website
- The registration process should start by verifying if a member has paid their dues. A member with an unpaid balance cannot register for any event
- An official receipt of Homenetmen should be issued for all tournaments, camps and classes registrations over $20.00.
- If the registration fee is less than $20.00, a receipt should be issued for the total collected fees, along with a list of participants.
- A poster/flyer should be presented to the parents at time of registration inform them about the details of the event.
- The insurance forms must be completed by the parent or legal guardian at the time of registration.
- Medical waiver must be signed by the parent.
- In case a parent would be driving the van/car the members to the destination - In that case the parent needs to complete the driver information form.
DONATIONS

Introduction

Homenetmen Glendale Ararat Chapter (Ararat) has flourished through the commitment and generosity of a growing circle of supporters. This support has allowed Ararat to fulfill its mission of service to the community and its members.

To administer these donations in an appropriate manner, Homenetmen Glendale Ararat Chapter has adopted the following donation policy.

Purpose

The purpose of this policy is:

- To clarify who may solicit donations on behalf of the Ararat.
- To define the various roles and responsibilities of the parties involved in the donation process.
- To identify the circumstances under which a donation receipt will be issued.
- To ensure that the Ararat operates in accordance with Internal Revenue Service (IRS) with respect to all donations.
- To outline when gifts will be accepted on behalf of Ararat
- To establish gift valuation criteria.
- To provide guidelines on named and gifts with specific terms of reference.

Scope

This policy applies to all Ararat Divisions whose donors require charitable tax receipts. In addition, the Friends of Ararat operate in accordance with this and all other Ararat Donor Relations and Development policies.

Policy

1. Professional and successful fundraising requires organization and discipline to ensure that a prospect is being approached for a single approved project at the right point in the donation cycle. The Donor Relations and Development Committee will cultivate potential donors, no person shall solicit donations on behalf of Ararat unless authorized to do so by the Donor Relations and Development committee
2. The Committee is responsible for
   - Coordinating the solicitation of donations through prospect clearance.
   - Coordinating the efforts of all areas of Ararat to assess a gift's acceptability. Administering (e.g. receiving, valuing and recording) all donations.
   - Issuing charitable tax receipts for donations in accordance with IRS regulations.
DONATIONS

Continued

- Acknowledging gifts to both the donor in accordance with the Donor Relations Policy.
- Administering (e.g. receiving, valuing and recording) all donations.
- Issuing charitable tax receipts for donations in accordance with IRS regulations.
- Acknowledging gifts to both the donor in accordance with the Donor Relations Policy.
- Acknowledging gifts to Ararat’s recipient.
- Directing donations to the appropriate accounts, in conjunction with the Finance Department.
- Operating to ensure the charitable status of Ararat and its foundations are maintained.

3. The Chapter Executive Board has delegated the investment of all gifts, including endowments, to the Investment Committee.

Definition

4. IRS defines a gift as "a voluntary transfer of property without valuable consideration. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value.” Consistent with both the wishes of our donors and IRS policy, Ararat will exercise all due diligence to ensure that the donor recognition costs are kept to reasonable levels.

5. Where Ararat provides something of value in return for a donation, the fair market value of the benefit received will be deducted from the original amount of the donation received. The Donor Relations and Development Committee should be consulted where the value of the benefit received is unclear, or to determine if the benefit is of nominal value or not. The Donor Relations and Development Committee will contact IRS, if necessary.

6. Donations require an "arms length" relationship between the donor and the beneficiary when a charitable tax receipt is to be issued.

7. Gifts will qualify for the calendar year charitable tax receipts if they are post marked in the year or officially received at Ararat in the current year.

Gift Acceptance

8. The Donor Relations and Development Committee will work with all donors and recipients to ensure that the terms of reference for all gifts can be satisfied. The Donor Relations and Development Committee will ensure relevant Officers are consulted prior to gift acceptance in the light of donor stipulations, fund matching possibilities, ongoing costs including insurance coverage, and other implications.

9. The Chapter Executive Board has set forth the authority required to accept gifts. While Ararat will make every effort to accept all gifts, it retains the right to refuse the offer of any gift. The refusal may be the result of difficulties in administering the gift in accordance to the donor’s wishes, special storage requirements, the inability to obtain a cost effective objective appraisal, environmental issues associated with the gift, the illegal nature, or other factors that deem the gift unacceptable.
DONATIONS

Continued

Gift-In-Kind Valuation

10. A gift-in-kind is a gift of property other than cash. It can be real property (e.g. real estate, securities), personal property (e.g. art, jewelry) or intangible property (e.g. patents, license). However, a gift of service is not a gift-in-kind that is eligible for a charitable tax receipt. Gifts-in-kind may be retained by Ararat and used for purposes consistent with its objectives or may be liquidated, if not contrary to the donor’s explicit wishes.

11. The Donor Relations and Development Committee follows the regulations set out by the IRS governing the valuation of gifts-in-kind. A charitable tax receipt is issued for the fair market value of the gift at the date the ownership is transferred to Ararat. In most cases, this will require some pre-advice and planning with the Donor Relations and Development Committee.

12. Where a charitable tax receipt is provided, IRS guidelines permit qualified personnel within Ararat to appraise items valued at $1,000 or less. If the value is greater than $1,000, a third party (i.e. arm’s length from both the donor and the U) appraisal is required from a qualified appraiser.

13. Ararat will obtain a second appraisal where the value of the gift is greater than $100,000 or the gift is real estate. If the difference in value between the two appraisals is less than 10%, Ararat will take the lower of the two. Where the difference is greater than 10%, a third appraisal will be considered if the cost of the appraisal is less than 1% of the value of the asset. In either case, the average of the appraisals will be the final deemed fair market value.

14. To ensure independent appraisal integrity, The Donor Relations and Development Committee bear the cost of the appraisal, not the donor. Ararat will absorb all transfer and ongoing maintenance costs.

15. Ararat acceptance of gifts of securities should follow the Investment Policy.

16. Where a charitable tax receipt is not required, the receiving division will still work with The Donor Relations and Development Committee in accepting the gift-in-kind. This will ensure
   • the value of the gift is added to the capital records of Ararat,
   • sufficient insurance coverage is obtained, and
   • the donor is recognized in accordance with the Donor Relations Policy.

17. Ararat welcomes donations made by will, gift annuity, life income agreement, living trust or life insurance. Ararat will provide guidance to individuals who are considering a planned gift. Prospective donors are always encouraged to retain their own, independent advice.

Endowments & Single Year Donations

All donations are encouraged and appreciated. The donation may be endowed with a principal sum whose income pays an award in perpetuity or may be a sum that is paid in one or more years.

Endowed Minimum donation commitment of $25,000
Non-endowed Minimum annual commitment of $1,250 (5 years)
Endowed Minimum donation of $10,000
Non-endowed Minimum annual commitment of $500 (5 years)

Awards and other funds may be established to reward athletes, scouts and cultural activities in accordance to the Chapter Executive Board’s annual award policies
DONATIONS

Continued

Endowed Minimum donation of $2,000
Non-endowed Minimum annual commitment of $50 (5 years)

Donor Relations Policy

Introduction
Fund-raising concentrates on the cultivation of donors to obtain charitable gifts; however, donors capable of leadership gifts can have considerable influence on Ararat's activates both internal and external, as well as the philanthropy of friends and members of Ararat. Ararat recognizes that the donation process does not stop once a gift is made. To keep our donor base informed and enthused, Ararat has adopted the following donor relations policy.

Purpose
The purpose of this policy is:

- To acknowledge donors for contributions.
- To encourage further donations on an on-going basis through continued recognition and stewardship.
- To establish a consistent means of recognizing donors.

Scope
This policy applies equally to all gifts.

Policy

1. The Donor Relations and Development Committee is responsible for donor relations including the administration of advancement policies and the recognition of donor support. Recipient Divisions are encouraged to add their expression of gratitude when a gift is acknowledged. All other substantial proposals to recognize donors must be reviewed with the Director, or designate to ensure consistency with Ararat’s Donation policy.
2. While all donations are welcome, Ararat issues charitable tax receipts for only those donations that meet the Internal Revenue Agency's (IRS) definition of a charitable donation.
3. Some gifts may not be accepted by Ararat. IRS's donation eligibility criteria and the circumstances under which a gift may not be accepted are outlined in the Donation Policy.
4. Recognition at a particular level is given on the basis of a single payment gift, a contribution pledged over time or a documented planned gift to Ararat, including gifts of private benevolence. Donor recognition policies are applied at the time a pledge is signed, regardless of the form of gift. The level of recognition is based on the fair market value of the gift. Gift valuation policies are outlined in the Donation Policy.
5. Donations may be made in memory/honor of another person, in the donor's own name, or anonymously. Any and all stipulations accepted by Ararat in accepting a donation will continue to bind Ararat unless the donor fails to meet the specifications of the gift or pledge.

6. When possible, negotiated terms of reference for all gifts will specify that, should an award become obsolete (can no longer be awarded based on the donor's terms), Ararat retains the right to revise the terms and undertakes to remain as true as possible to the donor's original intentions and stipulations. See Naming Policy.

7. The naming of facilities and equipment will recognize the value of a gift to fund-raising objectives and is not necessarily related to purchase or construction costs. The Chapter Executive Board retains the right to accept names to be placed on designated projects. See Naming Policy.

8. Ararat will respect the wishes of donors who wish to remain anonymous. It is on the donor to request any or all of their donations to be considered anonymous. In the absence of communication from the donor for anonymity, Ararat will follow the donor recognition policies outlined below.

9. All donations received by the Donor Relations and Development Committee will be recorded, regardless of size, to ensure a comprehensive database of names and addresses of Ararat donors. Charitable tax receipts may not be issued below a nominal level, unless specifically requested.

10. The Donor Relations and Development Committee will maintain the confidentiality of donor records beyond public reporting requirements. This confidentiality policy extends to all Ararat staff, members and volunteers who may require access to these records in performance of their duties. Donor recognition levels will be applied consistently. Donor Relations and Development Committee of the Chapter Executive Board will review these levels periodically, as needed. Current levels are listed on Ararat’s webpage under the Donor Relations and Development policy.

Naming Policy

Introduction

Ararat encourages the naming of facilities and endowed awards.

Purpose

The purpose of this policy is:

To clarify the process under which assets are named

Policy

To identify the circumstances under which names will not be accepted.
DONATIONS

Continued

- To communicate the rationale for removing names from assets.

Scope
This policy applies equally to all Ararat Divisions, and the Friends of Ararat.

Outstanding Contributions
Ararat may from time to time name buildings or other assets after individuals who have made significant contributions to the life of Ararat.

Donors

2. In the instance of philanthropic recognition, donors will be treated equitably in accordance with the Donor Relations Policy. Philanthropic recognition may be in the name of the donor or in memory/honor of another individual, group or organization. The final decision for naming assets rests with the Chapter Executive Board.

In the context of major campaigns and otherwise, Donor Relations and Development Committee will propose a schedule of naming opportunities for approval by the Chapter Executive Board. Naming proposals for assets other than those on the approved schedule may also be considered from anyone in Ararat or community. Naming will only be approved where the donor has signed a pledge for the gift, requested the facility to be named, and provided the name to be recognized.

3. Unless otherwise negotiated with the donor and agreed by the Chapter Executive Board the duration of the naming will be the useful life of the asset. In the case of an endowed award, this would be in perpetuity. In the instance of a building or other facility, this would be until a change in function, major renovation or demolition.

4. While Ararat bears responsibility for financing regular maintenance and wear and tear, major renovations may require funding from the private sector. In the event of such renovation of a donor-named facility, Donor Relations and Development Committee will offer right of first refusal to provide the private sector funding required to the donor which/who carries the designation. Should the donor decline, Ararat will have the option of naming an equivalent asset for the original donor and seeking funding from another donor for which the renovated facility may be named.

5. In the instance of a fundamental change in function of a facility named for a donor, the Office of Development and Donor Relations will consult with the donor. Should the donor not wish to be identified with the facility’s new function, Ararat will offer an equivalent naming opportunity. The facility may be offered for naming in the context of its new function.

DeNaming
De Naming will not be approved where, in the judgment of the Chapter Executive Board, identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of Ararat.
DONATIONS

Continued

Exceptions

An asset will be de-named only by the authority of the Chapter Executive Board in one of only two circumstances:

- where events or information available subsequent to the approval of the designation mean that identification with the designation constitutes a significant and continuing challenge to the Ararat's reputation or,
- where a donor has failed to meet pledge commitments over a minimum of one half of the agreed pledge period and where there is no satisfactory commitment to revised pledge terms.

In the latter circumstance, the donor will be removed from Ararat's public donor lists.

Friends of Ararat

Ararat has flourished through the vision of many leaders. Through the many generous contributions to Ararat, we have been able to maintain the goal of serving the youth in our community. The donations enabled the purchase and construction of our buildings, donors have recognized the benefits of investing in Armenian youth through Ararat. Over this time, Ararat has grown from the 25 members to more than 2000. Our donors share in this success.

Recognizing our Friends of Ararat

The partnership between Ararat and those who give of their time, skill and financial resources is now an established tradition. Its impact and importance can only grow as Ararat develops as one of Homenetmen’s largest organization. To honor the tradition and reflect on the ongoing benefits of philanthropy at Ararat, the Chapter Executive Board has established the Donor Relations Policy. Its programs are intended to reflect the continuing participation of our donors. It encourages donors to develop their particular interests at Ararat and provides donors strong identification with priority projects. Our donors are true stakeholders in Ararat. They will play a growing role in the future.
### DONATIONS

Continued

**Friends of Ararat Donations**

<table>
<thead>
<tr>
<th>Club</th>
<th>Amount Description</th>
</tr>
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<tbody>
<tr>
<td>Ararat's Volunteers</td>
<td>To be Decided</td>
</tr>
<tr>
<td>Brass Club</td>
<td>between $1,000 and $2,500 annually</td>
</tr>
<tr>
<td>Bronze Club</td>
<td>between $2,500 and $9,999 in cash or pledged over 5 years</td>
</tr>
<tr>
<td>Copper Club</td>
<td>between $10,000 and $19,999 in cash or pledged over 5 years</td>
</tr>
<tr>
<td>Silver Club</td>
<td>between $20,000 and $49,999 in cash or pledged over 5 years</td>
</tr>
<tr>
<td>Gold Club</td>
<td>Between $50,000 and $99,999 in cash or pledged over 5 years</td>
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<tr>
<td>Platinum Club</td>
<td>Over $1,000,000 in cash or pledged over 5 years</td>
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EMERGENCY AND SAFETY POLICIES AND PROCEDURES
SAFETY POLICY

Policy

Homenetmen Glendale Ararat Chapter is firmly committed to the principle that safety comes first for our members and employees. Ararat will ensure that safety rules and procedures are followed in order to prevent accidents and injuries.

Purpose

This policy provides standards and guidelines for developing and updating safety rules and procedures to be incorporated into the Ararat standard operating procedures.

Procedures

The organizational Safety procedure impacts all members and employees of Ararat. It is every member’s, volunteers and parents responsibility to be safe.

Basic Principles for Safety Rules and Procedures

1. The entire Ararat building and parking lot especially the Gym’s shall be inspected for safety requirements.
2. All safety rules and procedures shall be reviewed and updated every 2 years
3. The safety procedures have to be; adequate, effective, reasonable and practical and communicated to all members
4. Safety rules and procedures should be addressed for each activity; The risks and hazards to be avoided or guarded against Proper industry standard practice, method, techniques to do the work safely and efficiently
5. Proper personal protective equipment, appropriate shoes, clothing, guards, barriers etc.

Policy approval Process

All safety rules and procedures, and revisions, must be approved by the Chapter Executive Board. In case of an injury or accident;

The injury and accident report form should be completed by the coach/teacher/supervisor of the injured member. After completion, the form should be submitted to the Executive Director or the office.
SAFETY POLICY

Continued

- If the injury requires a doctor’s/hospital visit, the insurance form should also be completed. The above mentioned forms are available from the office.

Following are examples that should be followed by our members, parents and volunteers:

- No running outside of the gym (specially on the stairs or the hallways)
- Driving above the speed limit within Ararat driveway and parking
- No drinks or food in the gyms except for water
- The athletes and coaches must wear the appropriate attire. No coach or athlete is allowed in the gym without the appropriate footwear
- Any spills should immediately be reported to the Athletic Director or the Executive Office.

Important Phone Numbers

Environmental Protection Agency, safe water hotline:

800-426-4791

American Red Cross (disaster Relief, Los Angeles County)

855-891-7325

FEMA: 800-621-FEMA
EMERGENCY RESPONSE PLAN

EMERGENCY TELEPHONE NUMBERS

Fire Department 911
Paramedic Ambulance 911
Police Department 911

Homenetmen Ararat Chapter Executive Director
Armond Gorgorian (323) 256-2564

<table>
<thead>
<tr>
<th>Floor</th>
<th>Floor Warden</th>
<th>Phone</th>
<th>Alternate Floor Warden</th>
<th>Phone</th>
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<td>Main C</td>
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<td>Athletic Director</td>
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<td>Asst. Athletic Director</td>
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<td>2</td>
<td>Executive Director</td>
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<td>Executive Secretary</td>
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<td>NC</td>
<td>Custodian</td>
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FIRE PROCEDURES

If You Discover Fire or Smoke
Safety of Life:
If the fire is in an occupied area, remove anyone from immediate danger. Confine the fire by closing as many doors as possible.

Notification:
Call Fire Department: Dial 911
Give the Following:
Homenetmen Ararat Chapter, 3347 San Fernando Rd
Next to the Police Station
Floor Location
Nature of Emergency

If Trapped Inside Your Area
- Wedge cloth material along bottom of door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify Fire department of your situation.

"Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor (L.A.M.C. SEC. 57.112.05). Any person, who willfully and maliciously sends, gives, transmits, or sounds

EMERGENCY RESPONSE PLAN

If you hear, See or Are Notified of a Fire Alarm

1. Oversee and direct the orderly evacuation of the floor.
2. Verify that pre-appointed stairwell and phone monitors are in place.
3. Render first aid to the injured as needed.
4. Check the enclosed offices and common areas such as: restrooms, file/storage rooms and elevator lobby.

Any false alarm of fire is guilty of a misdemeanor (P.C.148.3)."
FIRE PROCEDURES

Continued

STAIRWELL MONITOR FIRE PROCEDURES FOR FLOOR WARDEN

When alerted (alarm, phone contact) take up position at the assigned stairwell as soon as possible to assist in building evacuation. Have occupants line up single file adjacent to stairwell and begin to evacuate. Admit occupants into stairwell. Keeping door open. Never block the door with a device such as a wedge, etc. Be prepared to alternate the entry of evacuees into line of already moving "traffic".

Give safety instructions/guidance as follows:

1. Remove high heel shoes or slick soled shoes (carry them down the stair with them).
2. Instruct them to grasp the handrail.
3. Have physically impaired individuals and their assistants enter the stairwell last to assure quick evacuation.
4. Dispel any false information, rumors, etc.
5. When occupants clear the floor, securely close the door behind you and proceed to the safe refuge location.

FIRE EXTINGUISHERS USE

- Normally, the fire extinguisher will be the first defense against a fire (in an occupied area) and it has maximum effectiveness when used during the early stages of fire by properly trained individuals.
- Fire extinguishers are provided to attack a fire in the period between discovery and the arrival of trained fire department personnel.
- Fire extinguishers were designed to permit the discharge of a contained amount of fire extinguishing agent at the will of a human operator.
- Operating instructions can usually be found on the fire extinguisher. These instructions will enable you to put it in service with minimum delay. However, familiarizing yourself with the proper operation of the equipment (and its limitations) prior to having to use it, could save lives and property.
- As per Ararat operating procedures, all fire extinguishers are to be inspected annually to ensure their effectiveness should a fire occur.
- Each extinguisher should be mounted in a position which is easily accessible and visible. If an extinguisher is mounted behind closed doors, a sticker (indicating its presence) should be placed on the exterior of the door.
FIRE PROCEDURES

Continued

Extinguishers should be placed to ensure that no person will have to travel more than seventy five (75) feet to access it

Method of Operation

In order to operate an extinguisher properly, the operator must know:

- The correct position for operation
- How to remove any restraining or locking device
- How to activate (or start) agent discharge
- How to direct the extinguishing agent on the fire

The Correct Position for Operation
Most extinguishers deliver their entire quantity of extinguishing agent in a matter of seconds. There is no time for experimentation or using trial and error methods when a fire threatens destruction of life and property. Most extinguishers must be held in an upright position to achieve maximum effectiveness.

How to Remove Restraining and/or Locking Devices
Generally, the restraining and/or locking device found on an extinguisher is referred to as the "PIN". This pin must be removed prior to squeezing the trigger or lever. Simply twist the pin as you pull it out. Do not squeeze the lever or trigger while you attempt to do this, or the pin will not come free.

How to Agent Discharge
The extinguisher is activated by simply squeezing the lever or trigger handle together with the carrying handle.

How to Direct the Extinguishing Agent at the Fire
The nozzle or hose of the extinguisher should be directed first at the base of the flames. Next you should sweep the flames off the burning surface. This is accomplished by directing the discharge to the near edge of the fire, gradually progressing forward, moving the discharge from side to side. The application should be continued even after the flames appear to be extinguished (if agent quantities are adequate) to allow added time for cooling and to prevent, as far as possible, a re-flash from adjacent hot surfaces or open flames.
Continued

**Operators Distance From Fire**
Normal operation should be attempted from approximately seven to eight feet from the fire (if possible). However, when dealing with flammable liquids, to prevent splashing, initial attacks should be made no closer than eight to ten feet.

The basic rule to remember when attempting to use an extinguisher is the PASS method:

Remember… never place a *used* extinguisher back in its cabinet. *Whenever* an extinguisher is used, it must be recharged to ensure its future effectiveness. Security must be contacted whenever a fire extinguisher is used.

1. **Pull Pin**— hold uptight
2. **Aim**— at base of flames
3. **Squeeze**— the handle
4. **Sweep**— fan flames side to side
EVACUATION

General Information
The Executive Director or the floor warden will be responsible for determining if an evacuation of the premises is necessary.

Ararat Fire Alarm System

Monitors all smoke detectors, pull stations, horns, strobes, and related devices. In the event of a fire alarm the system activates these devices and also alerts emergency personnel.

Fire Alarm: An alarm that is activated by a manual pull station or smoke detector.

Smoke Detector: Device used to sense the presence of smoke. When the device is activated it signals the fire alarm system which activates the horns, strobe lights and magnetic hold open devices and alerts emergency personnel. Smoke detectors are located throughout the building in corridors, elevator lobbies, supply and return air duct, mechanical rooms, in air conditioning plenums, and throughout the parking levels.

Strobe Light: Visual device used to alert building occupant that there is a fire alarm on their floor. These devices are activated by the fire alarm system and are located evenly throughout the building so that all building occupants can easily see when there is a fire alarm.

Stairwells: Ararat main campus has two stairwells.

Upon Notification of a Fire or Upon Activation of a Fire Alarm

Immediately evacuate the area and wait for instructions
Continued

**During an Earthquake**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>Remain Calm</strong></td>
<td>Do not panic, and do not attempt to go outside. Protect yourself.</td>
</tr>
<tr>
<td><strong>Act Quickly</strong></td>
<td>Do not run! Move away from windows and/or glass partitions and freestanding objects such as files, cabinets, shelves, hanging objects. Or drop down to the floor.</td>
</tr>
<tr>
<td><strong>Duck</strong></td>
<td>Take cover under a sturdy desk, table or other furniture. If that is not possible seek cover against an interior wall and protect your head and neck with your arms. If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.</td>
</tr>
<tr>
<td><strong>Cover</strong></td>
<td>Remain in your &quot;take-cover&quot; position for a few minutes, or until you are sure the shaking has stopped. Stay inside; do not attempt to exit the building during or after the shaking.</td>
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</tbody>
</table>

**Note:** Doorways should not be used as safe refuge or overhead protection. Do not use the elevator and do not rush outside! The greatest danger you will find will be just outside of a building (close to outer walls), where falling debris will land.

**If you are in an elevator**
You are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you. Many elevators are designed to go to the nearest floor in the direction of travel and open.

**After an Earthquake for the Floor Wardens**

1. Determine if there are any injuries on your floor
2. Assist those who have been injured
3. Assure that everyone is accounted for
4. Follow instructions of the Executive Director
5. Remain calm. Do not automatically evacuate
6. Building is designed to withstand a major earthquake
7. Move away from hazards immediately and prepare for aftershocks
EARTHQUAKE

Continued

Evacuate

The Executive Director will determine if the building is to be evacuated.

Damage Assessment

The Safety and survival of everyone at Ararat depends upon immediate damage assessment and hazard identification. The following needs to be identified and mitigated ASAP after an earthquake:

- Potential fires
- Structural integrity of the buildings
- Fire/life safety systems and equipment
COMMUNICATION POLICIES AND PROCEDURES
APPROVAL OF EXTERNAL COMMUNICATION MATERIALS

(Flyers/Posters/Event Tickets)

Policy

It is the policy of Ararat to maintain a consistent and standard format for the external communication therefore it is important for Public Relations/Marketing Dept. to be a central point at which the external communications are created and/or reviewed. This will enforce consistency in the materials that showcase Ararat and its services to the members and public.

Purpose

This policy will guide the event and activity/event planners in seeking approval and ensuring the consistency of the format for their printed material.

Procedure

The following procedures should be followed in order to get approval for the process;

• The contents of the flyers should be approved by PR/marketing dept.
• For timely approval the flyers should be submitted to PR/Marketing dept. two weeks prior to the intended date of publication

• All flyers should contain the following:
  1. Homenetmen’s logo in the upper left corner or top middle
  2. Chapter’s proper name “Homenetmen Glendale Ararat Chapter”
  3. Name of the organizing Division
  4. Nature of the event
  5. Location
  6. Tel. number as well as Facebook account
  7. Age group (if necessary)
  8. Time/Date of the event
  9. Admission fee – should differentiate/indicate if different admission fees
  10. Sponsors if any
  11. Indicate www.Aarat.org
MEDIA RELATIONS

Purpose

This policy is designed to effectively maintain an ongoing positive relationship with media.
The purpose of the policy is:
- To clarify who has the authority to speak on behalf of Ararat
- To ensure consistency in media relations

Procedures

The following guidelines should be followed for media requesting interviews or information:

- Media must arrange all interviews and photo shoots through Executive Director’s office in advance.
- To ensure confidentiality and privacy, a staff or an Executive Committee member should always accompany the media representative. Unauthorized media, reporters, film crews, and photographers will be removed from the facility as necessary.
- Any adult who agrees to be interviewed or filmed must provide prior verbal or written consent to Ararat Office
- Media representatives need to supply a full name, valid ID, driver’s license as well as identification verifying their employment
- All visiting media representatives shall be notified of the type of the event and the proper attire of the event
- Ararat must get parental consent for the minors that are filmed/interviewed by media.
SOCIAL MEDIA POLICY

Purpose
At Ararat, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and other members. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all members, volunteers, coaches and staff at Ararat.

Procedures
In the rapidly-expanding world of electronic communication, social media can mean many things. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with [Employer], as well as any other form of electronic communication.

The same principles and guidelines found in Ararat policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects members, volunteers, coaches and leaders.

Know and follow the rules

Carefully read these guidelines and Ararat’s privacy policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action.

Be respectful

Always be fair and courteous to fellow members, volunteers, coaches, leaders and staff.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about members, volunteers, coaches and leaders.
MISCELLNEOUS POLICIES
CONFLICT OF INTEREST POLICY

Purpose

The purpose of the conflict of interest policy is to protect Homenetmen Glendale Ararat Chapter’s (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an “Interested Person” (please see the definition below) or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

1. Interested Person
Any director, principal officer, or member of a committee or subcommittee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

   a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

   b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. Duty to Disclose
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Chapter Executive Board delegated powers considering the proposed transaction or arrangement.
CONFLICT OF INTEREST POLICY

Continued

2. Determining Whether a Conflict of Interest Exists
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Chapter Executive Board or Division Executive Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining CEB or DEC members shall decide if a conflict of interest exists.

3. Addressing the Conflict of Interest
a. An interested person may make a presentation at the CEB or DEC meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
b. The chairperson of the CEB or DEC shall, if appropriate, appoint a disinterested person or Board to investigate alternatives to the proposed transaction or arrangement.
c. After exercising due diligence, the BEC or DEC shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the CEB or DEC shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy
a. If the CEB or DEC has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
b. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the CEB or DEC determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the CEB and all DEC with board delegated powers shall contain:
   a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of
CONFLICT OF INTEREST POLICY

Continued
interest was present, and the CEB’s or DEC’s decision as to whether a conflict of interest in fact existed.
b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

a. A voting member of the CEB who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.
b. A voting member of any Board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.
c. No voting member of the CEB or DEC whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any Board regarding compensation.

Annual Statements

Each director, principal officer and member of a Board with governing board-delegated powers shall annually sign a statement which affirms such person:
a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
CONFLICT OF INTEREST POLICY

Continued
a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurnment, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided Periodic Reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing of its responsibility for ensuring periodic reviews are conducted.

CERTIFICATION

This Conflict of Interest Policy was approved at a meeting of the Homenetmen Glendale Ararat Chapter Executive Board by two-thirds majority vote on January 9th 2006.
CONFIDENTIALITY POLICY

Purpose
The purpose of the confidentiality policy is to protect Homenetmen Glendale Ararat Chapter’s members’ confidential information from being disseminated, accessed or discussed outside of the appropriate channels. During their tenure, Board members, Division Executive Committees, Executive Director, Athletic director, staff and other leaders have access or work with documents that are confidential in nature.

Policy
It is important that these documents are treated with utmost care and their confidential nature is protected.

Definitions
The Confidential Information can be described as and includes: birth certificates, member’s or member’s family member’s personal information, such as DOB, Social Security Number, Home Address, Phone Number (home, office or cell), Email address, member’s financial data, lists of members who receive membership subsidies.

Procedures
To ensure the protection of such information, and to preserve any confidentiality necessary, the following steps must be followed:
The information deemed confidential shall not be discussed, commented upon, disparaged, or disclosed, in any manner or form, directly or indirectly, to any person or entity under any circumstances. Such information can only be shared with authorized representatives who are required to have access and have been given permission in writing to the confidential information consistent with the purpose of disclosure.
CHAPTER EXECUTIVE BOARD - LIAISONS

As a member of the Homenetmen Glendale Ararat Chapter Executive Board (CEB), your primary duty is to:

1) Ensure effective communication between your Division/Board and the CEB
2) Provide guidance and support to help the Division/Board succeed in its programs.
3) Facilitate the work of Divisions/Boards if there is a need to report or to seek approval of recommendations from the Cr Executive Board.
4) Enable early identification of problems or concerns raised in Divisions/Committees and support effective discussion/action to resolve issues.
5) Enable early identification of developments or opportunities where the Chapter Executive Board involvement/action would advance success.

Liaison Responsibilities

- **Provide organizational context for your Division or Board**
  You must be familiar with the organizational structure of our Chapter and how the CEB, the Division Executives, the staff and the membership relate to, and rely on, each other to achieve our goals.

- **Provide historical perspective for your Divisions or Board**
  You must familiarize yourself with the Division’s (or Board’s) history, its past successes and failures.

- Review and explain the Chapter’s annual objective and its strategy with the division or Board, and discuss how their activities will support it
  Make sure that you understand the chapter goals and how they relate to your specific division or Board.

- **Review and explain the division’s or Board’s initiatives and any other directives issued by the CEB**
  Remember that as a member, one of your primary functions is to convey the CEB’s positions and directives to the division or the Board.

- **Help the Division or Board to develop a plan which includes a calendar of activities for the year, including dates, times, income/expenses, locations of events/meetings, needed resources, and specific action steps that will be required to accomplish goals and objectives**
  Make sure you are familiar with Chapter goals, deadlines, other programs, projects and events.

- **Monitor Divisions or Board’s implementation of the annual plan and its adherence to all deadlines**
Continued

You must communicate regularly (at least monthly) with your division or Board chair.

- **Understand the annual Chapter and Division budgets**
  Make sure you understand how the numbers were developed, and how they relate to the overall budget of the Chapter Executive Board.

- **Present Division or committee reports and requests to the Chapter Executive Board, and communicate the** Board’s responses back to the division or committee;
  As a Board member, you should be able to head off inappropriate requests, by clearly explaining the Board’s position on a particular matter.

- Refrain from making commitments, stating positions or expressing opinions in the name of the organization unless specifically authorized by the Chapter Executive Board.
Email ETIQUETTE RULES

Purpose

Presently email is being used by the Homenetmen Ararat Chapter Executive Board members, Division Executive Committee and subcommittees members to communicate dates and times for face-to-face meetings.

In order to facilitate the email use and prevent abuse the following etiquette guides and rules should be used when communicating any Ararat related business.

Email Etiquette Rules

Do be polite. Terseness can be misinterpreted.

Do take time to reflect on your response to emails, rather than immediately sending your reply. Since email messages are instant communications, it is easy to respond too quickly. It is usually best to wait before using e-mail to deal with a situation that contains any emotionalism. Make sure that you review your emails, revising if necessary to soften the tone, remove emotion or to make sure your message won't be misconstrued

Do try to use humor and irony sparingly. You can use smileys such as :) or :( to indicate facial expressions, but make sure that the recipient understands what they mean.

Do include a brief signature on your email messages to help the recipient understand who it is from, especially if you are dealing with someone you do not know very well.

Do be careful when replying to mailing list messages, or to messages sent to many recipients. Are you sure you want to reply to the whole list?

Do remember that you're talking to another person by email - not to a computer. People have feelings and it's all too easy to trample on them without the visual and auditory cues of normal conversation

Do use proper spelling, grammar & punctuation

Use the spell checker. And double check your grammar. No one wants to spend time figuring out which clause the "it" in the next paragraph you've written refers to.

Bad Email Etiquette
Stay of Flames. Electronic mail arguments (sometimes referred to as "Flames") are a
Email Etiquette Rules

Continued
dime a dozen. Most start innocently enough and some are intentional. If you find yourself in a flame with someone, or a group of people, just stop. It is too easy to dash off a memo in anger. Remember-- once it is sent, you can't get it back.

Do not use email to communicate sensitive or potentially embarrassing subjects.

First, you have no control over how the email gets distributed or forwarded. An email with confidential or potentially embarrassing information can easily end up in the wrong hands. Second, email is not a completely dynamic communication format, like face-to-face or phone discussions. You can't see body language, hear voice tonalities, or otherwise assess the "true meaning" of the message from sensory perceptions. With email, what you read is what you get, and many email recipients have read between the lines and misconstrued meanings.

Do not use email to discuss confidential information.

Sending an email is like sending a postcard. If you don't want your email to be displayed on a bulletin board, don't send it. Moreover, never make any libelous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.

Do not attach unnecessary files

By sending large attachments you can annoy people and even bring down their e-mail system. Wherever possible try to compress attachments and only send attachments when they are productive.

Do not overuse the high priority option

We all know the story of the boy who cried wolf. If you overuse the high priority option, it will lose its function when you really need it. Moreover, even if a mail has high priority, your message will come across as slightly aggressive if you flag it as 'high priority'.

Do not write in CAPITALS

IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of flame mail. Therefore, try not to send any email text in capitals.

Do not overuse Reply to All - Only use Reply to All if you really need your message to be seen by each person who received
NOMINATION REQUIREMENTS FOR HONORARY MEMBER-FOR-LIFE

Honorary members shall be those persons recognized by the Chapter Executive Board as persons who have performed notable service for Homenetmen Ararat Chapter or the public. Honorary membership may be conferred by the Executive Board upon a nominee who has given exemplary service to uphold the reputation of the Homenetmen family and who has also completed at least two of following:

1. Past Division/Program Executive member or higher (Nominee can not be a sitting board member);
2. Ten years of membership history in Homenetmen Ararat Chapter;
3. Any member with 5 years of membership in an Association/Board is eligible, subject to assessment of their contribution to the Association/Board over that term of membership.

The Executive Committee shall confer no more than two (2) honorary memberships in any one year.

Procedure: The following point system will be used to assist in the selection process:

- 4 points: Chapter Chair - per year
- 3 points: Chapter Executive Board Member - per year
- 3 points: Division Chair - per year
- 2 points: Division Executive Committees Member - per year
- 2 points: Chapter or Division Year Long Committee Member per year
- 1 point: Chapter or Division One Time Event Committee Lead/Member
- 1 point: Lead in/at a regional level committee/activity - per occurrence
- 1 Point: Sister Homenetmen Chapters/City Government benefiting Ararat Chapter - per occurrence
- 1 to 4 points: At the discretion of the Chapter Executive Board for local government/community activities and contributions

Please note: A minimum of 20 points is necessary to be eligible to qualify for consideration for Honorary Member for Life and the Executive Board hold the final decision.

Honorary Member:

- Honorary members do not pay yearly membership fees.
- Honorary members vote for new member selection.
- Honorary members are expected to support the organization and promote the goals and mission statement of Homenetmen and the Ararat Chapter, act as an ambassador, and keep abreast of the chapter issues and concerns.
- Honorary members are invited to the year-end chapter meeting (no voting rights)
APPLICATION FOR NOMINATION

NAME:
CHAPTER:
YEAR BECAME MEMBER:
EXECUTIVE BOARD HISTORY:
DIVISION EXECUTIVE COMMITTEES HISTORY:
COMMITTEES, TASK FORCE, SPECIAL COMMITTEE HISTORY:

PLEASE LIST ACCOMPLISHMENTS AND CONTRIBUTIONS TO HOMENETMEN ARARAT CHAPTER (Use additional page, if necessary):

PLEASE RETURN COMPLETED APPLICATION TO THE EXECUTIVE DIRECTOR
FORMS
Civil rights Complaint Form

Title VI of the 1964 Civil Rights Act and related nondiscrimination statutes and regulations require that no person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. In addition to Title VI, Homenetmen Glendale Ararat Chapter also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

The following information is necessary to assist us in processing your complaint. Should you require assistance in completing this form, let us know.

Complete and return this form to: Homenetmen Glendale Ararat Chapter
C/O Executive Director
(3347 N. San Fernando Rd. Los Angeles, CA. 90065)

1. Complainant’s Name:______________________________________________________
2. Address:_______________________________________________________________
3. City:_____________________State:_______________________Zip Code:__________
4. Telephone Number (home):____________________(business):____________________
5. Person discriminated against (if someone other than the complainant):
   Name:_______________________________________________________________
   Address:_____________________________________________________________
   ________________________________________________________________

CIVIL RIGHTS FORM

HOMENETMEN Glendale Ararat Chapter

Mailing Address and Activity Center:
3347 N. San Fernando Road, Los Angeles, CA 90065
Tel. (323) 256-2564
Fax: (323) 256-0639
www.Ararat.org  E-mail: info@ararat.org
CIVIL RIGHTS FORM

City:____________________State:__________________Zip Code:________________

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:
   a. Race [ ] c. National Origin [ ] e. Age [ ]
   b. Color [ ] d. Sex [ ] f. Disability [ ]
   g. Religion [ ] h. Medical Condition [ ] i. Marital Status
   j. Sexual Orientation [ ]

7. What date did the alleged discrimination take place?______________

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: [ ] No: [ ]

If yes, check each box that applies:

Federal agency [ ] Federal court [ ] State agency [ ]
State court [ ] Local agency [ ]

10. Please provide information about a contact person at the agency/court where the complaint was filed.
CIVIL RIGHTS FORM

Name:______________________________________________________________

Address:_____________________________________________________________________________________

City:________________________State:___________Zip
Code:________________________

11. Please sign below. You may attach any written materials or other information that you can think is relevant to your complaint.

Complainant’s Signature _____________________________ Date ___________________________