

**Homenetmen Glendale Ararat Chapter**  
**Proposed Chapter Bylaws**  
**ENGLISH VERSION FOR REFERENCE ONLY**

**THE NAME**

The organization's name is Armenian General Athletic Union and Scouts. (HOMENETMEN)

**THE MISSION**

The mission of Homenetmen is

- a- To prepare physically strong Armenians and exemplary citizens with the highest intellectual and spiritual virtues
- b- To teach endurance and courage, nationalism and patriotism, abidance of the law and orderliness.
- c- To develop awareness of duty, feelings of responsibility and honor, in a spirit of harmony and cooperation.
- d- To satiate the mind and heart with the noblest of sporting spirit.

**THE MEANS**

HOMENETMEN's mission are realized by:

1. Scouting
2. General physical education and sports
3. Lectures, seminars and public activities
4. Publications supporting Armenian language, history and Homenetmen activities
5. Clubs, gymnasiums and sports facilities
6. Youth Divisions (ages 18-30)

# **Homenetmen Glendale Ararat Chapter Proposed Bylaws**

## **1- HISTORY AND BACKGROUND**

The “Chapter General Membership Meeting” of Homenetmen Glendale Ararat Chapter were changed to “Chapter Representatives Meeting” in 2004. The need to develop a Chapter Bylaws became evident after that change.

- This version of Chapter Bylaws is based on Homenetmen General and Homenetmen Western Region Bylaws.
- The previous limited version of the bylaws which only included the articles for a Division Membership Meeting and a Chapter Representatives Meeting was approved by Homenetmen Central Committee in 2006.
- The articles which include numbers in < > are the same articles in the Western US Regional Bylaws.

## **2- DIVISION**

Article 1 <314> - In a chapter the grouping of individuals engaged in similar activities form a division.

## **3- MEMBERSHIP**

Article 2- Any Member of the Chapter may apply for membership in, at least, one (or more) Division(s).

Note 1) A parent automatically becomes a member of a division where his/her child(ren) are member(s) of, if family membership is selected. Unless the parent requests otherwise.

Article 3- A Division may determine its own additional requirements for additional expectations of its members' participation, provided that they meet Homenetmen's General Bylaws membership requirements and are approved by the Chapter Board.

## **4- FORMATION OF DIVISIONS**

Article 4- Chapter members can initiate the formation of a new Division if they can secure a minimum of 1/3 of the Chapter Representatives support for it. The Chapter Board presents the proposal at the Chapter representatives meeting for a vote. A two-thirds vote of those present at the Chapter Representatives meeting is required for the establishment of a new Division.

Note: The proposal for the new division which is presented to Reps Meeting must include all the necessary justifications Including but not limited to; division name, program description, objectives, targeted age/gender, operations, finances, human resource requirements, short and long term goals, etc.

Article 5- The Chapter Board can initiate the creation of a new Division. A two-thirds vote of those present at the Chapter Representatives meeting is required for the establishment of a new Division.

Note: The proposal for the new division which is presented to Reps Meeting must include all the necessary justifications Including but not limited to:, division name, program description, objectives, targeted age/gender, operations, finances, human resource requirements, short and long term goals, etc.

Article 6- The Chapter Board assesses the formation of a new division based on the following criteria

- (a) it represents an active and functionally unitary interest of a group of members,
- (b) their proposed objectives fall within the scope of those specified in Homenetmen's General Bylaws
- (c) their membership is not restricted on any basis other than interest and qualifications and
- (d) the establishment of any new Division is not detrimental to the welfare of any other Division already established.
- (e) it offers a sustainable program and has the potential to be financially self sufficient and viable in the long run

Article 7- Divisions must comply with all Homenetmen General, Regional and Chapter Bylaws, Rules and current policies.

Article 8- Any Division Executive Committees can appoint subcommittees, develop sections, and adopt rules and procedures for the conduct of its activities within the framework of Homenetmen and Chapter Bylaws.

Article 9- Chapter Board may adopt appropriate sanctions where a Division fails to comply with bylaws, rules or policies of the Chapter or Homenetmen.

Article 10- Chapter Board may proposed the dissolution of a Division at the Chapter Representatives meetings when there a substantial drop of membership, lack of activity, absence of elected leadership, or other reasons. A two-thirds vote of those present at a Chapter Representatives Meeting is required to approve to dissolve the Division.

Article 11- Before the dissolution of a division is proposed to the chapter representatives meeting, the reasons for sanctions or dissolution shall be stated in writing to the membership of the Division thru the Divisions Executive Committee. The Division membership shall be given a full opportunity to discuss and clarify Chapter Board's intentions.

Article 12- The Chapter Board can cease the total activities of a division on a temporary basis if the division does not meet Chapter Board's expectations on participation levels, meeting attendance, service quality, insufficient leadership or other reasons.

## **5- DIVISION EXECUTIVE COMMITTEE**

Article 13- The Division Executive Committee shall be composed of 5,7 or 9 elected qualified members for a term of one year. (exception applies to Scouting Division).

Article 14- The Division Executive Committee will elect a Chair, a Secretary and a Treasurer.

Article 15- The Division Executive Committee manages the activities of the division based on division membership and Chapter Representative Meeting decisions and based on Homenetmen and Chapter Bylaws.

Article 16- Division Executive Committee oversees activities of all its subcommittees and meetings.

Article 17- Division Executive Committee must have a record of all of its meeting minutes, correspondences, circulars, financial records, which will be the basis of the annual report presented at the division membership meeting.

Article 18- Division Executive Committee will regularly provide a copy of its meeting minutes and the division financial reports to the Chapter Board.

Article 19 <318> - The Division should have it general membership meetings

Article 20- Division Executive Committee will develop an annual division activities and financial report which after presentation and approval at the Division Membership Meeting will be submitted to the Chapter Board.

## **6- DIVISION MEMBERSHIP MEETING**

Article 21- Division Executive Committee is responsible for organizing the Division Annual Membership meeting and encouraging the active participation of Division members at this meeting.

Article 22- At Division Membership Meeting, only the Chapter Board representative can vote. The rest of Chapter Board members can attend in an advisory capacity.

Article 23 thru 26 - existing articles

Article 27 - Division Membership Meeting will elect representatives for the Chapter Representatives Meeting as following:

Up to 100 members - 4 representatives

101 to 250 members - 5 representatives

251 to 350 members - 6 representatives

351 to 550 members - 7 representatives

551 and up - 8 representatives

**Notes- Unchanged/existing notes in present chapter bylaws**

Note e - If the Division Membership Meeting fails to elect a Division Executive committee, the meeting "Divan" will manage the division activities for a maximum of one month until the Chapter Board decides to take the appropriate action.

Article 28- For the Chapter Representatives meeting, additional division representatives can be elected at the Division Membership Meetings as follows:

- A- 45-65 members in attendance at division membership meeting - 1 representative
- B- 66-85 members in attendance at division membership meeting- 1 representative
- C- 86 and up members in attendance at the division membership meeting- 1 representative

## **7- CHAPTER REPRESENTATIVES MEETING TYPES**

Article 29 - The Chapter can have three types of Chapter Representatives Meetings:

- a. "Annual Chapter Representatives meeting" for the election of a new Chapter Board
- b. "Special Representatives Meeting" is called by the Chapter Board for the purpose of discussing or resolving issues or electing delegates for the Regional Representatives Meeting
- c. "Special Representatives Meeting" is called by a petition of two thirds of chapter representatives.

## **8- CHAPTER REPRESENTATIVES MEETING**

Articles 30 - Existing article (except item 9 below)

9-Elects Chapter Bylaws committee

Article 32- 33 - existing articles

Article 34- The Chapter Board will provide an (electronic/hard) copy of the "final" revised/corrected annual chapter activities and budget report and approved motions to the representatives after the Chapter Representatives Meeting.

## **9 - STAFF**

Article 35- The Chapter Board and Division Executive Committees can have paid staff who provide assistance/support to the Board or the Executive Committees. They can attend Board or Executive Committee meetings only in an advisory capacity.

Note A- Chapter Board staff can attend the Chapter Representatives meeting only in an advisory capacity.

Note B- Division Executive Committee staff can attend divisions membership meetings only in a advisory capacity.

## **10 - POLICIES AND PROCEDURES MANUAL**

Article 36 - The Chapter Board will develop, update, maintain and distribute a policies and procedures manual. This manual will include practices, processes, and standards for how work is expected to be performed in the Chapter.

Article 37- The Chapter Board must train all Chapter employees and Chapter leaders on the chapter policies and procedures. They should sign a form indicating that they have read and understand the content of the manual. The Chapter Board should provide every employee/staff and leader a copy of the manual.

## **11- CHAPTER BYLAWS**

Article 38- The changes in the Chapter Bylaws can only be approved by a two-thirds vote of Chapter representatives.

Article 39- All proposed changes to the Chapter Bylaws should be provided by the Chapter Aboard, in writing, to Division members, at least 10 days prior to the division membership meeting.

## **12- CHAPTER BYLAWS COMMITTEE**

Article 40 - The Bylaws committee is elected at the Chapter Representatives meeting.

Article 41- The Chapter Bylaws Committee is responsible for all improvements and/or corrections of the Chapter Bylaws.

Article 42- The Bylaws Committee consists of minimum of five members

Article 43- The Committee shall have a representative from the chapter Board.

Article 44- The Committee elects its chair and secretary.

Article 45- The Committee gathers from members, committees and divisions and reviews all proposals for change of the Chapter Bylaws and provides a final version to the Chapter Board.

Article 46- Any suggestions for change in the Chapter Bylaws should Only be submitted to the Bylaws Committee.

Article 47- The committee supports Chapter Board with interpretations of Chapter Bylaws

Article 48- The Bylaws committee will provide a copy of the amendments to Chapter Board prior to the Chapter Representatives Meeting.

Article 49-The Chapter Board will include a full text of proposed bylaw amendments in the notice for the Chapter Representatives meeting.