

Homenetmen Glendale Ararat Chapter



POLICIES AND PROCEDURES

Revised: July 2017

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, 2016 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 heading – 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

TABLE OF CONTENTS

Administrative

Conducting Meetings	8
Division Executive Committee Training	9
Annual Division Events Calendar Planning	10
Annual Chapter Events Calendar Planning	11
Events Planning & Approval	12
Civil Rights	14
Conflict Resolution	16
New Member Admittance	18
Member Deletion	20
Member Transfer	21
Archives	22
Hall Rental	24
Procurement Policy	25

Financial

Accounting Office Policies & Procedures	34
Divisional Accounting Procedures	37
Accountant's job description	39
Membership Dues	40
The Inventory Management	42
Tournaments, Classes or Camps Registration	43
Donations	44

Policies and Procedures

TABLE OF CONTENTS

Emergency and Safety

Safety Policy	53
Emergency Response Plan/Emergency Phone Contacts	55
Fire Procedures	56
Evacuation Plan	60
Earthquake Procedures	61

Communication Policies & Procedures

Approval of Internal & External Communication	64
Media Relations	65
Social Media Policy	66

Miscellaneous

Conflict of Interest Policy	69
Confidentiality Policy	74
Chapter Executive Board - Liaisons	75
Email Etiquettes	77

Forms

Civil Rights form	79
-------------------	----

Policies and Procedures

USER MANUAL

Chapter Executive Board and Executive Director

All Policies

Division Executive Committees

Conducting Meetings
Division's Subcommittees Training
Annual Division Events Calendar Planning
Events Planning & Approval
Conflict Resolution
New Member Admittance
Procurement Policy
Annual Division Budget Planning and Submission
Event or Activity Budget Estimate Submittal
Billing
Check Request
Tournaments, Classes or Camps Registration
Event Flyer/Poster/Ticket printing process
Media Relations
Social Media
Conflict of Interest Policy

Events/Activity Lead

Conducting Meetings
Events Planning & Approval
Conflict Resolution
Procurement Policy
Event or Activity Budget Estimate Submittal
Billing
Check Request
Tournaments, Classes or Camps Registration
Event Flyer/Poster/Ticket Printing & Approval process
Media Relations
Social Media
Conflict of Interest Policy

Coach/ Leader

Conducting Meetings
Conflict Resolution

New Member Admittance
Billing

Policies and Procedures

USER MANUAL

Check Request
Media Relations
Social Media
Conflict of Interest Policy

Athletic Director

Conducting Meetings
Conflict Resolution
New Member Admittance
Procurement Policy
Billing
Check Request
Tournaments, Classes or Camps Registration
Media Relations
Social Media
Conflict of Interest Policy

Athlete/scout

Conducting Meetings
Conflict Resolution
New Member Admittance
Social Media

Parents

Conducting Meetings
Conflict Resolution
New Member Admittance
Social Media

Operations Manager

Facility's Annual Maintenance Budgeting
Procurement Policy
Hall Rental

CMAF

Social Media
Event Flyer/Poster/Ticket Approval process

ADMINISTRATIVE POLICIES & PROCEDURES

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/mailed 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 CEB or DEC 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 Committee'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, CEB's Treasurer and Secretary
- The training will be done within a month of DEC's Election or Appointment
- 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) New member or transferring member Orientation
 - d) New member acceptance process
 - f) Members resignation and deletion
 - g) Office and printing procedures
 - h) Correspondence
 - i) Organizing eventsAccounting 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 coordinate 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.

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 event is strongly recommended.

Procedures

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

- A person should be assigned as the Lead 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 CEB liaison) or E.D. 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 from accounting office or ED.
- Please refer to the **Event or Project Budget Estimates Submittal Process**
- Budget estimate, through the respective Division Executive Committee's treasurer, is to be presented to the Chapter's treasurer, accounting & Executive Director at least 4 weeks before the event for approval.
- Along with the budget, Event Public Relations Checklist, if necessary, should be submitted as well.
- The location of the event should be secured. If the event is at the Center, hall management will secure the valet, security and labor. The Chairperson and the Operations Manager should discuss details such as cleaning, table arrangement, chairs, dishes all the service/items requested should be coordinated thru the Operations Manager.
- 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 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 CMAP. 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 & CMAP
- Social Media event pages can be created after CMAP approval
- 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

- The event's account should be closed no more than 3 weeks 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 arisen during Ararat sponsored activities or to bring a complaint about another member or committee.

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 Respective 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/complaints;

Between two Members

It should be heard by the Division Executive Committee. If a resolution is not reached, the Chapter Executive Board will hear and have the final word.

Between Members and Division Executive Committees

Chapter Executive Board will hear and have the final word.

Between Parent, Coach /Troop Leader/Instructor

In the case of Basketball & General Athletics Divisions, conflict/complaint will be heard by Basketball Athletic Director or GA Athletic Director. If a resolution is not reached, the Chapter Executive Board will hear and have the final word.

Cultural and Scouting Divisions, respective Divisions' Executive Committees should hear and resolve the conflict/complaint. If a resolution is not reached, the Chapter Executive Board will hear and have the final word.

CONFLICT RESOLUTION

Continued

In the case of Summer Day Camp and D-League, the conflict/complaint should be heard by the camp leader and D-League Administrator. If a resolution is not reached, the Chapter Executive Board will hear and have the final word.

Between Member and a Coach/Instructor

The conflict/complaint will be heard by Basketball Athletic Director or GA Athletic Director. If a resolution is not reached, the Chapter Executive Board will have the final word.

Between Coach/Troop Leader and Division Executive Committees

The Chapter Executive Board will hear the conflict/complaint and have the final word.

Between two members of different Division Executive Committees

The conflict/complaint will be heard and resolved by the Chapter Executive Board .

Between two members of the same Executive Committee

The conflict/complaint will be heard by respective Division's Executive Committee should be resolved within the Division's respective Executive Committee. If a resolution is not reached, Chapter Executive Board will hear and have the final word.

Between Division Executive Committee and its Subordinate Committees.

The Chapter Executive Board will hear and have the final word.

The Chapter Executive Board, in its sole discretion, will hear conflicts/complaints that reach its dais, by its entire Board, or will assign one or more of its members or other individuals to make the final determination.

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 | Applicant |
| 2) Application is routed to the appropriate Division for review & placement. | Office |
| 3) Athletic/Basketball applicants require Athletics Director's approval before submitting their application. | Office |
| 4) Application & placement form is returned to the office. | Division |
| 5) Application is given to the Chapter Executive Board for approval (18 & over) | Office |
| 6) If application is not approved, the applicant will be notified of the decision | Office |
| 7) Applicant is informed of orientation day. | Office |
| 8) Applicant attends orientation, pays membership dues and receives the FAQ And placement form. Parents of applicants under age of 12 should accompany the applicant | Applicant |

NEW MEMBER ADMITTANCE

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.

11) Input members info in our database

12) Mail copy of application to regional office.

13) Approval of application

14) Check "H.net" to ensure member approval

Office
Applicant
Office
Office
Regional
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 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 data base

The following steps have to be taken:

- 1) Executive Office 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) The office, after receiving the form, will insert the name in “to be deleted” list, mail the form to the Regional office for confirmation.
- 3) The members 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.
- After Division's approval, the application is submitted to Chapter Executive Board for approval
- Executive Office will conduct an exit interview with the member.
- The approved transfer application will be mailed to Regional office.
- The office will create a spread sheet 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.

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

ARCHIVES

Continued

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 Operations Manager shall be reduced to a written contract.
2. The Operations Manager shall match these receipts to the amounts required by the contracts and submit copies of reconciled reports to the Accounting Dept.
3. The Operations Manager should coordinate with Athletic Director the cancellation of the practice time
4. The Operations Manager should coordinate the details such as Valet service, security guard, tables, chairs, dishes according to the terms of the contract.
5. The Operations Manager 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.

Homenetmen Glendale Ararat Chapter

Procurement Policies and Procedures

1. Purpose of procurement standards. The purpose of these standards is to establish procedures for the Homenetmen Glendale Ararat chapter for the procurement of supplies and other expendable property, equipment, real property and other services. These procedures shall include Federal, State or local procurements.

2. Code of conduct. Based on CFR Part 200.318(c), no employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Homenetmen Glendale Ararat chapter shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. Members of the Homenetmen Glendale Ararat chapter's board of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of the Homenetmen Glendale Ararat chapter shall be subject to disciplinary actions for violations of these standards.

3. Competition. Based on CFR Part 200.319 (a-b) All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Homenetmen Glendale Ararat chapter shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Homenetmen Glendale Ararat chapter, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the Homenetmen Glendale Ararat chapter. Any and all bids or offers may be rejected when it is in the Homenetmen Glendale Ararat chapter's interest to do so. In all procurement the Homenetmen Glendale Ararat chapter shall avoid practices that are restrictive of competition. These, based on CFR Part 200.319 (c-d) include but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (b) Requiring unnecessary experience and excessive bonding,
- (c) Noncompetitive pricing practices between firms or between affiliated companies,
- (d) Noncompetitive awards to consultants that are on retainer contracts,

- (e) Organizational conflicts of interest,
- (f) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (g) Any arbitrary action in the procurement process.

4. Methods of Procurement to be followed.

(a) Procurement by small purchase procedures. Small purchase procedures, based on CFR Part 200.320 (a) are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the "Simplified Acquisition Threshold" fixed at 41 U.S.C. 403(11) (currently set at \$100,000) and where procurement by sealed bid is not required. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources to insure that the selection process is competitive in accordance with these policies. Micro purchases of \$3,500.00 or less do not require competition or a cost/price analysis but must be distributed equitably among qualified suppliers.

(b) Procurement by sealed bids (formal advertising). Based on CFR Part 200.320 (b-f) Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

(i) The sealed bid method is the preferred method for procuring construction if the following conditions are present:

- (A) A complete, adequate, and realistic specification or purchase description is available;
- (B) Two or more responsible bidders are willing and able to compete effectively and for the business; and
- (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

- (A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
- (B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;

- (C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (E) Any or all bids may be rejected if there is a sound documented reason.

(c) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or small purchase procedures. If this method is used, the following requirements apply:

- (i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
- (ii) Proposals will be solicited from an adequate number of qualified sources;
- (iii) The Homenetmen Glendale Ararat chapter shall evaluate responses to its solicitations and select awardees in accordance the procedures outlined in section 5 below ("Procurement Procedures")
- (iv) Awards will be made to the responsible firm whose proposal is most advantageous to the Homenetmen Glendale Ararat chapter with price and other factors considered; and
- (v) The Homenetmen Glendale Ararat chapter may use the competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A procurement process where price is not to be used as a stated selection factor can only be used in procurement of A/E professional services. It cannot be used to purchase other types of although A/E firms are a potential source to perform the proposed effort.

(d) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

- (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:
 - (A) The item is available only from a single source;
 - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (C) The funding source specifically authorizes the use of noncompetitive proposals; or
 - (D) After solicitation of a number of sources, competition is determined inadequate.
- (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.
- (iii) When using a noncompetitive process the Homenetmen Glendale Ararat chapter normally would be expected to submit the proposed procurement to the relevant funding source for pre-award.

5. Procurement procedures.

- (a) All procurement by the Homenetmen Glendale Ararat chapter shall comply, at a minimum, with the requirements of subsections (i), (ii), and (iii) below:
 - (i) the Homenetmen Glendale Ararat chapter avoid purchasing unnecessary items.
 - (ii) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
 - (iii) Solicitations for goods and services provide for all of the following.
 - (A) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - (B) Requirements which must be fulfilled and all other factors to be used in evaluating proposal submitted in response to solicitations .
 - (C) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - (D) When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to solicitation.

- (E) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
- (F) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

(b) Based on CFR Part 200.321 positive efforts shall be made by the Homenetmen Glendale Ararat chapter to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The Homenetmen Glendale Ararat chapter shall take all of the following steps to further this goal.

- (i) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
 - (ii) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
 - (iii) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
 - (iv) Encourage, when practical, contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
 - (v) Use the services and assistance, as appropriate and practical, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.
- (c) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the Homenetmen Glendale Ararat chapter but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.
- (d) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
- (e) Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and

Suspension." Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

6 Cost and price analysis. Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action above \$500 in value. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocatability and allowability.

7. Procurement records - Procurement records and files for purchases in excess of the small purchase threshold as fixed at 41 U.S.C. 403(11) (currently \$25,000) shall include the following at a minimum: (a) basis for contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.

8. Contract administration. A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. The Homenetmen Glendale Ararat chapter shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

9. Contract provisions. The Homenetmen Glendale Ararat chapter shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts.

(a) Contracts in excess of the Simplified Acquisition Threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.

(b) All contracts in excess of the Simplified Acquisition Threshold shall contain suitable provisions for termination by the Homenetmen Glendale Ararat chapter, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(c) For contracts dealing with construction or facility improvements the Homenetmen Glendale Ararat chapter shall comply with all requirements imposed by its funding sources (and the government regulations applicable to those funding sources) with regard to construction bid guarantees, performance bonds, and payment bonds.

(d) All negotiated contracts (except those for less than the Simplified Acquisition Threshold) awarded by the Homenetmen Glendale Ararat chapter shall include a provision to the effect that the Homenetmen Glendale Ararat chapter shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(e) All contracts, including small purchases, awarded by the Homenetmen Glendale Ararat chapter and their contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable.

(i). Equal Employment Opportunity - All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(ii). Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) - All contracts in excess of \$2000 for construction or repair, when funded in whole or part by monies derived from the Federal government (either directly or indirectly) shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iii). Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) - **When required by Federal program legislation**, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iv). Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) - All contracts in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

(v). Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work,

when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(vi). Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended - Contracts and subgrants of amounts in excess of \$100,000, **when funded in whole or part by monies derived from the Federal government** (either directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(vii). Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contracts for an amount above \$100,000, **when funded in whole or part by monies derived from the Federal government** (either directly or indirectly), shall include a certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

FINANCIAL POLICIES AND PROCEDURES

Accounting Office Policies & Procedures

Reporting Structure

- The Accounting office employees report to the Executive Director for daily operational needs and to the Chapter Treasurer for all financial matters and decisions.
- In case of absences or personal emergencies, the Executive Director should be notified.

Petty Cash

- The Executive Director maintains a petty cash fund of \$2,000.
- The Operations Manager maintains a petty cash fund of \$5,000.
- The petty cash funds are to be used for the minor repairs and maintenance of the facility, as well as pre-approved purchases and operational needs.
- Petty cash funds should be replenished by the Accounting office upon receipt of Check Request forms.
- All receipts for petty cash expenditures should be submitted to the Accounting office along with the petty cash replenishment Check Requests.
- Petty cash expenditures should be reviewed and approved by the Accounting Manager.

Payroll

- Employees are paid on a semi- monthly basis. Hourly employees use the time clock to record their hours worked.
- The Executive Director reports to Regional all hours worked semi-monthly.
- Regional reports payroll for all chapters to ADP for processing.
- Once the payroll has been calculated by ADP, the funds are deposited in employees account automatically.
- The Executive Director submits the payroll reports to the Accounting office for processing. At this time, the Accounting office advances Regional the employer's portion of the payroll taxes by mailing Regional a check.

Credit Card

- The Executive Director and the Operations Manager each have a credit card. The credit card company used for many years is Capital One.
- The current combined credit limit is \$30,000.
- The credit cards are to be used for purchases of supplies and equipment, hotel reservations, air fare purchases, etc. on behalf of the chapter executives as well as the various divisions.

- It is the responsibility of the Executive Director and the Operations Manager to keep each other informed of the credit card usage within the month.
- Once the credit card monthly statement is received by the Accounting office, a copy is forwarded to both the Executive Director and the Operations Manager for itemizing and providing an explanation of the specific expenditures.
- The Accounting office then pays the credit card bill and properly records the expenses in the Accounting ledger.
- Occasionally, if the credit limit is insufficient and a payment needs to be made quickly, the Executive Director will consult with the Chapter Treasurer and make an online payment for an agreed upon amount.

Returned Checks

- Once returned checks are received from the bank by the Accounting office, the transactions should be posted in the Accounting ledger.
- Then, the Accounting office should notify the proper Division Treasurer of the returned check and request a follow-up for collection of the amount.
- If the returned check is related to Memberships, the Executive Director's office should follow-up with the payer and ensures proper collection.

Memberships

- All collections for memberships are handled by the Executive Director's office.
- In turn, collections are submitted to the Accounting Office and a receipt is issued to the Executive Director's Assistant.
- All collections are recorded in the Accounting ledger by the Accounting office based on reports received from the Executive Director's Assistant.

Cash Receipts

- All cash receipts should be attached to the yellow copies of receipts. The yellow copies of receipts are batched in numeric sequence and stamped as such. Each yellow receipt is assigned a unique batch number.
- Once batched, all cash receipts should be entered into the ledger and initialed after being entered into the ledger. Cash is entered on the day of deposit. Checks are entered on the day of deposit (via the check clearing machine or physical deposit in the bank). Credit cards are entered on the day of the transaction.
- Any receipts that have not been deposited by the end of the work day should be kept in the safe in the Accounting office. The combination of the safe is known by the Executive Director and the two Accounting Assistants.
- All cash receipts should be entered into the ledger by the end of each week. Cash receipts which have been entered by the Accounting Staff should be reviewed by the Accounting Manager.
- Credit card transactions should flow through the credit card clearing accounts first and then posted to the corresponding bank accounts by a journal entry. Then, the monthly merchant credit card statements should be reconciled against all transactions flowing through the credit card clearing accounts.

- On a monthly basis, all bank accounts (including the Pay Pal account) should be reconciled against the bank statements.

Cash Disbursements

- All check requests are approved by the designated Accounting staff once compared to the Event Budget or the Division's Annual Budget.
- Checks are prepared twice per week, by the Accounting Manager, based on check requests and monthly overhead bills such as utilities.
- Checks are signed either by the Chapter Treasurer or the Executive Director.
- Checks are mailed or picked up, as designated on the check requests.
- Checks over \$5000.00 should have two signatures, Board Treasurer and Executive Director

Review of Year-to-Date Posted Transactions

- The Accounting Manager should review ledgers for all divisions on a monthly basis to find any miscoded postings and to review the actual financial performance of divisions.
- Any unusual findings, including large variances from the budget, should be communicated to the Chapter Treasurer.

Division and Chapter Budgets

- The annual Chapter budget should be prepared by the Division Treasurer, Accounting Manager, Accounting Staff, in conjunction with the Chapter Treasurer.
- The annual Chapter budget should be reviewed and approved by the Chapter Executive Board.
- The individual Event Budget should be prepared by the Division Treasurer and submitted to the Accounting office. The designated Accounting Staff will review and approve the Event Budget.
- The designated Accounting Staff will track actual costs against Event Budgets and once the event is done, the Accounting Assistant will ensure to obtain the Division Treasurer's signature on the final Budget and Actual report.
- On a monthly basis, the designated Accounting Staff will distribute year-to-date actual performance of various events within a division to the Division Treasurers. At this time, the Division Treasurers will communicate any discrepancies in costs and/or classification. All agreed upon corrections will be made by the Accounting office.

Audits

- All supporting documentation for audits will be compiled by the Accounting Manager and reviewed by the Chapter Treasurer.
- Audit supporting documentation is requested by:
 - Regional, in response to third party audits (i.e., Internal Revenue Service, etc.).
 - Organizations which have provided grants.
 - Internal auditors twice per year.

Special Events (i.e., Pan Armenia Games)

- Any special events that are not part of the normal ongoing activities of the Chapter should be managed by a separately assigned committee. All financial matters for such events should be handled by a treasurer assigned within the committee.

- The financial income and expenses of such events should not flow through the Chapter's accounting ledger. It is preferable that a separate bank account be set up for such events. The bank account should be managed by the event's committee. The remaining funds, if any, of the account should then be submitted to the Accounting office as a donation. Any deficits that are covered by the Chapter should be pre-approved by the Chapter Executive Board.

Divisional Accounting Procedures

Event Budgets ("Nakhahasive") – (Exhibit A)

- In the planning stages of an event, an Event Budget should be submitted to the Accounting office, copying the Chapter Treasurer and the Executive Director.
- The Event Budget should detail out the sources of income for the event.
- The Event Budget should detail out all anticipated expenditures for the event.
- The Event Budget should show the expected profit (loss) for the event.
- The Event Budget should be approved by the Accounting office and the Chapter Treasurer, incorporating comments from the Executive Director. Once approved, the event can proceed.
- The Event Budget should be compared to the Actual financial report of an event. This final comparison and reporting of Actual amounts should be signed by the Event Treasurer and the designated Accounting office staff.

Event Petty Cash

- If an event requires Petty Cash funds, a Check Request form for the petty cash amount should be prepared by the Event Treasurer.
- The Check Request should be submitted to the Accounting office for approval.
- The payee on the check can either be "Cash" or the Event Treasurer's name.
- The Petty Cash amount will be recorded in a Suspense account by the Accounting office. All receipts MUST BE SUBMITTED to the Accounting office by the Event Treasurer prior to or upon completion of the event.

Cash Receipts

- All cash receipts from a chapter event should be submitted to the Accounting office within 3 weeks.
- All submissions should include cash, check and credit card collections.
- The Accounting office will provide a receipt as proof of receipt of funds.
- The Accounting office will record the receipts in the accounting ledger of the corresponding event.
- The Event Treasurer should make every effort to submit Cash Receipts early, as not to allow overlap between fiscal years (December 1 to November 30).

Cash Disbursements – (Exhibit B)

- All cash disbursement requests should be done via Check Request forms.
- The Check Request form should be signed by the requesting party and should be approved by the Accounting office. The Accounting office will approve the Check Request if it is within the parameters of the Event Budget.
- The Chapter Treasurer can also approve Check Requests. The Chapter Treasurer should be kept informed of all disbursement requests via email or physical copies.
- Once the checks are prepared by the Accounting office (check runs will be twice per week), the Chapter Treasurer or the Executive Director have authorization to sign and release the checks.
- The Event Treasurer should make every effort to submit Check Requests early, as not to allow overlap between fiscal years (December 1 to November 30).

Annual Division Budget

- The Division Treasurer should work in conjunction with the Chapter Treasurer to set next fiscal year's budget.
- In setting the budget, actual performance of the past 2 to 3 years should be taken into consideration.
- The Division Budget should be approved by the Division's Annual meeting.
- The Division Treasurer should obtain approval from the Chapter Board prior to finalizing the annual budget for the following fiscal year.
- The current year's Division Budget should be used as a guideline for planning divisional events and setting proper pricing in order to achieve budgeted goals.

Quarterly Forecasting Meetings

- On a quarterly basis, the Division Treasurer should meet with the Chapter Treasurer to discuss the division's budget as compared to actual performance by the division.
- During the quarterly meeting, the Division Treasurer should assist the Chapter Treasurer in reporting the expected forecast for the remainder of the fiscal year based on scheduled events and sponsors.

Accountant's job description:

Accounting Manager:

- Review ledgers on a monthly basis
- Reviewing the event budgets
- Approve the check requests
- Approve credit card itemized expenditures
- Comply all supporting documents for audits

Accountant in charge of cash disbursements:

- Replenish petty cash funds upon accounting manager's approval.
- Payroll
- Once the credit card statement is received, the Ex. Director and Facilities manager will provide an explanation of the specific expenditures.
- Cash disbursement

Accountant in charge of cash receipts:

- All membership collections and other incomes, are handled by the accountant.
- Record all collections in the accounting ledger by the accounting office based on reports.

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.
- Members by providing proof of low to moderate income status, will get 50% discount.
- College students, will get 50% discount

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 a credit 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 of the following month. There will be no credit given for the current month.

4. Termination 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.

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 & Operations Manager.

For Banquet consumables and equipment and Office equipment Inventory (administered by Operations Manager)

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 (administered by Operation's manager)

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, website, ,social media, e-mail & newsletter.
- The registration process should start by verifying if a member has paid their dues. A member with an unpaid balance can not register for any event unless they pay their dues.
- 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.
- The rules & regulations of the camp/tournament should be presented to the parents at time of registration.
- 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
- Any parent who volunteers to transport the members to the destination by driving a car/van, should 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.

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 activities 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.

DONATIONS

Continued

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.

De-Naming

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

Ararat's Volunteers	To be Decided
Brass Club	between \$1,000 and \$2,500 annually
Bronze Club	between \$2,500 and \$9,999 in cash or pledged over 5 years
Copper Club	between \$10,000 and \$19,999 in cash or pledged over 5 years
Silver Club	between \$20,000 and \$49,999 in cash or pledged over 5 years
Gold Club	Between \$50,000 and \$99,999 in cash or pledged over 5 years
Platinum Club	Over \$1,000,000 in cash or pledged over 5 years

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. Any spills should immediately be reported to the athletic office or Executive office.
- The athletes and coaches must wear the appropriate footwear

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

Floor	Floor Warden	Phone	Alternate Floor Warden	Phone
Main C				
1	Athletic Director	818-270-8775	Asst. Athletic Director	
2	Operations Manager	818-468-9739	Executive Director	818-298-1589
NC	Custodian			

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.

FIRE PROCEDURES

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

EARTHQUAKE

Continued

During an Earthquake

Remain Calm	Do not panic, and do not attempt to go outside. Protect yourself.
Act Quickly	Do not run! Move away from windows and/or glass partitions and freestanding objects such as files, cabinets, shelves, hanging objects.
Duck	or drop down to the floor.
Cover	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.
Stay Put	Remain in your "take-cover" 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.
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

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.Ararat.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.

MISCELLENOUS 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 or non-financial interest, as defined below, is an interested person.

2. Non-Financial Interest:

A person who has direct family ties.

3. 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

CONFLICT OF INTEREST POLICY

Continued

disclose the existence of the financial or non-financial related 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.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial or non-financial related 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 CEB 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.

CONFLICT OF INTEREST POLICY

Continued

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 or non-financial related 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 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

CONFLICT OF INTEREST POLICY

Continued

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:

- 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 inurement, 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.

Director, Officer and Board Member Annual Conflict of Interest Statement

1. Name: _____ Date: _____
2. Position:
 - a. Are you a voting director/board member? Yes No
 - b. Are you an officer? Yes No

If you are an officer, which officer position do you hold?

3. I affirm the following:

I have received a copy of the Ararat Conflict of Interest Policy _____
(initial)

I have read and understand the policy _____(initial)

I agree to comply with the policy _____(initial)

I understand that Ararat is charitable and in order to maintain its tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes _____(initial)

4. Disclosures:

- a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest Policy with Ararat? Yes No

- i. If yes, please describe it: _____

- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest Policy? Yes No

- b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest Policy with Ararat? Yes No

- i. If yes, please describe, including when (approximately):

- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest Policy? Yes No

5. Are you an independent contractor, as defined in the Conflict of Interest Policy? Yes No

- a. If you are not independent, why? _____

_____ Date: _____ Date of review by
BEC: _____ Signature of director/board member

CONFIDENTIALITY POLICY

Purpose

The purpose of the confidentiality policy is to protect Homenetmen Glendale Ararat Chapter's member's 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 Ex. Comm. and the CEB
- 2) Provide guidance and support to help the Division Comm. succeed in its programs.
- 3) Facilitate the work of Division Executive Committee if there is a need to report or to seek approval of recommendations from the CEB.
- 4) Enable early identification of problems or concerns raised in Division Committees and support effective discussion/action to resolve issues rose.
- 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 Executive Committee**
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 Division Ex. Committee**
You must familiarize yourself with the Division'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.
- **Review and explain the Division Ex. Committee'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 Ex. Committee.
- **Help the Division Ex. Comm. 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 Ex. Committee's implementation of the annual plan and its adherence to all deadlines**

Continued

You must communicate regularly (at least monthly) with your Division Ex. Committee's 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 Ex. 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

FORMS

HOMENETMEN Glendale Ararat Chapter

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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 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

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: _____ ZipCode: _____

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