

Homenetmen Glendale Ararat Chapter

Bylaws



Based on:

Homenetmen General Bylaws

and

Homenetmen Western USA Region Internal Bylaws

Developed by:

Homenetmen Glendale Ararat Chapter's
2017-2018 Chapter Bylaws Committee

Revised by:

2018-2019 Chapter Bylaws Committee

Approved by:

2019 Chapter Representative Meeting

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HISTORY AND BACKGROUND

At Homenetmen Glendale Ararat Chapter, the “Chapter General Membership Meeting” was replaced with a “Chapter Representatives Meeting” in 2004. The need to develop a Chapter Bylaws became evident after that change.

- A. This version of Chapter Bylaws is based on Homenetmen General and Homenetmen Western USA Region Bylaws.
- B. The previous version of the Bylaws which only included the articles for a Division Membership Meeting and a Chapter Representatives Meeting was approved by Homenetmen Central Committee in 2006.
- C. The articles which include numbers in < > refer to the same article in the Homenetmen Western Region Bylaws.
- D. This version of the Chapter Bylaws was approved by Chapter’s Representatives Meeting on December 16, 2018.

THE NAME

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

THE MISSION

The mission of Homenetmen is:

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

THE MEANS

HOMENETMEN's mission are realized by:

- A. Scouting
- B. General physical education and sports
- C. Lectures, seminars and public activities
- D. Publications supporting Armenian language, history and Homenetmen activities
- E. Clubs, gymnasiums and sports facilities
- F. Youth Divisions (ages 18-30)

1 - DIVISION

Article 1.1 <316> - In a chapter the grouping of individuals engaged in similar activities form a division.

2 - DIVISION MEMBERSHIP

Article 2.1- Any Member of the Chapter may apply for membership in one or more Divisions.

Note A: A parent automatically becomes a member of a division where his/her children are members of, if family membership is selected unless the parent requests otherwise.

Article 2.2- A Division may determine its own requirements for additional expectations of its members' participation, provided that they meet Homenetmen's General Bylaws membership requirements and are approved by the Chapter Board.

3 - FORMATION OF DIVISIONS

Article 3.1- Chapter members can initiate the formation of a new Division if they can secure a minimum of 1/3 of the Chapter Representatives support for it. The Chapter Board presents the proposal at the Chapter representatives meeting for a vote. A two-thirds vote of those present at the Chapter Representatives meeting is required for the establishment of a new Division.

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

Article 3.2- The Chapter Board can initiate the creation of a new Division. A two-thirds vote of those present at the Chapter Representatives meeting is required for the establishment of a new Division.

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

Article 3.3- The Chapter Board assesses the formation of a new division based on the following criteria

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

Article 3.4- Divisions must comply with all Homenetmen General, Regional and Chapter Bylaws, rules and current policies.

Article 3.5- Any Division Executive Committee can appoint subcommittees and adopt rules and procedures for the conduct of its activities within the framework of Homenetmen and Chapter Bylaws.

Article 3.6- Chapter Board may adopt appropriate sanctions when a Division fails to comply with bylaws, rules or policies of the Western US Region's or Chapter's Bylaws.

Article 3.7- Chapter Board can propose the dissolution of a Division at the Chapter Representatives meetings when there is substantial drop of membership, lack of activity, absence of elected leadership, or other reasons. A two-thirds vote of those present at a Chapter Representatives Meeting is required to approve to dissolve the Division.

Article 3.8- Before the dissolution of a division is proposed to the chapter representatives meeting, the reasons for sanctions or dissolution shall be stated in writing to the membership of the Division through the Division Executive Committee. The Division membership shall be given a full opportunity to discuss and clarify Chapter Board's intentions.

Article 3.9- The Chapter Board can cease the total activities of a division on a temporary basis if the division does not meet Chapter Board's expectations on participation levels, meeting attendance, service quality, insufficient leadership or other reasons.

Note A. the temporary cessation of Division activities does not include the holding of the division membership meetings.

4 - DIVISION EXECUTIVE COMMITTEE

Article 4.1- The Division Executive Committee shall be composed of 5,7 or 9 elected qualified members for a term of one year (exception applies to Scouting Division).

Article 4.2 - The members of Division Executive Committee should be of 18 years old, have a minimum of one-year chapter membership, fully paid membership dues and member of the division.

Article 4.3 - The Division Executive Committee will elect a Chair, a Secretary and a Treasurer.

Article 4.4 - The Division Executive Committee manages the activities of the division based on division membership and Chapter Representative Meeting decisions and based on Homenetmen and Chapter Bylaws.

Article 4.5 - Division Executive Committee oversees its subcommittees and activities related to various meetings.

Article 4.6 - Division Executive Committee must have a record of all of its meeting minutes, correspondences, circulars, financial records, which will be the basis of the annual report presented at the division membership meeting.

Article 4.7 - Division Executive Committee will regularly provide a copy of its meeting minutes and the division financial reports to the Chapter Board.

Article 4.8 <320> - The Division should have its general membership meetings regularly.

Article 4.9 - Division Executive Committee will develop an annual division activities and financial report which after presentation and approval at the Division Membership Meeting will be submitted to the Chapter Board.

Article 4.10 – Any Division may form a Parent Support Committee comprised of parents of the current division members to assist division activities.

Article 4.11- Any team, group or troop, upon approval from Division Executive Committee, may form its Parent Support Committee, comprised of parents of current members to assist its activities.

5 - DIVISION MEMBERSHIP MEETING

Article 5.1- The Division Executive Committee, after consultation with the Chapter Board, is responsible for:

- A- Determining the meeting date
- B- Developing the meeting agenda
- C- Preparing Division's activities and financial reports
- D- Inviting the division members to participate at the Division Membership meeting.

Article 5.2- At the Division Membership Meeting, the Chapter Board representative participates with one vote. Any other Chapter Board member who is a member of that division can attend and cast a vote (except at Division Executive Committee performance/activity evaluation and during election of division executive members or division representatives)

Article 5.3 – At the Division Membership Meeting, participants with voting rights should be:

- a. Members and Division Executive members who are 18 years old, have 6 months of membership and have fully paid membership dues
- b. Chapter Board representative
- c. One representative from other Divisions' Executive Committees

Note A- Division Executive Committee members cast only one vote when evaluating the Division activities on the agenda.

Note B - The representatives of other divisions are authorized to answer questions and propose motions.

Article 5.4- At the Division Membership Meeting, members of other divisions can attend (without voting rights) if they are over 18 and have fully paid their dues.

Article 5.5- Division Executive members and Division Representatives who are 18 years or older, have one year of membership and have fully paid membership dues, are elected by the division members

Note A: Any member can participate in more than one division activities but can only be elected in one division as division executive member or division representative.

Note B: Members attending at other Division Membership Meetings cannot be elected as Division Executive member or Division representative

Article 5.6- During the two weeks leading to the Chapter Representatives Meeting, Division Membership meeting will be held at which the attendees will:

- A- Listen to a brief annual report of chapter activities
- B- Listen, discuss, and evaluate Division Executive Committee's activity and financial report for the concluding one-year term.

Note A: Division's annual financial report should be compatible with Chapter accounting practices.

Note B: Scouting Division's annual activities are not subject to evaluation voting at the scouting divisions membership meeting

- C- Listen to previous meeting's resolutions implementation results
- D- Discuss and vote on new written motions
- E- Develop and approve Division's next term's activities and the related budget for final approval at the Chapter Representatives Meeting, based on the Chapter's Strategic Plan.
- F- Vote on Chapter related suggestions to be presented at the Chapter Representatives Meeting
- G- Elect Division's Executive Committee which will be subject to approval by the newly elected Chapter Board (Scouting Division meeting will not perform this step)

Note C: The newly elected Division Executive Committee will develop its annual plan by the time the Executive Committee is approved by the Chapter Board.

Article 5.7 – The Division Membership Meeting will elect representatives for the Chapter Representatives Meeting as following:

- Up to 100 members in Division – 4 representatives
- 101 to 150 members in Division – 5 representatives
- 151 to 200 members in Division – 6 representatives
- 201 to 250 members in Division – 7 representatives
- 251 to 300 members in Division – 8 representatives
- 301 to 500 members in Division – 9 representatives
- 501 and up members in Division – 10 representatives

Note A- Division membership meeting will elect two additional substitute representatives with a separate election.

Note B- The number of division representatives is determined based on division's list of members who have fully paid their membership dues.

Note C- Division's representatives are elected for a one-year term. During that term, the Chapter Board can invite the same division representatives for a Chapter Representatives Meeting.

Note D- Any Division representative who is elected as a chapter board member, is replaced by the substitute representatives first, then by a qualified member appointed by the Division Executive Committee.

Note E- Any Division representative who is incapable of continuing his/her role as a Division representative, is replaced by a substitute representative first, then by a qualified division member by the Division Executive Committee.

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

Article 5.8 – If at the Division Membership Meeting, the participating number of members, 18 or older, exceeds 50% of the total Division's membership, the division can elect one additional representative

6 - CHAPTER REPRESENTATIVES MEETING TYPES

Article 6.1 – The Chapter can have three types of Chapter Representatives Meetings:

- A. “Annual Chapter Representatives meeting” during which, in addition to addressing other items on the agenda, will elect a new Chapter Board
- B. “Special Chapter Representatives Meeting” is called by the Chapter Board for the purpose of discussing or resolving issues or electing delegates (including two subs) for the Regional Representatives Meeting
- C. “Special Chapter Representatives Meeting” is called by a petition of two thirds of chapter representatives.

7 - CHAPTER REPRESENTATIVES MEETING

Articles 7.1- Chapter Representatives Meeting will take place after the Division Membership Meetings. At this meeting the representatives will:

- A- Listen, discuss, and evaluate Chapter Board’s activities/financial report and the previous meeting’s resolutions’ implementation results
- B- Listen, discuss, and evaluate all Chapter Standing Committee reports
- C- Discuss and decide on any issues
- D- Elect a budget committee which will present a final budget for representatives’ approval
- E- Decide on suggestions related to Chapter’s next term’s activities.

Note A- all new motions should be submitted to meeting “Divan” in writing prior to vote on Chapter Board activities’ evaluation agenda item. The meeting Divan can form a three-member committee to coordinate all submitted motions.

- F- Discuss and approve amendments to Chapter Bylaws presented by the Bylaws Committee at the meeting
- G- Discuss and approve the plans presented by the Strategic/Long-Term Planning Committee and verify the previously approved plans and their implementation progress.
- H- Elect Chapter Executive Board
- I- Elect Archives Committee
- J- Elect Audit Committee
- K- Elect Bylaws Committee
- L- Elect Strategic/Long –Term Planning Committee

Note B - Guests invited as advisors, members of the Chapter Executive Board, any board members and representatives that have authority over the chapter’s executive board cannot be elected as members of Divan (i.e., presiding officers of the meeting, namely the chairman(men) and the secretary(ies)) of the Chapter Representatives Meeting.

Note C – Members of accountable bodies to the same meeting cannot serve as the presiding officers of the meeting (i.e., member of Divan)

Article 7.2 – At the Chapter Representatives Meeting, the participants with full voting rights will be the following:

- A- Representative of the Regional Executive Committee
- B- Resigning Chapter Board (one representative)
- C- Elected Division Representatives
- D- Representatives of the resigning Division Executive Committees

Article 7.3- At the Chapter Representatives Meeting, the following will participate in advisory capacity:

- A- Resigning Chapter Board members
- B- Audit committee members
- C- Archives committee members
- D- Bylaws committee members
- E- Strategic/Long-Term Planning committee members
- F- Chapter Board invited advisors
- G- Any committee members elected at the Chapter Representatives Meeting

Note A – See articles 9.5 and 9.6 for Standing Committee members' eligibility.

Article 7.4 - At the Chapter Representatives meeting, any member can be elected who is 18 and older, has a fully paid membership dues and has been a chapter member for two years.

Note A- To be elected as a Chapter Board Member; the member should be at least 20 years old.

Note B- The Chapter Representatives Meeting has quorum when the majority of Division Representatives and Divisions are present.

Article 7.5 <375><54> - Any member of the chapter who has been a member for at least two years and has served at least one year on any Division Executive Committee or a Chapter committee, can be elected to Chapter Executive Board.

Article 7.6 - Any division member who wants to attend the Chapter Representatives Meeting as an observer should meet the following requirements: fully paid membership dues, 18 and over, six months of membership and a request sent to attend to Chapter Board one week prior to the meeting.

Article 7.7 - The Chapter Board will provide an (electronic/hard) copy of the “final” revised/corrected annual chapter activities and budget report and approved motions to the representatives after the Chapter Representatives Meeting.

8 - CHAPTER BYLAWS

Article 8.1- The changes in the Chapter Bylaws can only be approved by a two-thirds vote of Chapter representatives at the Chapter Representatives Meeting.

Article 8.2- All proposed changes/amendments to the Chapter Bylaws should be provided by the Chapter Board, in writing, to Division members, at least 10 days prior to the Division Membership Meeting.

9 - STANDING COMMITTEES

Article 9.1 - Standing Committees are permanent committees, elected at the Chapter Representatives Meeting composed of qualified chapter members who are responsible of a specific subject matter.

Article 9.2 - The following are the Standing Committees of the Chapter:

1. Archives Committee
2. Audit Committee
3. Bylaws Committee
4. Strategic Planning Committee

Article 9.3 - The members of the standing committees shall serve for the duration of one year.

Article 9.4- Each qualified chapter member may only serve in one standing committee.

Note A: Chapter Executive Board Members cannot serve in any standing committees

Article 9.5 - Any Division Exec Committee member may be elected in one of the Chapter's Standing Committees.

Article 9.6 - Members of any standing committee may be elected as division representatives

Article 9.7 - In the event of a vacancy (resignation, long term absence, illness, etc.) on any of the Standing Committees, the standing committee in collaboration with Chapter Board will select a new qualified member as a replacement.

Note A: if the majority of the committee members resign, the committee is dissolved. A new committee shall be elected at a special Chapter Representatives Meeting.

10 - CHAPTER BYLAWS COMMITTEE

Article 10.1 - The Bylaws Committee is elected at the Chapter Representatives meeting.

Article 10.2- The Chapter Bylaws Committee is responsible for all improvements and/or corrections of the Chapter Bylaws.

Article 10.3- The Bylaws Committee consists of minimum of five members

Article 10.4- The Committee shall have a representative from the Chapter Board.

Article 10.5- The Committee elects its Chair and Secretary.

Article 10.6- The Committee gathers suggestions from members, committees and divisions; reviews all proposed changes and provides a final version of the Chapter Bylaws to the Chapter Board.

Article 10.7- Any suggestions for change in the Chapter Bylaws should only be submitted to the Bylaws Committee.

Article 10.8- The Chapter Board can request the Bylaws Committee's assistance.

Article 10.9- The Bylaws Committee will provide a copy of the amendments to Chapter Board prior to the Chapter Representatives Meeting.

Article 10.10-The Chapter Board will include a full text of proposed Bylaw amendments in the meeting invitation for the Chapter Representatives Meeting.

11 - STRATEGIC AND LONG-TERM PLANNING COMMITTEE

Article 11.1 - The Strategic and Long-Term Planning Committee is elected at the Chapter Representatives meeting. The Committee will develop and oversee the Chapter's long term strategic plan. The Committee's plan will be approved at the Chapter Representatives Meeting.

Note A- Chapter Representatives Meeting's approved strategic plan shall remain in force, unless otherwise modified by said meeting.

Article 11.2- The Committee's plan will be implemented by the Chapter Board. The Committee will play an advisory role during the implementation.

Article 11.3 - Both Chapter Board and the Committee will present their separate reports on the progress of the plan at the Chapter Representatives Meeting.

Article 11.4 – The Committee will be elected for a one-year term and will function in collaboration with the Chapter Board.

Article 11.5- The Committee can consist of 5 or 7 members. The Chapter Board shall have a representative as a liaison.

12 - STAFF

Article 12.1- The Chapter Board and Division Executive Committees can have paid staff who provide assistance/support to the Board or the Executive Committees. They can attend Board or Executive Committee meetings only in an advisory capacity.

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

Note B- Division Executive Committee staff can attend Division Membership Meetings only in an advisory capacity.

13 - HONORARY MEMBER

Article 13.1-Honorary membership may be conferred upon any eligible member by the favorable vote of at least two-thirds of the chapter board members.

Note A - Honorary members shall be exempt from all membership dues.

Article 13.2- To be eligible for Honorary Membership, a member's activities and contributions shall be consistent with the purposes of Homenetmen, shall have a long-lasting, active and impactful involvement in the Chapter.

Article 13.3- The Honorary Members awards are not necessarily given each year, but more than one such honor may be awarded in any given year.

Article 13.4 - Chapter Executive Board (CEB) appoints a Nominating Committee, comprised of a diverse group of members with a balanced consideration of their age, gender, membership years and leadership experience. This committee will:

- **Elect a chairman and a secretary**
- **Review the nomination and selection criteria**
- **Nominate a minimum of three members to CEB**
- **Advise the CEB on candidates and the selection criteria**
- **Maintain the list of candidates for future consideration**

14 - POLICIES AND PROCEDURES MANUAL

Article 14.1 - The Chapter Board will develop, update, maintain and distribute a Policies & Procedures Manual. This manual will include practices, processes, and standards for how work is expected to be performed in the Chapter.

Article 14.2- The Chapter Board must train all Chapter employees and Chapter leaders on the Chapter Policies & Procedures, and Chapter Bylaws. The staff should sign a form indicating that they have read and understand the content. The Chapter Board should provide every employee/staff and leader a copy of the manual.