

Homenetmen Glendale Ararat Chapter Bylaws



Based on:

Homenetmen General Bylaws
and
Homenetmen Western USA Region Internal Bylaws

Original Version Developed By:

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

Latest Revision By:

2021-2022 Chapter Bylaws Committee

Approved By:

2022 Chapter Representatives Meeting

12/24/2022 – V 3.5

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I. 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.

1. This version of Chapter Bylaws is based on Homenetmen General and Homenetmen Western USA Region Bylaws.
2. 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.
3. The articles which include numbers in < > refer to the same article in the Homenetmen Western Region Bylaws.
4. This original version of the Chapter Bylaws was approved by Chapter’s Representatives Meeting on December 16, 2018.
5. The latest version of the Chapter Bylaws was approved by Chapter’s Representatives Meeting on December 18, 2022

II.

THE NAME

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

THE MISSION

The mission of Homenetmen is:

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

THE MEANS

HOMENETMEN's mission are realized by:

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

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, if they meet Homenetmen's General Bylaws membership requirements and are approved by the Chapter Executive 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 Executive 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 Chapter Representatives 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 Executive 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 Chapter Representatives 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 Executive 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 Executive 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 Executive 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 Executive Board's intentions.

Article 3.9- The Chapter Executive Board can cease the total activities of a division on a temporary basis if the division does not meet Chapter Executive 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 <371> – Any member of Homenetmen who is at least 18 years old and who has been a member for at least one year may be elected to serve on the Division Executive Committee.

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 <373> – If a member of a Division Executive Committee is unable to fulfill his or her duties, he/she is replaced by the Chapter Executive Board.

Note – A member of the organization cannot serve on more than one Division Executive Committee.

Article 4.6 - Division Executive Committee must have a record of all 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 <370> – Division accounts are audited by the Chapter Executive Board.

Article 4.8 <372> – The Division Executive Committee must receive permission from its Chapter Executive Board prior to conducting events or activities outside the geographic borders of the chapter.

Article 4.9 - Division Executive Committee oversees its subcommittees and activities related to various committees and meetings.

Article 4.10 - Division Executive Committee will regularly provide a copy of its meeting minutes and the division financial reports to the Chapter Executive Board.

Article 4.11 <320> - The Division should have its general membership meetings.

Article 4.12 - 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 Executive Board.

Article 4.13 - Any Division may form a Parent Support Committee comprised of parents of the current division members to assist division activities.

Article 4.14 - 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 Executive Board, is responsible for:

- A- Determining the Division Membership 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 Executive Board representative participates with one vote. Any other Chapter Executive 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 Executive 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 Executive 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 Executive Board.

Note D. Note – If a scheduled Division Membership meeting is postponed due to the lack of quorum and is rescheduled, the rescheduled meeting, held 30 minute later, will meet quorum requirements regardless of the number of participants.

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- If the Division Membership Meeting fails to elect a Division Executive committee, the meeting's temporary Chair and Secretary (i.e.. Divan) will manage the division activities for a maximum of one month until the Chapter Executive Board decides to take the appropriate action.

Note D- Division Membership Meeting Divan is responsible for submitting the Chapter related suggestions to Chapter Executive Board liaison to be included in the annual chapter report

Note E: Division Membership Meeting Divan is responsible for submitting the Chapter related suggestions to Chapter Executive Board liaison and Division representatives for their consideration.

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 - DIVISION REPRESENTATIVES

Article 6.1 - Division's representatives are elected for a one-year term. During that term, the Chapter Executive Board will invite the same division representatives for any Chapter Representatives Meeting.

Article 6.2 - Any Division representative who is elected as a Chapter Executive Board member, is replaced by the substitute representatives by the Division Executive Committee.

Article 6.3 - Elected division representatives represent the Division at Chapter Representatives Meetings. The substitute Division representatives should have a majority vote to replace missing/absent representatives at the meetings.

Article 6.4 - Division Executive Committee is responsible for making sure all elected Division Representatives are invited to attend Chapter Representatives Meetings. The Division Executive Committee is responsible for inviting substitutes to fill the vacant Division Representative position.

Note: Prior to the annual Chapter Representatives Meeting, the meeting Divan invites the representatives and substitutes.

Article 6.5 - If a substitute Representative attends just one Chapter Representatives Meeting as a substitute, he/she doesn't become a permanent representative of that Division.

7 - CHAPTER REPRESENTATIVES MEETING TYPES

Article 7.1 – 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 Executive Board
- B. “Special Chapter Representatives Meeting” is called by the Chapter Executive 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.

8 - CHAPTER REPRESENTATIVES MEETING

Articles 8.1- Chapter Representatives Meeting will take place after the Division Membership Meetings. At this meeting the representatives will:

- A- Listen, discuss, and evaluate Chapter Executive 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 Executive 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 8.2 – 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 Executive Board (one representative)
- C- Elected Division Representatives
- D- Representatives of the resigning Division Executive Committees

Article 8.3- At the Chapter Representatives Meeting, the following will participate in advisory capacity:

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

Note A – See articles 10.5 and 10.6 for Standing Committee members’ eligibility.

Article 8.4 - 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 Executive 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 8.5 <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 8.6 - 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 Executive Board one week prior to the meeting.

Article 8.7 - The Chapter Executive Board will provide an (electronic/hard) copy of the “final” revised/corrected annual chapter activities and budget report and approved motions to the representatives after the Chapter Representatives Meeting.

9 - CHAPTER BYLAWS

Article 9.1- The changes in the Chapter Bylaws can only be approved by a two-thirds vote of Chapter representatives at the Chapter Representatives Meeting.

Article 9.2 - All proposed changes/amendments to the Chapter Bylaws should be provided by the Chapter Executive Board, in writing, to Division members, at least 10 days prior to the Division Membership Meeting for review and discussion at said Meeting.

10 - STANDING COMMITTEES

Article 10.1 - 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 10.2 - The following are the Standing Committees of the Chapter:

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

Article 10.3 - The members of the standing committees shall serve for the duration of one year.

Article 10.4- Each qualified chapter member may only serve in one standing committee.

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

Article 10.5 - Any Division Executive Committee member may be elected in one of the Chapter's Standing Committees.

Article 10.6 - Members of any Standing Committee may be elected as Division Representative

Article 10.7 - 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 Executive Board will select a new qualified member as a replacement.

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

11 - CHAPTER BYLAWS COMMITTEE

Article 11.1 - The Bylaws Committee is elected at the Chapter Representatives meeting.

Article 11.2- The Bylaws Committee consists of minimum of five members

Article 11.3- The Committee shall have a representative from the Chapter Executive Board.

Article 11.4- The Committee elects its Chair and Secretary.

Article 11.5- 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 Executive Board.

Article 11.6- The Chapter Bylaws Committee is responsible for all improvements and/or corrections of the Chapter Bylaws.

Article 11.7- Any suggestions for change in the Chapter Bylaws should only be submitted to the Bylaws Committee.

Article 11.8- The Chapter Executive Board can request the Bylaws Committee's assistance.

Article 11.9- The Bylaws Committee will provide a copy of the amendments to Chapter Executive Board prior to the Chapter Representatives Meeting.

Article 11.10- The Chapter Executive Board will include a full text of proposed Bylaw amendments in the meeting invitation for the Chapter Representatives Meeting.

12 - STRATEGIC AND LONG-TERM PLANNING COMMITTEE

Article 12.1 - 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 12.2- The Committee's plan will be implemented by the Chapter Executive Board. The Committee will play an advisory role during the implementation.

Article 12.3 - Both Chapter Executive Board and the Committee will present their separate reports on the progress of the plan at the Chapter Representatives Meeting.

Article 12.4 – The Committee will be elected for a one-year term and will function in collaboration with the Chapter Executive Board.

Article 12.5- The Committee can consist of 5 or 7 members. The Chapter Executive Board shall have a representative as a liaison.

13 - STAFF

Article 13.1- The Chapter Executive 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 Executive 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.

Article 13.2 – All job descriptions should be reviewed by the Chapter Executive Board, Bylaws Committee and certified HR consultant prior to implementation to ensure clarification of accountabilities, reduction of potential conflicts and compliance with Homenetmen Bylaws. Final decision is made by the Chapter Executive Board.

Article 13.3 – If staff's work is related to a Division, the staff is functionally accountable to that Division's Executive Committee.

Note A- Functional Accountability - Is the accountability of employees according to the function-specific tasks they perform.

- For example, within the accounting function, a paid accountant with distinct responsibilities and accountability for accounting tasks reports to the Treasurer.
- For example, an athletic division director who performs function-specific tasks (ie, athletic division related tasks) is accountable to the Division Executive Committee

Article 13.4 - All Staff are administratively accountable to the Executive Director.

Note A- Administrative Accountability - Is the accountability of chapter employees to the Executive Director for compliance with chapter's HR guidelines, usage of chapter Process & Procedures Manual, meeting organization's overall goals, employee benefits, payroll, hiring processes and career development opportunities.

Article 13.5 - Staff does not make decisions for members unless tasked/authorized by Division Executive Committees. Staff can only make recommendations to Division Executive Committees regarding members.

Article 13.6 - Non-Division staff can only make recommendations to the Chapter Executive Director.

Article 13.7- Chapter Executive Board, Executive Director and Division Executive Board collectively conduct the selection and the interview process. The Chapter Executive Board has the final decision on hiring or termination of staff.

Article 13.8 - The annual evaluation of the work performed by Division employees is carried out together with the Executive Director and the Division Executive Committees.

Article 13.9 - Paid staff can participate in annual Division Membership Meetings without any voting power and cannot be elected as a Division Executive Committee member, Chapter Executive Board member or as a Division Representative.

Article 13.10 - Paid Staff cannot be a permanent coach in the same division.

Article 13.11 - Chapter Executive Board shall consult with certified Human Resource (HR) specialists to seek guidance on employee hiring, training, certification, termination, compliance, and other HR related issues.

14 - HONORARY MEMBER

Article 14.1-Honorary membership may be conferred upon any eligible member by the favorable vote of at least two-thirds of the Chapter Executive Board members.

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

Article 14.2- 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 14.3- The Honorary Members awards are not necessarily given each year, but more than one such honor may be awarded in any given year.

Article 14.4 - 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:

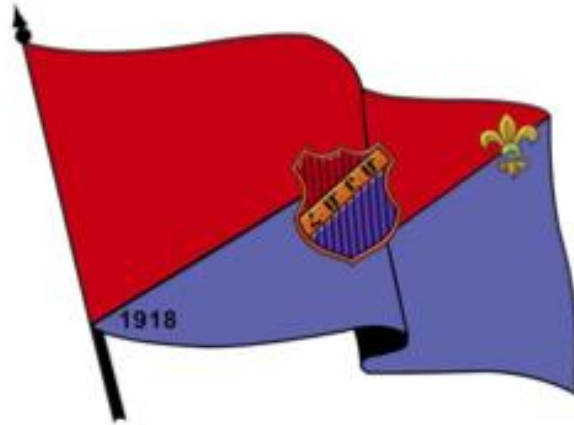
- Elect a chairman and a secretary

- 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

15 - POLICIES AND PROCEDURES MANUAL

Article 15.1 - The Chapter Executive 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 15.2- The Chapter Executive 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 Executive Board should provide every employee/staff and leader a copy of the manual.



ՅԱՌԱՋ ՆԱՀԱՏԱԿ

(ՔԱՅԼԵՐԳ Կ.Մ.Ը.Մ.Ի)

Դաշնաւորում՝ Բ. ԿԱՆԱԶԵԱՆ

Հեղինակ՝ Գ. ԿԱՌՎԱՐԵՆՑ

**Յառա՛ջ նահատակ ցեղի անմահներ՛ր,
Վեց դարու անմոռ վրեժի գրահներ,
Կատարն հայրենի լերանց հեռագոյն,
Երթանք կոթողել դրօշակն եռագոյն:**

**Հսկայ նուիրման
Տորմի՛ղ հըրաթել,
Կամաւո՛ր բանակ,
Յառա՛ջ անսասան,
Յառաջ անդէդել,
Դեպի յաղթանակ:**

**Վատին սել արիւն մեր հողն ոռոգեց,
Տարագիր հայն իր կեանքը նորոգեց,
Երեկ շղթայուած՝ այսօր ինքնավար,
Յարեալ վեհօրէն դամբանէն խաւար:**