

**Homenetmen Glendale Ararat
Bylaws Committee's 2023 Suggestions**

As of 9/19/23

4 - DIVISION EXECUTIVE COMMITTEE

Article X3 - Division Executive Committees are responsible for participating in the implementation of Ararat's Strategic Plan, especially on action items which pertain to their Division and/or activities.

5 - DIVISION REPRESENTATIVES

Article X2- At the year-end Division membership meetings, Division representatives will be elected to attend Ararat's year-end Representative's Meeting. A member of the previous term's Division Executive Committee (DEC) will also attend the year-end Representatives meeting with voting power as DEC's representative along with newly elected Division representatives. After approval of the new DEC, the DEC representative should be replaced by a member of the new DEC for the new term.

Article x11 - Any member elected as a member of a Division Executive Committee must resign from his/her lower position (e.g., coach, assistant coach) within the same Division.

8 - ARARAT REPRESENTATIVES MEETING - Add notes to article 8.1

Note - The Ararat Representatives Meeting will evaluate the Ararat Executive Board's presented annual report on operational, financial, and strategic grounds.

Note - Ararat Executive Board will include the implementation results of the Strategic Plan in their annual report.

9- BYLAWS

Article X -The new/amended Ararat bylaws shall become effective immediately upon its adoption at the Ararat Representatives meeting.

12 - STRATEGIC PLANNING COMMITTEE

Article 12.5- The Committee can consist of 5, 7 or 9 members. The Ararat Executive Board shall have a representative as a liaison.

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 **Ararat** 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 **volunteer** activities and **significant** contributions shall be consistent with the **mission** of Homenetmen, shall have a long-lasting, active, and impactful involvement in the **Homenetmen Glendale Ararat**.

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 - **Ararat** Executive Board (AEB) appoints a Nominating Committee, composed 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 **Ararat** Executive Board
- Advise **Ararat Executive Board** on candidates and the selection criteria.
- Maintain the list of candidates for future consideration.

ARARAT EXECUTIVE BOARD

Article x1 - Any member elected as a member of Ararat Executive Board, must resign from his/her lower leadership position.

ACCOUNTING

Article X4- For Homenetmen Glendale Ararat to maintain proper record keeping, accounting principles and internal controls, the following measures should be implemented:

1. conducting accounting on a cash basis
2. Regularly reviewing and updating the chart of accounts

3. Conducting periodic internal audits to ensure compliance with operating guidelines by Audit Committee
4. Maintaining financial records in accordance with the record retention policy and applicable laws
5. Storing Accounts Payable records by fiscal year and by date. Storing Accounts Receivable and Payroll records by fiscal year
6. Performing bank reconciliations within 30 days of the month's end.
7. Providing comprehensive breakdowns of total incomes and expenses for each activity, program, and division in annual financial and budget reports.
8. Documenting financial policies and procedures for handling funds, including check signing, expense approval, and cash handling.
9. Maintaining organized records of all financial transactions, including receipts, invoices, bank statements, and grant agreements. Ensure proper documentation of all contributions and grants, including donor restrictions.
10. Presenting a statement of financial position (balance sheet), statement of activities (income statement), statement of cash flows, and a statement of functional expenses. These statements should provide a clear overview of Ararat's financial health.
11. Allocating expenses to their functional categories, such as program services, fundraising, and management and general expenses to make it easy to understand how resources are used.
12. Using fair value measurements when determining the value of certain assets and liabilities, especially investments and donated assets.
13. Reporting expenses by both natural classification (e.g., salaries, rent) and functional classification (e.g., program services, fundraising) to provide a clearer picture of how resources are used to support the organization's mission.

IT COMMITTEE

Article A - The Ararat Executive Board member IT liaison to the IT Committee is to provide guidance and expertise on matters related to Ararat IT infrastructure, technology strategy, cybersecurity, data management and digital transformation to Board and IT Committee and maintains a two-way communication between the Committee and the Ararat Board.

Article B -The IT Committee shall be formed by the Ararat Executive Board. The Committee will have its Chair and the secretary. The Committee will provide recommendations to Ararat Executive Board for a final decision.

DIVISION LIAISONS

Article Z- The primary duties of an Ararat Executive Board member as a liaison to a Division Executive Committee are:

- a- Supporting effective two-way communication

- b- providing guidance and support
- c- facilitating reporting and approval requests
- d- addressing issues and solutions
- e- identifying opportunities for volunteer involvement
- f- Supporting the success of the Division

Note: The Liaison does not have any decision-making authority over the Division activities.

DOCUMENT RETENTION

Article X - The Ararat Executive Board should develop a set of policies specifying the criteria for retention, protection, and eligibility for destruction of important documents (hardcopy, online or other media). The policy should ensure that documents are promptly provided to authorities during legal investigations or lawsuits.

Article Y - The Document Retention Policy shall be reviewed periodically by the Ararat Executive Board and the IT Committee to ensure its continued appropriateness and effectiveness. Any amendments to this policy shall be made in accordance with the Ararat's Bylaws and applicable legal requirements.

VERSION CONTROL POLICY

X.1. Ararat shall maintain a robust version control system to ensure the integrity and accuracy of its documents, policies, record, procedures, contracts, software, and intellectual property.

X.2. Ararat shall designate a staff member responsible for overseeing the version control system and ensuring compliance with the policy.

INTELLECTUAL PROPERTY

X.0 Ararat can produce and/or own intellectual property in many forms including, but not limited to, organization and event names, logos, instructional materials, posters, flyers, brochures, songs, videos, memorabilia, photos, websites, software, donor and membership lists, and social media sites.

Ownership of Intellectual Property

X.1. All intellectual property created or developed by employees, contractors, or agents of Ararat in the course of their duties and within the scope of their employment shall be the exclusive property of the organization.

X.2 Volunteer members own the copyright to their original creations unless there are specific agreements stating otherwise or they are created in the course their volunteer duties. Ararat should obtain written permissions or licenses specifying the scope and duration of usage, consider whether exclusive or non-exclusive licenses are necessary. If there is no written agreement, copyright ownership may default to the individual creator/designer, as the original creator of the work.

x.3. Any exceptions to the ownership of intellectual property shall be governed by written agreements between Ararat and the creator, clearly specifying the terms of ownership and use.

Protection and Enforcement

x.4. Ararat shall take reasonable steps to protect its intellectual property, including patents, trademarks, copyrights, and trade secrets.

x.5. Unauthorized use, disclosure, or infringement of the Ararat's intellectual property shall be subject to legal action as permitted by applicable laws and regulations.

Licensing and Use

x.6. Ararat may grant licenses for the use of its intellectual property under terms and conditions determined by Ararat Executive Board.

x.7 Licensing agreements shall specify the rights and limitations of the licensee and may include provisions for royalties or compensation.

Compliance with Applicable Laws

x.8. Ararat shall comply with all relevant intellectual property laws and regulations governing its jurisdiction.

x.9. Employees, contractors, members, and agents of Ararat shall be informed of and expected to adhere to the organization's intellectual property policies and relevant legal obligations.

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