

# Homenetmen Glendale Ararat Bylaws



Based on:

Homenetmen General Bylaws  
and  
Homenetmen Western USA Region Internal Bylaws

Original Version Developed By:

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

Latest Revision By:

2022-2023 Ararat Bylaws Committee

Approved By:

2023 Ararat Representatives Meeting

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# I. HISTORY AND BACKGROUND

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

1. This version of this Bylaws was based on Homenetmen General and Homenetmen Western USA Region Bylaws.
2. The first version of the Bylaws which only included the articles for a Division Membership Meeting and the Ararat 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. The original version of the Ararat Bylaws was approved by Ararat Representatives Meeting on December 16, 2018.
5. The next version of the Ararat Bylaws was approved by Ararat Representatives Meeting on December 18, 2022.
6. The latest version of the Ararat Bylaws was approved by Ararat Representatives Meeting on December 17, 2023. New articles related to Intellectual Property, Document Retention, Accounting, and IT Committee were amended to the Bylaws.

## **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 Ararat the grouping of individuals engaged in similar activities form a division.

## **2 - DIVISION MEMBERSHIP**

Article 2.1- Any Member of the Ararat 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 Ararat Executive Board.

## **3 - FORMATION OF DIVISIONS**

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

Note A: The proposal for the new Division which is presented to Ararat 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 Ararat Executive Board can initiate the creation of a new Division. A two-thirds vote of those present at the Ararat Representatives Meeting is required for the establishment of a new Division.

Note A: The proposal for the new division which is presented to Ararat 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 Ararat 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 Ararat 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 Ararat Bylaws.

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

Article 3.7- Ararat Executive Board can propose the dissolution of a Division at the Ararat 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 Ararat Representatives Meeting is required to approve to dissolve the Division.

Article 3.8- Before the dissolution of a division is proposed to the Ararat 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 Ararat Executive Board's intentions.

Article 3.9- The Ararat Executive Board can cease the total activities of a division on a temporary basis if the division does not meet Ararat 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 Ararat Representative Meeting decisions and based on Homenetmen and Ararat 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 Ararat 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 Ararat Executive Board.

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

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 Ararat 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 Ararat 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 - 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.

Article 4.15 - 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 Ararat 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 Ararat Executive Board representative participates with one vote. Any other Ararat 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 and 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. Ararat 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 Ararat Representatives Meeting, Division Membership meeting will be held at which the attendees will:

A- Listen to a brief annual report of Ararat 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 Ararat 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 Ararat Representatives Meeting, based on the Ararat's Strategic Plan.

F- Vote on Ararat related suggestions to be presented at the Ararat Representatives Meeting

G- Elect Division's Executive Committee which will be subject to approval by the newly elected Ararat 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 Ararat 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 Ararat 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 Ararat Executive Board decides to take the appropriate action.

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

Note E: Division Membership Meeting Divan is responsible for submitting the Ararat related suggestions to Ararat 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.

Article 5.9 - At the year-end Division membership meetings, Division representatives will be elected to attend Ararat's year-end Representatives Meeting. One member of the previous term's Division Executive Committee (DEC) will also attend the year-end Representatives meeting with voting power as the current DEC's representative, along with newly elected Division representatives. After approval of the new DEC, the last term's DEC representative must be replaced by a member of the newly elected DEC for the new term.

## **6 - DIVISION REPRESENTATIVES**

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

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

Article 6.3 - Elected division representatives represent the Division at Ararat 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 Ararat Representatives Meetings. The Division Executive Committee is responsible for inviting substitutes to fill the vacant Division Representative position.

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

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

## **7 - ARARAT REPRESENTATIVES MEETING TYPES**

Article 7.1 – Ararat can have three types of Representatives Meetings:

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

## **8 - ARARAT REPRESENTATIVES MEETING**

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

A- Listen, discuss, and evaluate Ararat Executive Board's activities/financial report and the previous meeting's resolutions' implementation results.

B- Listen, discuss, and evaluate all Ararat 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 Ararat's next term's activities.

Note A- all new motions should be submitted to meeting "Divan" in writing prior to vote on Ararat 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 Ararat 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 Ararat 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 Ararat Executive Board, any board members and representatives that have authority over the Ararat'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 Ararat 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)

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

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

Article 8.2 – At the Ararat Representatives Meeting, the participants with full voting rights will be the following:

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

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

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

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

Article 8.4 - At the Ararat Representatives Meeting, any member can be elected who is 18 and older, has a fully paid membership dues and has been an Ararat member for two years.

Note A- To be elected as an Ararat Executive Board Member; the member should be at least 20 years old.

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

Article 8.5 - Any division member who wants to attend the Ararat 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 Ararat Executive Board one week prior to the meeting.

Article 8.6 - The Ararat Executive Board will provide an (electronic/hard) copy of the “final” revised/corrected annual Ararat activities and budget report and approved motions to the representatives after the Ararat Representatives Meeting.

## **9 – ARARAT EXECUTIVE BOARD (AEB)**

Article 9.1 - Ararat is led by an Executive Board, which consists of 5, 7, 9, or 11 members. The Ararat Representatives Meeting elects the Executive Board, through a secret ballot, and by a simple majority of votes. The Executive Board serves a one-year term.

Article 9.2 <375> <54> - Any member of Ararat who has been a member for at least two years and has served at least one year on any Division Executive Committee or on any committee reporting directly to AEB can be elected to Ararat Executive Board.

Article 9.3 - 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.

## **10 - ARARAT BYLAWS**

Article 10.1- The changes in the Ararat Bylaws can only be approved by a two-thirds vote of representatives at the Ararat Representatives Meeting.

Article 10.2 - All proposed changes/amendments to the Ararat Bylaws should be provided by the Ararat Executive Board, in writing, to Division members, at least 10 days prior to the Division Membership Meeting for review and discussion at said Meeting.

Article 10.3 -The newly amended Ararat Bylaws shall become effective immediately upon its adoption at the Ararat Representatives Meeting.

## **11 - STANDING COMMITTEES**

Article 11.1 - Standing Committees are permanent committees, elected at the Ararat Representatives Meeting composed of qualified Ararat members who are responsible of a specific subject matter.

Article 11.2 - The following are the Standing Committees of Ararat:

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

Article 11.3 - The members of the standing committees shall serve for the duration of one year.

Article 11.4- Each qualified Ararat member may only serve in one standing committee.

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

Article 11.5 - Any Division Executive Committee member may be elected in one of the Ararat's Standing Committees.

Article 11.6 - Members of any Standing Committee may be elected as Division Representative

Article 11.7 - In the event of a vacancy (resignation, long term absence, illness, etc.) on any of the Standing Committees, the standing committee in collaboration with Ararat 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 Ararat Representatives Meeting.

## **12 - BYLAWS COMMITTEE**

Article 12.1 - The Bylaws Committee is elected at the Ararat Representatives Meeting.

Article 12.2- The Bylaws Committee consists of minimum of five members.

Article 12.3- The Committee shall have a representative from the Ararat Executive Board.

Article 12.4- The Committee elects its Chair and Secretary.

Article 12.5- The Committee gathers suggestions from members, committees, and divisions; reviews all proposed changes and provides a final version of the Bylaws to the Ararat Executive Board.

Article 12.6- The Bylaws Committee is responsible for all improvements and/or corrections of the Bylaws.

Article 12.7- Any suggestions for change in the Bylaws should only be submitted to the Bylaws Committee.

Article 12.8- The Ararat Executive Board can request the Bylaws Committee's assistance.

Article 12.9- The Bylaws Committee will provide a copy of the amendments to Ararat Executive Board prior to the Ararat Representatives Meeting.

Article 12.10- The Ararat Executive Board will include a full text of proposed Bylaw amendments in the meeting invitation for the Ararat Representatives Meeting.

## **13 - STRATEGIC AND LONG-TERM PLANNING COMMITTEE**

Article 13.1 - The Strategic and Long-Term Planning Committee is elected at the Ararat Representatives meeting. The Committee will develop and oversee the Ararat's long term strategic plan. The Committee's plan will be approved at the Ararat Representatives Meeting.

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

Article 13.2- The Committee's plan will be implemented by the Ararat Executive Board. The Committee will play an advisory role during the implementation.

Article 13.3 - Both Ararat Executive Board and the Committee will present their separate reports on the progress of the plan at the Ararat Representatives Meeting.

Article 13.4 – The Committee will be elected for a one-year term and will function in collaboration with the Ararat Executive Board.

Article 13.5- The Committee can consist of 5, 7 or 9 members. The Ararat Executive Board shall have a representative as a liaison.



## 14 - STAFF

Article 14.1- The Ararat 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- Ararat Executive Board staff can attend the Ararat Representatives Meeting only in an advisory capacity.

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

Article 14.2 – All job descriptions should be reviewed by the Ararat 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 Ararat Executive Board.

Article 14.3 – 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 14.4 - All Staff are administratively accountable to the Executive Director.

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

Article 14.5 - 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 14.6 - Non-Division staff can only make recommendations to the Ararat Executive Director.

Article 14.7- Ararat Executive Board, Executive Director and Division Executive Board collectively conduct the selection and the interview process. The Ararat Executive Board has the final decision on hiring or termination of staff.

Article 14.8 - The annual evaluation of the work performed by Division employees is carried out together with the Executive Director and the Division Executive Committees.

Article 14.9 - Paid staff can participate in annual Division Membership Meetings without any voting power and cannot be elected as a Division Executive Committee member, Ararat Executive Board member or as a Division Representative.

Article 14.10 - Paid Staff cannot be a permanent coach in the same division.

Article 14.11 - Ararat 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.

## **15 - HONORARY MEMBER**

Article 15.1-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 15.2- 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 Homenetmen Glendale Ararat.

Article 15.3- The Honorary Members awards are not necessarily given each year, but more than one such honor may be awarded in any given year.

Article 15.4 - Ararat Executive Board (AEB) 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 Ararat Executive Board
- Advise the Ararat Executive Board on candidates and the selection criteria.
- Maintain the list of candidates for future consideration

## **16 - DOCUMENT RETENTION**

Article 16.1 - 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 16.2 - 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.

## **17 - VERSION CONTROL POLICY**

Article 17.1 - 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.

Article 17.2 - Ararat shall designate a staff member responsible for overseeing the version control system and ensuring compliance with the policy.

## **18- INTELLECTUAL PROPERTY**

Article 18.1- 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*

Article 18.2 - 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.

Article 18.3 - 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.

Article 18.4- 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*

Article 18.5 - Ararat shall take reasonable steps to protect its intellectual property, including patents, trademarks, copyrights, and trade secrets.

Article 18.6 - 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*

Article 18.7 - Ararat may grant licenses for the use of its intellectual property under terms and conditions determined by Ararat Executive Board.

Article 18.8 - Licensing agreements shall specify the rights and limitations of the licensee and may include provisions for royalties or compensation.

### *Compliance with Applicable Laws*

Article 18.9 - Ararat shall comply with all relevant intellectual property laws and regulations governing its jurisdiction.

Article 18.10 - 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.

## **19 - ACCOUNTING**

Article 19.1 - 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.

## **20 - IT COMMITTEE**

Article 20.1 - 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 20.2- 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

## **21 - POLICIES AND PROCEDURES MANUAL**

Article 21.1 - The Ararat 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 Ararat.

Article 20.2- The Ararat Executive Board must train all its employees and leaders on the Ararat Policies & Procedures, and Ararat Bylaws. The staff should sign a form indicating that they have read and understand the content. The Ararat Executive Board should provide every employee/staff and leader a copy of the manual.



## **ՅԱՌԱՋ ՆԱՀԱՏԱԿ**

(ՔԱՅԼԵՐԳ Հ.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,  
Դէպի յաղթանակ:**

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