

## **PURPOSE OF THE HANDBOOK**

The basis for the structure, organization, and administration of the Society is contained in the statement of purposes in the National Constitution, as amended, which reads as follows:

**"To perpetuate the universal teaching of the Druze faith, the enhancement of the fellowship among Druze and Druze descendants, the advancement of Druze religious, literary and cultural knowledge through education and research, and the betterment of all Druze people through charitable work".**

The Society's stature, acceptance, and ultimate success depend a great deal upon the day-by-day activities of our local Chapters. The degree to which we can grow depends upon the effectiveness of each Chapter as a functioning unit as a part of the National organization. It is anticipated that one or more Chapters with a large concentration of Druze living within its or their territory will expand and become self-sufficient but, by the very nature of Druze generosity and brotherhood, the large Chapters will help the smaller Chapters and areas with no chapter through the structure of the National society.

This Chapter handbook is prepared as a reference for Chapters of the Society to use in reviewing the national programs on the national and local levels. It should be of value to Chapter officers, national Board members and the general membership to provide an understanding of the policies and purposes of the American Druze Society, how to approach the several areas of Chapter administration, and where to look for specific answers to questions on National and Chapter service. The Chapter Handbook is designed to be used in conjunction with evolving policies from the national Board of Directors, other Society publications, and experience as we grow. It is loose-leaf and will be periodically updated with new pages properly renumbered. Each chapter in the Handbook will begin on a new page.

### **THE CHAPTER**

The Chapter is the lifeblood of the American Druze Society. The purpose of the Society can only gain strength in proportion to the steady growth of the Chapters' service to Druze community, and to the Chapters' share of national obligations. In light of this, it becomes essential that active volunteer participation be sought and improved on the local level through the Chapter organization and, through more geographical activity in the territory served by the Chapter, the Society may ultimately achieve its goals.

#### **A. Principal Functions of the Chapter/Branch**

1. The Chapter/Branch shall focus primarily on the Druze community within the area of its operation and shall serve the community in the field of health, education, senior citizens, services for women and children, Druze enterprises, career guidance and employment and such as charitable and fund raising activities and other fields which are within the objectives of the ADS and are incident to the development of the community.
2. The Chapter/Branch shall prepare projects and shall provide inputs to the national Board of Directors for drawing programs for the benefit of the community.
3. The Chapter/Branch shall keep in constant touch with individuals and families within there are and shall play a positive role in their spiritual, social, and economic development.

4. The Chapter/Branch shall adopt these Bylaws and shall conduct their affairs accordingly.
5. Branch shall operate under the guidance of the National Board of Directors.
6. The Chapter will work with the Committee of Education and Fine Arts to establish an Arabic school for the community.
7. It is the responsibility of the Chapter to furnish the National Office with the mailing list and other relevant information of the Druze community in their jurisdiction.

## **ORGANIZING**

A group of twenty five (25) or more Druze or Druze descendants, over the age of 17, may start a Chapter. They should all live within a certain territory and request the National Society to send them an application to organize a Chapter. After receiving the Application, they should:

1. Complete and mail the Application to the National.
2. After approval, the National will send them a Certificate of Authority and they will be known as a Pending Chapter.
3. Within three (3) months, they must hold a meeting, adopt the National Constitution and Bylaws, elect their officers and Executive Board, and collect dues from their prospective members.
4. As soon as possible, their newly elected Secretary should mail an Application for a Chapter to the National and 70% of the Dues collected.
5. After approval by the National Board of Directors, the National will mail them a letter of Recognition and a Chapter. They will then be a Chapter.

## **ADS BRANCH**

Any Druze community with less than 20 members shall form an ADS Branch with a Chairperson to be elected as their representative. The Branch shall operate under the guidance of the National Board of Directors. Term of Branch Chairperson is two (2) years and can run for another term.

## **CHAPTER RULES, REGULATIONS, AND POLICIES**

1. **BYLAWS.** No Chapter or Branch may change the Bylaws. All Chapters and Branches shall follow the National Bylaws except where changed by this Chapter Handbook.
2. **EMBLEMS.** All chapters shall use only the insignias, emblem, or logo by the National Society.
3. **WITHDRAWAL OF A CHAPTER.** The National Society may withdraw the Charter of a Chapter if, in the opinion of the National Society, a Chapter is operating or functioning in a manner contrary to the best interests of the Society or if the Chapter has become inactive. If a Chapter's Charter has been revoked, all of the Chapter's money, book, files, records, property and official Charter shall be immediately delivered to a representative named by the National Society.
4. **THE AGENDA.** The Agenda for your Chapter and Executive Board meeting should be sent in advance for review and study in preparation for discussion. The Chapter President should outline

every step to be taken at the meeting, if he cannot attend, to the Vice-President or appointed chairperson.

5. **THE MINUTES.** The Chapter Secretary should be competent and know how to take minutes. Minutes should be taken and kept on file for ALL meetings of the Chapter and the Board. The minutes should be brief but should record all actions taken. The number of persons attending any meeting should be recorded, thus establishing a quorum and therefore a legal meeting. Without a quorum, all action taken at a meeting is illegal. Minutes should always be typed later and available for inspection by any member or by any official from the National Society. The minutes of the regular chapter meetings must be sent to the National Office. The minutes of the Chapter's annual meeting must be sent to the National Office along with the names, addresses, and phone numbers of the newly elected Executive Board and paid membership, as well as all calendar year ending (December 31<sup>st</sup>) financial reports.

## **CHAPTER ORIENTATION OF NEW OFFICERS AND EXECUTIVE MEMBERS**

Orientation of new Board members is important for the continuing progress of the Chapter. Without proper information of the Society and the important functions of the National Society, a new Board member may not realize how essential his or her role to the total effort.

A new Board member, to be effective, should be knowledgeable and instructed. It is very helpful if he or she has attended one or more National conventions and the seminars and business meeting there. A kit containing the necessary literature and documents should be given to the new member for study and use.

## **ARTICLE 1 CHAPTER PRINCIPAL OFFICE**

The principal office of the Chapter/Branch shall be located in the United States of America in a city designated by the Chapter Board of Directors/Branch Chairperson.

## **ARTICLE 2 CHAPTER MEMBERS**

- 2.1 Membership in the Society shall be in accordance with Article III of the Constitution and Bylaws of the American Druze Society.
- 2.2 **REGULAR MEMBERS.** Regular members are those members who are:
  - A. Seventeen (17) years or older;
  - B. Followers of the Druze faith or of Druze descent, and residing in the United States or who are citizens of any other country in which there is located a chapter to which the Society has issued a then valid charter and are members of such chapter.
- 2.3 **VOTING.** Each regular member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.
- 2.4 **GOOD STANDING.** A member shall be in good standing with the Society if he/she qualifies for membership and has timely paid his/her dues.

## **ARTICLE 3**

### **MEETINGS OF MEMBERS OF THE CHAPTER**

- 3.1 BUSINESS MEETING. An annual business meeting shall be held not later than March 31 of each year for the purpose of transaction of business and for the nomination of candidates for directors, and officers.
- 3.2 The slate(s) of candidates for office shall be placed in nomination in accordance with article 3.1. Any regular member of the society in good standing may place in nomination, from the floor, the candidate of their choice for any office at that time.
- 3.3 ELECTION. An annual election shall be held at the place and time to be notified by the Chapter Board in consultation with the National President. Candidates for the offices of President, Vice-President, Secretary, Treasurer and directors shall be elected by majority both of those regular members in good standing present and voting, and/or by a single ballot returned by mail in accordance with article 4.02 and 4.03 of these Bylaws. The voting shall be in secret ballot. (Amended Nov. 11. 1995)
- 3.4 SPECIAL MEETINGS. Special meetings of the members may be called by the President, the Board, or not less than one-tenth of the regular members in good standing at such time and place as the President or the Board may designate.
- a. NOTICE. Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail or by Chapter Newsletter, to each member entitled to vote at such meeting, not less than fifteen (15) nor more than fifty (50) days before the date of such meeting, by or at the direction of the President, or the officers or persons calling the meeting. In case of a special meeting or when required by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed or by the Chapter Newsletter, the notice shall be deemed delivered when deposited in the mail.
  - b. NOTICE. Written, printed or verbal stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail or by Chapter Newsletter to the National Board of Directors chapter liaison and National Board of Directors liaison and National Board members residing in each chapter jurisdiction.

## **ARTICLE 4**

### **CHAPTER BOARD OF DIRECTORS**

- 4.1 GENERAL. The composition, qualification, and powers of the Board shall be in accordance with these Bylaws.
- 4.2 COMPOSITION AND NUMBER. The Board shall be constituted of a minimum seven (7) and maximum (11) members:
- A. The then current President and Vice-President, Secretary and Treasurer;
  - B. The immediate Past-President of the Chapter;
  - C. Two (2) or more regular members of the Chapter who are qualified in accordance with Article IV (3) of the Constitution who shall serve as Board members for a period of two (2) years with full voting privilege.

- D. In case of standing a new Chapter, the number of Board members elected will be three (3).
- 4.3 TENURE. Beginning in 1990, the terms of the members of the Board shall be determined as follows:
- A. The terms of the President and Vice-President, Secretary, Treasurer, and Board members shall be two (2) years each. The President shall be eligible to serve two (2) consecutive terms but will, after his term as President, serve as a full voting member of the Board in the capacity of immediate Past-president of the Chapter for a term of two (2) years;
- 4.4 QUALIFICATION. Chapter President and Vice-President should have been regular members of the society in good standing for not less than one year prior to standing for election for the office. Chapter Board members shall be members in good standing thirty (30) days prior to the election. (Amended Nov. 11.1995).
- 4.5 REGULATIONS. Four regular meetings of the board shall be held, at regular intervals not exceeding 90 days. Meetings to be conducted according to Roberts Rule of order Agenda to be sent in advance with the notice to meeting. Minutes to be recorded, read and approved at next meeting.
- 4.6 SPECIAL MEETINGS. Special meetings of the Board may be called by the president or any two Directors and be held at such place and time, as the person (s) calling such meeting shall fix.
- 4.7 NOTICE. Notice for any special meeting of the Board shall be given to all Board members at least five days previously thereto by written notice mailed or by telegram and shall be deemed delivered when postmarked or when received by the telegraph company. Any Board member may waive notice of any meeting and attendance at any meeting shall constitute a waiver except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business the meeting is not lawfully called or convened.
- 4.8 QUORUM. A simple majority of the Board shall constitute a quorum for the transaction of business at any Board meeting. If less than a majority are present, a majority of the members of the Board that are present may adjourn the meeting from time to time (not to exceed three (3) days) without further notice until a quorum is present.
- 4.9 VACANCIES. In the event any member of the Board (including President, Vice-President) is absent from two or more consecutive Board meetings, the Position held by such absentee member may be declared vacant by the remaining Board members unless good and sufficient cause be shown in writing. Being absent from any or all Board meetings held immediately prior to, during or immediately prior to, during or immediately after the Chapter's Annual Business Meeting shall be considered missing only one meeting.
- A. In the event the office of President is vacated for any reason, the Vice-President shall assume the duties of President (and be eligible for another term as President) and the Board shall appoint from their remaining members an acting Vice-President until the new Vice-President is elected at the next membership Election Meeting, who shall serve the remainder of the un-expired term.
- B. In the event the offices of President or Vice-President are vacated for any reason, the remaining Board shall elect one of their members as acting President until a new President and Vice-President are elected at the next membership Election Meeting, who shall serve full terms and, in such event, the immediate Past-President at the time of the said vacancies shall continue to serve as a Board member until the said newly elected President's term expires.

- C. Any other vacancy occurring on the Board and any Directorship(s) to be filled by reason of an increase in the number of Directors shall be filled by appointment by the Board.  
The Directors so appointed shall serve for the un-expired term of his predecessor.
- 4.10 The President, Vice-President and /or any member of the Board may be impeached, removed from office and a qualified regular member of the Chapter in good standing elected in his place by the membership at the next annual Election Meeting if two-thirds of the remaining Board members or two-thirds of the Society's members in good standing vote that such President, President-Elect, Vice-President and/or Board member is guilty of misappropriating Chapter funds, substantial dereliction of duties and /or committing any act which would bring discredit or disgrace to the Society or any of its chapters. Such impeachment, removal and election shall be conducted according to the procedure and rules established by the remaining members of the Board.
- 4.11 COMPENSATION. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board a fixed sum and/or expenses of attendance, if any, be allowed for attendance at each regular or special meeting of the Board. Nothing herein shall be construed to prevent any Director from serving in any other capacity and receiving compensation therefore.
- 4.12 CONSENT. Any action required to, or which may be taken at a Board meeting, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all the Directors.
- 4.13 MEETING BY TELEPHONE. Any special meeting of the Board may be convened and conducted by means of long distance conference telephone if notice is given in accordance with Article 4.06 of these Bylaws and quorum attained.

## **ARTICLE 5**

### **CHAPTER OFFICERS**

- 5.1 OFFICERS. The officers of the Chapter shall be a President, Vice-President, Treasurer, Secretary, and such other officers as may be elected or appointed in accordance with this Article. The President, with approval by the Board, may appoint such other officers and assistant officers, as he shall deem desirable, such officers to have the authority and perform the duties prescribed by the Board. Any two or more offices may be held by the same person, except the offices of President and Treasurer.
- 5.2 ELECTION AND TENURE. The President, Vice-President, Secretary, and Treasurer shall be elected by the regular members in accordance with Article 4, and the other officers shall be appointed by the President as soon after the annual meeting as possible. Each officer shall hold office for two years and until his/her successor shall have been duly elected and taken the oath of office.
- 5.3 VACANCIES. A vacancy in any office, other than President and Vice-President, because of the death, disqualification, resignation or otherwise, may be filled by the Board for the un-expired portion of the term.
- 5.4 PRESIDENT. The President shall be the principal executive officer of the Chapter and shall supervise, direct and execute all the business and affairs of the Chapter. He shall preside at all the meetings of the members and of the Board. The President shall, have the privilege of discussing all matters brought before the Chapter or the Board and shall have the same voting rights as any other member. The President shall exercise his discretion as to the number of times which shall

appear on any given agenda and shall have the right to authorized the addition of items to any previously prepared agenda. He shall, in general, perform all duties incident to the office of president.

- 5.5 VICE-PRESIDENT. The Vice-President shall perform such duties as may be assigned to him by the President or the Board and shall, in the absence of the President or in the event of his inability or refusal to act, perform the duties of the President.
- 5.6 TREASURER. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Chapter for and on behalf of the National Treasurer and shall, in general, perform all the duties incidental to the office of Treasurer and such other duties as may be assigned to him by the President or the Board who may require him to post bond for faithful discharge of duties.
- 5.7 SECRETARY. The Secretary should attend and keep the minutes of all meetings. He or she should maintain, at all times, a record containing the names, alphabetically, addresses and phone numbers of all the Chapter members who have paid their dues and send such record to he National each time it is made. The Secretary replaces the Treasurer whenever the Treasurer cannot act.
- 5.8 OATH OF OFFICE. The President shall, after the election of the officers and Directors; administer to his successor and to the newly elected officers and Directors the following "Oath of Office":
- " I, (Name), do hereby solemnly swear that I will faithfully execute the office of Name of Office and will, to the best of may ability, preserve, protect and defend the honor, dignity and the Constitution of the American Druze Society."
- 5.9 BOARD OF TRUSTEES: The President of the Chapter may appoint prominent Druze members to serve as Board of Trustees. They shall serve in an advisory capacity only.

## **ARTICLE 6**

### **DUES**

- 6.1 ANNUAL DUES. The annual dues shall be payable on or before the first day of March in each year to the National Office.
- 6.2 REGULAR MEMBERS. Beginning January 1, 1991, the dues for the following types of regular members will be: (Amended December 16,1991)
- |   |            |
|---|------------|
| A. Individual (over seventeen (17) years old and not a student) | \$50.00    |
| B. Student member (over seventeen (17) years old)               | \$40.00    |
| C. Family (parents and children under seventeen (17) years old) | \$90.00    |
| D. Sustaining member  | \$125.00   |
| E. Charter member   | \$225.00   |
| F. Life time member (one time only)                             | \$1,000.00 |
| G. Life time member (one time only, including spouse)           | \$1,500.00 |
- 6.3 ASSOCIATE MEMBERS. Beginning January 1 ,1991, the dues for the following types of associate members will be
- |                          |          |
|--------------------------|----------|
| A. Associate             | \$35.00  |
| B. Friend of the Society | \$35.00  |
| C. Contributor           | \$50.00  |
| D. Benefactor            | \$100.00 |

## **ARTICLE 7**

### **CHAPTER ANNUAL BUSINESS MEETING**

- 7.1 The general Business meeting of the Chapter shall be held once a year.
- 7.2 Time and place of the Chapter Annual Business Meeting shall be selected by the Board.
- 7.3 Election of Directors, President, Vice-President, Secretary and Treasurer shall be conducted at the chapter annual Business meeting by secret ballot.
- 7.4 Social events, activities, seminars, meetings, picnic, banquet and other affairs may be conducted at the Annual Business Meeting.

## **ARTICLE 8**

### **CHAPTER COMMITTEES**

- 8.1 COMMITTEES. The Chapter President shall appoint Chairperson to manage committees, as he deems necessary to effectively achieve the purposes of his office and the management of the affairs of the Chapter. These Committee Chairpersons shall perform their duties at the direction of the President and their committees shall be dissolved upon completion of their specific tasks.

## **ARTICLE 9**

### **BRANCH**

- 9.1 **STARTING A BRANCH.** A group of not less than 20 members eligible for regular membership, desiring to associate with and act as a branch of the Society, may form a Branch and apply for recognition to the ADS President. Branch is to the Society in accomplishing the purposes as stated in its National Constitution and Bylaws.
- 9.2 **POLICIES.** Every Branch shall agree to act in conformity with the Constitution, Bylaws and policies of ADS.
- 9.3 The Branch will have a Chairperson responsible for maintaining communication among the members, chapter and the national office.

## **ARTICLE 10**

### **CHAPTER BOOKS AND RECORDS**

- 10.1 Chapters shall keep complete and uniform books and records of account and shall keep minutes of the proceedings of its members, Board of Directors, and committee, and shall keep, at its principal office, a record giving the names and addresses of the members entitled to vote. All books and records may be inspected by National Treasurer for any proper record keeping at any reasonable time.

## **ARTICLE 11**

### **FISCAL YEAR**

- 11.1 The fiscal year of the Chapter shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> in each year.

## **ARTICLE 12**

### **FINANCIAL AND ACCOUNTING PROCEDURES OF THE CHAPTER**

- 12.1 The Chapters of the society shall open an account in the name of the chapter, with a prefix ADS.
- 12.2 The officers of the chapters shall be under obligation personally by virtue of their office to submit documentations pertaining to the deposits and expenditures acceptable to the National Treasurer in keeping with accounting practice. However, National Treasurer shall provide uniform system for setting up accounts books.
- 12.3 The officers of the chapters shall submit consolidated quarterly and yearly reports within 15 days of the end of the quarter or the year.
- 12.4 Any deviation and/ or neglect in spirit and letter of the forgoing provisions pertaining to the accounts shall constitute the basic of disciplinary action by the National Board of Directors of the Society.
- 12.5 The National President and the National Treasurer shall make everything possible to keep the Society's financial system in order including bookkeeping, reporting to IRS and shall initiate

- legal actions as and when necessary in the interest of keeping proper accounts and protecting the property of the Society. Such action shall be reported to the National Board of the Society.
- 12.6 All immovable and movable properties purchased by the Chapter shall be in the name of ADS.
  - 12.7 Disbursement of the restricted funds shall be made only upon approval of the National Board.
  - 12.8 CONTRACTS. The president of the Chapter, any other officer, or agent, authorized by the board may enter into any contract or execute instrument in the name of and on behalf of the Chapter in the normal course of business; at all other times National Board authority shall be required, such authority being general or confined to specific circumstances provided such contracts have been duly approved by the National Board of directors.
  - 12.9 CHECKS & DRAFTS. All checks and drafts or orders for the payment of money, notes or others indebtedness shall be signed by the chapter President and the Chapter Treasurer who shall represent National President and national treasurer in the financial institution where the account is opened. No amount in excess of \$500 may be disbursed without prior Chapter Board approval.
  - 12.10 All funds of the chapter shall be deposited from time to time of the credit of the Chapter in such banks, trust companies, or other depositories as the Board may select upon the approval of the national Treasurer.
  - 12.11 The Board may accept on the behalf of the Chapter any contribution, gift bequest or devise for the general purpose or for any specific purpose of the Society.

## **ARTICLE 13**

### **DISSOLVING A CHAPTER**

- 13.1 Chapter that fail to report 20 or more paid members in good standing to the National Society Executive Officers by March 1<sup>st</sup> of any calendar year shall be contacted:
- 13.2 First by the Director Council of President or ADS Executive Director
- 13.3 Second by the National President/ Executive Director.
- 13.4 If no response, third contact shall be by letter to all eligible members of the involved chapter explaining the ramification of non-compliance with membership requirements for the chapter eligibility.
- 13.5 Chapter will be dissolved if minimum, recorded paid members of 20 are not achieved by April 31<sup>st</sup>, of that calendar year. (Added Nov. 11, 1995)

## **ARTICLE 14**

### **AMENDMENTS TO CHAPTER BYLAWS**

- 14.1 These bylaws may be altered, amended, or repealed by National Board of Directors.