



The American Druze Society

ADS Chapter Handbook

Control Table

Date	Action	Description	Board Approval Date
June 21, 2011	Total Revision	New version created based on all Bylaw changes 2009-2011	June 20, 2011

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ARTICLE 1

PURPOSE OF THE HANDBOOK

This handbook was revised in June 2011 by the National Board of Directors. The Chapter Handbook of the American Druze Society, as stated in the Bylaws Article 9.03, is incorporated into the bylaws by reference and shall have the same force and effect as if set out in these Bylaws word for word. In case of conflict the following order of precedence shall be applied: The Constitution, the Bylaws, then the Chapter 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 Tawhid faith, the enhancement of the fellowship among 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 statue, 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. 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 and Board members, 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 services. 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. This document will be periodically updated.

ARTICLE 2

THE ADS 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 the 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.

Principal Functions of the Chapter

1. The Chapter shall focus primarily on the Druze community within the area of its operation and shall serve the community in the field of Human health, welfare, education, senior citizens, services for women and children, Druze enterprises, youth, 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 shall prepare and facilitate member-desired projects that serve and enrich the community at large where the chapter is operating. Chapter shall provide inputs to the national Board of Directors for launching programs for the benefit of the community.
3. The Chapter shall keep in constant touch with individuals and families within their area and shall play a positive role in their spiritual, social, and economic development.
4. The Chapter shall adopt the ADS organization Bylaws and shall conduct their affairs accordingly.
5. The Chapter shall operate under the guidance of the National Board of Directors.
6. The Chapter will work with the National Education Committee 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.

8. The Chapter President and Board shall encourage their members to register themselves and their families on the Digital Community and have the Chapter assigned administrator(s) enter all the member registration applications online.
9. The Chapter is responsible for increasing membership enrollment to the ADS and for planning activities that will attract members. Increasing membership should be a primary target for each Chapter.
10. The Chapter is a part of a larger ADS organization and community. They should support other chapters and participate in each other's well being.
11. The Chapter shall send financial transaction reports and records with bank statements monthly to the National Office for accounting and tax purpose.
12. Chapter President and Board members shall participate in nationwide programs throughout the year and at the annual convention.
13. Chapter should encourage active participation of youth and young adults. They should have representatives on their Board as described in the Bylaws and in this document.
14. Chapter shall archive their approved meeting minutes and email them to the National Office for historical preservation.

ARTICLE 3

ORGANIZING A CHAPTER

A group of twenty (20) or more Druze or Druze descendants, over the age of eighteen (18), 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 or email 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 formation (or charter, initial) meeting, adopt the National Constitution and Bylaws, elect their officers and Executive Board, and collect dues from their prospective members. The formation meeting should be documented by meeting minutes.
4. As soon as possible, their newly elected Secretary should mail the signed meeting minutes to the National and 50 percent, or as directed by the National Board of Directors, of the Dues collected.
5. After approval by the National Board of Directors, the National will mail the new President and Board a letter of Recognition as a Chapter. They will then become an official ADS Chapter.

ARTICLE 4

CHAPTER RULES, REGULATIONS, AND POLICIES

1. **BYLAWS.** No Chapter may change the Bylaws. All Chapters shall follow the National Bylaws and remain up-to-date on Bylaw changes as approved by the National Board of Directors. This Handbook shall be used as a procedural manual, which explains to the chapters in more details the steps, procedures, and best practices. Any discrepancy between this document and the bylaws shall be brought to the attention of the Board of Directors and National President to be fixed. Whenever there is a contradiction, the Bylaws shall prevail. The governing order of precedence is the Constitution, the Bylaws, and then the Chapter Handbook.
1. **EMBLEMS.** All chapters shall use only the insignias, emblem, or logo adopted and/or approved by the National Society. Chapters are encouraged to use ADS official letterheads in all their communications. The official logo and the guidelines for its use can be obtained from the National Office.
2. **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, books, files,

records, property, and official Charter shall be immediately delivered to a representative named by the National Society.

ARTICLE 5

CHAPTER MEETINGS

1. **THE BOARD MEETINGS.** Chapter Boards are expected to hold periodic meetings. Chapters should hold at least quarterly meetings but encouraged to have them on a monthly basis and be scheduled in advance for the whole year. Refer to [Appendix D](#) for more details on chapter meetings.
2. **THE AGENDA.** The Agenda for a Chapter 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/she cannot attend to the Vice President or appointed chairperson.
3. **THE MINUTES.** The Chapter Secretary should be competent and know how to take minutes. Minutes should be taken in English 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 Chapter or Executive Board meeting should be recorded, thus establishing a quorum and therefore a legal meeting. Without a quorum, all actions taken at a meeting are illegal. Minutes should always be typed later and available for inspection by any ADS 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 members and paid membership no later than two (2) weeks after the election. Refer to [Appendix D](#) for more details on taking meeting minutes.
4. **MEMBERSHIPS.** Chapters shall maintain an updated list and contact information of the Current Board of Directors and all paid members. This list should be shared with the National Board on a quarterly basis and after the election or assignment of new Board members. Member registrations should be done on the Digital Community either by the members themselves upon registration or renewal or by the Chapter assigned Digital Community administrator.
5. **FINANCIAL STATEMENTS AND REPORTS.** The Chapter Treasurer is required to be competent in financial book keeping and be able to manage the accounts and assets of the Chapter. The chapter accounts and assets must be managed according to the generally accepted accounting principles and as directed by the National Treasurer and Finance Committee. Each month, the Treasurer shall arrange to have all the bank statements and financial transactions sent to the National Treasurer and Executive Director. Financial transactions shall follow the format and instructions provided by the National Board of Directors through the National Treasurer. The Chapter Treasurer and President are responsible to provide year-end financial report according to a time schedule and format determined and communicated by the Treasurer
6. **ARCHIVING.** The Chapter should maintain all records and artifacts as a part of the Chapter of the Society's history. This includes meeting minutes, records of events and activities, pictures, movies and any other items belonging to the Chapter and Society.

ARTICLE 6

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 is 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 meetings there. A kit containing the necessary literature and documents should be given to the new member for study and use. The kit shall include at least copies of the Constitution and Bylaws of the ADS Organization along with this Chapter Handbook and Roberts Rules of

Order. Additional guidelines and information may be added at the discretion of the National Board of Directors. The Chapter Board may request a special orientation session from the National office for new Board members. Those sessions are designed to go over the management of the Chapter, their finances, and minute taking. Any process changes will be described and covered.

ARTICLE 7

CHAPTER PLANNING AND MANAGEMENT

According to the bylaws article 9.02 on Policies, every chapter shall agree to act in conformity with such rules, regulations and policies as the Society may from time to time prescribe. Each Chapter shall have published measurable goals and objectives. Goals and objectives shall be published on the Digital Community and communicated to the chapter members and community. The Chapter handbook shall contain a template and guidelines for establishing, measuring, and achieving such goals. Template is included in [Appendix A](#) of these guidelines and should also be available online.

ARTICLE 8

CHAPTER PRINCIPAL OFFICE

The principal office of the Chapter shall be located within the territories of the Chapter as recognized by the National Board. The office shall be in a city designated by the Chapter Board of Directors. If the Chapter owns a Center, a house, or any facility to be used for its operation, the address of such facility shall be used as **the** official address of the Chapter. If the Chapter does not own a facility, a mailbox shall be established under the ADS name and used as official address for the purpose of communication with the Chapter. Current Chapter President and Secretary or their designees shall have the keys to open the mailbox. Payment of the mailbox shall be from the Chapter account. Upon transfer of duties between old officers and new officers, due to elections or assignments, the keys as well as name designations on the mailing box shall transfer accordingly. Any exceptions to this shall be submitted to, and approved by, the National Board of Directors.

ARTICLE 9

CHAPTER MEMBERS

Membership in the Society shall be in accordance with Article III of the Constitution and Article 6 of the Bylaws of the American Druze Society. They are stated here for clarity and convenience. Any contradictions with the Bylaws, the Bylaws prevail.

9.1 REGULAR MEMBERS. Regular members are those members who are:

1. Eighteen (18) years or older; and,
2. Followers of the Tawhid Faith and of Druze descent, their spouses and children; and,
3. US citizens (regardless of where they reside); OR, residing in the US as Permanent Residents OR residing in the US on a Visa (such as College Students); and,
4. FOR NEW MEMBERS ONLY: Status verification and recommendation must be made by two (2) ADS Regular Members in Good Standing.

9.2 ASSOCIATE MEMBERS. Associate members (International Druze Members) are those members who are:

1. Eighteen (18) years or older; and,
2. Followers of the Tawhid Faith and of Druze descent; and,
3. Not residing in the US and not a US Citizen/Permanent Resident; and,

4. Status verification and recommendation must be made by two (2) ADS Regular Members in Good Standing.

9.3 HONORARY MEMBERS. Upon the unanimous vote of the Board, an honorary membership in the Society may be granted to any deserving person for outstanding contributions in furthering the aims and purposes of the Society or for outstanding service to the Society. Any such honorary member shall not be required to pay dues, shall not have the right to vote, and shall not be eligible for any National or Chapter office.

9.4 VOTING. Each Regular Member in Good Standing shall be entitled to one vote on each matter submitted to a vote of the members. No other class of membership shall vote.

9.5 GOOD STANDING. A member shall be in good standing with the Society if he qualifies for membership and has timely paid his dues.

ARTICLE 10

CHAPTER ELECTIONS.

1. Chapter elections shall be staggered whereby about one third of the Board is elected each year. Term for each Board member shall be three years including the President and Vice President according to article 9.05 of the ADS Bylaws.
2. Chapter Election Process and Guidelines are described in [Appendix B](#) of these guidelines.
3. Chapter Elections process during the transition period of 2011 and 2012 is described in [Appendix C](#). The same process can be used for first time, new chapter, elections.
4. Elections shall be conducted as described in [Appendix B](#). All candidates shall be elected by majority of those regular members in good standing present and voting, and/or by majority of the ballots.

ARTICLE 11

CHAPTER BOARD OF DIRECTORS AND OFFICERS

11.1 GENERAL. The composition, qualification, and powers of the Board shall be in accordance with these Guidelines.

11.2 COMPOSITION AND NUMBER. The Board shall be constituted of a minimum seven (7) and maximum (11) members.

1. The four (4) Officers, who are: President and Vice President, Secretary and Treasurer;
2. The immediate Past-President of the Chapter;
3. Two (2) Board Members shall be elected for the ADYA Director and Vice Director as described in the Election Guidelines and Bylaws. The two ADYA Board Members are a part of the total up to 11 members.
4. Up to Four (4) additional regular board members of the Chapter who are qualified in accordance with Article 4.04 of the Bylaws.

11.3 TENURE. Beginning in 2011, the term of the members of the Board shall be determined as follows:

The terms of all Board members including President and Vice President is three (3) years. 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 three (3) years; The President is eligible for re-election after one term off the Presidency.

11.4 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 election for the office. Chapter Board members should be

members in good standing thirty (30) days prior to election. ADYA Director and Vice Director in addition to being members in good standing for thirty (30) days prior to election, they shall also be of ages between Eighteen (18) and Thirty Five (35).

11.5 REGULATIONS. Board meetings shall be held according to [Article 5](#) of this document. Meetings are to be conducted according to Robert's Rules of order. Agenda to be sent in advance with the notice to meeting. Minutes to be recorded, read and approved at next meeting. Refer to [Appendix D](#) for more details on chapter meetings and minutes.

11.6 SPECIAL MEETINGS. Special meetings of the Board may be called by the president or any two Directors and be held at such time and place, as the person(s) calling such meeting shall fix.

11.7 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.

11.8 QUORUM. A simple majority to 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.

11.9 MEETING ATTENDANCE. 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 may be shown in writing. Being absent from any or all Board meetings held immediately prior to, during, or immediately after the Chapter's Annual Business Meeting shall be considered missing only one meeting.

11.10 VACANCIES

1. In the event the office of President is vacated for any reason, the Vice President shall assume the duties of President until the end of the President's term (and be eligible for another term as President) and the Board shall appoint from their remaining members an acting Vice President who shall serve the remainder of the un-expired Vice President term. A new Board member may be appointed by the Board to fill the vacant position for the remainder term of that position.
2. In the event the office of President and Vice President are vacated for any reason, the remaining Board shall elect one of their members as acting President until the end of the President's term. The Board shall also elect a Vice President from their members until the end of the Vice President's term. New Board members are appointed by the Board to fill the vacant positions. The immediate Past-President at the time of the said vacancies shall continue to serve as a Board member until the said newly appointed President's term expires.
3. In the event the ADYA Director position is vacated for any reason, the ADYA Vice Director shall assume the duties of the ADYA Director until the end of the ADYA Director's term. The new Director then appoints a new Vice Director from the ADYA members to be approved by the chapter Board of Directors who shall serve the remainder of the un-expired ADYA Vice Director's term.
4. 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 unexpired term of his predecessor.

11.11 IMPEACHMENT. The President, Vice President and/or any member of the Chapter Board may be impeached, removed from office and a qualified member of the Chapter in good standing elected in his/her place if two-thirds of the remaining Board members or two-thirds of the Chapter'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 National Board of Directors. The intent of such action shall be communicated to the Chapter members and to the National office immediately after such vote to remove from office.

11.12 COMPENSATION. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board a fixed sum and/or expense reimbursement, if any, be allowed for attendance of 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.

11.13 CONSENT. Any action required to, or which may be taken at a board meeting, may be taken without a meeting if consent in writing or by verifiable electronic communication setting forth the action so taken shall be signed or given electronically by all the Board.

11.14 MEETING BY TELEPHONE. Any special meeting of the Board may be convened and conducted by means of electronic, video, or web conferencing if notice is given in accordance with Article 4.07 of the Bylaws and quorum attained.

ARTICLE 12

CHAPTER OFFICERS

12.1 OFFICERS. The officers of the Chapter shall be a President, Vice President, Treasurer, Secretary, ADYA Director and Vice Director, 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.

12.2 ELECTION AND TENURE. All Officer and Board positions shall be elected by the regular members in accordance with [Article 11](#). Vacant officer positions shall be appointed by the President with approval of the Board

12.3 PRESIDENT. The President shall be 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 items which shall appear on any given agenda and shall have the right to authorize the addition of items to any previously prepared agenda. He shall, in general, perform all duties incident to the office of president.

12.4 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 the President's inability or refusal to act, perform the duties of the President.

12.5 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 in accordance with articles 11 and 12 of these guidelines, including submitting monthly financial and transaction reports to the National office and such other duties as may be assigned to him by the Chapter President, the Chapter Board or the National Treasurer, any of which may require him to post bond for faithful discharge of duties

12.6 SECRETARY. The Secretary should attend and keep the minutes of all meetings in English. He or she should maintain, at all times, a record containing names, alphabetically, address, Emails and phone numbers of all the Chapter members who have paid their dues and send such record to the National Office as directed by the National Executive Director. The Secretary replaces the Treasurer whenever the Treasurer cannot act.

12.7 ADYA Director. The Chapter ADYA Director’s main duty is an administrative duty. The ADYA Director will have the main responsibility of representing the ADYA on the Chapter Board, as well as voicing the young adult members’ concerns or suggestions to the ADS. The ADYA Director may form a Chapter ADYA Board where the Director and Vice director are elected and the remaining members are appointed by the Director. The ADYA Director is also responsible for keeping the ADYA members up to date on all issues, events, minutes, and other matters concerning the ADYA. It is the responsibility of the ADYA Director to oversee that all ADYA activities are implemented with the welfare and good name of the ADYA and the ADS in mind. The ADYA Director shall always be seeking new members and constantly updating the ADYA database, as well as organizing activities/events to bring the youth together. The ADYA Director is also required to attend the ADYA National Board of Directors’ monthly meetings.

12.8 ADYA Vice Director. Just like the ADYA Director’s responsibility, the Vice-Director’s duty is mainly an administrative one. In other words, the Vice-Director will have the main responsibility of helping the Director representing the ADYA on the ADS Chapter Board, as well as coordinating any ADYA activities. Also, the Vice-Director shall continuously seek new young adult members and help keep the ADYA members database updated. If the Director cannot attend any activity or meeting, it is the Vice-Director’s duty to take over the Director’s role and proceed with such event, such as attending the ADYA National Board of Director’s monthly meeting. The Vice-Director shall also assist the Director with the appointment of additional ADYA Board members and recruiting new young adult members.

12.9 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 my ability, preserve, protect, and defend the honor, dignity, and the Constitution of the American Druze Society.”

ARTICLE 13

MEMBER DUES AND BENEFITS

13.1 MEMBER DUES

(All amounts for dues in ARTICLE 6 are effective January 1, 2012. This section is the same as in the National Bylaws)

1. **Annual dues.** The National Board will determine the amount of annual dues payable to the National Office of the Society by members of each class. Each member will be in good standing for one calendar year for which their dues are paid. Dues shall be payable on or before January 1st of each year.
2. **REGULAR MEMBERS.** The dues for the following types of regular members will be:

A.	Individual, 18 years and up, not a student	\$75.00
B.	Student member, 18-25 years old, with valid Student ID:	\$40.00
C.	Husband and Wife	\$125.00
D.	Lifetime member, Individual	\$1,500.00
E.	Lifetime members, Husband and Wife	\$2,000.00

3. **PAID AT CONVENTION.** Individual dues and Husband and Wife dues paid at the Annual Convention shall be \$90 and \$150 respectively, unless proof of payment is presented at registration.
4. **ASSOCIATE MEMBERS.** The dues for associate members, defined as “International Druze Members,” will be \$75 per year, per member.

13.2 MEMBER BENEFITS

1. **Regular Member in Good Standing** shall be entitled to the following:
 - A. EVENTS – Full access to national and local events;
 - B. DIGITAL COMMUNITY – Full online access to all Member designated features and benefits;
 - C. PUBLICATIONS – Full Access to “Our Heritage” magazines, Newsletters and any ADS related announcements;
 - D. GOVERNANCE – Full voting rights; and, if qualified, able to run for office and/or to serve on committees on both National and Chapter levels.
 - E. MEMBERSHIP DISCOUNTS – Full discount where applicable;
 - F. MEMBERSHIP RATES shall comply with Article 6.02 of the ADS Bylaws
2. **An Associate Member (International Druze Member) shall be entitled to the following:**
 - A. EVENTS – Full access to national and local events;
 - B. DIGITAL COMMUNITY – LIMITED as defined in the Digital Community Policies and Guidelines approved by the National Board of Directors;
 - C. PUBLICATIONS – LIMITED – Electronic newsletters/publications only;
 - D. GOVERNANCE - RESTRICTED. No voting rights and cannot run for office. May serve on relevant committees where international status will benefit the ADS (ie: CORA);
 - E. MEMBERSHIP DISCOUNTS - Full discount where applicable;
 - F. MEMBERSHIP RATES shall comply with Article 6.04 of the ADS Bylaws.

ARTICLE 14

CHAPTER MEETINGS

14.1 CHAPTER ANNUAL BUSINESS MEETING

An annual business meeting shall be held at least once a year, in the first month, no later than January 31 for the purpose of transaction of business. The business meeting shall be used to present the current Chapter Board of Directors’ goals and objectives along with the accomplishments for the prior year; to present and get approval of the plan and budget for the next year; to seek ideas and volunteers for new initiatives and programs and to provide update on the election process. The National Board may have representation and provide update on its programs and initiatives.

The business meeting can also be used as a membership drive where the whole community is invited and membership registrations are available at the meeting. Only registered members can participate and vote in the business meeting.

1. Time and place of the Chapter Annual Business Meeting shall be selected by the Board.
2. At least a 3-week notice shall be given to the community in advance of the business meeting.
3. A notice shall be sent to the National office of the location and date of the meeting for possible representation and National update.

14.2 SPECIAL MEETINGS.

Special meetings of the Chapter 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.

1. **NOTICE TO CHAPTER MEMBERS.** Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail, by electronic mail, or by Chapter Newsletter, printed or electronic, to each member entitled to vote at such meeting, not less than fifteen (15) nor more than thirty (30) 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 Guidelines, the purpose or purposes for which the meeting is called shall be stated in the notice. The notice shall be deemed delivered when deposited in the mail, or sent through electronic media.
2. **NOTICE TO NATIONAL.** Written, printed, electronic or verbal notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail, by electronic mail, or by Chapter Newsletter, printed or electronic, to the National Board of Directors, Director of the Council of Presidents, or chapter liaison as assigned by the National Board of Directors and to all National Board members residing in each chapter jurisdiction.

ARTICLE 15

CHAPTER COMMITTEES

15.1 ADHOC CHAPTER COMMITTEES.

The sole purpose of an ad-hoc committee is to carry out a specific task. The Chapter President shall appoint Chairpersons to manage ad-hoc committees, as he deems necessary to effectively achieve the purpose 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.

15.2 STANDING CHAPTER COMMITTEES. The Chapter President in coordination with the Board of Directors assigns chairs to Standing Committees as needed to run the Chapter affairs. There are some commonly needed standing committees such as Events Committee, Education Committee, Membership Committee and Digital Community Committee. Those Committees are usually chaired by different Board members. Each Chapter may have special standing committee based on their activities and needs. Examples might be: ADS Center committee, Scholarship Committee, and others.

ARTICLE 16

DIGITAL COMMUNITY

Each chapter should designate a board member as the administrator for the chapter's site. The responsibilities of the chapter administrator are as follows:

1. Setup and develop chapter website
2. Run reports for the chapter board
3. Approve or reject postings on the site
4. Post chapter events & pictures
5. Archive Chapter records including meeting minutes
6. Other Duties as National Administrator or Chapter President may assign

ARTICLE 17

CHAPTER BOOKS AND RECORDS

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, contact records giving the

names, phones, emails and addresses of the members entitled to vote. All books and records may be inspected by the National Treasurer for any proper record keeping at any reasonable time. Contact records of Board members must be submitted to the National office upon elections or changes. Updated Contact records of all Chapter members must be submitted to the National office upon changes.

Chapters shall strive to use the Digital Community as a store for archiving digital records including meeting minutes, insurance records, ownership titles, annual financial statements and other important correspondences for the records.

ARTICLE 18

FISCAL YEAR

The fiscal year of the Chapter shall begin on January 1st and end on December 31st in each year.

ARTICLE 19

FINANCIAL AND ACCOUNTING PROCEDURES OF THE CHAPTER

1. The Chapters of the Society shall open an account in the name of the chapter with a prefix ADS.
2. The officers of the chapter 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, the National Treasurer shall provide a uniform system for setting up account books.
3. The officers of the chapters shall submit consolidated monthly and yearly reports within 15 days of the end of the month or the year.
4. Any deviation and/or neglect in the spirit and letter of the forgoing provisions pertaining to the accounts shall constitute the basis of disciplinary action by the National Board of Directors of the Society.
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 the 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.
6. All immovable and movable properties purchased by the Chapter shall be in the name of ADS. The Treasurer shall maintain an asset inventory list of all the possessions of the Chapter for the benefit of the ADS. This list must be included in the annual chapter report.
7. Disbursement of the restricted funds shall be made only upon the approval of the National Board.
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 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.
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 the National President and the 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.
10. All funds of the chapter shall be deposited from time to time for 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.
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 20

DISSOLVING A CHAPTER

1. A Chapter that fails to report 20 or more paid members in good standing to the National Society Executive Officers by February 15 of any calendar year shall be contacted by any or all of the following: the Director Council of President, ADS Executive Director and/or the National President.
2. If no response, contact shall be by letter to all eligible members of the involved chapter explaining the ramification of noncompliance with membership requirements for the chapter eligibility.
3. The Chapter will be dissolved if a minimum recorded of 20 paid members are not achieved by March 31st of that calendar year
4. Other issues may cause the chapter to be dissolved by the National Board of Directors. This includes, but not limited to, violations of the bylaws, misappropriations of Funds, or non-responsiveness of the Chapter Board of Directors. The violations shall be determined by a special investigation committee assigned by the National Board of Directors.

ARTICLE 21

AMENDMENTS TO CHAPTER BYLAWS

These bylaws may be altered, amended, or repealed only by the National Board of Directors.

ARTICLE 22

CONTACTING NATIONAL OFFICE

Contact information for the National Board Members, Officers, and Executive Director can be found online and in the "Our Heritage" publications. The Executive Director serves as the single point of contact for all questions and correspondence with the National Office. Feel free to contact the National Office (Executive Director) for any assistance or questions. The Director can direct you to the right person for any issue related to the ADS business.

APPENDICES

Appendix A – Template for measurable Goals and Objectives

The following fields and their descriptions are recommended for setting goals and objectives

It is recommended that each chapter focuses on the general goals such as: Membership Numbers, Financial Goals, Community services and unity, Providing membership value, meeting the operational goals and responsiveness to National. In addition, each Chapter may have its own specific goals and initiatives based on their environment and the aspirations of their members and community.

Objective #	Long Term Goals Objectives	Sub-item #	Strategies	Activities and Programs	Measures	Owner
Include Objective Number	Major Chapter Goals for the next 5-10 years		Main agreed upon strategies to achieve the long term objectives	Specific programs and initiatives for achieving each Strategy	Metrics that can be used to gauge the results and compare with goals	Assigned person responsible for accomplishing the program and achieving the desired results

Quarterly Results Q1, 2012	Quarterly Results Q2, 2012	Quarterly Results Q3, 2012	Quarterly Results Q4, 2012
Results as achieved and measured each quarter of the current year (include measures and metrics)			

2012 Target	2013 Target	2014 Target	2015 Target	2016 Target
Setting annual Targets for each measure				

Summary Status	Comments
Complete, In-Progress, Behind, At Risk, Cancelled, etc. Use Fill Colors for visual display of results	Keep track of status of each item and any issues to be resolved.

An Excel Template is available online and upon request from the National Office with an example from Dallas Chapter

Appendix B. GUIDELINES AND PROCESS FOR ADS CHAPTER ELECTIONS

1. The National Nominations and Elections Committee (NEC) will oversee Chapter Elections. NEC will support with a timeline and with the process of education and verification.
2. The Chapter Board and the NEC will work together to establish and publish the Chapter Election Schedule Dates in accordance with items 7 and 16 of the guidelines.
3. The Chapter Board and the NEC will work together to notify chapter members that nominations for the Chapter Board are being accepted. Nominations must be collected by the established deadline date in accordance with items 6 and 16 of this guideline.
4. The Chapter Board and the NEC will work together to form a Chapter Elections Adhoc Committee (CEAC) to conduct their respective elections and count/verify votes. The Chapter Board has to approve the Chapter Election Committee which shall be comprised of local members in good standing.
5. The nominee must complete the Chapter Nomination Form and be nominated by at least 5 local chapter members in good standing. Each nominee and nominating member will be verified by the CEAC and/or the ADS National Office.
6. The CEAC will make an announcement regarding the nominated candidates by February 28th or at least 30 days before the scheduled election.
7. The Chapters shall conduct and complete their elections according to the published election schedule (item #2 of this guideline) between March 15th-April 15th, and no later than May 31, 2011.
8. The election shall be conducted by the CEAC. The CEAC shall then verify and document the election results, then forward same to the National Office for recording.
9. Method of voting shall be determined by chapter size or membership total. Chapters having more than 100 members shall vote by mail-in ballot. Chapters with less than 100 members shall have an option to vote by mail-in ballot or election meeting. Voting shall be accomplished by voting for all officers and board members on a single identified ballot.
10. If voting by mail-in ballot, the cutoff date for membership registration should be at least five weeks from the election date to allow ample time to prepare and mail the secret ballots.
11. If voting by a face-to-face election meeting, individuals shall be allowed to pay dues prior to the start time of the election meeting to become members, and thus, shall be eligible to vote.
12. On Election Day:
 - a. If voting by mail-in ballots, the CEAC shall collect and deliver all the ballots unopened to the previously announced meeting place. The CEAC will then tally all ballots and announce results at the previously announced meeting. Any paid member or any candidate or a representative of the candidate can attend and observe the tallying process, however, he/she cannot participate in nor interfere with the counting of the ballots.
 - b. If voting by an *election meeting*, the CEAC shall collect all ballots for election, tally them and announce results at said meeting. Any paid member or any candidate or a representative of the candidate can attend and observe the tallying process, however, he/she cannot participate in nor interfere with the counting of the ballots.
13. If the Chapter chooses a contracted or supervising third party, the third party shall collect and deliver all the ballots unopened to the CEAC for election tally and announcement of results.
14. Chapter Board members' tenure shall be a 3-year term.
15. Elections of chapter board members shall be staggered whereby 1/3 of the Chapter Board shall be elected every year.
16. Summary of Actions to Conduct Chapter Elections:

Action Description	Responsibility	Complete By
Establish & announce election date <u>by Jan of each year</u>	Chapter Board and NEC*	<u>January</u>
Announce Nomination Deadline by <u>Feb of each year</u>	Chapter Board and NEC*	<u>February</u>
Select Chapter Election Adhoc Committee (CEAC)	Chapter Board and NEC*	<u>January</u>
Receive Nominations forms	CEAC** or NEC	<u>February</u>
Verify nominees eligibility	CEAC or NEC	
Announce candidates at least <u>30 days</u> before election date	CEAC	<u>Mid-March</u>
Announce Election format (mailed ballots or Called Election meeting)	CEAC	<u>February</u>
Membership deadline to be eligible to vote	Chapter Board and NEC*	
Mail out ballot (if applicable) shall be mailed 21 days before election date and announce return date	CEAC	
On Election day, count and tally the votes, announce new board.	CEAC	<u>No later than May</u>
Swear in the new board members. The President shall, after the election of the Officers and Directors, administer to his successor, if applicable, and to the newly elected Officers and Directors the following Oath of Office: <i>"I (<u>Name</u>), do hereby solemnly swear that I will faithfully execute the office of (<u>Name of Office</u>) and will, to the best of my ability, preserve, protect and defend the honor, dignity and the Constitution of the American Druze Society."</i>	Chapter President	Prior to first Chapter Board meeting after elections
Certify election result and send to the National Office	CEAC	
Community & BOD announcement	National Office	

APPENDIX C. CHAPTER ELECTIONS PROCESS DURING THE TRANSITION

1. To accomplish the staggering process, there will be a transitional period between **2011 and 2012**. The Vice President, ADYA Director and 1st - 2nd ranking Board Members based on total number of votes received shall serve a 3-year term. The President, Past President, ADYA Vice Director and 3rd ranking Board Members based on total number of votes received shall serve a 2-year term. If applicable, the 4th - 6th ranking Board Members based on total number of votes received shall serve a 1-year term. Each member serving a 1- or 2-year term is eligible to stand for re-election for that office or any other office. Chapters with smaller boards shall adjust the numbers to be approximately 1/3 each year for the next three years.
2. Beginning in 2013, all chapters will have annual elections of 1/3 their board whereby the terms of each member is three years.

APPENDIX D. CONDUCTING MEETINGS.

D.1 BEFORE THE MEETING

1. It is the responsibility of the Chapter President to provide the Board with an AGENDA at least 3 days prior to the meeting.
2. It is the responsibility of the Chapter President, the Chapter Treasurer, and any board member or committee chair who will be speaking during the meeting, to provide the Chapter Secretary and President with their REPORTS, IN ADVANCE! Three Reasons:
 - To prevent anyone from rambling and veering from the AGENDA and wasting meeting time;
 - To allow the Board to review the Agenda and reports and prepare for the discussions; and,
 - To allow the Chapter Secretary to easily and accurately insert the REPORTS into the minutes.
3. Should a written report not be provided to the President and Secretary in advance to be placed on the Agenda, then the President has the right to postpone the discussion to the next meeting.

D.2 DURING THE MEETING

The Secretary of the Board (or another appointed qualified person) takes minutes during meetings. It's a good idea to have another person taking notes as a backup. Capturing the minutes of your Board meetings is very important for historical purposes and for legal purposes. They represent the actions of the Board. Should show sufficient information to describe how the Chapter Board members reasonably came to reasonable decisions.

D.3 AFTER THE MEETING:

1. EMAIL THE DRAFT MEETING MINUTES to president for approval then email to all chapter board members for review within one week from your board meeting. Only corrections to text can be made, not the motions or votes.
2. SECRETARY GIVES A DEADLINE FOR COMMENTS, example: "If I don't receive any comments within 72 hours, I will take this to mean the minutes are satisfactory and will submit as a FINAL copy for our next board meeting, scheduled for the ____ day of _____, 20 ____."
3. BOARD MEMBERS WILL REVIEW AND COMMENT to secretary if corrections are needed within time frame noted.
4. SECRETARY WILL AMEND, if necessary, then email FINAL copy to Board for their records.
5. AT THE BEGINNING OF NEXT BOARD MEETING, the approval of the meeting minutes will take place.
6. THEN THE APPROVED AND FINAL COPY of the minutes is electronically saved as a final copy and noted as FINAL (ie: Apr 15 2011 meeting minutes-FINAL)
7. FORWARD same to the national office for archiving on the National ADS Archive System (director@americandruzesociety.org) - IN SUBJECT LINE, write chapter name and date of minutes (ie: Charlotte Chapter- Apr 15 2011 minutes)

APPENDIX E: GUIDELINES FOR AGENDA AND MINUTE TAKING

E.1 SAMPLE AGENDA:

1. CALL THE MEETING TO ORDER/PRAYER
 2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES
Note: Do not read the entire minutes during the meeting! Days before the meeting, the Board should have read and reviewed; This agenda item is simply a motion to approve, seconded and a brief discussion, if needed.
 3. PRESIDENT'S REPORT (*report of events occurred since the last meeting, not what is to happen – that is under NEW / OLD BUSINESS*)
 4. TREASURER'S REPORT (*usually a report of income received/expenses incurred*)
 5. COMMITTEE REPORTS (*if applicable*)
 6. OLD BUSINESS (*revisit items that are still pending and need an action or decision*)
 7. NEW BUSINESS (*discuss NEW items brought to the Board for an action or decision*)
 8. ISSUES / MATTERS TO BE DISCUSSED WITH NATIONAL ADS (*important to record in your minutes AND appoint person to submit issue(s) to National Office for response*)
 9. ADJOURNMENT (*note the time the meeting adjourned*)
-

E.2 MINUTES SHOULD HAVE:

1. The name of the Chapter
2. Date and time of meeting
3. Who took the minutes
4. Who attended and if there was a quorum
5. The essence of the meeting – an overview of the discussions/decisions
6. All action items made – where someone is assigned to perform a task
7. All motions and the vote made on the motions
8. Any abstinence from voting

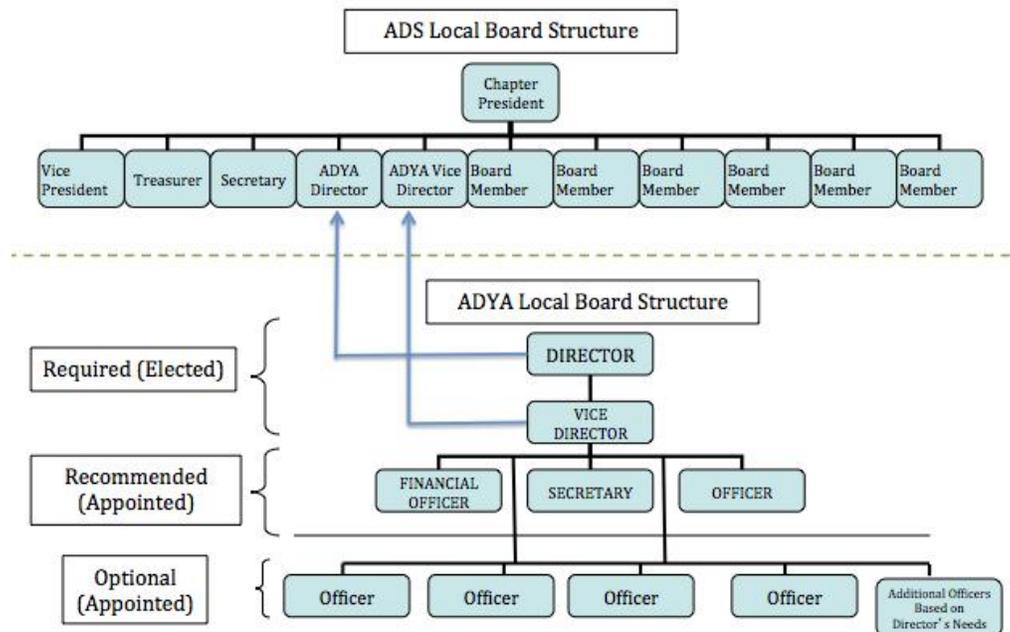
APPENDIX F. ADYA STRUCTURE AND PROCESSES

F.1 ADYA Local Board Structure

All ADYA Local Boards will consist of two elected officials, a Director and a Vice Director:

1. The **Director** is automatically a member of the ADS Local Board as well as the ADYA National Board of Directors with voting powers. The Director holds the right to appoint a minimum of 3 community members to join his/her board. It is highly recommended that the ADYA Local Board consist of 5 members.
2. The **Vice Director** is automatically a member of the ADS Local Board with voting powers. In the event that the Director is unable to fulfill his or her duties, the Vice Director will assume the role and responsibilities of the Director.

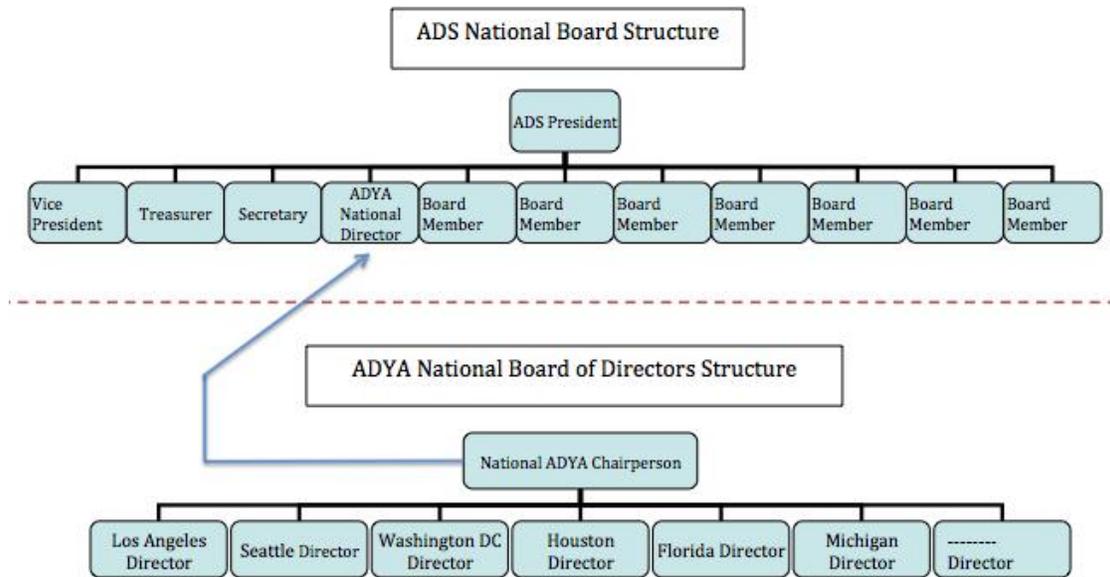
An example of the ADYA Local Board structure is depicted in the diagram below.



F.2 ADYA National Board Structure

The ADYA National Board of Directors is comprised of Directors from each ADYA Local Board. The ADYA National Board of Directors will elect one of their colleagues to become the chairman of the board. The chairman of the board will automatically become the **ADYA National Director** with voting power on the ADS National Board.

An example of the ADYA National Board structure is depicted in the diagram below.



F.3 Membership

- All ADYA officers and members must be paid members of the ADS in good standing between the ages of 18 and 35 years of age whether married or single.

Eligible ADS members may choose not to be ADYA members.