



Protocols within Homenetmen Ranks

Intercommunication, respecting the order and protocols of an association, are essential as it relates to organizational life. The correct execution of these protocols helps create a friendly environment which facilitates better understanding amongst its members.

By using the protocols presented in this document, many uncertainties which have been troublesome within our organizational ranks, should be satisfied. Moreover, the proper use of these protocols will aid in the affirmation of discipline within the organization.

What do protocols mean? And what is expected?

1. Respect

Respect is extremely important in organizational life, whether during meetings, events or other gatherings. All executive bodies and committees, starting from Homenetmen's highest body; the Central Committee should be highly respected by all lower executive bodies, committees and members.

Members should also show respect to all guests, sponsors, donors and supporters.

2. Meet and Greet

It is essential that a mutual greeting occurs when new people are met during organizational work. When a guest joins a group, they should be properly introduced to the rest of the group.

The act of a greeting is a basic phenomenon that reflects humility. A greeting shows that the parties value each other as well as illustrates and expression of love and respect.

3. Relations with chapters - Channels

- In order to have a smooth relationship with the chapters, the Regional Executive assigns a representative to each Chapter. The Regional Executive representative closely follow the work of the Chapters that they've been assigned to, and assist the Chapters in numerous ways.
- The official contact of the Regional Executive representative is the Chapter chairperson.
- The Chapter's contact to the Regional Executive is the Chapter's chairperson. This can change when the Regional Executive requests representatives for its committees.
- Official invitations, approvals, permission requests and other important initiatives should be communicated through official letters.
- Regional and chapter offices represent their respective bodies. The Regional office represents the Regional Executive, and the Chapter office represents the Chapter Executive.

- The proper channel of communication between Homenetmen chapters and other Regional Executives is created through the Regional Executive.
- Similarly, any contact between Chapter Executives and the Prelacy or the Regional Executive of other organizations (i.e. ARS) should only occur through communications through the Regional Executive body.

4. Events Protocols

4.1 Presentation/Acknowledgement Rule

During events, the presentation/acknowledgement of guests should be done in the following order:

1. Clergymen (Prelate, Priest,...)
2. Government Officials (Congressmen, Senators,...)
3. Pan Armenian representatives (Ambassadors, Consul Generals, ARF Bureau Representative...)
4. Local Officials (Mayor,...)
5. Central Executives (ARF Central Committee, Homenetmen Central Executive, ARS Central Executive,...)
6. Regional Executives (ARS, Hamazkayin,...)
7. Organizations (ARS, Hamazkayin,...)
8. Chapters
9. Guests
10. Sponsors, Donors and Supporters
11. Members

4.2 Seating Rules

When the President of a country or a nation's Catholicos is present at an event, they should be seated separately from all the attendees in an isolated chair in the middle of the event hall. Behind them or by their side would be the bodyguard of the President or the "Kavazanagir" of the Catholicos. The Prelate would sit in the row directly behind. To the right and left of the prelate would sit the invited guests in the aforementioned order (Clergymen, Government officials, Pan Armenian Representatives, Local Officials, Central Executive Members, Regional Executive Members, Organizations, Chapters, Guests, Sponsors, Donors, Supporters and Members)

4.3.1 Internal and other events

During internal events, the Chairperson of the Regional Executive or their representative (when the chairperson is not present) should be seated at the head table. And while taking formal photos, the Regional Executive representative should always sit or stand at the center of the group.

4.3.2 Regional Executive Representative

When a Regional Executive member is present at their own chapter event, they should be treated and respected as a Regional Executive member and not as a chapter member.

4.4 Event Program

Event programs should be concise, interesting and attractive

4.4.1 Program Order

- Flag pole ceremony, U.S., Armenian and Homenetmen Anthems
- Opening Remarks (master of ceremonies)
- Keynote Speaker Remarks
- Regional Executive Remarks
- Central Executive Remarks (if present)
- Clergymen Prayers (This should occur once, either following the opening remarks or at the conclusion of the program.)
- Closing Remarks (No other remarks or comments should be allowed following the closing remarks)

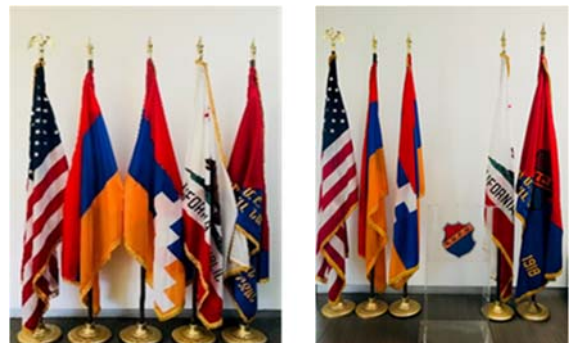
4.4.2 If the event program includes any other items such as singing, dancing, video presentations, etc. they should occur in between the different remarks to avoid having a repetitive program.

4.5 Flag Arrangement

Flags should be placed on stage or behind the performers of an event in the following order (starting from the left)

- United States of America
- Republic of Armenian
- Republic of Artsakh
- State of California
- Homenetmen's Western Region
- Other organizations as applicable

When requested by the family, all deceased Homenetmen members deserve to have the Homenetmen flag at their funeral.



Conclusion

By fully respecting and following the aforementioned protocols (intercommunication, orders etc.), it will assure that all organizational activities will be more efficient and productive.