



BYLAWS

OF THE
LOS ANGELES TURKISH AMERICAN
ASSOCIATION (LATAA)

EIN number of 51-0544480



A Chapter of ATASC
Association of Turkish Americans of Southern California
A California Nonprofit Public Benefit Corporation
Date: 9/01/2012

ARTICLE I: NAME AND DESCRIPTION

- 1) The name of this non-profit organization shall be Los Angeles Turkish American Association -- LATAA
- 2) LATAA is a Chapter organization of the Association of Turkish Americans of Southern California (ATASC), a non-profit 501(c)(3) organization.
- 3) LATAA is a charitable organization under the designation of the umbrella organization ATASC's 501 (c) (3) designation by IRS. LATAA has an EIN number of 51-0544480. The mission of ATASC and its Chapter Organizations is to foster a strong Turkish-American Community with a common voice in promoting the Turkish culture and heritage through cultural, educational, charitable, and social activities.
- 4) This organization is organized exclusively for charitable, educational, cultural and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code. The mission and goals of LATAA is further defined under article II.
- 5) The organization elected 501 (C) (3) h election which allows it to perform advocacy work In accordance with the Internal Revenue Service Form 5768, "Election/Revocation of Election by an Eligible 501(c)(3) Organization to Make Expenditures to Influence Legislation" and with the provisions of Section 501(h) of the Code, ATASC and its chapters can engage in advocacy, grassroots, and lobbying activities for issues affecting the Turkish-American community except endorsing candidates and working with any organizations that endorses any candidate.
- 6) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions for services rendered in the furtherance of the purposes set forth in the purpose clause hereof.

- 7) No substantial part of the activities of the organization shall be the carrying on of the propaganda or otherwise trying to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) or any political campaign on behalf of any candidate for political office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code.
- 8) Upon the dissolution of the organization, assets should be distributed for one or more exempt purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of the Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes to an organization or organizations, as said Court determine, which are organized and operated for such purposes.

ARTICLE II: MISSION AND PURPOSE

LATAA is a non-profit organization dedicated to enriching Turkish-American community Members' lives through countywide recreational, social, educational, and cultural activities in Los Angeles County. LATAA is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

The specific purposes of this Organization are as follows:

- 1) Represent the Turkish-American community in Los Angeles County;
- 2) Educate the greater community regarding Turkish culture, heritage, traditions, and history;

- 3) Create and maintain unity and solidarity within the Turkish – American community by uniting individuals in the bonds of friendship, good fellowship and mutual understanding;
- 4) Organize social and educational activities and participate in other cultural events in conformance with the LATAA's and ATASC's non-profit status and the Bylaws to Promote Turkish culture;
- 5) Inform its members and the public of relevant news events in the Turkish community and from Turkey;
- 6) To cooperate closely with the various civic agencies and other non-profit organizations to further improve the relationship in conformance with the LATAA's and ATASC's non-profit status and the Bylaws;
- 7) Provide support to Turkish-American Student Associations at various universities and Colleges in Los Angeles County with respect to cultural activities e.g., University of Southern California, University of California at Los Angeles, California State University at Los Angeles, Los Angeles Community College, etc.);
- 8) Provide a liaison between the Los Angeles County-based Turkish-American communities and the ATASC;
- 9) Establish a communication system, including but not limited to a website, hardcopy or electronic newsletter, etc. to effectively inform its members of pertinent and relevant news and activities of interest in Southern California;
- 10) Identify a local community charity organization(s) and organize events to support the organization;
- 11) Identify a Turkish and/or American charity organization(s) in Turkey and organize events to support the organization(s);
- 12) Identify a permanent venue to hold cultural, social, and educational events for the benefit of the Turkish-American community.

ARTICLE III: MEMBERSHIP

(1) The voting membership of this Association (General Assembly) shall consist of persons who have paid their membership dues.

(2) There shall be three (3) types of memberships:

(a) Family Membership shall consist of two spouses, or one or two parents and their children less than 18 years of age. Their children over 18 years of age shall be considered as individual or student members if they pay membership dues. Each spouse/parent who is a member through Family Membership shall be entitled to one vote.

(b) Individual Membership shall include persons, 18 years of age or older.

(c) Student Membership shall include any student, 18 years of age or older, attending school within the state of California. Individual and Student members are entitled to one vote.

(d) Honorary Membership can be bestowed for a year for extraordinary help and support to LATAA. The details of how to select and confer an Honorary Membership is in Appendix I.

(e) Appendix I also details how members can be recognized

(f) Appendix I also details how membership can be revoked on certain conditions.

ARTICLE IV: MEMBERSHIP DUES

(1) The 2012 and following years, yearly dues continue to be

50 dollars Individual

75 dollars Family

25 dollars Student

(2) The dues of the Association can be fixed annually by the Board of Directors for 2012 and every year thereafter in accordance with other ATASC chapter's fees.

(3) If membership is paid past Sept 30th of a year, the payee then becomes a member for the following 15 months. However, he/she cannot vote in the first election and cannot be elected to office in the first election.

ARTICLE V: GENERAL ASSEMBLY

(1) The General Assembly, consisting of membership-at-large, is the ultimate decision-making body of the Association.

(2) Convening the General Assembly: The General Assembly meeting shall be open to all of the members of the Association, and each voting member shall be entitled to his/her vote and with two proxy votes, if so authorized by their spouse and/or another member. The ordinary General Assembly shall convene annually in December. The Board of Directors may postpone the ordinary General Assembly by up to one month provided there is a reasonable justification. The Board of Directors shall attempt to notify every member via post mail or e-mail a notice of the ordinary General Assembly meeting date, place, and agenda at least four weeks in advance of such meeting.

Extraordinary General Assembly meetings may be convened by the Board of Directors or upon the written request of a minimum of 10 (ten) percent of the members by applying to the Board of Directors. In either case, the party requesting the meeting shall prepare the agenda. The Board of Directors must convene the special meeting within 30 (thirty) days after the request. The Board of Directors shall send out notification to members via mail or e-mail a notice of the extraordinary General Assembly meeting date, place and agenda at least two weeks in advance of such meeting.

A minimum of fifteen (15) percent of the General Assembly members shall constitute a quorum. Decisions shall be approved by the vote of the majority of those members present. In the event that a quorum is not present at General Assembly meeting, the Board of Directors will either call another meeting of the General Assembly where a quorum shall not be necessary and a decision may be approved by a vote of a majority of the members present or ask for decisions through a mail-in ballot. In case of ballot, the votes from mail-in ballot shall be collected/ received and counted within 30 days after the first meeting.

ARTICLE VI: BOARD OF DIRECTORS

(1) The Members of Board of Directors

(a) The Board of Directors of this Association will be comprised of 9 members. The positions on the Board are; President, a Vice President, a Secretary, the Treasurer, a Social Events Chairperson, a Membership Chairperson, a Fundraising chairperson, a Web Chairperson, and a Publicity Chairperson. The immediate past president of LATAA shall automatically be a non-voting member of the Board of Directors.

(b) Board of Directors Members, except for the ex President, shall be elected by the General Assembly. The term of office for Board of Directors Members shall be two years, unless an extraordinary General Assembly is convened for a new election. For continuity purposes, the tenure of the BOD members is staggered to have no more than 4 elected during each election. The outgoing Board of Directors shall continue with full responsibility until the new Board of Directors is elected and ready to assume their duties.

(2) Powers of the Board of Directors:

Subject at all times to this Constitution, the Board of Directors shall have the power to do and perform every act which it shall deem necessary to carry out the goals of the Association, as listed herein, including but not limited to determine the membership dues, to establish, guide and dissolve committees to carry out specific duties and projects. The Board of Directors shall form specific committees to carry out the specific activities of the Association.

(3) Duties of the Board of Directors Members:

(a) President shall be the spokesperson of the Board of Directors, explaining decisions, scheduling and chairing regular Board of Directors meetings, and calling special meetings as necessary, provided that the President gives a minimum of one-week notice to the other Board of Directors members. The President shall generally supervise and manage the business affairs of the Association. S/he will also represent LATAA at ATASC BOD.

(b) In the absence of the President, the Vice-President shall perform the duties of the President. Vice President shall preside over Board of Directors meetings whenever the President is unable to do so. In addition, the Vice President shall assist the President in carrying out his/her duties.

(c) Secretary shall keep the minutes of all meetings in LATAA registry, shall maintain the official correspondence of the Association, and perform all other duties as required of him/her by the Board of Directors.

(d) Treasurer shall keep records of all financial transactions of the Association, and make regular financial reports to the Board of Directors, the ATASC CFO, and to the Auditor. The Treasurer shall prepare the yearly budget for the Board of Directors to review and approval. The approved financial reports and annual budgets shall be kept in the Registry as official records. The Treasurer - if requested - shall make the financial records of the Association available to the membership for review.

(e) Social Events Chairperson shall coordinate all social functions and events with the Board of Directors, organize committees and submit budgets to BOD for those activities, and perform all other duties as required of him/her by the Board of Directors.

(f) Director of Fundraising will direct the fundraising activities benefiting LATAA.

(g) Director of Membership will direct activities to enroll new LATAA members and retain current ones. He/she will keep an up-to-date database of all members -- to submit to ATASC treasurer along with membership fees, and to the LATAA and ATASC Elections Committees during elections.

(h) Two Members at large will help in wherever necessary to execute the duties of the LATAA BOD.

(i) Turkish School Director will not necessarily be a member of the BOD. School Director shall coordinate the activities of the school with the Board of Directors, organize committees for these activities and perform all other duties as required of him/her by the Board of Directors.

(j) More detailed duties for each of these positions are listed in Appendix II.

(4) Board of Directors Meetings: The Board of Directors shall hold official meetings at least six times per year, preferably once every other month (or more frequently if needed). The presence of five Board of Directors members shall constitute a quorum. All resolutions shall be approved by majority vote. In the event of a tie, the President's vote shall count as two votes. The minutes of each meeting including the resolutions shall be kept as official records of the Association by the LATAA secretary.

Members of the Board of Directors may participate in a meeting through use of conference telephone or videoconference or similar communications equipment; provided that all directors participating in such meeting can hear one another.

Motions by e-mail shall be possible; these forms of motions must be seconded and opened for discussion and presented to all Board members. After the closure of discussion period, Board members will vote within forty-eight (48) hours. If a response is not received from a director(s) within this time frame, it will be considered an ABSTAIN vote. Depending on the nature of the motion, its acceptance criteria, simple or two-thirds majority shall be same as the similar matters as defined in this and other Articles of the Bylaws.

Any Board of Directors member, who misses two consecutive meetings, without a compelling excuse that is accepted by BOD, shall be considered to have resigned.

Past presidents of the Association, the representatives from student Associations, and other members of the Association may observe the Board of Directors meetings by making arrangements through a Board of Directors member. However, these members shall not be entitled to vote for Board of Directors decisions.

ARTICLE VII: ADVISORY COUNCIL

There are no plans to form an advisory Council at this time.

ARTICLE VIII: ELECTIONS

(1) Elections of the Board of Directors shall be held during the ordinary General Assembly in December. As stated before, this meeting could be delayed until January 31 for good reasons. In the event that any Board of Directors Members resigns before

completing their full term in office, elections may be held in an extraordinary General Assembly.

(2) The Board of Directors will appoint an Elections Board consisting of three LATAA members -- none of which are up for election - at least 8 weeks before the election. The BOD members not up for election could be part of this Board. The Election Board members elect or identify among themselves the Chairperson of the Election Board. The other two members of the Election Board shall assist the Chairperson and record the proceedings. The Board's ultimate purpose is to complete the elections during that General Assembly in a fair and democratic manner. This Board will find and validate the qualification of candidates and publish their qualification statements via mail or e-mail at least one week before the elections.

(3) General Assembly-Elections:

(a) At the General Assembly, the President of the Association shall open the meeting and, if a quorum is present will conduct LATAA business except the "elections part" of the meeting.,

(b) The Chairperson of the Election Board shall conduct the meeting in accordance with the LATAA constitution and prepare the agenda for this meeting. The agenda shall include but is not limited to the discussions of the activity report of the Board of Directors and a financial report, resignation of the current (outgoing) Board of Directors Members, election of the new Board of Directors, miscellaneous business, and member's suggestions. The agenda shall also include a vote to absolve the Board of Directors Members for LATAA/the Association's financial accounts for the duration of their last term in office. Votes shall be cast by the General Assembly before the resignation of the outgoing Board of Directors. The outgoing Board of Directors Members cannot participate in the vote to absolve themselves. The General Assembly may make additions to the agenda of the meeting, provided there is a vote of at least one-fourth of members present to add an item to the agenda.

(4) If the General Assembly does not absolve the outgoing Board of Directors, the General Assembly may vote to censure such Members and such Board of Directors Members may never be reelected to the Board of Directors.

(5) The election part of the meeting is chaired by the Election Board Chairperson. He/she shall request group (minimum of five or greater) nominations, from the members who are present or from members who accepted the nomination, for positions as Board of Directors Members. After all of the nominations are received (minimum of three for the Board of Directors), members shall cast their votes, by listing a maximum of four names for the Board of Directors, by secret ballot. The votes shall be counted before the General Assembly, and the Election Board shall enter the results into the official records of the Association. The four nominees who receive the highest number of votes shall become Members of the Board of Directors for the following year. Among the remaining group, the one or two with the highest number of votes shall be considered as alternates for the

Board of Directors in the event that one or two Board members resign before completing their term. If a member of the Board of Directors resigns or is unable to serve as a Member until the end of his/her term of office, the BOD will appoint a member in good standing with majority vote

(6) For a person to be nominated, he or she shall be a member in good standing for at least one year prior to the election or must be recommended by the Board of Directors.

(7) Only the members who have paid their dues, in accordance with ARTICLE III (2) to end of the year, are entitled to vote. Voting and nominations by written proxy shall be accepted for only two proxies for each attending member.

(8) The Board of Directors (Membership Chairperson) shall be responsible to provide a copy of LATAA's Constitution/bylaws and a list of the members with dues paid to the LATAA General Assembly Election Board. Those who have paid their dues during the General Assembly Meeting shall be added to the membership list but cannot vote. Only the members on the membership list as of Sept 29 shall be eligible to be nominated, pursuant to ARTICLE VIII (6) herein and/or to cast votes.

(9) In the event the quorum under ARTICLE V (2) herein is not present for the General Assembly, elections may be conducted either by holding a second meeting or using a mail-in or e-mail ballot the votes from which shall be collected/ received and counted within 30 days after the first meeting. A quorum shall not be necessary for the second meeting and a decision may be approved by a vote of a majority of the members present. In the event that mail-in/e-mail ballots are used, the returns shall be forwarded to the General Assembly Election Board Chairperson again to be announced within 30 days.

(10) During the first meeting after election, Board of Directors Members shall elect the President and the remaining officers among themselves. The Board of Directors shall have the power to reelect the officers, including the President, at any time with 2/3 of votes. All nine Board of Directors members must be present in person for such a reelection.

ARTICLE IX: RECORD KEEPING

(1) The Board of Directors Members shall be responsible for keeping the following records of the Association, and turning such records over to the incoming Board of Directors Member, along with the properties of the Association, at the end of the Members' term:

(a) Membership Register: The names and addresses of LATAA/the Association's members, records of payment of dues and dates of payment, and meeting minutes which shall be recorded in the Membership Registry;

(b) Board of Directors Records: The minutes of the Board of Directors meetings and the resolutions, which shall be recorded by the Secretary of the Association and kept together in a hard-copy version;

(c) Financial Records: The income, expenditures and annual budget of the Association which shall be recorded by the Treasurer in an accounting book or database showing at all times the balance in the Association's bank account(s) and the cash at hand; and

(d) Property List: A list of all of the properties and items belonging to the Association, which shall be kept as an official record by the President.

ARTICLE X: PUBLICATIONS & COMMUNICATIONS

All spoken and written communications for this organization shall be conducted in English. The official language shall be "English."

The Board of Directors can publish newsletters (hard-copy or electronic format) or other acceptable means either directly or through a Publications Committee to be established for this purpose chaired by the Secretary. The Board of Directors shall provide additional guidance upon request. The Board of Directors is the only entity to express LATAA's official vision. The contents of LATAA's official website shall also follow the guidelines listed below.

(1) The Secretary shall recruit other members of the Committee. He/she shall determine the contents of the newsletter using the following principles as guidelines:

(a) Truthfulness and clarity;

(b) Avoiding articles that conflict with the interests of the Republic of Turkey, the United States and/or the Association, along the guidance of ATASC direction;

(c) Avoiding conveying ideological doctrines offensive to the sense of the community or which are divisive of the same;

(d) Conveying the national and moral values, culture and history of the Turkish people and the Republic of Turkey;

(e) Promoting balanced use of the Turkish and English languages; and

(f) Encouraging reader participation in the arts, educational, cultural, and sports activities.

ARTICLE XI: REVISION OF THE BYLAWS

Minor Amendments or revisions of this Constitution may be proposed by a motion from Board of Directors passed by a simple majority of those Board members present at a meeting of LATAA BOD. The revised bylaws need to be sent to ATASC for IRS submission.

For major changes, Members of the Board of Directors shall vote on proposed amendments The Bylaws of this Constitution may be changed by a 2/3 vote of sitting voting Board of Directors members, six in this case. In the event that a revision is passed by the approval of a 2/3 majority vote of the Board of Directors Members, and endorsed by ATASC bylaws committee, the Board of Directors shall prepare a letter/e-mail to all members informing them of the revisions. LATAA bylaws will be a public document at the website.

In addition, the Bylaws shall be reviewed at least once every four years for effectiveness and sensibleness. During this process, at the direction of the Board of Directors, a Bylaws Committee shall develop revised Bylaws and present it to the LATAA Board of Directors.

ARTICLE XII - CONFLICT OF INTEREST POLICY

- (1) Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- (2) Directors and officers must avoid not only conflicts of interest, but also the appearance of conflicts of interest. This includes doing business with third parties in which directors' and key staffers' spouses; dependents or other relatives are involved.
- (3) Each Board of Directors member shall read, understand, and sign the Conflict of Interest Policy (provided in Appendix III) upon appointment to the position. The signed form will be kept in the official LATAA records maintained by the LATAA Secretary.

2012 Bylaws signed by the LATAA Board

President

Vice-President

Secretary -

Treasurer

Social Events Chair

Fundraising Chair

Membership Chair

Member at Large

Member at Large

APPENDIX I: Honorary Memberships, Member Recognition and Revoking Membership

- 1.1. **Honorary** membership is an individual who has rendered exceptional and significant service or contribution in promoting the mission and purposes of the LATAA at any time during the Organization's existence.
- 1.2. Additional qualifications **and requirements** are as follows:
 - 1.2.1. Honorary membership shall be open to any individual who is a member of Turkish and/or American Community;
 - 1.2.2. Any member of the organization or the Board of Directors may nominate an honorary member;
 - 1.2.3. The Board of Directors shall grant honorary status by a two-thirds (2/3) vote;
 - 1.2.4. Honorary members shall with further payment of dues have the same rights and privileges other active members and shall be awarded an appropriate certificate or equivalent recognition document to be presented by LATAA President in behalf of the Board of Directors;
2. **Membership Recognition:** Membership recognition will be held at each General Assembly meeting and/or anniversary events. Chairperson of Membership Committee will be responsible for overseeing the process of selecting members who

have made a significant contribution to the Organization. Chairperson shall submit the nominees to the Board of Directors for their acceptance and approval.

3. **Revoking an Active Member's Membership:** The Board reserves the right to revoke and cancel membership of a given member at any time when it is determined that:

- 3.1. his/her conduct is not in the best interest of the LATAA Organization; or
- 3.2. he/she has been declared of unsound mind by a final order court; or
- 3.3. he/she has been convicted of a felony.

Revocation of an active member's membership shall require a two-thirds majority vote for the reasons indicated under section 4-4.1 and simple majority vote for the reasons provided under sections 4-4.2 and 4-4.3 of this Article. Voting shall take place during a regularly scheduled BOD meeting or via e-mail following a motion made by one of the Directors.

APPENDIX II: Board of Director Duties (detailed)

President. Shall be the spokesperson of the Board of the directors and shall oversee the day -to- day responsibilities for the Board of the Directors and the Ad-Hoc Committees, including carrying out the Standing Committee's goals and policies. The President shall attend all Standing Committee meetings, report on the progress of the Standing Committee to the Board of Directors, answer questions of Standing Committee members and carry out the duties described in the job description. The Board of Directors may designate other duties as necessary. The duties of the President shall include, but are not limited to:

- Serves as the Chief Executive Officer of the Organization;
- Oversees the management of all Board Members;
- Prepares and presents an Annual Report indicating the activities and accomplishments of the Organization during the preceding year (this report shall be available to the public);
- Prepares the Organization's budget in conjunction with the Treasurer;
- Serves as a liaison between the Board of Directors and the Standing Committee Members;
- Chairs, all Regular Board and special meetings;
- Serves as a member on the ATASC Board of Directors;
- Oversees the Election Committee;
- Be accountable to the Board of Directors and to the General Assembly in the execution of his/her duties within the guidelines of these Bylaws.

(b) **Vice President** shall perform the duties of the President in the absence of the President, and shall be responsible for all external outreach affairs of the Organization.

The duties of the Vice President shall include, but are not limited to:

- Assumes the duties and responsibilities of the President in his/her absence and/or resignation;
- Oversees all external outreach efforts and outreach committee; and
- Oversees the educational committees, if needed.

- May attend ATASC BOD meetings in President's absence.

(c) **Secretary** shall be responsible for maintaining communications and the official Correspondence of the Organization. The duties of the Secretary shall include, but are not limited to:

- Records and presents minutes of all Executive Committee and BOD meetings;
- Distributes meeting agendas and minutes and other relevant documents to internal and external entities;
- Oversees the Website Committee;
- Maintains relevant files including but not limited to: meeting minutes, Bylaws, correspondences, etc;
- Maintains all internal e-mail lists; and
- Keeps a current roster and contact list of all Board of Directors, committee members, and volunteers.

(d) **Treasurer** shall keep accurate records of all financial transactions of the Organization.

The Treasurer shall prepare the annual budget for the Board of the Directors for review and approval to be ratified by the Board of Directors. The Treasurer also serves a Board of Director. The duties of the Treasurer shall include, but are not limited to:

- Administers and prepares the annual budget in conjunction with the President and presents it to the Board of the Directors for review and approval to be ratified by the Board of Directors;
- Maintains accurate and current financial records of income, expenditures and pending income and reports these to the Board of Directors at each meeting;
- Deposit money and checks in the name of and to the credit of the Organization in the banks;
- Disburses funds and issues expense checks in the name of the Organization as authorized by the President or the Board;
- Oversees the Fundraising Committee;
- Develops and coordinates all fundraising activities in conjunction with the Social Chairperson and Fundraising Chairperson;

- Receives and tracks all membership dues and coordinates with the Membership Chairperson to update the membership database;
- Serves as a member on the Board of Directors; and
- Makes financial information available to the membership upon request.

(e) ***Social Events Chairperson*** shall coordinate all social functions and events with the Executive Committee and organize committees specific for those activities. The duties of the Social Chairperson shall include, but are not limited to:

- Coordinates all entertainment, cultural, educational, and charitable activities and obtains all permits necessary for these events;
- Coordinates with the Treasurer regarding all fundraising activities;
- Coordinates with the Membership Chairperson regarding all membership recruitment events and activities;
- Maintains the master calendar of events;
- Oversees the Events Committee;
- Identifies and manages all volunteers to be involved in various events;
- Ensures that all events are managed within their allocated budget; and
- Oversees the coordination of one joint event with other organizations on an annual basis to promote unity within the Turkish-American community.

(f) ***Membership Chairperson*** shall coordinate all membership recruiting and retention efforts of the organization. The duties of the Membership Chairperson shall include, but are not limited to:

- Routinely maintains the membership database identifying members in active standing with the Organization in coordination with the Treasurer;
- Oversees all membership recruitment events and activities in concert with the Social Events Chairperson;
- Develops new member informational packet or brochure and disseminates to the new members to encourage their involvement;
- Oversees the annual membership recognition program; and

- Develops and implements a member recruiting and retention program.

APPENDIX III: Conflict of Interest Form to be signed by all BOD members

CONFLICT OF INTEREST POLICY

The standard of behavior at the Los Angeles Turkish American Association (LATAA) is that all officers, volunteers and board members scrupulously avoid conflicts of interest between the interest of LATAA on one hand and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of LATAA's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. By signing this letter, I declare that I hold no relationships and holdings that could potentially result in a conflict of interest. In the course of meetings and activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the decision and will not be permitted to vote on the question. I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Name: _____

Signature: _____

Date: _____