

Changes to Artesia D.E.S Operating Procedures (September 2017)

The current text in Article IV of the internal regulations shall be replaced with the following text approved by the Members in the General Assembly Meeting of 09.17.2017:

Article IV.

Section 1. Sub-Committee Events

1. Events to be administered by Sub-committees:

- a. Festa Da Bola (May)
- b. Festa Da Musica (September)

2. Sub-Committee Membership Rules:

- a. Sub-Committees are comprised of members of Artesia D.E.S. who are in good standing
- b. Sub-Committees are comprised of individual member (e.g., If the sub-committee member is married, there is no requirement or expectation that the spouse is to also serve on said committee.)

3. Sub-Committee Duties & Responsibilities include:

- a. Present Festa plan and obtain approval for overall budget and schedule for Festa from A.D.E.S. Board of Directors
 - i. The sub-committee can choose to request funds for necessary expenditures from the Board of Directors or pay up front and expect re-imbusement
 - ii. The sub-committee must provide receipts or other written documentation for all expenses
 - iii. All revenues are to be submitted to the Board of Directors
- b. Sub-Committee is responsible for all duties considered necessary for the successful completion of the Festa, including, but not limited to:
 - i. Planning, entertainment, security, advertising, decorating, hall set up, hall tear down, food ordering, food preparation and food sales, etc.
 - ii. Exception: Bars, including purchasing, stocking, staffing and sales, will be managed solely by A.D.E.S. Board of Directors (or designee)
- c. Sub-Committee should obtain volunteers, as needed, to assist with planning and execution of the Festa
- d. Sub-Committees are responsible for selecting following year Sub- Committee no later than one (1) month after conclusion of said Festa
 - i. If a sub-committee for following year cannot be selected the A.D.E.S. Board of Directors can choose to put on the Festa themselves or cancel the event for that year
- e. The Sub-Committee is required to provide a financial summary outlining expenditures and receipts to the Board of Directors no later than one month after the conclusion of said Festa
- f. Sub-Committee must submit a summary report of the event and electronic files to provide to successor committee and the A.D.E.S. Board of Directors

4. Sub-Committee Positions:

- a. Festa da Bola
 - i. President

Changes to Artesia D.E.S Operating Procedures (September 2017)

1. Acts as liaison to the A.D.E.S. Board of Directors.
 2. Presents Festa plan and obtains approval for overall budget and schedule for Festa from A.D.E.S. Board of Directors
 - ii. Vice-President/Treasurer
 1. Maintains financial records and presents receipts for reimbursement
 2. Develops financial statement to be presented to the Board of Directors no later than one month after the completion of said Festa
 - iii. Secretary
 1. Maintains records of event details and creates a summary report of the event, including electronic files, to provide to successor committee and the A.D.E.S. Board of Directors
 - iv. Kitchen Director
 1. Coordinates all use of kitchen facilities for the purposes of preparing any food for consumption at Festa
 2. Ensures kitchen facilities are left clean and in working order at the conclusion of the Festa
 - v. Tournament Director
 1. Works in conjunction with the Athletic Directors to organize the main Tournament and ceremonies associated with it
 2. Acts as the liaison between the Athletic Directors and the Sub-committee to ensure proper coordination between the two groups
 3. Leads the development of all additional, non-soccer related, competitions
 - vi. Athletic Directors
 1. Comprised of the Athletic Directors of ADES and the Tournament Director
 2. Organizes all events related to the tournament including inviting participant teams, referee and fields coordination, selecting a Field Marshall, field setup, establishing tournament rules and all correspondence with participating teams
 3. Organizes and coordinates opening ceremonies and closing ceremonies; this includes purchasing trophies and any items needed for the opening ceremonies (e.g., flowers)
 4. Additional competitions (e.g., Dominoes, Sueca, Volleyball, Indoor Soccer) are the responsibility of the broader Festa da Bola sub-committee
- b. Festa da Musica
- i. President
 1. Acts as liaison to the A.D.E.S. Board of Directors
 2. Presents Festa plan and obtains approval for overall budget and schedule for Festa from A.D.E.S. Board of Directors.
 - ii. Vice-President/Treasurer
 1. Maintains financial records and presents receipts for reimbursement
 2. Develops financial statement to be presented to the A.D.E.S. Board of Directors no later than one month after the completion of said Festa.
 - iii. Secretary
 1. Maintains records of event details and creates a summary report of the event, including electronic files, to provide to successor committee and the A.D.E.S. Board of Directors

Changes to Artesia D.E.S Operating Procedures (September 2017)

- iv. Kitchen Director
 - 1. Coordinates all use of kitchen facilities for the purposes of preparing any food for consumption at Festa
 - 2. Ensures kitchen facilities are left clean and in working order at the conclusion of the Festa
- v. Filarmonica Representative
 - 1. Should be a member, or a parent of a member, of A.D.E.S. Filarmonica
 - 2. Acts as liaison between Sub-Committee and the Filarmonica for the purposes of ensuring clear communication between the Sub-Committee and the Filarmonica.

Section 2. Chairperson Events

1. **Events to be administered by Chairperson(s) (EXAMPLES):**
 - a. Superbowl
 - b. Carnaval
 - c. Matanca
 - d. Easter Breakfast
 - e. Halloween
 - f. Christmas Breakfast
 - g. New Year's Eve
 - h. Any additional event that is approved by the A.D.E.S. Board of Directors
2. **Chairperson Membership Rules:**
 - a. Chairperson is to be a member of Artesia D.E.S. who is in good standing
3. **Chairperson Duties & Responsibilities include:**
 - a. Presents event plan and obtain approval for overall budget and schedule for Event from A.D.E.S. Board of Directors
 - i. The chairperson can choose to request funds for necessary expenditures from the Board of Directors or pay up front and expect re-imburement
 - ii. The chairperson must provide receipts or other written documentation for all expenses
 - iii. All revenues are to be submitted to the Board of Directors
 - b. Chairperson is responsible for all duties considered necessary for the successful completion of the Event, including, but not limited to:
 - i. Planning, entertainment, security, advertising, decorating, hall set up, hall tear down, food ordering, food preparation and food sales, etc.
 - ii. Exception: Bars, including purchasing, stocking, staffing and sales, will be managed solely by A.D.E.S. Board of Directors (or designee)
 - c. Chairperson should obtain volunteers, as needed, to assist with planning and execution of the Event
 - d. Chairperson is responsible for selecting Chairperson for the following year no later than one (1) month after conclusion of said Event
 - i. If a Chairperson for the following year cannot be selected the A.D.E.S. Board of Directors can choose to put on the Event themselves or cancel it

Changes to Artesia D.E.S Operating Procedures (September 2017)

- e. Chairperson must submit a summary report of the event and electronic files to provide to successor Chairperson and the A.D.E.S. Board of Directors

Changes to Artesia D.E.S Operating Procedures (September 2017)

Section 3. Artesia D.E.S Board of Directors

1. Events to be administered by A.D.E.S. Board of Directors:

- a. Required Festa:
 - i. Festa do Espirito Santo
- b. Optional Events:
 - i. Any Member Events
 - ii. Any A.D.E.S. Fundraiser Events
 - iii. Any Sub-Committee Festa or Chairperson Event
 - a. In the event that a Sub-Committee or Chairperson is unsuccessful in securing a committee or volunteers, the A.D.E.S. Board of Directors may choose to cancel or execute the event themselves.

2. Duties & Responsibilities for Sub-Committee's and Chairperson's include:

1. Designation of one Board Director to each Sub-Committee or Chairperson for the purposes of:
 - a. Approving of budgets for all Festas and Events.
 - b. Approving of schedules for all Festas and Events
 - c. All other communication, as needed, between A.D.E.S. Board of Directors and Sub-Committee's and Chairpersons.
2. Management of A.D.E.S. Bars at all times including purchasing, stocking, staffing and sales during Sub-Committee Events and Chairperson Events.