

The current text in Article X of the internal regulations shall be replaced with the following as approved by the Artesia DES membership during the General Assembly Meeting of 09.17.2017:

Section 4. Board of Directors Structure

1. Board ideally to consist of five board members

- a. President – Liaison to Assembleia Geral, effectively CEO, shall direct the board, control operations, and preside over meetings
- b. Treasurer – Maintain books and records, and financials, approve disbursement of funds for Festas, Chairperson events, and day to day operations
- c. Secretary – Maintain meeting minutes, membership records, and communication with members, city, and other organizations
- d. Director of Facilities– Oversee kitchen, janitor, facilities vendors, rental home, and act as liaison to the planning committee
- e. Director of Inventory Management – Maintain proper levels of food and beverages
- f. Either Director of Facilities or Director of Inventory Management will also hold the position of Vice President
- g. Board members are responsible to act as official liaison to Festa Sub-Committee, Chairperson events, and Rental/Festa Bartending Sub-Committee

2. Board of Director Requirements

- a. Shall be comprised of members of Artesia D.E.S. who are in good standing
- b. The Board of Directors shall be comprised of individual members (If the Board member is married, there is no requirement or expectation that the spouse is to also serve on any relevant sub-committee (e.g., Festa do Espirito Santo or Fundraisers))

3. Board interaction with Sub-Committees and other organizations

- a. The Athletic Director shall present monthly updates to the Board of Directors to address concerns, present past expenses and request future funding needs
- b. The Music Director shall present monthly updates to the Board of Directors to address concerns, present past expenses and request future funding needs
- c. The Rental/Event Bar Sub-Committee President will have regular communication with the Director of Inventory Management and the Rental Coordinator to coordinate needs and address concerns. The Director of Inventory Management will address larger needs with the Board of Directors in their regular meetings.
- d. The Board of Directors is required to provide Day of Event support, and is still ultimately responsible for treasurer duties during Festas and Events

Section 5. Rental & Festa/Event Bartending Sub-Committee

1. Sub-Committee Positions:

- a. President
 - i. Act as liaison to the A.D.E.S. Board of Directors.

- ii. Responsible to recruit other members that will help supervise weekly rental coverage
- b. Vice President
 - i. Act as liaison to the Rental Coordinator to ensure there is proper coverage for weekend rentals
 - ii. Create schedule and communicate schedule to other members of the sub-committee

2. Sub-Committee Membership Rules:

- a. Sub-Committee shall be comprised of members of Artesia D.E.S. who are in good standing
- b. Sub-Committees are comprised of individual members

3. Formation of Sub-Committee

- a. Sub-Committee president shall be proposed by current Sub-Committee president to the incoming president at the first director meeting of the year in early January
- b. Sub-Committee shall operate from March 1 to February 28, to give time for approval of all Sub-Committee members by the Board of Directors

4. Sub-Committee Responsibilities:

- a. One rental Sub-Committee member shall be present for each event
- b. Assist the paid bartender in preparing and serving drinks
- c. Authority to access bar safe and make change, and complete a final count of earnings, and leave in bar safe for ADES Board Treasurer
- d. Keep bar stocked by accessing main refrigerator for additional inventory to bar
 - i. Final walkthrough with renter post-cleanup and completion of final walkthrough form
 - ii. Lock up facilities for the night