

Bylaws

Ethiopian-Tigray Community in Minnesota

ETCMN
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Introduction:

Ethiopian Tigray Community in Minnesota is a community people from the Tigray state in Ethiopia and that reside in Minnesota. The community is more than 30 years old. There are an estimated four hundred families of Tigraian descent in the Twin Cities.

1. Who we are

1.1 The Ethiopian Tigray community in Minnesota is a community of Tigrinya speaking Ethiopians who currently reside in the state of Minnesota.

1.2 The name of this community shall be the Ethiopian – Tigray community in Minnesota and it can be referred to as ETCMN. This organization is formed under the state of Minnesota, which is organized and shall be operated in accordance with the meaning and provisions of Section 501 (c) (3) of the Internal Revenue Code.

2. Vision, Mission and objectives of the community

2.1 Vision

The vision of ETCMN is to be a strong vibrant community that preserves cultural, historical and linguistic heritage and promotes social change through collaboration, communication and community education

2.2 Mission

ETCMN's mission is to make each individual and family in the community an informed, successful and law abiding citizen that preserves the cultural, historical and linguistic heritage of the Tigray people and passes to the next generation:

2.3 Objectives

2.3.1 To establish a community center that will host the ETCMN office, community gathering hall, and also will serve as educational and events venue

2.3.2 To work with other communities, governmental organizations, and non-governmental organizations in the Greater Minnesota to provide social and communal service to its members as needed.

2.3.3 To implement various programs which assist new immigrants of Ethiopian descent in social life, employment, education and other relevant areas.

2.3.4 To develop and implement educational program to help students succeed academically.

2.3.5 To provide financial and moral support to members during hardship

2.3.6 To Create venues for collaboration and encouraging entrepreneurial spirit.

2.3.7 Becoming a source of information to members for academic and professional development.

2.4 Limitations on Activities

2.4.1 ETCMN shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any political force in the United States or in Ethiopia.

2.4.2 No part of the earnings of the community shall be spent for personal use by any member, board member or any other individual or group.

3. General Assembly, Board of Directors & Audit Committee

ETCMN daily operations are overseen by a board of directors which will act on behalf of the community. The board is elected by the general assembly of the community members. An Audit committee shall be elected to perform audits to ensure the board of directors is fulfilling the mission given by the general assembly and is compliant with the bylaw of the community. The relationship between the general assembly and the board of directors and Audit Committee shall be as specified below.

3.1- General Assembly

3.1.1 The General Assembly is the supreme authority of the Society responsible for the approval of all matters related to bylaws. Meetings will be held only when quorum is present. Quorum for a general meeting is greater than 50% of members in good standing.

3.1.2 The General Assembly has the sole authority of electing and terminating the Board of Directors, the Audit Committee and the Nominating Committee.

3.1.3 The General Assembly will review and take appropriate action relative to matters brought forth by the Members and the Board of Directors.

3.2 Board of Directors

3.2.1 The Board of Directors (the Board), consisting of Eleven members, will be elected by and responsible to the General Assembly.

3.2.2 The Board will be elected for two-year terms. The number of members of the Board may be varied by the General Assembly as necessary.

3.2.3 The board will be responsible for the day to day affairs of the community and may assign projects to groups and individuals and ensure they are executed correctly

3.2.4 The board will work with and enter into agreements with various organizations on behalf of the community in an effort to make long and short term objectives

3.2.5 The incumbent board members can serve a maximum of two consecutive two year terms

3.2.6 All decisions of the board will be made by a simple majority with the exception of cases where there is equality of votes during which the president will have the deciding vote

3.2.7 With the exceptions of cases of sickness and voluntary resignation, the board can remove a member or members from office by majority vote of the board for such reasons as ethical issue, actions contrary to the purpose of the community, actions which damage the reputation of the community, and use of the community fund for personal gain

3.3 Audit Committee

3.3.1 Will be elected for a two year term by the general assembly

3.3.2 For purpose of avoiding conflict of interest, members of other committee are ineligible for membership in the audit committee

3.3.3 Will conduct an audit every three months during which it will review financial transactions, properties and records of the community

3.3.4 Recommends and review the implementation of adjustments and corrective measures

3.3.5 Authorized to carryout surprise audits

3.3.6 Provides an audit report of the annual audit activities and findings to general assembly

3.3.7 During transition of the board, the audit committee will ensure that a proper report of the financial and other properties

3.3.8 Works with the treasurer in keeping of the financial and property records of the community

3.3.9 Responsible to monitor and ensure that the general meeting is held in a timely and proper manner

4. Duties of Board Directors

The board of directors once elected by the general assembly will elect individuals among them to take the following executive roles. The roles, rights and responsibilities of each executive are as specified in each section.

4.1 President

4.1.1 The President is responsible for leading and directing activities the community

4.1.2 Monitors the day to day activities of the board and the community.

4.1.3 Oversees the activities of sub committees

4.1.4 Chair the General assembly and Board meetings

4.1.5 Acts as the official representative of ETC when such representation is needed

4.1.6 If the president is unable to discharge his or her duties for reasons of emergency or sickness, the president needs to notify the board in writing and the vice president will be authorized to represent the president

4.2 Vice President

4.2.1 The vice president will assume the role of the president in his/her absence

4.2.2 Fulfils other duties assigned by the board

4.3 Secretary

4.3.1 Responsible for taking minutes at the board and general meetings

4.3.2 Sending out notice of meetings and preparing agendas ahead of the meetings

4.3.2 Keep records of the community

4.3.4 Custodian of the seal of the community

4.3.5 Fulfils other duties assigned by the board

4.4 Treasurer

4.4.1 Collects the community revenues and deposit in the community bank account on time

4.4.2 Keep records, receipts and files related to financial transactions

4.4.3 Prepares a detailed financial report of income and expenditures and submits them for review to the auditor appointed by General assembly

4.4.4 Fulfils other duties assigned by the board

4.5 Public Relations Director

4.5.1 Communicates the community goal, activities, plans and programs to the membership, individuals, governmental and non-governmental bodies through various means of media

4.5.2 Distributes publications of the community to members and general public

4.5.3 Coordinate various cultural and other events of the community

4.5.4 Carry out and strengthen various activities

5. Membership Eligibility and Definition

5.1 Registered Members

5.1.1 Any individual from Tigray- Ethiopia or their spouse and/or child who consent to be a member and is willing to operate in accordance to the community by-laws is eligible to be a member of ETCMN.

5.1.2 Registered members are eligible individuals who fulfil all membership duties as specified in the article dedicated for membership duties, rights and benefits.

5.1.2 Registered members shall abide by all duties reserve all rights and enjoy all benefits listed in the article dedicated for membership duties, rights and benefits

5.2 Associate Members

5.2.1 An individual may be accepted as an associate member if the individual is eligible to be a member but unable to pay the membership dues for any reason at the discretion of the board of directors.

5.2.2 Associate members do not have the right to vote but are allowed to fully participate in other activities of the community

5.3 Honorary Members

5.3.1 Honorary membership may be issued to any organization, family or individual who contributed to advance the causes of the community by the board of directors.

5.3.2 The board is authorized to issue honorary membership to eligible bodies based on its review of their past, current and future potential contribution.

5.3.3 The board is also authorized to revoke honorary membership

5.3.4 Honorary members can attend all meetings open to members but are not eligible to vote or share the benefits of registered members.

6. Duties, rights, and benefits of members

6.1 Membership duties

6.1.1 Each member is expected to pay a onetime registration fee of \$100 for a single and \$150 for a married couple to be a member of the community.

6.1.2 ETCMN members shall pay a monthly fee of \$10 for single individuals and \$15 for a family.

6.1.3 Membership fees are paid by personal checks, money orders, electronic transfer, or Cash.

6.1.3 If a member does not pay for one year, he/she shall be deemed disqualified for the benefits provided by ETCMN.

6.1.4 Each member has an obligation to respect and implement the bylaw of the community

6.1.5 Each member is expected to contribute according to his or her capacity to strengthen the community, through voluntary services and other activities

6.2 Membership rights and benefits

6.2.1 A member has the right to run for office, vote for a candidate of his/ her choice, 9.2.2 Vote on issues that require a majority decisions.

6.2.3 A member has a right to be informed about all activities and issues and have access to all the services provided by the community..

6.2.4 To address or to vote in absence by sending a statement that includes name, signature, address, and phone number to the general assembly.

6.2.5 During death of an immediate family(i.e. spouse, parent, biological or legally adopted child), each Active member shall be compensated with lump sum of money with a contribution from members. Each

member shall contribute \$100 if single or \$150 for couples and the total amount should be paid to the mourning immediate family.

6.2.6 Student support and other grants may be provided to members at the discretion of the executive board. The Board shall review all requests for funds from members. The Board shall require that such requests specify the use to which the funds will be put, and if the Board approves the request, it shall authorize payment of such funds to the approved grantee.

6.3 Membership Termination

6.3.1 Membership is terminated upon death, voluntary withdrawal, and forcible removal for various reasons by the community

6.3.2 If a member does not pay monthly dues for a year, he/she will be deemed disqualified for the benefits provided by ETCMN.

6.3.3 The board may terminate the membership of an individual that is involved in activities that are against the values and bylaws of ETCMN with a majority vote.

7. Meetings, Fiscal Year, Amendment and Dissolution

7.1 General Assembly

7.1.1 A meeting at which quorum or majority of the members (50% plus one) are present.

7.1.2 Notice of meeting including the time, place and agendas will be sent two weeks before the general meeting

7.2 Emergency Meeting

7.2.1 Meeting other than annual general meeting when urgent situations arise

7.3 Fiscal Year

7.3.1 The fiscal year end of the ETCMN is December 31.

7.4 Amendment of Bylaws

7.4.1 These bylaws may be amended or replaced by a majority of all active members. The board members do have the authority to amend sections of this bylaw without calling a public meeting whenever necessary.

7.5 Dissolution

7.5.1 The purpose of this article is to follow the requirement of the federal and state law that nonprofit organization should outline on how to decide when situations arise to end the life of their association in their bylaws. In this regard the dissolution (Closing) of the organization should be determined by the general assembly. The manners of dissolution shall be determined by the general assembly upon the decision to dissolve ETCMN.