

**MUTUAL ASSISTANCE ASSOCIATION
FOR THE ETHIOPIAN COMMUNITY
Inc., (MAAEC)**

BY-LAW

JUNE 03, 2008

This By-Law has been revised and updated to include the special function units incorporated to provide better services to the Community in DFW.

Contents

- 1. Name, Seals & Office**
- 2. Purpose**
- 3. Scope**
- 4. Objectives**
- 5. Legal Status**
- 6. Organizational Structure**
- 7. Election Procedures**
- 8. Membership**
- 9. Rules and Procedures of Meetings**
- 10. Duties & responsibilities**
- 11. Social Affairs**
- 12. Women's Affairs**
- 13. Youth Affairs**
- 14. ECFA-DFW**
- 15. Others**
- 16. Fees, Dues, Assessment & Compensations**
- 17. Discipline**
- 18. Fiscal Year**
- 19. The Term of MAAEC**
- 20. Disbanding**
- 21. Amendment**

PREAMBLE

The Mutual Assistance Association of the Ethiopian Community is a registered non-profit organization serving the Dallas /Fort Worth community.

The Association seeks to help people by providing empowering programs and services that includes offering English as a second language classes, job placement, housing and economic assistance.

The Association also focuses on preparing youth to meet the challenges of their generation by emphasizing cultural awareness, social responsibility and academic achievement.

The Association aims to reach out to all metroplex residents by encouraging local businesses, city leaders and policy makers and all residents to share information about their organization and promote civic awareness and greater inter-cultural understanding

The Association supports and partners with other non-profit, government agencies and private enterprises to strengthen joint community development initiatives and expand the scope of services being rendered and

The association believes that cultural diversity and a strong community will greatly contribute to the overall growth the cities as vibrant international cities.

Article 1. Name, Seal and Offices

- A. Name: The name of this organization is THE MUTUAL ASSISTANCE ASSOCIATION FOR THE ETHIOPIAN COMMUNITY IN DFW (here after referred to in short as MAAEC).
- B. SEAL: The Seal of this organization shall be circular in form and shall bear on its outer edge the words, MUTUAL ASSISTANCE ASSOCIATION FOR THE ETHIOPIAN COMMUNITY, and on the center, the words and figures Corporate Seal, 1984, Dallas-Fort Worth.
- C. Office: The principal office of the organization shall be in the county of Dallas, City of Dallas, Texas. The organization may also have offices at other places if the MAAEC Board members find it necessary and feasible.

Article 2. Purpose

The purpose of this By-Law is to set rules and procedures in establishing the structure and functions of MAAEC.

Article 3. Scope

This BY-Law applies to all members of the MAAEC and all assigned persons as stipulated herein

Article 4. Objectives

The Mutual Assistance Association for the Ethiopian Community (MAAEC) is established and incorporated to help articulate and communicate the diverse needs of the Ethiopian community in DFW, Texas. This is a charitable organization that strives to support, help and represent the Ethiopian Community in times of needs as well as assist new immigrants to become more self reliant and self-sufficient through educational and other developmental means.

The overall objectives of MAAEC are summarized as follows:

- A. To bring together all Ethiopians into a voluntary union to represent and collectively advance the economic and social well-being of our community.
- B. To provide assistance and increasingly develop the capacity to resolve the immediate and long range problems facing Ethiopians in the United States'

- C. To further identify needs and expand our assistance programs in the areas of immigration, civil rights, human rights, health care and welfare.
- D. To preserve Ethiopian culture in order to both nurture our national and historical identity and to promote understanding with the U.S. community at large.
- E. To develop and strengthen relationships with similar mutual associations and others which can be of assistance to our community.
- F. To strengthen communications among all Ethiopians in accordance with the objectives stated herein.
- G. To assist Ethiopians settle in the U.S. and to help solve their personal problems, including but not limited to legal, economical and educational problems.

Article 5. LEGAL STATUS

MAAEC is organized as mutual-aid entity within the confines of Section 501 (3) of the U.S. Internal Revenue Code, thus making it exempt from Federal Income Tax obligations and allowing any personal or corporate contributions to the Association (MAAEC) to be tax deductible under Section 170 ' (2) of the same code. This Association, MAAEC, therefore, shall not be conducted or operated for profit nor shall it be a participant in any political campaign on behalf of any candidate for public office, or political party one's preference, as this would violate the tax-exempt status of the mutual aid association.

Article 6. Organizational Structure

- 6.1 The highest echelon in the organization is the General Assembly under which the MAAEC Board is structured to manage the functions of the Association. MAAEC is an inside Board designated to manage, control and coordinate the day-to-day operations of the Association.
- 6.2 The MAAEC is composed of eight (8) departments grouped by functions and one special unit as shown on the Organizational Chart. The Departments (units) are as follows:
 - a) Board Chairman & Vice Chairman
 - b) Secretary
 - c) Internal Auditor
 - d) Public Relations
 - e) Social Affairs
 - f) Women's Affairs
 - g) Finance
 - h) Accounting
 - I) Youth Affairs
 - J) Ethiopian Community Funeral Assistance (Special Unit)

The Officers of units **a-l** serve as Board of directors and attend MAAEC Board meetings regularly to make decisions for the Association. ECFA is treated as a special unit; it operates under the auspices of MAAEC Board; however, the Officers are not Board members.

6.3 BOARD OF TRUSTEES (BOT):

- 6.3.1 A special Board of Trustees will be established to assist, guide and monitor the efforts associated with the campaign to raise funds and other activities in supporting the MAAEC (Building Committee, Famine relief, Radio etc.)
- 6.3.2 The five members of this Board of Trustees will be drawn from the larger Ethiopian Community, U.S. Citizens (who are friends of Ethiopia and interested to provide leadership and guidance in areas of legal, financial and logistical issues), and other interested parties.
- 6.3.3 The BOT will work closely with the MAAEC Board to make sure that the funds for the planned Community Center are kept in a separate account and are used for that purpose only.
- 6.3.4 The BOT will have the legal authority to reside over the Board members and staffs to act as a monitoring agency over any issue within and without the organization.
- 6.3.5 The BOT disputes among the officers and others as needed
- 6.3.6 The BOT acts as a sounding board for new or pressing issues

Article 7. Election Procedures

- 7.1 Election Committee of five (5) members will be elected from the General Assembly.
 - 7.1.1 Election Committee establishes its own criteria to select nominees
 - 7.1.2 It nominates two candidates for each position
 - 7.1.3 Advises and briefs new candidates about the community's expectations;
 - 7.1.4 Presents the Candidates to the General Assembly for final election.
 - 7.1.5 Disbands after election of officers if finalized.

- 7.2 The MAAEC Board members that manages and controls the business and property of the Association shall be elected for a term of two (2) years by the members of the General Assembly. The elected members are eligible to be re-elected for the second term. The elected members shall continue serving the community until the next annual meeting of the General Assembly or until the election and qualification of their respective successors. However, one-third

(1/3) of the Board Directors shall be elected at each annual membership meeting.

- 7.3 The election of the members of Ethiopian Community Funeral Assistance special Unit will be as per its stipulated regulation.

Article 8. Membership

- 8.1 **Member:** All Ethiopians/Ethiopian-Americans who reside in DFW, Texas who agrees to abide by the rules and regulations of the Association can be members of the Association. Pro-active and concerted efforts shall be made to recruit general membership as well as leadership from existing Ethiopian mass organizations.

- 8.2 **Rights of Members :**
Members of the Association shall have the right to attend and to vote at all general and special meetings members, to nominate and vote for, or to be a candidate for the MAAEC Board membership of the association or for any other position to be proposed by the Assembly of Board members, to be an officer of the Association, to propose candidates for membership in the organization, and to receive notices or reports issued by the Association. The right of a member to vote and all other rights will cease on the termination of membership.

- 8.3 **Resignation of Members:**
Any member may resign from the Association by delivering a written request to the MAAEC Board Chairman or the Secretary of the Association.

Article 9. Rules & Procedures of meetings.

- 9.1 **General Assembly:**
A) General meetings of members shall be held at such a location in Dallas to be decided by the MAAEC Board members.

- B) A regular meeting of members shall be held annually to present annual report by the MAAEC Board and to discuss and resolve other issues of the Community.
- C) A special meeting of the General Assembly for any purpose or purposes may be called by the majority of the MAAEC Board Members, or by the Board Chairman of the Board. The notice for any such meeting shall state the purpose(s) and other pertinent information for the meeting.
- D) Written notice of any regular or special meeting of members stating the place, date and time thereof, shall be given in a reasonable time.

9.2 Voting By Members:

- A) At any meeting of members, each member present in person is entitled to one vote.
- B) The MAAEC Board shall be elected at a regular annual meeting by a majority of the votes cast by the members voting at the meeting.
- C) An attempt must be made to get the majority of the members.

9.3 The MAAEC Board Chairman shall preside at all meetings of the members; in the absence of the Board Chairman, the Board Vice Chairman will serve as a chair.

9.4 The MAAEC Board Members shall meet at least quarterly at an agreed upon time and place.

9.3 **MAAEC Board Meetings:**

- A) The MAAEC Board members shall meet at least quarterly at an agreed upon time and place.
- B) Notice of all Board members meetings shall be given either by phone or mailing the notice at least three (3) days in advance.
- C) The Board Chairman or the Vice Board Chairman, as the case may be, shall preside all meetings of the MAAEC Board Members. In the absence of the Chairman or vice Chairman, a chairperson chosen by the Board members shall preside.
- D) **QUORUM:** at all meetings of the MAAEC Board members, a majority of the Board members shall be necessary to constitute a quorum for the

decision of any issue. The act of the majority of the Board members present at any meeting at which there is a quorum shall be the act of the MAAEC Board members except as may be otherwise specifically provided by a statute or by this BY-Laws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting without further notice to any absent member, and may take such other and further action as is provided in article II. Section 4 of this By-Law.

- E) **Vacancies:** The MAAEC Board will replace any vacancy by a majority vote of the remaining Board members.

Article 10. Duties & Responsibilities

10.1 **MAAEC BOARD:**

MAAEC Board is a designated body of nine (9) members, elected by the General Assembly, to manage, control and coordinate the policy, the broad direction and the day -to-day operations of the MAAEC. As a board, it does have the following duties and responsibilities:

- A. Formulates and executes all tactical and strategic plans of the Association.
- B. Ensures full compliance and implementation of the BY-Laws
- C. Ensures the full accountability of the work of the sub-committees
- D. Makes sure that the Regulation of DFW ECFA is applied and fully implemented in order to maintain the satisfaction of the participants at a higher level of integrity and transparency.
- E. Manages the proper financial posture of MAAEC (revenues & expenses).
- F. Recruits /hires and manages the day-to-day activities of the Office manager.
- G. Use or removal of Community property requires explicit written permission from the MAAEC Board.
- H. The MAAEC Board , pursuant to Section 519 of the Not-for-profit Organization Law, shall present at their annual meetings of the General Assembly a report , verified by the Board Chairman and Treasurer or by a majority of the Board members showing in appropriate detail the following:
 - The assets and liabilities including the trust funds or the organization as of the end of the fiscal year immediately

preceding the annual meeting, which shall be no more than four (4) months prior to such meeting;

- The principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report.
 - The expense or disbursements of the organization, for both general and restricted purposes, during the year immediately preceding the date of the report;
 - The numbers of members of the Association as of the date of the report, together with a statement of increase or decrease in such number during the year immediately preceding the date of the report and a statement of the place where the names and addresses of the current members may be found.
- I. The annual report of the MAAEC Board shall be filed with the records of the Association and an abstract thereof entered in the minutes of the proceedings of the annual General Assembly.

10.2 **Office Manager (Administrator):**

- Responsible for the day-to-day management of MAAEC activities
- Leads/coordinates the work activities of the sub-committees
- Acts as permanent secretary of the MAAEC Board.
- He/she is a non-voting member of the MAAEC Board
- Reports to the Chairman of the MAAEC Board.
- Monetary compensation for this role shall be determined by the MAAEC Board.

10.3 **MAAEC Board Chairman:**

10.3.1 Shall be responsible for the strict enforcement of the provisions of these by-laws.

10.3.2 Presides over all Board meetings and shall play primarily a supervisory role in the affairs of the Association.

10.3.3 Conducts meeting in a manner that is orderly, disciplined, systematic and in conformity to parliamentary rules and procedures.

- 10.3.4 Decides the time and location of meetings and may call an emergency session of the Board in consultation with two (2) other Board members; such a session may also be held if and when the majority of the Board members request it.
- 10.3.5 Upon presiding over the General assembly of the Association, the Chairman shall read the draft agenda and the items contained therein shall be the only subject matters for deliberations although additional agenda items may be introduced with the consent of either the majority of the registered members of the Board or that of the general assembly.
- 10.3.6 May represent the Association at outside functions and meetings.
- 10.3.7 The Chairman shall be expected to inform the vice Chairman in advance of his/her inability to attend a scheduled meeting so that the latter shall take charge.
- 10.3.8 As a signatory in all financial transactions of the Association, the Chairman shall make himself/herself available to the Treasurer or Assistant Treasurer at all times.
- 10.3.9 May authorize funds up to \$1000.00 so long as he/she can reasonably justify the need for doing so.
- 10.3.10 Makes sure that ECFA's operations are run smoothly and effectively.

10.4 **Board Vice Chairman:**

- 10.4.1 The Vice Chairman of MAAEC Board shall assist the Chairman in carrying out his/her duties and in some specific tasks, the Chairman may assign him/her from time to time.
- 10.4.2 Shall serve as the presiding officer of the MAAEC Board in the absence of the Chairman.
- 10.4.3 Is expected to assume the tasks of the Secretary in the absence of the latter.

10.5 **Secretary:**

- 10.5.1 The Secretary shall be responsible for the dissemination of all official communications of the MAAEC Board and shall act in that capacity at the meetings of both the Board and General Assembly.
- 10.5.2 Makes proper arrangements for all meetings of the Board as well as the General Assembly by announcing relevant information such as the date, the time, the location of such meetings, etc., in a timely manner.
- 10.5.3 At the request of the Chairman or the Vice Chairman, the Secretary may also make up the agenda of the meeting.
- 10.5.4 Records the minutes of each Board meeting read the contents at the next session and have them signed by each member for official adoption of the record.
- 10.5.5 Shall keep all written, video and audio recorded documents involving the Association and its operations in a designated place on the premises of the Association; coordinates the list of names and addresses of Board members, members of the various committees, and old & new registered members of the Association.

10.6 **Internal Auditor:**

In general terms, the main function of the Internal auditor is an evaluation of the system performed to ascertain the validity and reliability of information and also to provide an assessment of the system's internal control. In the case of financial audits, a set of financial statements are said to be true and fair when they are free of material misstatements-a concept influenced by both quantitative and qualitative factors. Based on this general principle, the MAAEC Internal auditor's duties and responsibilities shall be as follows:

- 10.6.1 Gathers information about the financial systems and records of the Association
- 10.6.2 Audits and assesses the fairness of the financial statements presented to him.
- 10.6.3 Assesses and evaluates its system of internal control; provides functional operation to the Association and gives full report to the General Assembly annually and to the MAAEC Board Chairman quarterly.
- 10.6.4 Suggests better systems of operations to prevent frauds and any mis-happening in the organization.

10.7 **Public Relations:**

In general terms, PR is the practice of managing the flow of information between an organization and its public. Its aim is to gain an organization or individual positive exposure to their key stakeholders. Common activities include but not limited to speaking at conferences, winning industry awards, working with the press and employee communications.

In view of this general principle, the duties of the MAAEC PR will be as follows:

- 10.7.1 Focuses on two-way communication and fostering of mutually beneficial relationships between the MAAEC Board and its public.
- 10.7.2 Implements the essential functions of PR that includes research, planning, communication dialogue and evaluation.
- 10.7.3 Makes a concerted effort to coordinate effectively information gathering & dissemination, publicity, publications of news events and social event announcements-all pertaining to the Association.
- 10.7.4 Actively engages with other sister organizations (such as church, sports teams, local businesses and other communities.
- 10.7.5 Cultivates and maintain good relationship with city officials.
- 10.7.6 Formulates and proposes rules and procedures for the enhancement of Community Radio program.
- 10.7.7 Ensures that all rules, regulations and provisions pertaining to the internal administrative procedures of the radio program shall be strictly adhered to.
- 10.7.8 Acts as spokesman of the Association and makes sure that there will be no misunderstanding between the MAAEC Board and the public at large due to miscommunication.

10.8 **Treasurer:**

- 10.8.1 The Treasurer is responsible for conservation of the treasury and for generating income for the Association through organizing sponsorship or arranging fundraising events.
- 10.8.2 The Treasurer would also be part of the group which would oversee how the money is spent. The Treasurer is responsible to ensure that the Association has

enough money to carry out the Association's stated aims and objectives, and that it does not overspend, or under spend.

10.8.3 The Treasurer also reports to the MAAEC Board meetings the financial status of the Association to ensure checks and balances.

10.8.4 Makes sure that accurate records and supporting documentations are kept to a reasonable level of detail that provides a clear audit trail for all transactions.

10.8.5 The Treasurer shall work closely with the Accountant and any Association financial transaction shall not be conducted without the knowledge of the latter.

10.8.6 As the custodian of the Association money and the handbook, the Treasurer shall all bank deposits and withdrawals and pays regular monthly bills and all other expenditures authorized by the Board.

10.8.7 The Treasurer shall keep financial records which must be reconciled with that of the Accountant from time to time.

10.8.8 All cash receipts shall be kept with the Treasurer and the Accountant shall get a copy.

10.8.9 It shall be the job of the Treasurer to provide with a receipt for all payments made to the Association.

10.8.10 The withdrawal of cash money other than the regular monthly bills shall be discussed and get the majority vote of the MAAEC Board members.

10.8.11 The Treasurer shall keep a petty cash of no more than \$300.00 at any one time, and may have to account for every expenditure made with the petty cash besides keeping the receipts of the same.

10.9 **The Accountant:**

10.9.1 The Accountant is responsible to provide pertinent financial information for the MAAEC Board and the Association at large by recording, classifying, summarizing and interpreting all data available to him/her.

10.9.2 Makes sure that accurate financial reports are created that are useful to the Board Members and other stakeholders such as the member of the Association.

10.9.3 The Accountant shall work closely with the Treasurer and should be informed of all financial transactions of the Association.

- 10.9.4 The Accountant shall prepare quarterly financial reports for submission to the General Assembly through the MAAEC Board.
- 10.9.5 Shall submit annual budget proposal to the MAAEC Board.
- 10.9.6 Besides keeping copies of all cash receipts, the Accountant shall reconcile his/her records with those of the Treasurer regularly, making sure that there are no recording errors and discussing differences, if any, with concerned parties.
- 10.9.7 The Accountant should have immediate access to all financial records, bank statements and other related financial transactions involving the Association.
- 10.9.8 As a signatory in all accounts of the Association, all payments and withdrawals shall bear his/her signature along with a countersignature of either the MAAEC Board Chairman or Vice Chairman.

11. Social Affairs

- 11.1 Works with other sister and mass organizations to solve social problems in the community.
- 11.2 Creates and organizes sub-committees and professional units to solve social problems that arise in the community. Also makes a concerted effort to get State/federal funding and other kinds of fund raising means in order to minimize financial problems.
- 11.3 Develops appropriate forms and documents all activities related to social problems, the nature of the problem, full information about the person involved, how it happened and how it was resolved. The recording function is very important for reporting and future financial assistance from other agencies. The officer has to be sensitive to privacy issues.
- 11.4 Critical evaluation of the nature of the problems and the nature of assistance to be considered are of paramount importance to avoid inconsistencies which can create mistrust eventually. Address social, economic, cultural and legal issues with an emphasis on the value of personal responsibility, i.e. always seeking to draw out the role of the individual's obligations.
- 11.5 Submits budgeted plan and annual report to the MAAEC Board.

- 11.6 Deals with but not limited to problems related to death, immigration, other legal, social and economic issues that may affect the members of the community
- 11.7 Makes concerted efforts to educate the community about the crucial problems of Social security and immigration issues through outside expertise.

12. Women's Affairs

- 12.1 Strives to work with other mass and sister organizations to understand problems of women because of gender and find appropriate solutions in due course.
- 12.2 Works as a bridge between the MAAEC Board and Women's Organization and helps the women in achieving their goals related to their social needs and other needs that are particular to their gender.
- 12.3 Submits budgeted plans and annual reports to the MAAEC Board.

13. Youth Affairs

- 13.1 Works towards a goal of achieving Youth participation by actively engaging them in the fields of sports, schools, decision making and community activities thereby helping and motivating them to organize themselves.
- 13.2 Youth participation activities may include but not limited to:
- Youth council
 - Participatory action research
 - Youth led media
 - Youth-targeted community organizations.

Meaningful youth participation involves recognizing and nurturing the strengths, interests and abilities of young people through the provision of real opportunities for youth to become involved in decisions that affect them at individual and community level. Thus, the Youth Affairs office of the MAAEC should provide these opportunities to organize the youth.

- 13.3 The Youth Affairs Office of the MAAEC through its sub-committees, shall establish:
- Youth voice
 - Youth empowerment

- Community Youth development
 - Youth sports and finally Youth organization.
- 13.4 Collects data about financial aids for higher education, scholarship and other preparatory educational information and disseminate to the youth of the community using Radio programs and other means.
- 13.5 Develops healthy & competitive venues for students in the community. Prepares budgeted plans and annual report to the MAAEC Board

14. ECFA-DFW

ECFA) has been established under the auspices of the MAAEC as a special function unit to serve its community participants in times of death. The details of structure, rules and procedures have been laid out separately as an attachment to this By-law. (Refer to the Regulation).

Article 15. Others

15.1 **Sub-Committees/ Advisory Committees:**

The MAAEC Board may appoint from its Board members, or from the general membership or such persons as the Board may see fit, one or more advisory committees, special sub-committees, to accomplish specifically assigned jobs. The members of any such committee shall confer with and aid the officers of the Association in all matters designated by the MAAEC Board members. The special committees may include but not limited to the following:

Fund Raising Committee

- State/federal funding
- Radio pledges
- Membership dues
- Other traditional fund raising events

Education Committee

- Develop curriculum using different media (radio, classroom etc.)
- Identify free educational resources (DISD, Catholic Charities etc.)
- Solicit various instructors for various topics

Membership Recruiting Committee

- Maintain ongoing membership via phone drives or other means
- Increase membership through visiting mass organizations, appealing through radio or other communication methods.

Radio/Publications committee

- Enhancements on the format and content of the broadcasts.

The members of such advisory committees or special sub-committees shall not receive any stated salary or wage for their services as such; but by resolution of the Board members, a fixed and reasonable sum or expenses of attendance, if any, or both, may be allowed at each regular or special meetings of such committees.

15.2 Investments:

The Association shall have the right to retain all or any part of any securities or property acquired by it in whatever manner , and to invest or reinvest any funds held by it according to the judgment of the MAAEC Board , without being restricted to the class of investments which a trustee is or may hereafter be permitted be permitted by law to make or any restriction, provided, however that no action shall be taken by or on behalf of the organization if such action is prohibited or would result in the denial of tax exemption under section 503, section 507 of the Internal Revenue Code and its regulation as they now exist or as they may hereafter be amended.

15.3 Contracts:

The MAAEC Board, as stated in these By-Laws, may authorize any officer of the Association to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority may be general or confined to a specific instance and unless so authorized by the Board Members, no officer or agent or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit , or render it liable pecuniary for any purpose or to any amount.

15.4 Delegation of Authority:

The MAAEC Board may appoint ad-hoc committees and representatives of the Association with such powers and to perform such acts or duties on behalf of the Association as the Board may see fit so far as may be consistent with this BY-Law, to the extent authorized or permitted by law.

16. Fees, Dues, Assessments &Compensations

- 16.1 Members shall not receive any stated salary or wages for their services as such, but by resolution of the MAAEC Board, fixed & reasonable sum of expenses of attendance, if any, or both may be allowed for attendance at each regular or special meeting. The Board members shall have the power in its discretion to contract for and to pay members rendering unusual or special services.
- 16.2 The members may at an annual or special meeting establish registration fees, annual membership fees and dues or assessments on members. The MAAEC Board may make rules and regulations as it deems necessary to enforce the collection of fees, dues and assessments.

Article 17. Discipline

- 17.1 Obedience to rules and regulations of this BY-Law and mutual respect to each other are the most essential elements to maintain the utmost discipline required for the Association. All officers who work for the Association are required to be persons of character and integrity to create and maintain a healthy organization that serves a community in a much better way. All elected and appointed members to serve the community should have self-discipline so that unity and success prevail for the good of the community.
- 17.2 **Removal of members and officers:**
- Any member or officer may be removed from membership of the Association or from office by the affirmative vote of full membership at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the Association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purpose. Any such member or officer proposed to be removed shall be entitled to at least five days notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such a meeting.
- 17.3 **Removal from MAAEC Board:**

Any officer or Board member may be removed from the office by the affirmative vote of two-thirds (2/3) of all the MAAEC Board members at any regular or special meeting called for that purpose, for conduct that is detrimental to MAAEC or refusal to render reasonable assistance in carrying out its purpose. Any officer proposed to be removed shall be entitled to at least five (5) days notice in writing by mail of the meeting of the MAAEC Board members at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board members at such a meeting.

18. Fiscal Year

The Fiscal Year of the Association shall commence on January 1 of each year and end on December 31 of the same year. An audited written financial report shall be distributed to the general assembly at the end of the fiscal year.

19. The Term of MAAEC

The term of MAAEC shall be of an indefinite duration.

20. Disbanding

A decision of disbanding the MAAEC must be approved by three-fourth (3/4) of all its members in DFW.

21. Amendments

The MAAEC Board will recommend necessary amendments to be reviewed and approved by the General Assembly.

Mutual Assistance Association for the Ethiopian Community-DFW
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MAAEC Organizational Structure



