



ALEGNTA EDIR

Bylaws of the mutual self-help association of Ethiopians and Ethiopian ancestry,
living in Chicago and surrounding areas



APRIL 20, 2024

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5800 N. Lincoln Ave. Unit A/B, Chicago, IL 60659.

**Alegnta Edir: Bylaws of the mutual self-help association
of Ethiopians and Ethiopian ancestry, living in Chicago and surrounding areas**

*Established for the purpose of assisting with the unexpected expenses associated with the death
of Ethiopians and Ethiopian ancestry, living in Chicago and surrounding areas*

Chapter 1: General

Article 1.1: Designation

- 1.1.1 This association is designated as “Alegnta Edir: Mutual Self-Help Association of Ethiopians in and around Chicago.”

Article 1.2: Establishment and location

- 1.2.1 Alegnta Edir (Edir) is located at 5800 N. Lincoln Ave. Unit A/B, Chicago, IL 60659.
- 1.2.2 Edir is a non-profit organization established pursuant to the laws of the State of Illinois.
- 1.2.3 Edir was established on August 2, 2015.

Article 1.3: Objectives

- 1.3.1 Upon the death of an Edir member (or one registered under their family membership), provide financial assistance for funeral services or the transportation of the body according to the bylaws.
- 1.3.2 Inform members of the passing of an Edir member (or one registered under their family membership), to organize funeral and visitation attendance during the mourning period.
- 1.3.3 Gather and organize information to help the grieving family transport the body and make funeral arrangements.
- 1.3.4 Research any and all ideas considered to be of benefit to Edir members and bring them forth for member consideration and approval.

Article 1.4: Definition

- 1.4.1 Any reference to males in this document applies equally to females.

- 1.4.2 The term Edir means Alegnta: Mutual Self-Help Association of Ethiopians in and around Chicago, an association established based on these bylaws and pursuant to the laws of the State of Illinois.
- 1.4.3 A member is a person who has joined the Edir and has agreed to fulfill his obligations as described in these bylaws.
- 1.4.4 Family means (a) husband and wife (b) husband and wife and their children under the age of 21 or under the age of 23 if still attending school, or (c) individual and their children under the age of 21 or under the age of 23 if still attending school.
- 1.4.5 Age limits mentioned in 1.4.4 do not apply to children who have doctor certified disabilities affecting independent living; their membership may continue as part of a family unit.
- 1.4.6 Husband and wife means married couple.
- 1.4.7 Individual means an unmarried individual.

Article 1.5: Edir's Financial Resource

- 1.5.1 Membership registration and monthly dues.
- 1.5.2 Donations and gifts from charitable individuals or organizations.
- 1.5.3 Sponsored fundraising activities carried out by the Edir.
- 1.5.4 The fiscal year for Alegnta Edir is January 1st to December 31st and was put in place on October 10, 2015.

Article 1.6: Member Registration and Monthly Dues

- 1.6.1 A new member must pay a one time \$200 (two hundred dollars) upon initial registration.
- 1.6.2 Monthly membership fees are as follows:
- | Type of membership | Monthly Dues |
|--------------------------------------|-------------------------------|
| (a) Family | \$25.00 (twenty-five dollars) |
| (b) Husband and wife | \$20.00 (twenty dollars) |
| (c) Individual mom/dad with children | \$20.00 (twenty dollars) |
| (d) Individual | \$15.00 (fifteen dollars) |

Article 1.7: Method of Payment

1.7.1 Members may pay their monthly dues in the following ways:

- (a) Check payable to Alegta Edir Inc., via mail addressed to Alegnta Edir, P.O. Box 607821, IL 60660
- (b) Deposit to Edir's bank account, by going to bank in person
- (c) Bring payment to the Ethiopian Community Association of Chicago, on the first Saturday of the month at a time announced by the Edir
- (d) Via Zelle to Alegta Edir Inc., Phone 773-739-1107, or Email: alegntaedir@gmail.com

1.7.2 Membership dues may be paid every month or paid twice a year (every six months). A member may also choose to pay the total yearly balance at the start of the year.

Chapter 2 : Membership

Article 2.1: Becoming a Member

2.1.1 Membership is open to Ethiopians and the Ethiopian diaspora who are 18 years or older and reside in Chicago, its suburbs, or neighboring states.

2.1.2 New applicants for membership may register by appearing in person and following the provisions described in these bylaws and submitting valid legal identification, or appearing in person with a witness who is able to corroborate their identity.

2.1.3 A membership applicant must pay a one-time fee of \$200 (two hundred dollars) upon initial registration as well as at least the first month's membership dues.

2.1.4 If a member moves out of the area, membership status will continue to be valid as long as the member fulfills membership obligations.

Article 2.2: Member Privileges

2.2.1 A member has the right to vote in all matters concerning the Edir immediately after membership registration.

- 2.2.2 A member has the right to be elected for an Edir leadership position after one year of membership.
- 2.2.3 An Edir member whose membership is a year old or more will receive death benefits of \$15,000 (fifteen thousand dollars) upon the death of the Edir member (or one registered under their family membership).
- 2.2.4 An Edir member whose membership is less than a year old, will receive death benefits of \$7,500 (seven thousand five hundred dollars) upon the death of the Edir member (or one registered under their family membership).
- 2.2.5 As membership grows and the Edir's fiscal health strengthens, the above payment amounts may be improved after discussion with the general assembly of the Edir.
- 2.2.6 Any child included under the membership of their parent, upon reaching the age of 21 may register independently and continue being a member of the Edir.
- 2.2.7 Any child included under the membership of their parent while remaining in school, upon reaching the age of 23 may register independently and continue being a member of the Edir.
- 2.2.8 Those who wish to continue membership per 2.2.6 and 2.2.7 are not required to pay an initial registration fee.
- 2.2.9 Upon the death of an Edir member (or one registered under their family membership), The Funeral Organizing Committee, in consultation with the family/friends of the deceased, will pay upto \$3000 (three thousand dollars) for one lunch or dinner.
- 2.2.10 Upon the death of an Edir member (or one registered under their family membership), Edir members will visit the mourning home for three days to comfort the surviving family members.
- 2.2.11 If more than one person dies in a member's family at the same time, the Edir will request additional contributions from its members.
- 2.2.12 If the parents or siblings of an Edir member die while visiting the member, the Edir will pay \$3,000 (three thousand dollars) to the Edir member whose membership is at least a year or longer.

- 2.2.13 If the parents or siblings of an Edir member die while visiting the member, the Edir will pay \$1,500 (fifteen hundred dollars) to the Edir member whose membership is less than one year.
- 2.2.14 If there are two or more (independently registered) Edir members living in the same household and their parents or siblings die while visiting the members, the payments mentioned in 2.2.12 and 2.2.13 will be limited to one payment per death.

Article 2.3: Member Obligations

- 2.3.1 Fulfill (member) obligations as stipulated in the bylaws
- 2.3.2 Accurately complete and submit to the Edir membership and other forms required
- 2.3.3 Pay in a timely manner, all membership registration fees, dues, and other emergency fundraising contributions
- 2.3.4 Unless in cases of unavoidable circumstances, members are required to attend the Edir's general membership meetings. Unless a waiver is given by the executive committee, absentees will be fined \$25 for each missed meeting. The committee will maintain a member signed record of the attendees.
- 2.3.5 Strive to enhance cooperation and mutual understanding among members
- 2.3.6 Unless it is beyond the control of each Edir member, when there is a death of an Edir member (or one registered under their family membership), members are expected to attend the funeral or be present for the send-off ceremony of the remains.
- 2.3.7 A member who becomes aware of the death of a fellow Edir member (or one registered under their family membership) should immediately notify the Edir's leadership.
- 2.3.8 When the family status of an Edir member changes (for example children pass the age of 21, married couple divorce etc.), the member must notify the Edir leadership within 30 days of the change.
- 2.3.9 If a child is born to an Edir member or a child aged 21 or below becomes part of the member's household, the Edir member may present

documentation proving the relationship so they may be considered members of the Edir.

- 2.3.10 If a married couple divorce, each may register as individuals and continue their membership without paying a member registration fee.

Article 2.4 Additional Fees

- 2.4.1 If the Edir's account balance falls below \$30,000 (thirty thousand dollars), when an Edir member (or one registered under their family membership) dies, all Edir members will be asked to contribute additional funds so that death benefits will be paid from both the funds raised and the Edir's limited balance.

Article 2.5: Loss of Membership Status

- 2.5.1 A member who is unable to pay the required membership dues must notify the Edir board. The executive committee will assess the matter and determine a resolution.
- 2.5.2 If a member does not make payment for 3 (three) consecutive months, the Edir will notify the member by email or text messages to make the missed payments. The Edir may also follow up the issue with a phone call to the member
- 2.5.3 If a member does not make payment for 4 (four) consecutive months, the Edir will send a notice to the member via a letter.
- 2.5.4 If a member does not make payment for 5 (five) consecutive months, the Edir will send via registered/certified mail, a written notice to the address noted in the member's registration.
- 2.5.5 If a member does not make payment for 6 (six) consecutive months, the Edir will consider the member to have voluntarily left the Edir and will send a membership termination letter. A member who loses membership in such a way cannot ask for any service or payment from the Edir.
- 2.5.6 If a member who has been terminated from membership for failing to meet membership obligations wishes to return to the Edir may do so as a new member. Membership privileges will be the same as a newly registered member.

- 2.5.7 If a member provides or tries to provide false evidence to the Edir and it is proven that the member has done so to obtain financial or other similar benefits, the Edir can expel the member from membership. The Edir can also take legal action to reclaim any of the benefits obtained by the member under false pretenses.
- 2.5.8 Once an Edir member has been terminated from membership for any reason, or quits the Edir of own volition, the former member may not recoup any benefits or payments made to the Edir during membership.
- 2.5.9 The Edir is under no obligation to carry out any other duties than what are listed above.

Chapter 3. Edir's Organizational Structure

Article 3.1 Leadership of the Edir

- 3.1.1 There will be a General Assembly composed of all the members of the Edir.
- 3.1.2 There will be an Executive Committee elected by the General Assembly.
- 3.1.3 There will be an auditor appointed by the General Assembly.
- 3.1.4 There will be a funeral arrangement committee.

Article 3.2 General Assembly

- 3.2.1 The General Assembly is a body in which all members participate; it is the highest authority of the Edir.
- 3.2.2 The General Assembly meets once a year; the Executive Committee may call additional urgent meetings at any time if it deems it necessary.
- 3.2.3 A quorum of the General Assembly is attained when half or more of the membership attends a meeting.
- 3.2.4 If quorum is not attained at a General Assembly meeting, a second meeting will be called. At the second meeting, even if less than half the membership is in attendance, a quorum will be considered to be attained.

- 3.2.5 A General Assembly meeting that takes place per 3.2.4 may make any decision except for those in 3.2.6.
- 3.2.6 To disband the Edir, two thirds (2/3) of the General Assembly vote is required.

Article 3.3 General Assembly's Role and Authority

- 3.3.1 Elects the Executive Committee.
- 3.3.2 Approves and improves Edir's bylaws.
- 3.3.3 Approves the Edir's operational budget.
- 3.3.4 Appoints the Edir's auditor.
- 3.3.5 Oversees and makes decisions regarding the Edir's income collection, disbursement, usage and other monetary activities.
- 3.3.6 Reviews and analyzes the Executive Committee's annual report and provides guidance and instruction as needed.

Article 3.4 Executive Committee

- 3.4.1 The Executive Committee is elected by the General Assembly and carries out the day-to-day activities of the Edir.
- 3.4.2 Members of the Executive Committee
 - a. Chairman
 - b. Deputy Chairman
 - c. Secretary
 - d. Treasurer
 - e. Public Relations Officer
 - f. Accountant
 - g. Operations and Technology Officer
- 3.4.3 Terms of office for the Executive Committee members
 - Elected members of the Executive Committee serve for two years.
 - Executive Committee members cannot serve more than two (2) consecutive terms (i.e. no more than 4 years).
- 3.4.4 Duties and responsibilities of the Executive Committee

- a. Prepares policies and procedures that will streamline the Edir activities; puts into action those decisions approved by the General Assembly.
- b. Sets up sub-committees needed for the Edir's operation; prepares guidelines
- c. Holds regular meetings as needed and carries out its regular functions
- d. Prepares and presents annual reports to the General Assembly regarding its general and financial activities, including income and expenditures.
- e. Collects the Edir's income
- f. Prepares various forms for the Edir's use
- g. Disburses funds as stipulated in the bylaws
- h. Shares necessary information with members on a timely basis
- i. Acts as a bonafide custodian of the Edir's assets
- j. Researches ways to improve the performance of the Edir, and puts them in action upon the approval of the General Assembly.

Article 3.5 Executive Committee Members Duties and Responsibilities

3.5.1 Chairman

- a. Chairs the meetings of the Executive Committee
- b. Plans the Edir functions according to these bylaws, leads the activities of the Edir, and organizes and monitors the functions of the members
- c. In the event of an emergency, calls a meeting of the General Assembly
- d. Approve expenditures and sign documents on behalf of the Edir.

3.5.2 Deputy Chairman

In the absence of the Chairman performs the duties of the Chairman.

3.5.3 Secretary

- a. Prepares the agenda for the Executive Committee meetings and upon approval of the Chairman, calls a monthly meeting of the Executive Committee; calls a General Assembly meeting as needed.
- b. Takes minutes at meetings, organizes, summarizes, and presents them to the General Assembly
- c. Performs the Edir's secretarial office duties

3.5.4 Treasurer

- a. Per the bylaws, regularly collects the Edir's income and deposits it into the Edir's bank account
- b. Disburses appropriate funds to members of the Edir, per the bylaws
- c. Prepares the Edir's annual budget and once approved puts it in action
- d. Ensures that expenditures do not exceed the approved budget

3.5.5 Accountant

- a. Manages the Edir's financial books
- b. Maintains records of the Edir's income and expenditures
- c. Ensures that all income is collected and recorded properly
- d. Maintains and balances bank accounts
- e. Verifies that checks are co-signed by the Chairman and the Treasurer
- f. Prepares and presents the Edir's financial reports
- g. Prepares financial reports and tax filings required by the government

3.5.6 Public Relations

- a. Publicizes any work done by the Edir.
- b. Establishes relationships with various institutions that have similar objectives.
- c. Prepares marketing material and publicizes, promotes the Edir.
- d. Disseminates all relevant information related to the Edir to members; ensures such information is shared.
- e. Informs the board of any support that may be obtained from entities that may advance the objectives of the Edir.
- f. Establishes relationships with organizations that may advance the objectives of the Edir, presents a report about their ventures to the General Assembly so that the Edir may find better ways to serve its membership.

3.5.7 Operations and Technology Officer

- a. Researches and reports on how the operations of the Edir may be improved.
- b. Conducts the necessary research on institutions and services that bear upon the work of the Edir (such as funeral homes, transport of remains, the police etc.) and submits a report to the Executive Committee.
- c. Provides a researched report to members on how the Edir may benefit from insurance coverage

- d. Leads the effort in establishing committees that are presumed to be helpful in the implementation of the Edir's objectives.
- e. Helps the Edir attain and maintain legal status
- f. Guides the work of establishing, administering, and developing the Edir's website.
- g. Registers the Edir's website domain name and maintains its annual renewal
- h. Researches and recommends the optimal use of the Edir's website to the members

3.5.8 Auditor

- a. The auditor reports to the General Assembly
- b. The auditor examines the annual report prepared by the accountant and presents the findings to the General Assembly.
- c. At the request of the General Assembly, prepares monthly, quarterly, semiannual, or annual reports.

Chapter 4: Edir Bylaws Adoption and Amendments

- 4.1 These bylaws are known as "Alegnta Edir Bylaws" and was first adopted on August 2, 2015.
- 4.2 An amendment of the Alegnta Edir Bylaws was made on July 21, 2018.
- 4.3 An amendment of the Alegnta Edir Bylaws was made on January 4, 2020.
- 4.4 An amendment of the Alegnta Edir Bylaws was made on April 20, 2024.