

By-Laws of Tanzanian Community Organization

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ARTICLE I: PURPOSE

The organization has been established to assist and console members during bereavement of the death of a family member or members, to enhance culture, and provide emotional and social support of its members.

ARTICLE II: MEMBERSHIP *(see Amendments I, III, IV, VI, X, XI, XII, XIII, XIV & XV)*

1. Any person who believes in and supports the purpose of this organization who is self reliant, not necessarily a resident of California may become a member.
2. There shall be a mandatory initial fee of twenty five dollars (\$25.00). Those who were already members as of February 16th, 1996 shall not be required to pay the above fee.
3. A member shall be required to pay dues of ten dollars (\$10.00) per month or he/she may select to pay a total of one hundred twenty dollars (\$120.00) in lump sum.
4. Every member is required to attend all organizational meetings held four times a year.
5. Any member, who fails to pay his/her dues in three months consecutively, shall have a five-day grace period to pay his/her dues. Members shall be reminded by telephone or by a written reminder or by individual in charge with that duty to do so before the expiration of the 5-day grace period. Failure to comply with the payment requirement shall be regarded as though the member has decided to pull out of the organization and his/her membership shall cease forthwith.
6. A member shall be allowed to rejoin the organization if, and only if he/she is willing to pay all his/her arrears plus three months in advance.
7. However, if this particular member fails to pay his arrears before the expiration of 12 months and decides to rejoin the organization after one year he/she will be required to pay another initial fee as per organization's by-laws.
8. In the event that any member loses his/her job or his/her income due to any reason beyond his/her control, and is convinced that he/she cannot continue with membership because of financial difficulty, such a member shall be required to inform the officers of the organization. His/her membership shall remain valid for three months pending the review of his/her situation by organization's leadership. In any case, after such a member's employment or financial stability, he/she will be required to pay all dues to the organization.

ARTICLE III: GOVERNANCE *(see Amendment XI, XVI, XVII, XVIII, XIX, XX, XXI)*

1. **(A)** All the powers, business, and affairs of the organization shall be exercised and controlled by a party of seven (7) elected members four (4) of whom make up the Executive Committee, while the three are elected every three months.
(B) Every member of the leadership committee of seven shall be required to remain in this position for a term of two years.

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2. Any member of the executive committee may Cease his membership by resignation, or due to sickness, or disability and such a vacancy may be filled by an election conducted by all the members of the organization. However, if the vacancy created was that of the chairman, the secretary, or the treasurer, the Leadership committee shall have the power to temporarily appoint anyone to replace such a person, or fill a vacancy without a general election.

3. The leadership committee shall not receive any compensation of any kind from the organization or from any member or members because of such leadership.

However, the members of this committee may be reimbursed for any personal expenses incurred behalf of the organization or members of the Executive Committee shall not have a contract with the organization, nor will they be paid salaries.

4. It's imperative that two thirds (2/3) of the leadership committee members is in attendance in order for the meeting to be held by the leadership committee of the organization or five members (5) of such a committee. Such requirements must be strictly followed in order for such meeting to be legal without five (5) members' presence, there cannot be a quorum and any such meeting or gathering including any decision forth with shall be void.

5. The leadership committee, if it see fit, may unanimously agree to raise funds and any organization's member may voluntarily chair, the fundraiser activity on behalf of the organization.

6. (A) Election procedures -Before Election

- i) There shall be a nominating committee of three (3) non- leadership committee nominated among members. Such a committee shall be charged with the duty of foreseeing the election of leadership.
- ii) During the regular meeting, the members shall nominate those who will be leaders. Every nomination shall be supported by at least three (3) members.
- iii) The election meeting shall ensure that any nominee for the leadership committee is willing to undertake his/her duties for two years.
- iv) The real names of such nominees for the leadership shall be mentioned before all the members of the organization. The election committee shall provide this list of names.
- v) Following such a confirmation of willing-ness to undertake such a position, the nominees shall be elected by a secret ballot.
- vi) Any member or more than one member of the Executive Committee shall have the right to call for an emergency meeting of all members.

(B) Election Day

- i) The Election Committee shall announce the election day.
- ii) Every member of the organization shall have the right to cast seven votes (7) only among the nominated names as presented by the election committee.

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iii) The election results shall be announced after all the votes have been counted and verified by the election committee. The seven winners of the election shall be the only members of the Leadership committee, and such election results shall be final.

7.

a. The Chairman or two members of the Leadership Committee shall have the power to call for any emergency meeting of all the members of the organization

b. The leadership committee shall be vested with the power to pass any circular according to the need and smoothes reining of the organization. All the amendments or any circulars shall be in writing and shall be signed by each member of the leadership in existence for that period.

8. No member of leadership committee in is/her individual capacity shall attempt to deal with members of the organization or others on behalf of the organization, unless specifically authorized to do so by the leadership committee.

9. The chairman, with the assistance of the Treasurer shall provide the financial report of the organization once a year, preceding the general meeting of the organization.

10. Anyone or more of the leadership committee member may be removed with due cause by two thirds (2/3) of the total membership at any regular or special meeting, or by the written consent of at least two thirds (2/3) of the total membership, or by a vote of five (5) member of the Leadership committee.

11. The treasure or any member of the organization who deals with or may handle more than one thousand dollars (\$1,000) shall be required to be bonded by a boding company. The cost of such a bond shall be paid by the organization at anytime.

12. Any member of a leadership committee shall have the right to inspect the books records and any communications at anytime regarding the organization.

ARTICLE IV: LEADERSHIP

The Chairman

1. The executive officers of the organization shall be the chairman, who shall serve as chairman of the leadership committee. The Chairman will also chair all members meetings.

2. The chairman shall call for all meetings of the organization and those for the leadership committee.

3. The chairman shall perform all duties as set forth by the leadership committee when duly assembled.

4. Will ensure that all orders and resolutions of the committee are carried into effect.

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Vice-Chairman

1. The vice-chairman shall be vested with all powers and perform all duties of the chairman in case of the absence or disability of the Chairman.
2. The vice-Chairman shall perform all other duties as may be assigned him or her by the leadership committee.
3. Should the Chairman and the Vice-Chairman both be absent from any committee meeting the leadership committee shall select from its membership a person to act as chairman of the meeting.

Secretary

1. The secretary shall keep the minutes of all the meetings of the members and the leadership committee in books as provided for that purpose. He/she shall attend to the giving and serving of notices of all meetings of the members and of the leadership committee and otherwise. He/she shall be the custodian of the organization and, keep and have charge of the journal of the meetings of the leadership committee and all the members he/she shall in general, perform all the duties incident to the office of secretary subject to the control of the leadership committee.
2. In case of the absence of the secretary, or his/her refusal or neglect to act, notices may be given and served by the chairman, or by the vice-chairman, or by any person there unto authorized by the chairman, or by the vice-chairman or by the leadership committee as provided by the by-laws of this organization.

Treasurer

The treasurer shall keep or cause to be kept, full and accurate accounts of receipts and disbursements in books to be kept for that purpose. He/she shall receive and deposit, or cause to be received and deposited, all moneys and other valuables of the organization, in the name and to the credit of the organization, in such depositories as may be designated by the leadership committee. He/she shall disburse or cause to be disbursed, the funds of the organization as may be directed by the Leadership Committee, taking proper vouchers for such disbursements. He/she shall endure to the chairman and to the leadership committee, when ever they may require, accounts of all his/her transactions as treasurer, including making full and accurate reports of all matters pertaining to his/her office to the member at the annual meeting and making all reports required by law, and doing such other transactions as required by law, and other acts as required, subject to the control of the leadership committee.

ARTICLE V: AUDIT

1. A committee of three (3) persons shall be chosen from among the members of the organization by the leadership committee to serve as an auditing committee until the first annual meeting of the members of the organization. The members of the organization at the regular annual meeting shall elect thereafter-said committee. Vacancies in

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said committee shall be filled by the members at the next regular meeting of members following the occurrence of the vacancy or at a prior special meeting called for that purpose. The leadership committee member shall not be eligible to serve on the auditing committee to make an audit of the books of the organization, giving a written report thereof to the members.

2. Thereafter, if necessary the organization may employ certified accountant or licensed public accountant of the state of California, who shall not be a member of the organization, to audit the books of the organization. Prior to each annual meeting, a copy of said accountant's report of audit shall accompany each notice of the annual meeting. The treasurer shall also read said report at the annual meeting.

ARTICLE VI: AID (*see Amendment XII*)

1. Aid shall be provided for bereavement only. Such aid shall be provided whenever; there is death of the following family members:

- a) Parent (mother or father) of a member
- b) Sibling of a member
- c) Child of a member
- d) Spouse (husband or wife) of a member
- e) Guardian of a member

2. a) In the event that a member lost his relative because of death here in the U.S and such a member wishes to ship the body of his deceased relative to Tanzania or deceased native land, the organization shall provide a financial support of forty percent (40%) of the organization's money for the purpose of meeting cost, of shipping the deceased body home. The amount shall not, however, exceed four thousand dollars (\$4,000.00)

b) In the event that a member loses his/her family because of death while such deceased person resides in the U.S. and such a member wishes to conduct his/her deceased relative's funeral in the U.S. instead of shipping the body to his home back in Tanzania, the organization shall provide a financial support of thirty percent (30%) of the total available funds that belong to the organization. This amount shall not exceed, however, two thousand (\$2,000.00).

c) In the event that death occurs in any member's family at his/her native land, and such a member wishes to attend his/her family member's funeral, the organization shall provide him/her with the financial support of twenty five percent (25%) of the available funds. Such amount shall not exceed, however, one thousand five hundred dollars (\$1500.00).

d) In the event that death occurs in any member's family but such member chooses not to travel out of the U.S. to attend this funeral, the organization shall provide such a member with fifteen percent (15%) of the total money of the organization. Such amount

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shall not exceed, however, three hundred (\$500.00) dollars.

ARTICLE VII: VACANCIES

If the office of the Chairman, Vice-Chairman, Secretary, or Treasurer becomes vacant by reason of death, resignation removal or otherwise, the leadership committee shall elect a successor, who shall hold office for the unexpired term pending his/her successor's election.

ARTICLE VIII: DISSOLUTION OF THE ORGANIZATION (*see Amendment XIII*)

- A. *First:* By payment of all debts of the organization, including expenses of dissolution.
- B. *Second:* By payment to each member of an amount equal to all the amounts paid by such member, including those amounts credited to the amortization of principal indebtedness pursuant to his/her mutual ownership contract.

ARTICLE IX: COPY OF BY-LAWS FOR MEMBERS

The By-Laws of this organization shall be printed or mimeographed together in booklet form and a copy thereof shall be made available for each member of the organization. Supplements to such booklet, containing all amendments to the By-Laws shall be compiled from time to time and furnished to each member.

ARTICLE X: AMENDMENTS

These By-Laws may be repeated or amended, and new by-laws may be adopted by a vote of over fifty percent (50%) of the membership at any regular meeting or at any special meeting called for that purpose, or by written consents signed by over fifty percent (50%) of the members. The procedure for verifying petitions received from the members for amendments under this section, shall be provided by the leadership committee.

ARTICLE XI: DEFINITION OF TERM

As used in these By-Laws the terms used therein are defined solely for the purpose of clarification

1. Organization: Patriotic Organization of Tanzanians residing in the U.S.A.

AMENDMENT TO THE BY-LAWS: I

Except as otherwise provided in **Article II Section 1** of these by-laws, the following amendment shall provide as follows:

Eligibility to this membership organization shall be open to the following: Any Tanzanian citizen or anyone originating from Tanzania, spouses, and children. This amendment shall be effective beginning today December 21, 1996. It is hereby declared that nothing in this

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amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: II

Except as otherwise provided in **Article VI Section 1** of these by-laws, the following amendment shall provide as follows:

This organization shall establish an **educational bank account** for minor children of the deceased organization member. The organization shall make a one-time contribution to this account, the amount of which shall not exceed three hundred dollars (\$300.00). This amendment shall be effective beginning today June 26, 1999. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: III

Except as otherwise provided in **Article II Section 5 & 7** of these by-laws, the following amendment shall provide as follows:

Eligibility of a member to this organization shall be terminated if that member fails to pay his or her dues for twenty four (24) consecutive months. The member can rejoin the organization immediately after the twenty-four month period, but will be required to pay another initial fee of fifty dollars (\$50.00). This amendment shall be effective beginning today March 24, 2001. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: IV

Except as otherwise provided in **Article II Section 3** of these by-laws, the following amendment shall provide as follows:

A member shall be required to pay dues of \$15.00 per month. This amendment shall be effective beginning today September 29, 2001. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: V

Except as otherwise provided in **Article VI Section 3** of these by-laws, the following amendment shall provide as follows:

There will be a waiting period of three months (3) before a new member becomes eligible for financial assistance. This amendment shall be effective beginning October 1, 2002. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: VI

Except as otherwise provided in **Article II Sections 5, 6 & 7** of these by-laws, the following amendment shall provide as follows:

Eligibility of a member to this organization shall be terminated if that member fails to pay his or her dues for twelve (12) consecutive months. The member can rejoin the organization immediately after the twelve-month period, but will be required to pay another initial fee of fifty dollars (\$50.00), and a three-month regular fee in advance. This amendment shall be effective beginning today May 3, 2003. It is hereby declared that

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nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: VII

Except as otherwise provided in **Article VI Section 2A** of these by-laws, the following amendment shall provide as follows:

If the family of the deceased relative has more than one member of this organization and the family decides to ship the body of the deceased relative home, the organization shall provide forty percent (40%) of the organization's total available funds. The amount shall not exceed, however, four thousand (\$4,000.00), for it is only one death, the number of relative organization members notwithstanding. If more than one death occurs at the same time within one family, the organization shall provide forty percent (40%) of the total available funds for each death. The amount shall not, however, exceed four thousand dollars (\$4,000.00) for each death. This amendment shall be effective beginning today May 3, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: VIII

Except as otherwise provided in **Article VI Section 2B** of these by-laws, the following amendment shall provide as follows:

If a member of this organization has lost a family member in the United States and wishes to conduct the funeral of the deceased relative in the U.S., the organization shall provide thirty percent (30%) of the total available organization's funds. This amount shall not exceed, however, two thousand dollars (\$2,000.00). If the family of the deceased has more than one member of this organization and the family decides to conduct the funeral of the deceased relative in the U.S., the organization shall provide an extra one thousand dollars (\$1,000.00) in addition to the thirty percent (30%). The total amount shall not exceed, however, three thousand dollars (\$3,000.00). This amendment shall be effective beginning today May 3, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: IX

Except as otherwise provided in **Article VI** of these by-laws, the following amendment shall provide as follows:

This organization shall establish **Section 2E of Article VI**. If a member of this organization dies and relatives wish to conduct his/her funeral in the U.S., the organization shall provide thirty percent (30%) of the total available organization's funds. This amount shall not exceed, however, two thousand dollars (\$2,000.00). If the family of the deceased organization member decides to ship his/her body home, the organization shall provide forty percent (40%) of the organization's total available funds. The amount shall not exceed, however, four thousand (\$4,000.00). This amendment shall be effective beginning today May 3, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: X

Except as otherwise provided in **Article II Section 4** of these by-laws, the following

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amendment shall provide as follows:

If a member of this organization fails to attend three consecutive regular meetings (nine months) without **compelling reasons***, that member shall be placed on probation. If a member of this organization fails to attend four consecutive regular meetings (twelve months) without compelling reason, that member shall be regarded as though he/she has decided to pull out of the organization and his/her membership shall cease forthwith. This amendment shall be effective beginning today May 3, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XI

Except as otherwise provided in **Article III Section 1A and 1B** of these by-laws, the following amendment shall provide as follows:

The organization shall have the Board of Directors. This Board shall have nine (9) members that are elected every two years. The creation of this Board shall effectively cease the existence of the position of three members of the leadership committee that are customarily elected every three months. This amendment shall be effective beginning today September 27, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XII

Except as otherwise provided in **Article VI Section 1** of these by-laws, **subsection f** is added to read as follows:

The aid shall also be provided to the community at large based on qualification of need and income. The group that qualifies shall come from mostly immigrants from African countries, and other groups, especially non-profit organizations. The groups that qualify for TPO benefit need not be members of the organization. Additionally, the organization shall, from time to time, make donations to other charity organizations such as Orphanages, HIV groups, and educational institutions. However, such aid shall not exceed 20% of TPO's available resources. This amendment shall be effective beginning December 20, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XIII

Except as otherwise provided in **Article VIII** of these by-laws, the following amendment shall provide as follows:

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. This amendment shall be effective December 20, 2003. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XIV

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Except as otherwise provided in **Article II Sections 2** of these by-laws, the following amendment shall provide as follows:

A new member will be required to pay a one time initial fee of \$50.00, and will also be on a probation period for six months before qualifying for financial assistance. This amendment shall be effective beginning today January 1, 2009. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XV

Except as otherwise provided in **Article II Sections 2** of these by-laws, the following amendment shall provide as follows:

Eligibility of a member to this organization shall be automatically terminated if that member becomes inactive by failing to pay his or her dues for a year. Therefore, if a member is inactive for a year and up to three years and then decides to rejoin the organization, he or she will be required to pay all the areas for the stated period, and will also be on a probation period for three months before qualifying for financial assistance. This member will not, however, be required to pay another membership fee. This amendment shall be effective beginning today January 1, 2009. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XVI

Except as otherwise provided in **Article III Section 2** of these by-laws, the following amendment shall provide as follows:

If, for any reason, the vacancies of the Chairman, the Secretary, or the Treasurer are vacated before the general election, the Board of Directors shall appoint anyone from the Organization's members' pool to fill the vacancy. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XVII

Except as otherwise provided in **Article III Section 4** of these by-laws, the following amendment shall provide as follows:

It is imperative that two thirds (2/3) of the members of the Board of Directors is in attendance in order for the meeting to be held by the Board of Directors of the organization or six members (6) of the Board. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XVIII

Except as otherwise provided in **Article III Section 5** of these by-laws, the following amendment shall provide as follows:

The Social Activities Committee, if it deems fit, may decide to hold a fundraiser activity on behalf of the organization under its leadership team. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

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AMENDMENT TO THE BY-LAWS: XIX

Except as otherwise provided in **Article III Section 6A (i)** of these by-laws, the following amendment shall provide as follows:

Members shall appoint one person at the meeting, and such person shall be charged with the duty of foreseeing the election of leadership. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XX

Except as otherwise provided in **Article III Section 6B (i)** of these by-laws, the following amendment shall provide as follows:

The Executive Committee shall announce the Election Day. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

AMENDMENT TO THE BY-LAWS: XXI

Except as otherwise provided in **Article III Section 8** of these by-laws, the following amendment shall provide as follows:

No member of the Executive Committee in his or her individual capacity shall commit the organization or others on behalf of the organization, unless specifically authorized to do so by the Executive Committee. This amendment shall be effective beginning today April 3, 2010. It is hereby declared that nothing in this amendment is contrary to any provisions of these by-laws.

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ACKNOWLEDGEMENT

I _____ declare that I have been given these by-laws, and that I have read and understood every article. Therein, and that I agree to abide by them.

Signature _____ Date _____