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ARIZONA ANDNET MEREDAJA EDER

P.O. BOX 24366, Phoenix, AZ 85034

EDIR BY-LAWS

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Article One: Introduction

It is obvious that when an unavoidable event such as death occurs on human being, whether the cause is accidental or natural the loss brings immense stress as well as hardship to the entire family. This is especially apparent to those who live abroad.

Even though it is impossible to bring back the deceased family member, a proper burial, including a service to pay respects, tends to bring peace mind. However, this is possible only when there is prior sufficient preparation for a funeral ceremony as per norm.

While enduring the loss of a loved one, the family members may face difficulties holding a funeral service. Had on been given the opportunity to prepare, the process has been much simpler.

In this scenario, since there is no capacity to hold the funeral ceremony, the only option for family members are to pledge for help. It is clear that this will create discomfort and possibly bring shame to the family, as well.

With this, Edir is founded with the aim to make such situations and happenings easy, with additional intent to financially help the victim's family reach the financial means for the funeral ceremony, thus easing stress while holding a proper funeral ceremony in a timely fashion; this also provides an opportunity to send the body back to the country of origin without financial detriment.

Arizona Andnet Meredaja Edir is an association free from discrimination against tribal background, religion, sex and political orientation, with sole purpose of facilitating funeral ceremony. Thus, it is founded to accommodate Ethiopians and those who practice similar funeral ceremonies and share social togetherness regardless of boundary and life style

These Code of conduct (Bylaws) formed and adopted by the association to facilitate its business as a non-profit association exclusively for Funeral Services as a tax-exempt association under section 501 (C) (8) of the Internal Revenue code of 1986.

Since we can and should help one another, we founded this Edir to provide aid and to overcome such tragedies together.

In other words, *it is an Ethiopian cultural insurance*. Thus, its open to every Ethiopian and as mentioned above those who are from the neighboring countries and friends of Ethiopian who wants to become a member are welcomed.

Working Mechanism of the Edir shall be as follows

1. Membership registration
2. In addition to registration and membership payment of \$ 125 for single member and \$250.00 /*Two Hundred and Fifty dollars (husband and wife)*,
3. When death occurs to a member and the family of a member, the Edir shall pay \$15,000. /*Fifteen Thousand dollars*/directly from the account of the Edir, for the purpose of funeral ceremony
4. When death occurs, it collects contribution from members to replace the money paid for funeral ceremony.
5. The money paid from Edir bank account; must be replaced by the members within fifteen days (15 days) time.
6. Money collected from members shall be saved/ deposited in the bank account of the Edir.
7. There is no monthly payment apart from registration and membership payment.
8. When death of a member occurs on, the Edir shall notify or disseminate the necessary information to members.

Article Two: Name of the Edir

The Edir shall be called **AZ Anedenet Meredaja Edir** in the state of Arizona whose Members are Ethiopians and those from neighboring countries who share identical social and cultural lifestyle, as well friends of Ethiopians.

Article Three; Definitions

The definition of words and phrases in this code as well the message they deliver shall reflect only the objective and duties of AZ Andnet Meredaja Edir. Apart from this other definition shall have no acceptance by this Edir.

Definition of the logo

The logo shall reflect the objective of Andnet Edir, which is founded by Ethiopians and foreign nationals who are legally married to Ethiopians in order to facilitate funeral service and has no definition other than reflecting both being **United** and being **Ethiopian**.

3.1. Contribution- a payment expected from each and every member to facilitate funeral service.

3.2. Group- A method in which members are grouped in to teams to make the process precise and help members conduct their responsibility in a timely manner.

3.3. Group Leader- a person who coordinate and collect contribution from twenty members under him/her and deliver information as well as coordinate the works of Edir.

3.4. General Assembly- the body composed of all members and has ultimate power.

3.5. Representative- as per this code a person who represent the member and works with the leaders of the Edir, provides information, pays the contribution in case of an absence member, as well as when death occurs to a member, he/she shall facilitate the funeral services with leaders of the Edir, in the event that a legal husband/wife of a member is absent.

Article Four: Objective of the Edir

4. 1. Death is a natural phenomenon (law) which occurs to human beings. What follows such an event, are difficulties and hardship when planning the funeral ceremony. The only way to overcome such a problem is prior preparation and to stand as support behind the family of the victim. Thus, to escape such difficulties, the alternative is being part of the preparation by becoming a member of this Edir. This Edir founded by Ethiopia and from neighboring countries those who share similar burial practices and friends of Ethiopians living in the state of Arizona, is founded to facilitates the funeral services by covering the cost and to undertake funeral service efficiently and to overcome the hardship together when death occurs to a member, and/or family of a member who is mentioned in this code.

4.2. To establish and maintain good relation among members

Article Five: Who can be member of the Edir?

5.1.1. Every Ethiopian by birth and blood, neighbors who have similar cultural background, norm and funeral ceremony with Ethiopians, and friends of Ethiopians who are above the age of 21 years.

5.1.2. When he/she accepts the code of Edir fully by consent;

5.1.3. When he/she understands, and accepts the main objective of the Edir;

5.1.4 Members shall be resident of the state of Arizona

5.1.5 Members who relocated to other locations (states) can retain their memberships as long as they abide by the laws of AZ Anedent Meredaja Edir.

5.1.6. When he/she has paid designated registration and membership fee;

5.1.7 Any one who is citizen of any country, who legally married an Ethiopian, can be member.

5.1.8 Completion of forms number 3, and when the registration is approved by the signature of the leaders of Edir, he/she shall become a member of the Edir.

Article Six: Rights of the Members

6.1. When death occurs on a member or a family member registered on form # 3, \$15,000(Fifteen thousand dollars) shall be directly paid from the Edir's bank account as per this code.

6.2. If a member wants to send the body back to the country the Edir shall provide \$ 15.000 (Fifteen thousand dollars to undertake funeral service.

6.3. A member has the right to attend meetings of the Edir, regardless of place and time, as well the right to hold opinion without interference and freedom of expression.

6.4. A member has the right to elect and to be elected during the election of Edir leaders. Husband and wife can't be elected in the same term or year.

6.5. Individual above the age of 21 years and those whom the code permits can be registered physically and shall become a member.

6.6. By paying one time registration fee of \$250 /Two Hundred and Fifty dollars/ husband and wife and \$125 single shall become members.

- 6.7. In the case that a husband and wife pay registration fee of 250/Two Hundred and Fifty dollars/ the payment will be once during registration. If death occurs to a member or family of a member during the contribution to replace the money paid from the account they shall pay as a single member.
- 6.8. Other nationals who are legally married to Ethiopians as well Ethiopians by blood and birth has the right to register as full member.
- 6.9. Every individual who wants to become a member must physically fill out the registration form providing the name, information and address matching his/her identity card of the State of Arizona.
- 6.10. If the Edir member changes his/her state of residency, the member can continue this membership as long as he/she maintains good standing with the Edir.
- 6.11. Only an individual who accepts the dispute solving mechanism shall register for membership as per the decree of this code Article 7.6.
- 6.12. Membership rights can be guaranteed only when an individual has paid \$100.00/One Hundred dollars/ of membership fee, \$25.00 / Twenty-Five dollars/ of registration fee and filled registration form # 3.
- 6.13. A member cannot transfer the right and benefit mentioned in the code to another individual while he/she alive. But in case a member passes away, the legal inheritor can continue as member.
- 6.14. When a member or spouse of a member dies outside of the United States, the Edir shall pay money allocated for funeral service \$ 15,000/Fifteen Thousand dollars/ from its bank account directly to the survived spouse or to the designated legal representative. The payment shall be occurred when the formalities on Article 13.4 are fulfilled

- 6.15. Every member has equal right to elect and to be elected and as well to use the Edir
- 6.16. Members shall not be turned down because of their Ethnicity, Gender, Religious believes, Job status and political affiliation,
- 6.17. In the case that a member passes away, the Edir shall facilitate the funeral ceremony by contacting the husband or the wife. In the absence of these two, it shall work with designated legal representatives. As per registration form number three /3/ the members must have to register two legal representatives on form # 3.

Article Seven: Duties and obligations of Members

- 7.1. Pay membership fee of \$100.00/One Hundred dollars/ and registration fee of 25.00/Twenty-Five dollars/ per the decree of this code within a given period of time;
- 7.2. In the case that death occurs to a member or family of a member who is registered on the registration form # 3, members shall pay the allocated contribution within 15 days from the date of notification through communication Net Work of the Edir. A member who failed to pay the contribution on time, without sufficient reason must submit the contribution along with the late payment fee within the next fifteen days. If he/she misses the second chance he/she shall be terminated from the Edir directly on the thirty first day. However, if this member submits written motive to become member again, he/she shall be registered as a new member and must pay both the membership and registration fees.

- 7.3 The member must notify the office of the Edir in the occurrence of change of any status; this includes divorce, a child reaching the age of 21 years, or when the income of the parent's changes.
- 7.4. In the case that a divorce occurs between a husband and wife, the member must immediately notify the leaders of the Edir. If a husband and wife want to proceed as members following the divorce, they can keep on the Edir membership without additional payment for registration fee
- 7.5. The members must fill correct information of themselves and family members on the registration form # 3.
- 7.6. The member must accept and have to have understanding of the dispute solving mechanism before registration. Disputes, disagreement or grievances shall only be solved through elders nominated by Akabe Denbe of the Edir on behalf of the General Assembly.
- 7.7 Regarding dispute or grievance, no law suit is allowed. Filling law suit against the Edir is absolutely forbidden and unacceptable as per this Code. Members shall be ruled only by these codes of conduct.***
- 7.8. The member must fill the true information of himself / herself and family members on the registration form number 3. If the member provides false evidence or wrong information to the Edir obtain undeserved money or any other benefits or is found making the effort to do so, he/ she shall immediately be removed / terminated from membership.***
- 7.9. Members' children under the age of 21 shall be registered or named only on their one of the parents' application form; form # 3.***

Article Eight: Termination from Membership

The following reasons show grounds for member termination

- 8.1. As per the decree of this code inability to pay membership and registration fees of 125.00\$ dollars,
- 8.2. Inability to pay expected contribution from him/her in case death occurs to a member or family of a member who are registered on the form, within 15 days from the date of notification through communication network of the Edir.
- 8.3. Engaged in activities that negatively impact the Edir.
- 8.4. Engaged in activities of sneering the objective of the Edir and creating intended disorganization.
- 8.5. Engaged in activities of dividing members based on politics, religion, ethnicity and sex.
- 8.6. When found trying to act against the objective and mission of the Edir, ultimately acting to destruct the mere existence of the code;
- 8.7. When found trying to create a mentality of a certain group or to divide members he/she shall be terminated from membership.
- 8.8. Upon finding a member is guilty of any of the above, the corrective measures are listed below in the order they shall be taken.
 - 8.8.1. A verbal warning shall be given by the Edir leaders.
 - 8.8.2. For the second time if found guilty and proved, last written warning shall be given;
 - 8.8.3. When proven guilty for the third time he/she shall be terminated.

8.8.4. The member who is removed from the Edir membership because of the reasons mentioned above or who leaves upon his/her own will is not entitled any compensation payment, and cannot claim payment or no claim of reimbursement. If this member shows motives to become member again, he/she shall not be allowed.

Article Nine: Source *of Income of the Edir*

The main source of income of Andnet Meredaja Edir is the contribution of members,

9.1. One-time payment of membership and registration fees \$125.00/One Hundred and Twenty-Five dollars/

9.2. The contribution of Members refers to the members of Andnet Meredaja Edir contributions per house hold, when death occurs to a member, children or member parents who are registered on the form number 3.

9.3. In-kind or cash Gifts from institutions or individuals;

9.4. Income generation programs shall be conducted, without missing the main objective of the Edir can be considered as one source of income of the Edir.

9.5. When necessary, the small fees collected from members for activities shall be called source of income.

Article Ten: *Mechanism of Income collection*

10.1. In cash

10.2. In Check

10.3. Online and Money Order

- 10.4. Can pay through Bank Direct deposit. The member shall receive legal receipt from the treasurer or from his group leader, when he/she submitted deposit document. (Proof of payment)
- 10.5. The member can pay to the Treasurer or to Group leaders physically. In doing so, the member shall take the legal receipt of the Ede.
- 10.6. Any payment from the Edir shall only be by check. Without check, no payment shall undertake. (Shall be made)
- 10.7. The bodies that have legal mandate to collect payment are the Treasurer and Group leaders. Those who have legal mandate to collect payment /contribution/ have the responsibility to deposit the money in bank account within five days.
- 10.8. The legal persons who collect payments must immediately offer legal receipt of the Edir to the payer. If a legal receipt is not offered, the member doesn't have to pay.
- 10.9. The member who pays by check, online and money order must receive legal receipt of the deer by bearing the deposit receipt.
- 10.10. It is totally forbidden to have debit and credit card, for the bank account of the Edir.

Article Eleven: Time table to collect contributions

11.1. When a member passed away, from the date of notification through communication

Network of the Edir, the contribution must be collected within fifteen days

- 11.2. In case the member doesn't pay the contribution fee within 15 days from the date of notification through communication network of the Edir, \$25(twenty-five dollars) late payment fee shall follow.
- 11.2. When a member passed away, from the date of notification through communication network of Edir, the contribution must be collected within fifteen days.
- 11.3. The member who doesn't pay in fifteen days must pay within the second fifteen days along with late payment fees. The member who couldn't do shall be abrogated from the membership on the thirty-first day (31st day). The prior payment made by the member shall not be reimbursed or be returned. As per this code ch.30.2. However, if the member submits written motive to become a member again he/she shall be registered as a new member by paying membership and registration fees of 125.00 /One Hundred and Twenty-Five dollars/ for single, and \$250/ for husband and wife/.

Article Twelve: Rights and Duties of Members' Family

- 12.1. The member's family; children and parents are entitled to the following rights;
- 12.2. Children under age of 21 years and parents of a member who are registered on one of the parent's application form: form # 3 is beneficiaries of the Edir.
- 12.3. Child of a member who is above 21 years old is the beneficiary, if proven disabled or unable to work by a medical doctor and does not have any disability benefits.
- 12.4. If the parents live apart and both of them are Edir member individually, a child has to be registered under one of them, either father or mother application form #3.

12.5. If the parents of a member struggle financially to become a member of the Edir or if they are dependent on their children, they are the beneficiaries if registered under a member as per the decree of this code. However, during the registration by paying one time membership and registration fees of \$125.00/One Hundred and Twenty-Five dollars/for each parent, they shall be registered as member's dependent. Even though, some parents do have over one child in the State of Arizona, it is permitted only to be registered under one child. In the case death occurred to parents who are registered under a member, they have full access to the service provided by the Edir. This shall work only when the body is take out from a member's home in Arizona or other state, in this instance, the body is sent back to home. Apart from this, the death of parents will be assertion of death for the children, in which the Edir cannot accommodate assertion.

Article Thirteen: Notifying members about passing away of a member

13.1. Legal representative has to notify one among the Edir office, chairman, vice chairman or secretary or Group leader about the passing of a member physically, through text, email or phone calls.

13.2. In the case that death of a member has occurred in the State of Arizona; family, spouse or legal representative must notify the office of the Edir within five days.

13.3. In the case that death of a member has occurred outside the State of Arizona, the office of Edir or one of the personnel listed in Article 13. (1) must be notified within fifteen days.

13.4. In the case that death of a member occurs outside of the United State; the family or legal representative must report the death to leaders of the Edir within sixty days (60days). Death Certificate from hospital is a requirement, as the legality

of the information must be approved by the country's foreign ministry.
Payments shall be made immediately when those formalities are fulfilled.

Article Fourteen: Structural Organization of the Edir

14.1. General Assembly

14.2. Akabe Denbe

14.3. Leadership and Management committee (Executive Committee)

14.4 Internal Auditors

Article Fifteen: Responsibilities and Duties of General Assembly

15.1. Annual meetings shall be held up on the call of the management committee of Edir.

15.2. Shall ratify the agenda implemented by the committee, while discussing the issues to make decisions.

15.3. Listen, direct, modify, reject or ratify management committee and Auditors Annual report.

15.4. Shall nominate election committee and elect leaders.

15.5. Shall send off those who have completed two years' term among the leaders, and elect new leaders.

15.6. Shall replace inefficient leaders with new ones.

15.7. Shall make suggestions by consulting the management committee researches in order to increase income of the Edir. Shall also examine, modify, reject or ratify the research.

- 15.8. Shall Allocate, modify, increase or decrease the funeral budget of the Edir.
- 15.9. Shall encourage committee members to develop plans and policies that will lead to better performance.
- 15.10. The General Assembly is the ultimate decision making body.
- 15.11. There is no other body above General Assembly to hear appeal.
- 15.12. The management committee can hold different meetings with members as necessary, in addition to the annual general Assembly.

Article Sixteen: Akabe Denbe of the Edir

- 16.1. It is accountable to General Assembly; the members of the Akabe Denbe of the Edir are three, and two of them always shall be elected among the founding members; the Akabe Denbe chairman shall be also one of the two, while the third member shall be elected by the General Assembly and serves as the Akabe Denbe secretary. The Akabe Denbe term to serve shall be three years. Based on the safe guarding and defending the objective and mission of the Edir, the Akabe Denbe has the following tasks and shall undertake the following activities.
- 16.2. Follow the full implementation of the code; witness the protection of the rights of members equally. If malpractice occurs, the Akabe Denbe shall consult the leaders in order to take corrective measures. In case the problem cannot be resolved, the Akabe Denbe shall request the case to be referred to the General Assembly.
- 16.3. In case there are acts which endanger the mere existence of the Edir, the Akabe Denbe shall seek a resolution with the leaders. If a solution is not feasible, it shall request the case to be referred to the General Assembly through leaders.

16.4. In case the difference of attitudes and thoughts occur among the leaders which may cause endangerment to the working procedure and disruption to the objective of the Edir, Akabe Denbe shall consult the leaders individually or together to resolve the disagreement. In case the problem exceeds such a process, by representing the General Assembly, the Akabe Denbe shall nominate elders to see the case and shall also refer the case to the General Assembly through leaders.

16.5. Shall follow whether the relationship of the Edir leaders with other organizations is healthy, if found the relation breaches the objective of the Edir, the Akabe Denbe shall request to stop the relationship.

16.6. Akabe Denbe shall give advice in case towards differences in attitude among Edir leaders or members regarding political, religious views, and ethnic or sexual background.

Article Seventeen: Management committee (executive committee)

17.1. The management committee of AZ Andnet Meredaja Edir is a body composed of (9) nine members; (6) six executive members and (3) members who are elected by General Assembly and group leaders. It is in charge to General Assembly.

17.1.2. Chairman

17.1.3 Vice Chairman

17.1.4. First Secretary

17.1.5. Assistant secretary

17.1.6. Treasurer

17.1.7. Accountant

17.1.8. Three members

17.1.9. Group leaders

The total of nine committee members and Group leaders shall lead and are in charge of day to day activities of the Edir.

Article Eighteen: Duties and responsibilities of the Chairman

18.1. The chairman is in charge to the General Assembly and shall lead and represent the Edir; shall lead the meetings of management and General Assembly.

18.2. Shall follow up proper implementation of the code.

18.3. Shall follow up and approve the proper provision of service for members.

18.4. Shall lead and coordinate the leaders. Sign the order of payment. Sign the check along with the Treasurer.

18.5. In order to facilitate the working process of the Edir he/she shall nominate Group Leaders. The chairman shall prepare instructions and job descriptions for Group leaders (Associate contribution collectors).

18.6. Shall call General Assembly meeting once a year; at a given time and place, as per the decree of this code. Shall lead General Assembly meeting; shall present report. Shall Respect and implement the decisions passed by General Assembly. Follow their implementation.

18.7. In the case, there is a leader with lack of skill, willingness, inefficient, one who hinders the service provision to members, is absent from meetings regularly, late, disrespectful to the working rule and who cannot deliver his/her

responsibility, the chairman shall examine the case with the management and shall take corrective measures, by taking minutes.

18.8. The corrective measures implemented upon on the leader who cannot deliver his/her responsibilities are listed below in the order they shall be taken;

18.8.1. For the first time, verbal advice and warning

18.8.2. For the second time, written warning

18.8.3. Termination presented in written form, and replacement by another member.

18.9. Shall approve timely contribution, collection and deposit in bank account.

18.10. When death occurs to a member or family of a member, he/she shall order and give leadership for immediate payment from the Edir account to the member, or the family of the victim or legal representative.

18.11. Shall give order to the Treasurer for payment, When the Accountant prepared by signing the order document. Shall approve and follow the payment is done only by check.

18.12. Shall give directions for the office in order to arrange members' files correctly.

18.13. Shall check whether the member and member's families are correctly registered on form Number 3/Three/.

18.14. Responsible for upkeep of the files, keeping most current by adding names, and or erasing names of a member or family of a member from the file, if they have passed or left the area,

18.15. Shall follow the flow of money as per the decree of this code.

- 18.16. Shall hold meetings with the management committee every three months to evaluate the works of the Edir. Shall suggest new ideas and ways to improve existing methods in order to provide necessary service for the members.
- 18.17. In case the difference of opinion, which can lead to an outcome that endanger the works of Edir occurs among the leaders he/she shall call urgent management meeting in order to solve the problem democratically.
- 18.18. By consulting the leaders, he/she can attend different meetings on the behalf of the Edir, only when he/she has got the will of the management committee and the Akabe Denbe. If not he/she cannot attend meetings on the behalf of the Edir.
- 18.19. Based on the directions given by the management committee and Akabe Denbe, he/she can create a work relation with different organizations on the behalf of the Edir.

Article Nineteen: Vice Chairman

- 19.1. The vice chairman is accountable to the chairman and shall represent the chairman in case the chairman is not available. Shall use the full power of the chairman and take the responsibilities. Shall coordinate the Group leaders, shall evaluate the works of Group leaders and report to the chairman.
- 19.2. Shall perform every activity ordered by chairman.
- 19.3. In case of the absence of the secretary he/she shall help the assistant secretary in order to maintain the work properly.

Article Twenty: First Secretary

- 20.1. The first secretary of the Edir in charge to the chairman, and shall have the following responsibilities.

- 20.2. The secretary of the Edir is both the secretary of the General Assembly and management committee.
- 20.3. Shall take the minutes of General Assembly and management committee meeting. Shall properly keep the minute after signed by members, who attended the meeting.
- 20.4. Shall lead the office responsible for undertaking written works.
- 20.5. Shall perform all written exchanges of the Edir responsibly.
- 20.6. Shall file outgoing and incoming letters, carefully.
- 20.7. In case the chairman and vice chairman are unable to deliver their responsibility due to sufficient reason, he/she shall lead the Edir with full power and responsibility of chairman. When both chairman and vice chairman are absent from duty for six (6) months, he/she shall call General Assembly meeting to replace them with other members.
- 20.8. At the end of his term, he/she shall hand over the documents and materials properly, through record to the newly appointed one.
- 20.9. Shall properly record and keep the name list, address and pieces of information of members related to the Edir.
- 20.10. Shall immediately refer the request from new members to the management committee.
- 20.11. With the help of assistant secretary shall disseminate any necessary information that is related to the Edir to members and make sure that the information reached or delivered.

20.12. In addition, he / she shall perform all written works given by the chairman or the vice chairman.

Article Twenty-One: Assistant Secretary

21.1. Assistant secretary is accountable to the chairman and has the following duties and responsibilities

21.2. Shall perform written works together with the Secretary.

21.3. In the absence of the Secretary, he/she shall replace the secretary and shall perform all written works with full power.

21.4. Shall work as the public relation officer of the Edir. Advertise the objective and procedures of the Edir to the public.

21.5. Shall advertise the objective and procedures of the Edir to the public, by preparing different written works, literatures and advertisement.

21.6. Facilitates the relation of Edir with organizations who have similar objectives and purposes.

21.7. In addition, the assistant secretary of Andnet Meredaja Edir shall perform purchasing activities and also keep the store.

21.8. Shall disseminate information that is related to the Edir to members and make sure that the information is delivered.

Article Twenty-Two: The Treasurer.

The Treasurer is accountable, to the chairman and has the following duties and responsibilities

- 22.1. Shall collect contributions expected from members in a timely manner. Shall confirm that Group leaders collect the fee within a given time period. Follow whether the money collected is properly deposited in bank account within five days.
- 22.2. Shall provide the legal receipt to the members, after the approval of payment.
- 22.3. *Shall undertake payment by check, when approved by chairman and accountant. Every payment shall only be signed by two leaders (chairman & treasure if chairman is not available, vice chairman and treasurer, if treasure is not available, chairman & vice chairman.) It is forbidden to order payment with only one leader's signature.*
- 22.4. *The money shall only be paid by check. Without this method, the treasurer cannot pay a single dollar in cash.*
- 22.5. The Treasurer is in charge for all sorts of payments.
- 22.6. The legal receipt given by Accountant is by three/3/ copies, in which the first copy is for payer, the second copy for the Accountant, the third copy shall be left attached on the pad, and later, the auditor will check. The finance shall be examined by the accountant and auditors. The treasurer shall record and carefully keep income or payment with sources and reasons.

Article Twenty-Three: The Accountant

- 23.1. The Accountant is in charge to the chairman and has the following duties and responsibilities.
- 23.2. Shall check and approve the legality of payment for the victims and victim's family when death occurs. Check whether each and every member has paid the

contribution within a given time period and confirm the replacement of the money paid from the Edir bank account.

23.3. Shall publish receipts with consecutive numbers, prepare different documents and keeps.

23.4. The legal receipt shall be prepared in three/3/ copies and written from number one /1/ to fifteen /50/ and shall be given to the Treasurer and Group leaders. Shall request, receive and keep the check books. *When payment is ordered he/she shall prepare document of order and sign, then prepare check and write amount of payment. Payment will be done after the chick signed by chairman and Treasurer. When the Treasurer and Group leaders request new receipt, he/she shall provide the new one, while keeping the others in careful condition.*

23.5. Approve whether each and every member has paid the contribution fee within a given time period. If there are members who didn't pay on time, he/she shall give the list to the chairman, in order to take corrective action.

23.6. Shall check the Group leaders who are legal persons to collect fees, whether they use the legal receipt with three copies properly, in which the first copy is for the payer, the second for the Accountant and the third which is left attached with the pad for Auditors.

23.7. Shall record and keep monthly bank statement.

23.8. Shall undertake necessary steps to make sure the payment reach the members on time.

23.9. Every 6 month, he/she prepares the accounting report of the Edir and present to the management committee.

23.10. Shall undertake every assignment ordered by chairman which is related to finance. Publishing the documents of the Edir is also the responsibility of the Accountant.

23.11. Shall record, prepare financial spreadsheet and keep full information regarding the income and payments made by the Edir using computer data. Follow whether the money of the Edir is kept properly.

Article Twenty-Four: Auditors

The AZ Andenet Meredaja Edir has two Auditors elected by the General Assembly

24. Auditor are in charge to the General Assembly and have the following responsibilities and duties.

24.2. Shall supervise the proper utilization of materials only for the purpose of Edir.

24.3. Shall supervise whether a member has paid contribution within a given time period.

24.4. Approve whether registration of members and their family is done as per the code of Edir.

24.5. Shall supervise whether bank account is opened and a contribution collected from members is deposited in the Edir bank account within five days' time.

24.6. Shall supervise the Accountant shall publish and distribute legal receipts to the Treasurer and Group Leaders,

24.7. Shall supervise whether the published legal receipts are with consecutive numbers.

24.8. Shall supervise the order of receipts given to the Treasurer and Group leaders; supervise

Whether, the payers did take the receipt by the time they paid.

24.9. Approves whether the members are receiving necessary service from the Edir.

24.10. Supervise whether membership forms are filled and kept properly.

24.11. Supervise children and family members registered under a member registration form # 3 on time and as per the decree of this code.

24.21. Supervise the activities of the leaders in line with the provision of this code and follow closely the application of the code.

24.13. Unless it is necessary the Auditor shall not attend the meeting of leaders. If it is necessary for them to attend the meeting they can forward opinion, raise questions and ask for clarifications, but shall not feed ideas or motions for decisions nor cast vote or oppose.

24.14. The auditor shall examine freely without any interference.

24.15. Shall prepare and submit one copy of short and long term plans to management committee chairman, and perform their plans without any interference.

25.16. Supervise the payment mode and fee collection procedures in line with code.

24.17. The Auditors shall evaluate activities of the leaders within 30 days, upon occurrence of death in relation to the member. Supervise and follow whether the contribution is submitted within the given time period, as per the code.

24.18. Compile a detailed report regarding the work activities and money handling for the General Assembly. The Auditors have to submit one copy of their report to the Executive committee members ten days prior the General Assembly meeting will be held.

- 24.19. Affirm members' access to full rights and benefits. Shall forward opinion in order to take measures urgently, in case of poor working conditions follow the progress, and reports to General Assembly.
- 24.20. The Auditor shall make close follow up and shall supervise Edir members' children under the age of 21 shall be named or registered on their one of the parent's application form # 3 (three).
- 24.21. The auditor shall request documents for audit at any time. The requested body must provide what is asked without any delay.
- 24.22. Even though the chairman cannot interfere in the auditing activities of the Auditor, he/she can give additional duty to the auditor regarding the working system and activities of finance including income collection and handling. The auditor must implement the order without any hesitation.
- 24.23. Assistant Auditor will also perform auditing tasks along with the auditor; shall also undertake additional supervision activities as given by the main auditor.

Article Twenty-Five: Group Leaders

25. Group Leaders are accountable to the Treasurer and have the following duties and responsibilities;
- 25.1. The number of Group leaders shall be determined by the number of Edir members.
- 25.2. Under one Group leader there shall be twenty members.
- 25.3. Since the Group leaders are legal persons who collect fees, they must collect fees from the group, they are leading.

25.4. Group leaders shall have the necessary information's of Members under their Groups are as follows

25.4.1. Full Name

25.4.2. Full Address

25.4.3. Phone Number and E-mail Address

25.4.4. Number of family members and Relation

25.4.5. Registration form Number 3 filled by those who are registered under a member, one copy of registration Form Number 3.

25.5. When direction is given by the Accountant or the Treasurer, he/she shall supervise whether members under him/her have paid the fees within a given time period.

25.6. He/she shall hand the list of those member who didn't make the payment within the given time period, to the vice chairman immediately

25.7. He /She shall also give legal receipt for those who made payments on time; accepts payments in check or in cash and provide legal receipts, and submit (deposit) the money to the bank account within five days.

Article Twenty-six: payment for FUNERAL Service

26.1. When the number of member's reach 150 service provision shall be begin. In the case that it may take extensive time to reach 150 members, service provision shall be begin upon discussed and decision by members.

26.2. Until the number of members reach 300, in the case of death occurring to a member or family of a member, the Edir will immediately provide 15,000.00/Fifteen Thousand dollars/ for funeral services from the bank account

\$15.000 (The fifteen thousand) dollars shall be replaced by the members' contribution within fifteen days as mentioned in this code chapter 11.2, In which the total amount will be divided among each and every member equally.

- 26.3. In case the number of regular members exceeded 300, the payment during death occurrence will be up to 15, 000. 00/Fifteen Thousand dollars. It shall be functional only when it is approved by General Assembly.

Article Twenty-Seven: Methods of Payments in the event of consecutive Death.

27. In case two or more deaths occur to a member, or family of a member registered on the form at the same time, full payment shall be provided for each occurrence. The amount of contribution expected from members shall be decided based on the research conducted by the management committee. The contribution shall be submitted within 30 days. The late payment fee of 25.00/Twenty-Five dollars/ shall be omitted or shall not be applied when such cases occurred.

Article Twenty-Eight: Notifying all Members of the death of a Member

- 28.1. When death occurs to a member or family of a member registered on the form number 3, the office of the Edir and Group leaders shall notify all members through phone calls, text, E-mail or other methods as soon as possible.
- 28.2. When a notified member does not submit the necessary fee on time, late payment fees shall be applied, as per this code chapter 11.2.

Article Twenty-Nine: Regarding Members who can't pay Contributions.

- 29.1. In case members did not pay the contribution fee timely because of reasons exceeding their ability, the following exceptions can be considered;

- 29.1.1. When a member is in a prison and can send legal evidence from the prison administration.
- 29.1.2. When a member is hospitalized and has no income, and can bring legal evidence from hospital, he/she shall be free from contribution fee. The amount shall be divided among the members. In case death occurs to a member in such standing or family of this member, the Edir will pay full payment. These shall work only when the member notifies the Edir office of his/her status within thirty days; if not, he/she shall be terminated from the Edir. If there are other problems even worse than this, the member must notify the management committee of the Edir, in a written form, in which the committee shall give immediate response.

Article Thirty: Regarding Members Who Don't Contribute on Time.

- 30.1. In case a member do not submit contribution fee on time the following penalties shall be applied.
- 30.2. After notification of member's death, the contribution fee shall be submitted within fifteen (15) days. A member, who has failed to do so, must pay the fee along with late payment fees of \$ 25.00 /Twenty-Five dollars/ within the following 15 days (fifteen days). Without sufficient reason, when a member doesn't submit the fee within 30 days (thirty days) from the day he/she is notified, he/she shall be abrogated from membership, on the 31st day (thirty-first day). If death occurs to this member or family of the member beyond the 31st day (thirty-first days) there shall be no payment expected from the Edir, because he/she is no longer considered a member.
- 30.3. For one who is no longer a member of the Edir or cancelled from the Edir, because of his/ her own fault or other cases there shall be no payment.

However, if he/she asked to become a member again, the Edir will accept upon payment of both membership and registration fee.

Article Thirty-One: Immunity of Leaders

There are issues in which committee members shall be held accountable and others where they will have immunity before the law. These are

31.1. The members of AZ Andnet Meredaja Edir management committee shall not be held accountable individually or collectively for any payment or any debits of the Edir.

31.2. The members of Andnet Meredaja Edir management committee shall be held accountable according to Arizona law when found participating individually or in group in the following acts, wasting of money or holdings of the Edir, use of money or holdings of the Edir for personal gain, acting against the directions of the Edir in order to benefit or hurt an individual, and/ or careless handling of money and other materials.

Article Thirty-Two: The Website of the Edir

The AZ Andnet Meredaja Edir has designed or developed its own website as any legal entity. It shall be communicated to the members in the near future.

Article Thirty-Three: Term of Leaders /term of office/

33.1. Executive Committee members shall be elected from the general assembly by general A

Assembly.

33.2. The term for leaders is two years. When a leader is elected again, he/she can serve an additional two years for a total of four consecutive years. He/she

cannot serve or be elected for a third consecutive term. After serving two consecutive terms, he/she will have to skip a term before serving the third.

33.3. Among the serving committee of members, the three of them according to votes casted for them, shall have the length of service of 4 years. They must skip a term in order to be elected again; the remaining six members shall have a service term of 2 years. This method is applied because while all committee members are going out, the newly appointed members will face difficulties in running the tasks. Thus, the three members shall stay in order to share experience and to maintain the normal functions of the Edir.

33.4. When the new election is held, those whose term extended as per this code shall also be considered similar as the new elects. Thus, reshuffling is expected.

Article Thirty-Four: *Stamp of the Edir*

34.1. It is legal to use the stamp of the Edir on the documents of the Edir, which also contain the signature of either the chairman or vice chairman. In the absence of the two, it shall be used only for urgent and routine works as well as issues that are unreleased to policy with the signature of the secretary.

34.2. The stamp shall be kept under the responsibility the secretary.

34.3. Can be used when necessary on other official documents.

Article Thirty-Five: *Address of the Edir*

35.1. Until permanent address is established, the address of the chairman shall be used as the address of the Edir.

35.2. The Edir shall have its own postal address and box. When the Edir established its own permanent address, the office shall be in Phoenix and/or neighbor cities of phoenix.

Article Thirty-six: Date, Place and Time of General Assembly Meeting

- 36.1. The General Assembly shall meet only once a year. Invitation shall be distributed after the management committee decided the place, date and time of meeting.
- 36.2. When urgent cases that need the decision of General Assembly occur, special meetings shall be arranged.
- 36.3. If more than half (50+1) of general Assembly members sign the petition to call general assembly meeting, a special meeting shall be arranged.
- 36.4. General Assembly meeting decisions shall be passed only when more than (two-thirds) 2/3rd of regular members attended the meeting. Even though it is possible to discuss the issue, more than 75% of members shall attend the meeting in order to pass decision on the mere existence of the Edir.

Article Thirty-Seven: Meeting Protocol. (Discipline of Meeting)

- 37.1 The chairman shall announce the proceeding as soon as there is affirmation from the secretary about the qorum.
- 37.2. The qorum of the meeting is when more than half or two-third (2/3rd) of regular members attend the meeting physically, at a given place, upon time.
- 37.3. After affirmation of the qorum, the chairman shall disclose written agenda for discussion. If there is additional agenda from the house will be accepted, then the house shall discuss the agendas consecutively.
- 37.4. After deep and free discussion is undertaken on issues the house shall pass decision through vote. Every member who attended the meeting shall give his/her opinion freely in a disciplined manner without any interference. Voting: one member one vote. (either the husband or the wife has the right to vote)

37.5. Voting : **one member one vote**., in any meeting the husband and wife can attend and participate on discussion, but they have only one vote, either the husband or the wife has the right to vote on one motion.

Article Thirty-Eight: Decision Making Procedure

38.1. After deep and free discussion is held during General Assembly meeting or management committee meeting, decision shall be passed in a democratic manner- by vote. The thought that gets majority vote shall be ratified.

38.2. In case the vote is equal for both, between those who endorsed the decision and those who oppose it, the agenda shall be discussed again, and voting shall be held again. If the same result occurs for the second time, the chairman will make the final decision.

38.3. However, in case the decision is about the mere existence of the Edir, it has to get the vote of over three- fourths, or 75% of the members, if not, it shall not be accepted.

Article Thirty-Nine: Amendment of the code of Meredaja Edir

Amendment shall be undertaken, only when it does not negate or oppose the main objective of the Edir, for the mere existence and growth of the Edir, as well as when the amendment is to bring reform in service provision and to provide better benefits to members and, when the motive is signed along with articulated reason by over 75% or $\frac{3}{4}$ (three- fourth) of regular members; and when ratified by over $\frac{3}{4}$ th or 75 % of the General Assembly members, during the General Assembly meeting.

Article Fourth: Date and Year of Ratification

This Code is adopted by the signature of the four founding members of *AZ Andnet Meredaja Edir* and become *Bylaws or a code of the Edir on January 04/ 2017 in the State of Arizona.*

Article Forty-One: Name, and Signature of Founding Members

1. *Mr. Getu Taye* -----
2. *Mr. Gizachew Girmay* -----
3. *Mr. Wondimu Getahun* -----
4. *Mr. Tedla Abraham* -----