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ARIZONA ANDNET MEREDAJA EDIR

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BYLAWS OF ARIZONA ANDNET MEREDAJA EDIR

ENGLISH VERSION

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3rd EDITION

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Introduction

It is obvious that when an unavoidable event, such as death happens to a 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 of 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, family members may face difficulties holding a funeral service. Had one been given the opportunity to prepare, the process could have been much simpler. In this scenario, since there is no capacity to hold the funeral ceremony, the only option for family members is to pledge for help. Clearly, this will create discomfort and possibly bring shame to the family, as well.

With this, the Edir was established with the aim to make such situations and happenings easy, with the 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 without financial detriment.

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

Recognizing the importance of mutual support, we established this Edir to provide assistance, relief, and solidarity in facing life's tragedies together. In essence, it serves as a form of Ethiopian cultural insurance.

As such, it is open to all Ethiopians, as well as individuals from neighboring countries and friends of Ethiopia who wish to become members.

The working mechanism of the Edir shall be as follows:

- 1. Membership Registration and Fees:** Members shall be registered according to the Edir's procedures, and a one-time membership and registration fee of \$125 or \$250 shall be collected depending on marital status. Additionally, the Edir may undertake income-generating activities in consultation with members when extra funds are needed.
- 2. Funeral Payment:** In the event of the death of a member or a registered family member, \$15,000 shall be paid directly from the Edir's bank account to cover funeral expenses.
- 3. Notification of Death:** The Edir shall promptly and fully notify all members when a death occurs affecting a member or their family.

4. **Contributions on Death:** Payments made from the Edir's bank account for funeral expenses shall be reimbursed by each member. Members are required to pay their designated share within the specified timeframe.

5. **Bank Deposits:** All funds collected from members shall be deposited and maintained in the Edir's bank account.

6. **Regular Contributions:** Once a member has paid the one-time registration and membership fee, no monthly or annual contributions shall be required, unless a death occurs. However, occasional contributions may be requested to support operations and strengthen the Edir's financial capacity.

7. **Purpose:** The purpose and operations of the Edir, as described above, shall be implemented according to bylaws of Arizona Andnet Meredaja Edir. The third amendments of this bylaw were ratified by the General Assembly of the Arizona Andnet Meredaja Edir and have been in effect since February 1, 2025.

Languages of the Bylaws

These bylaws are prepared in both Amharic and English for the convenience of members. In the event of any inconsistency or difference in terms of wording, interpretation, meaning or intent between the two versions, the Amharic version shall prevail and take precedence as the official and authoritative text.

Article 1: Name and Legal Status of the Edir

1.1) This charity is called the "Arizona Andnet Meredaja Edir."

1.2) It is organized and registered as a non-profit charitable organization or association in the State of Arizona, North America.

1.3) Its legal and regulatory framework shall be governed by the applicable laws of State of Arizona.

Article 2: Definitions

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

2.1) **Logo:** The logo shall reflect the objective of Arizona Andnet Meredaja Edir, which is founded by Ethiopians and foreign nationals who are legally married to Ethiopians to facilitate funeral services, and has no definition other than reflecting both being united, and being Ethiopian.

2.2) **Membership Registration Fee:** This is a one-time fee paid when a member registers as a member by filling out the membership registration form.

2.3) **Contribution:** A payment expected from every member to facilitate funeral services.

2.6) **Registration Form** - This is the form that individuals complete when they are registered as members of the Edir. It is the form where the primary member, spouse, children under the age of 21, and their full addresses are recorded.

2.7) **General Assembly** - is the body of the Edir that includes all members and has the ultimate power.

2.8) **Management Committee (also known as Leadership Committee)**: A committee consisting of nine members, elected every two years, and primarily responsible for carrying out the operations of the Edir.

Article 3: Objective of the Edir

3.1) The Edir is an organized community assistance association of Ethiopians residing in the State of Arizona, including individuals of Ethiopian descent and friends who share similar culture, customs, and burial practices. It is established to ensure that, in the event of a member's death or death of an eligible family member of the Edir's member, the funeral is conducted in a communal and unified manner according to the Edir's bylaws.

3.2) When a member experiences a death in their family, they must promptly notify the Edir leadership or management committee. Upon receiving the payment provided by the Edir to cover the funeral, the burial shall be conducted in accordance with the Edir's bylaws.

3.3) No member may use the deceased's photograph to solicit assistance or request help in any other manner, nor may they collect money on their own. Any member who does so is acting outside the purpose for which the Edir was established. In such cases, the Edir will not provide any assistance.

If assistance has been collected in violation of this rule, unknowingly or by mistake, it must be returned.

Article 4: About Membership of the Edir

A person who fulfills the following membership requirements and obligations may become a member of the Arizona Unity Information Edir:

4.1) Any Ethiopian, person of Ethiopian descent, or friends from other countries who share similar burial customs, culture, and practices, and who are over 21 years of age.

4.2) Has fully and voluntarily accepted the Edir's Bylaws.

4.3) Understands, accepts, and believes in the primary purpose for which the Edir was established.

4.4) Has completed and signed Edir Membership Registration Form, and the registration has been verified and signed by the Edir leadership.

4.5) Has paid the membership registration fee in full.

4.6) Based on the decision of the General Assembly held on February 10, 2018, a new member must wait a probationary period of three months (90 days) from the date of completing Registration Form to become a full member of the Edir. During this 90-day probationary period, if a member dies, no payment or service will be provided. Similarly, if a death occurs within the member's family or household during this period, no services or financial support will be provided by the Edir. Access to Edir services and support is only available after completing the three-month probationary period, starting on the 91st day.

Article 5: Rights of Edir Members

5.1) When death occurs to a member or registered eligible family of the member registered, the amount of money needed for the funeral service shall be directly paid from the Edir's bank account according to these bylaws.

5.2) If a member wants to send the body back to the home country, the Edir shall provide the amount allocated for funeral service from its bank account.

5.3) A member has the right to attend meetings of the Edir, regardless of place and time, and the right to hold opinions without interference and with freedom of expression.

5.4) A member has the right to elect and to be elected during the election of Edir leaders. Husband and wife are both members; however, both cannot be elected to leadership positions at the same election. They may, however, serve in leadership at different times.

5.5) Individuals who are 21 years of age or older, and those permitted by these bylaws, can register in person and become members. No one over the age of 21 shall be considered a beneficiary under their parents' membership.

5.6) By paying a one-time registration fee of \$250, husband and wife can become members.

5.7) When a death occurs to a member or a family member of another member the Edir, and the funeral expenses are paid from the Edir's bank account, a husband and wife registered under a single member record shall make the payment as single member only; they shall not be required to contribute separately for each spouse.

5.8) Other nationals legally married to Ethiopians, as well as Ethiopians by birth or blood, have the right to register as full members.

5.9) Every individual who wants to become a member must physically fill out the registration form, providing their name and information matching their Arizona state identification card.

5.10) If a member changes their residence to another state or relocates abroad (including Ethiopia), they may continue their membership as long as they fulfill their obligations and remain in good standing.

Except for children, parents of members cannot be registered as dependents any longer.

5.11) The right of any person to become a member of the Edir is confirmed only when they have paid the membership and registration fees, completed the membership registration form, and obtained acceptance through the signature of the Edir leadership. The membership fee is \$100.00 and the registration fee is \$25.00, making a total payment of \$125.00 for a single member.

5.12) A member cannot transfer the rights and benefits mentioned in these bylaws to another individual while alive. However, in the event of death, the legal inheritor may continue as a member.

5.13) When a member or their spouse or eligible children on Registration Form dies outside the United States, the Edir shall pay the funeral service benefit of \$15,000 directly from its bank account to the member or their authorized representative. However, before making the payment, the condition set in Article 12.4 must be fulfilled. Once the condition in Article 12.4 is fully met, the payment will be executed.

5.14) Every member has equal rights to participate in the Edir, both in voting and in being elected, as well as in exercising their voice.

5.15) In the event a member passes away, the Edir shall facilitate the funeral by first contacting the spouse. In their absence, it shall work with authorized or legal representatives. As per Registration Form, members must register two authorized representatives.

Article 6: Duties of Members

6.1) A member must pay the membership and registration fees, as prescribed in the Edir's bylaws, on time.

6.2) In the event of the death of a member or a family member registered on the membership form, funeral expenses are first paid from the Edir's bank account. The member is then required to pay the allocated contribution within the specified time frame. If the member delays payment without a valid reason, they must settle it within the following fifteen days. Failure to do so will result in automatic suspension from the Edir. However, the member may regain membership by reapplying in writing, completing a new registration form, and paying the membership and registration fees as a new member after a ninety-day grace period.

6.3) If there is a change in the member's family, such as when a registered child reaches the age of twenty-one; if a husband and wife divorce; when there are changes in telephone and address; when new children are born; and if other related changes occur, the member must report the changes in person to the office of the Edir and submit the required documentation. If this is not done and a problem arises, the fund will not cover the death of any unregistered children. It is solely the responsibility of the member, and the Edir does not assume any liability.

6.4) In the case that a divorce occurs between a husband and wife, and the divorce is legally finalized, the member must notify the Edir's management by submitting the legal divorce document. If the husband and wife wish to continue their membership in the Edir, each may do so individually by completing their own registration form without paying the membership and registration fees again and continue as separate members.

6.5) Any Edir member, when requested by the Edir's management to provide service in any capacity within the Edir, has the obligation to comply without objection and to perform the requested duties responsibly and effectively.

6.6) A member must register themselves and the family members permitted under the Edir's bylaws on the registration form. If a member fails to do this, no benefits or services will be provided by the Edir in the event of the death of their children.

6.7) Each member is required to attend the annual Edir meeting in person and participate actively.

Members absent from the meeting will incur a \$25 penalty, which must be paid within 30 days. A second absence incurs an additional \$25 penalty. A third absence will result in suspension from the Edir. However, if a member has a valid reason that prevents attendance, they must inform the leadership in advance. The management committee will review the request and may approve or deny it. If the request is not approved, the member must attend the meeting; otherwise, the penalty applies.

6.8) If a member, or any family member registered on their registration form, passes away, the Edir will provide fifteen thousand dollars (\$15,000) from its bank account to cover funeral expenses. Any additional funds raised through methods such as placing a donation box at the funeral or using GoFundMe campaigns are strictly prohibited, as they undermine the primary purpose of the Edir.

If a member receives funds outside the Edir, the Edir will not disburse the authorized \$15,000 for funeral expenses. If payment has already been made, the member will be required to return the amount in accordance with Arizona State law.

Article 7: Suspension from Membership

The following reasons constitute valid grounds for suspension:

7.1) Engaging in acts that undermine, disrupt, or damage the purpose of the Edir, including acting in a way that is destructive and divisive.

7.2) Engaging in actions among Edir members that incite division or discrimination based on politics, religion, ethnicity, clan, or gender, thereby creating conflict among members.

7.3) Engaging in actions that undermine or divert the purpose and mission of the Edir, violate its bylaws, or obstruct its operations.

7.4) Engaging in activities causing division or fostering factionalism among Edir members, or otherwise creating conflict that splits or antagonizes members

7.5) Obtaining or attempting to obtain unauthorized benefits or services from the Edir.

7.6) A member who is found guilty of any of the offenses listed in Article 7.1 to 7.5 above:

7.6.1) For the first time, he/she will be given a verbal warning by the management.

7.6.2) If he/she is found guilty of the offense for the second time, he/she will be given a final written warning.

7.6.3) If he/she is found guilty for the third time, he/she will be dismissed from the Edir in writing.

Article 8: Source of Income of the Edir

The primary source of income for the Arizona Andnet Meredaja Edir is the contributions made by its members, which include:

8.1) One-time membership and registration fees: \$125.00 for a single member (\$100.00 membership fee and \$25.00 registration fee) and \$250.00 for a married couple (\$200.00 membership fee and \$50.00 registration fee).

8.2) Member contributions made upon the death of a member or of children listed on the registration form.

8.3) In-kind or cash gifts from institutions or individuals.

8.4) Income generated through programs conducted in a manner that does not compromise the primary purpose of the Edir.

8.5) When necessary, small fees or occasional contributions collected from members to support working capital.

Article 9: Mechanism of Income Collection

9.1) Payments for the account can be made using the following methods:

9.1.1) By cash,

9.1.2) By check,

9.1.3) By money order,

9.1.4) Online via credit and debit cards,

9.1.5) By bank direct deposit.

9.2) A member must provide a document or acceptable information showing the method of payment and obtain a legal receipt for the payment from the cashier or place of payment.

9.3) Payments can be made in person to the Treasurer or to Ethiopian Convenient Stores and other business organizations that serve the Edir Voluntarily, in accordance with Sub-Articles 9.1.1, 9.1.2, or 9.1.3.

Any member making a payment in person to the Treasurer shall immediately receive a copy of the original legal receipt issued by the Edir.

9.4) Only the Treasurer, and Ethiopian Convenient stores and organizations specified in the notice issued by the Management Committee, are legally responsible for collecting the Edir's proceeds.

9.5) Cashiers or Collecting Agents must immediately provide legal receipt of the Edir upon receiving money from the Edir members. The payor must not pay money without receiving a legal receipt.

9.6) The association (Edir) shall maintain revolving \$500.00 Petty Cash with the Secretary of the Edir to cover small and minor expenses. The Petty Cash will be established with a check written and given to the Secretary and reinstated when \$50.00 remains.

9.7) The Secretary in charge of the Petty Cash shall keep all the receipts of every petty expense and submit it to the accountant. In addition, the Edir shall have its own debit or credit card and make certain payments using these cards.

Article 10: Collection of Contributions, Deadlines, and Penalties

Article 10.1, 10.2 and 10.3. Contributions must be paid within 25 days without penalty and within 10 additional days with a penalty, totally within 35 days.

Article 11: Rights and Duties of Members' Family

11.1) Children under the age of -who have been registered with their parents are not required to become members until they turn 21 years old. They can become a member of the Edir free of charge for up to one year after turning twenty-one. If you refuse to become a member within one year and do not pay the contributions on death incident, they can become a member within one additional year (after they turn 22 years old) paying a registration fee of \$125.00.

11.2) Children over the age of 21 who are disabled or physically unable to work, and whose incapacity is medically verified, shall be recognized as beneficiaries of the organization until they are able to support themselves financially. If such individuals have an independent source of income, they are required to register themselves. Furthermore, if their income status changes after registration, they must update their registration accordingly. Parents who initially included them on their registration form with the Edir are responsible for promptly and accurately reporting this information to the Secretary of the Edir.

11.3) Children of members can be registered under only one parent. If the mother and father live separately and both are Edir members individually, the child(ren) shall be registered under either the mother or the father, but not both.

11.4) Some Edir members may have dependent parents (mother, father, father-in-law, or mother-in-law) who don't have income at all or have low incomes and live with their children. As was the case previously, dependent parents are not included in the registration form their children who are members of the Edir. Dependent parents must register separately as a member of the Edir as long as they meet the membership requirements.

11.5) Dependent parents who were previously registered with their children can become members by filling out a new membership form by announced deadline without paying any membership and registration fee. However, they will be required to contribute their dues in the event of a death. As long as they do this, the Edir will provide full service to these members regardless of where death occurs to them.

11.6) New dependent parents can become members like any other new member of the Edir by paying the membership and registration fee and filling out the membership form. They will also be required to contribute their dues in the event of a death. As long as they do this, they will receive full benefits from the Edir regardless of where the death occurs to them.

Article 12: Notifying the Edir about the Passing of a Member

12.1) A family member or legal representative must notify one of the Edir's Management Committee members – either the Chairman, Vice Chairman, Secretary, or Deputy Secretary – about the passing of an Edir member. Notification can be made in person, by text message, email, or phone call.

12.2) If a member passes away in the state of Arizona or in any other U.S. state, the member's family, spouse, child, or legal representative must notify the Edir office within 30 days. Any request submitted after the 30-day deadline will not be accepted by the Edir, and no payment of benefits will be made.

12.3) If the burial of a member takes place outside the state of Arizona, in other U.S. states, a death certificate must be submitted.

12.4) If a member or their children registered on Form Three pass away outside the United States, the family or legal representative must report the death to the Edir leadership. A death certificate issued by a medical institution must be submitted as proof of the death. The submitted documentation must be authenticated by the Ministry of Foreign Affairs or the relevant foreign affairs authority in the country of origin to confirm its legal validity. The payment be made only after this verified information is submitted.

Article 13: Procedure for Complaints and Disputes Resolutions

13.1) The rights, obligations, and benefits of members, as well as the resolution of complaints, are governed exclusively by this Edir bylaw.

13.2) If a member has a grievance or dispute regarding the Edir's operations or its decisions, the matter shall be resolved only by two elders of the Edir and one elder knowledgeable in Ethiopian Edir customs and purpose, who will act as a mediator.

13.3) Complaints cannot be taken to a court of law.

13.4) Any individual who does not accept or follow this Edir bylaw cannot register as a member of the Edir.

Article 14: Organization of the Edir

14.1) The Edir's leadership and administrative structure shall be as follows:

14.1.1) General Assembly

14.1.2) Prosecutor

14.1.3) Leadership Committee or Management Committee or Executive Committee

14.1.4) Auditors (Inspectors)

Article 15: Responsibilities and Duties of General Assembly

15.1) The General Assembly is the highest and final decision-making body of the Edir. Therefore, any decision made by the General Assembly is final. There is no authority higher than the General Assembly.

15.2) The General Assembly shall meet once a year when called by the Edir's Management Committee.

15.3) The General Assembly reviews and ratify the agenda presented by the Management Committee.

The agenda shall be discussed in the order presented, item by item, and decisions shall be made accordingly.

15.4) The General Assembly reviews the annual performance report submitted by the Chairman of the Management Committee, as well as the report submitted by the Edir Auditor (Inspector). The committee examines, amends, approves, and provides guidance based on these reports.

15.5) Ensures that the new Management Committee members proposed by the Nomination Committee are elected according to the bylaws.

15.6) Formally recognizes the Management Committee that has completed its term with respect and oversees the election of new members for the incoming committee.

15.7) Appoints replacement Management Committee members when current members are unable to complete their term and ensures proper succession.

15.8) Shall make suggestions in consultation with the Management Committee to research methods for increasing the Edir's revenue. Shall also review, modify, approve, or reject the findings of the research.

15.9) Approves, modifies, increases, or decreases the organization's budget, including allocations for death benefits and other necessary expenses.

15.10) Shall encourage the Management Committee to develop plans and policies that will lead to better performance.

15.11) Although the General Assembly meets regularly once a year, it may arrange additional urgent meetings, when necessary, at the request of the Management Committee.

Article 16: Prosecutor of the Edir

16.1) Accountable and reports to the General Assembly;

16.2) The Prosecutor of the Edir has three members, and two of them shall be elected from founding members; the committee Chairman shall also be one of these two members, while the third member shall be elected by the General Assembly and serves as the Secretary of the Prosecutor.

16.3) The Prosecutor shall serve three-years term. Based on the safe-guarding, and while defending the objective and mission of the Edir, the prosecutors have the following tasks and shall undertake the following activities:

16.3.1) Ensure the proper implementation of the Edir's operational rules. Safeguard the rights and benefits of all members so that everyone is treated equally and fairly. In case of operational issues, consult with the Management Committee to provide guidance. If the issue cannot be resolved, refer to the General Assembly.

16.3.2) Address disputes affecting the Edir's integrity in collaboration with Management Committee members to ensure resolution. If the dispute remains unresolved, promptly refer it to the General Assembly.

16.3.3) Mediate conflicts arising from misunderstandings among Edir members. Ensure that any disagreements threatening the organization's core objectives are resolved through discussion and consensus. If unresolved, escalate the matter to the General Assembly for review by the elders.

16.3.4) Monitor relationships and interactions between Edir members or Management Committee members and external organizations, ensuring that they maintain healthy and constructive connections. Any relationships that undermine the Edir's purpose must be terminated and corrective actions taken.

16.3.5) Provide guidance in cases of disputes or conflicts among members or Management Committee members arising from political, religious, ethnic, or gender differences, ensuring that such issues are addressed promptly and appropriately.

Article 17: Management Committee of the Edir

17.1) The terms "Leadership" or "Management Committee" may be used interchangeably. The Management Committee of Andnet Meredaja Edir is composed of nine members: six executive members and three supporting and attending members, who are elected and approved by the

General Assembly. The nine members are: -

17.1.1) Chairman

17.1.2) Vice Chairman

17.1.3) Secretary

17.1.4) Deputy Secretary

17.1.5) Cashier

17.1.6) Chief Financial Officer (CFO)

17.1.7) Three supporting and attending members

17.2) The Management Committee, individually or as a committee, is accountable to and reports directly to the General Assembly. All nine members collectively lead and manage the day-to-day operations of the Edir.

Article 18: Duties and Responsibilities of the Chairman

18.1) The Chairman shall report to the General Assembly and shall lead and represent the Edir; shall lead the meetings of the Management Committee and the General Assembly.

18.2) Shall follow the proper implementation of the bylaws.

18.3) Shall give directions and approve and confirm the proper provision of services to members.

18.4) Shall lead and coordinate the Management Committee of the Edir; sign the order of payment; and sign the check along with the Cashier.

18.6) In the case that a leader lacks skill, hinders the provision of service to members, is absent from meetings regularly, arrives late, is disrespectful to the working rules, or fails to deliver his/her responsibilities, the Chairman shall examine the case with the Management Committee and shall take corrective measures by recording the decision in the minutes.

18.7) The corrective measures implemented upon the leader who cannot deliver his/her responsibilities shall be taken in the following order:

18.7.1) Verbal advice and warning

18.7.2) Written warning

18.7.3) Suspension in written format, and replacement by another member

18.8) Shall approve timely contribution collection and deposits in the bank account.

18.9) 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, the family of the deceased, or a legal representative.

18.10) Shall give an order to the Cashier for payment when the Finance Officer has prepared the payment by signing the order document. Shall approve and follow up on whether the payment is completed either through check or money order.

18.11) Shall give directions to the office in order to arrange members' files correctly.

18.12) Shall check whether the member and member's families are registered on Registration Form.

Responsible for the upkeep of files, keeping them current by adding names and/or removing names of members or families of members if they have passed away or left the area.

18.13) Shall manage the flow of money as per the decree of this bylaws.

18.14) 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 to provide necessary services for the members.

18.15) In case differences of opinion occur among the leaders, which may endanger the works of the Edir, he/she shall call an urgent Management Committee meeting to solve the problem democratically.

18.16) By consulting the leaders, he/she may attend different meetings on behalf of the Edir, only when he/she has the approval of the Management Committee and prosecutors. Otherwise, he/she cannot attend meetings on behalf of the Edir.

18.17) Based on the directions given by the Management Committee, he/she may create a work relationship with different organizations on behalf of the Edir.

Article 19: Vice Chairman

19.1) The Vice Chairman reports 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 Team Leaders, shall evaluate the works of Team Leaders and report to the Chairman.

19.3) The Vice Chairman shall work closely with the Cashier. In the absence of the Cashier, he/she shall fully assume the responsibilities of the Cashier and carry out all financial duties

Article 20: Secretary of the Edir

The Secretary of the Edir reports to the Chairman, and shall have the following responsibilities:

20.1) The Secretary of the Edir is both the Secretary of the General Assembly and the Management Committee.

20.2) Shall take the minutes of the General Assembly and the Management Committee meetings. Shall properly keep the minutes after signed by members who attended the meeting.

20.3) Shall lead the office of the Edir, responsible for undertaking written works.

20.4) Shall file outgoing and incoming letters carefully.

20.5) 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 the Chairman. When both the

Chairman and Vice Chairman are absent from duty for 6 months, he/she shall call for a General Assembly meeting to replace them with other members.

20.6) At the end of their term, he/she shall hand over the documents and materials properly, through record, to the newly appointed one.

20.7) Shall properly record and keep the name list, address, and other pieces of information. Shall immediately refer to the request from new members to the Management Committee.

20.8) In addition, he/she shall perform all written works given by the Chairman or Vice Chairman.

Article 21: Deputy Secretary of the Edir

21.1) The Deputy Secretary of the Edir reports to the Chairman and has the duties and responsibilities listed from 21.2 to 21.6.

21.2) Shall perform written works of the Edir, 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 Relations Head of the Edir. Shall advertise the objectives and procedures of the Edir to the public, by preparing different written works and advertisements.

21.5) In addition, the Deputy Secretary of Arizona Andnet Meredaja Edir shall perform purchasing activities as necessary and shall also keep the store.

Article 22: The Cashier of The Edir

The Cashier of the Edir reports to the Chairman and has the following duties and responsibilities:

22.1) The Treasurer of the Edir is accountable to the Chairman of the Edir and shall have the duties and responsibilities listed from 22.2 to 22.8.

22.2) Shall collect contributions from members on time. The money collected shall be deposited in the bank within five days. Money collected shall be deposited into the bank with proper documentation.

22.3) Money shall be collected only with the legal receipt of the Edir, issued and recorded by the accountant. After a member or members confirm that their contributions have been deposited into the Edir's bank account, the legal receipt of the Edir shall be given to them.

22.4) For expenses to be made, a legal payment voucher shall be prepared by the accountant and signed by both the Chairman and the accountant. The accountant shall write the amount ordered for payment on a check, and after confirming that the Chairman has signed both the payment voucher and the check, he/she shall present them to the Treasurer. After confirming the signatures on both documents, the Treasurer shall also sign the check and execute the payment. Any payment by check shall be valid only when signed by two management members. The authorized signatories on checks are the Chairman and

the Treasurer. If the Treasurer is absent, the Chairman and Vice Chairmanshall sign. If the Chairman is absent, the Vice Chairman and the Treasurer shall sign. Under no circumstance shall money be withdrawn or payment made from the bank with the signature of only one person.

22.5) The Treasurer can transfer the Edir's funds only by check. The Treasurer shall not make any cash payment, even a single dollar, without depositing it first in the bank.

22.6) The legal cash receipt issued and signed by the accountant shall be in three copies. When collecting contributions: the original copy shall be given to the payer, the second copy shall be kept by the accountant, and the third copy shall be attached with the receipt book and kept by the Treasurer to present to the auditor. The third copy shall also serve for financial review.

22.7) Shall carefully keep all financial documents—whether for income or expenses, whether prepared or not prepared properly—and present them when requested by the accountant or auditor.

22.8) Shall prepare income and expense ledgers, record daily income with its sources and daily expenses with their reasons, and carefully keep them.

Article 23: The Finance Officer of the Edir

23.1) The Finance Officer is accountable and reports to the Chairman of the Edir and has the duties and responsibilities mentioned in Articles 23.2 to 23.9.

23.2) Shall check and approve the legality of payment for the victims and victim's family when death occurs. Check whether each member has paid the contribution within a given time period and confirm the money has been deposited into the bank account of the Edir.

23.3) Shall get published the Edir's receipts and different documents that in a way that they have been numbered consecutively.

23.4) The legal receipt shall be prepared in 3 copies and written from numbers 1-100, and the Finance Officer shall give these receipts to the Treasurer and the authorized collecting agents. Keep track of both used and unused receipts and receipt pads as necessary.

23.5) He/she shall verify that each member has paid the contribution fee within the prescribed time. A list of members who fail to make timely payments shall be submitted to the Chairman for the application of penalties.

23.6) He/she shall record and keep monthly bank statements.

23.7) He/she shall undertake necessary steps to make sure the payment has been made on time for funeral expenses.

23.8) He/she shall undertake every assignment ordered by the Chairman, which is related to Finance.

Publishing the receipts and documents of the Edir is also the responsibility of the Finance Officer.

23.9) He/she shall record, prepare, 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 24: Auditor of the Edir

24.1) The Edir shall have three (3) auditors. Their appointment is made by the General Assembly of the Edir, and they shall have the responsibilities, duties, and authority outlined in Sections 24.2 through 24.21.

24.2) The auditors shall monitor the Edir's property solely for the purpose of ensuring it is used for the services of the Edir.

24.3) They shall oversee that members make their contributions in a timely manner.

24.4) The auditors shall verify that members duly complete their registration and that they, along with their family members, are properly registered in accordance with the rules and regulations of the Edir.

24.5) The auditors shall monitor the Edir's bank account and ensure that all funds are deposited in a timely manner. They shall also verify that contributions collected from members are deposited into the bank within five (5) days.

24.6) The auditors shall ensure that the total contributions collected from members are properly recorded in legal receipts and in full sequential order according to the registration and numbering of members.

24.7) The auditors shall verify that receipts provided to the treasurer and authorized cash collecting agents are sequentially numbered and that the funds received have been properly accounted for.

24.8) Auditors shall confirm that members are receiving the appropriate services from the Edir.

24.9) They shall ensure that the members' registration forms are properly and completely filled out and duly filed.

24.10) Any report the auditor submits to the General Assembly must be provided to the Executive Committee at least ten (10) days in advance. The Executive Committee shall review the report and provide any requested clarifications. A report not submitted to the Executive Committee may still be presented to the General Assembly.

24.11) The auditors shall closely monitor the Edir's operations to ensure they are conducted according to the Edir's rules and that no deviations occur.

24.12) An auditor shall not attend the Executive Committee meetings unless necessary. If attendance is required, the auditor may provide opinions, ask questions, and request clarifications but shall not have the right to propose, vote, support, or oppose any decisions.

24.13) The auditors shall carry out their audits independently and without interference from the management, exercising full impartiality.

24.14) They shall prepare short-term and long-term work plans and submit one copy to the Edir's management, executing their tasks based on the plan without exerting any undue influence.

24.15) The auditors shall oversee the collection, management, disbursement, and utilization of the Edir's funds according to the Edir's rules.

24.16) In the event of a death in a member's household, the auditors shall review the management's operational activities within thirty (30) days. They shall ensure that the necessary contributions have been collected according to the prescribed deadlines.

24.17) The auditors shall submit a detailed annual report to the General Assembly on the Edir's operational and financial activities.

24.18) They shall ensure that members' rights and benefits are preserved. In the event of operational deficiencies within the management, they shall promptly report and monitor corrective measures, which shall also be reported to the General Assembly.

24.19) The auditors may request and obtain any audit information at any time. The requested party shall provide the required documentation without delay.

24.20) The Executive Committee shall not interfere with the auditors' work. The auditors shall review the Edir's operational, financial, and accounting activities and may request additional information, which must be provided without delay.

24.21) The three auditors shall divide responsibilities among themselves. One shall serve as the chief auditor and coordinator. Among the other two auditors, one shall serve as the secretary and the other as a regular member, and they shall perform their monitoring duties accordingly.

Article 25: Nomination Committee

25.1) The Nomination Committee is a committee composed of three members, selected from among the members deemed competent by the Management Committee. After being appointed, the Nomination Committee reports to the General Assembly and carries out the election freely and independently, without interference from anyone.

25.2) The election process can be conducted in either of the following two ways:

25.2.1) From among the members, nine members are elected for the Management Committee and three members for the Audit Committee. After confirming their eligibility, the selected members are presented to the General Assembly for approval.

25.2.2) From among the members, fourteen candidates are nominated for the Management

Committee and five for the Audit Committee. After discussions and obtaining consent, the top nine vote-getters for the Management Committee and the top three vote-getters for the Audit Committee are presented to the General Assembly for ratification. Remaining candidates are recorded as reserves.

25.3) The fourteen elected candidates perform their duties under the Leadership Committee. Once the Secretary of the Leadership Committee and the Management Committee is elected, the Leadership Committee Secretary submits the results to the Secretary of the Management Committee, who then records the assignments of the other Management Committee members. Similarly, the Audit Committee Secretary performs the work allocation under the guidance of the Leadership Committee.

25.4) After the work allocation is completed, the new committees coordinate with the outgoing committees to ensure a smooth transition and proper handover.

Article 26: Payment upon Death Accidents

26.1) Once the number of Edir members reaches 150, the provision of member services shall begin. If reaching 150 members takes a long time, the matter may be submitted to the General Assembly for a decision, and services may begin based on that determination.

26.2) Until the number of regular Edir members reaches 300, in the event of the death of a member or a member of their family, the Edir shall provide funeral services in the amount of \$10,000.00, which shall be paid from the Edir's bank account. This total amount shall be divided equally among all members based on the current total number of members at that time, and each member shall contribute their respective share in accordance with the Edir's rules and regulations, making the payment within a period of twenty-five days.

26.3) Once the number of regular Edir members exceeds 300, the payment for funeral services in case of a death shall be \$15,000.00. This amount shall only be applicable after approval by the General Assembly.

Article 27: Methods of Payment in the Event of Consecutive Deaths.

27.1) In the event that two or more members, whether consecutively or simultaneously, experience a death-related incident, full payment shall be made for each incident in accordance with the Edir's bylaws. Each member's contribution amount shall be determined based on the decision of the Edir's

Management Committee. Each member is required to make their contribution within thirty (30) days. A member who fails to make the contribution within this timeframe shall incur a penalty of twenty-five

dollars (\$25), and the total contribution, including the penalty, must be paid within the following ten (10) days. Any member who still fails to comply will be suspended from the Edir. If a member suffers a major incident before the contribution deadline, they must submit their case to the Management Committee. Upon approval, the member shall be allowed to make the contribution without penalty within the next fifteen (15) days. Failure to do so will result in suspension in accordance with the bylaws.

Article 28: 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, the management committee of the Edir shall notify all members through phone calls, text, email and other methods as soon as possible.

Article 29: Regarding Members Who Cannot Contribute

29.1) If Edir members are unable to pay contributions due to circumstances beyond their capacity, they may be granted a temporary exemption upon the two valid reasons in 29.1.1 and 29.1.2:

29.1.1) A member who is under legal protection or imprisoned may be exempted from payment once, provided they submit sufficient legal documentation.

29.1.2) A member who is hospitalized and undergoing treatment, and whose income has been interrupted due to illness, may be exempted from payment once, provided they submit medical documentation.

29.2) The contribution that is waived for a member in difficulty shall be distributed among all other members. During this period, if a death occurs in the member's family, the Edir shall still provide the appropriate service. This exemption applies only once, and in the event of a subsequent death, the member must pay the contribution.

29.3) The exemption described in 29.1.1 and 29.1.2 shall apply only if the member notifies the Edir's secretariat in writing of their difficulty. Failure to do so will result in the loss of exemption. If a member is hospitalized for an extended period or under legal protection and has lost their income source, the Edir's Management Committee may assess the member's overall situation and issue an administrative decision in accordance with the Edir's bylaws.

Article 30: Members Who Don't Contribute on Time

30.1) A member who fails to pay their contribution within the specified time will be subject to penalties.

30.2) When a member passes away, the required contribution must be paid within twenty-five (25) days from the date the Edir notifies its members through its official communication method. If the contribution is not paid within this period, a penalty of twenty-five dollars (\$25.00) shall be imposed, and the payment must be completed within the following ten (10) days. If the required payment is not made within thirty-five (35) days from the first date of notification without Bylaws of Arizona Andnet Meredaja Edir sufficient reason, membership shall be automatically terminated on the thirty-sixth (36th) day.

After such termination, even if the member or their family faces a death incident, no financial or other services shall be provided, as the individual is no longer a member of the Edir.

30.3) A member who is terminated from the Edir, whether by fault or by choice, shall not be refunded any previously paid registration or membership fees. However, if such a person later requests in writing to rejoin the Edir, they may be accepted as a new member upon paying the registration and membership fees.

Article 31: Immunity of the Management Committee and Legal Accountability

31.1) Members of the Management Committee shall not be personally liable or responsible for any liabilities or obligations owed by the Edir.

31.2) If any member of the Management Committee, whether individually or jointly, misuses the Edir's funds or property for personal benefit, acts outside the directives or governing rules of the Edir to benefit or harm another person, or through negligence causes the loss of funds or property, the Edir shall take all necessary legal measures against such member(s).

Article 32: Term of Service of the Management Committee

32.1) The term of office for members of the Management Committee is two years. A member who has served a term may be re-elected for a second consecutive term, then to serve a total of four consecutive years. After serving these four years (or two consecutive terms), the member may be re-elected for a third term only after a break of at least one term or two years; no member may serve three consecutive terms.

32.2) Members of the Management Committee who are currently serving may not continue in office in any capacity with the incoming Management Committee unless they are duly elected.

32.3) During a new election, members of the Management Committee shall be assigned to positions of work or responsibility according to their capabilities and willingness.

Article 33: General Assembly – Date and Place

33.1) The meeting of the General Assembly shall be held once every two years. Date, place and the time will be decided by the management committee and will be announced at least 15 days in advance.

33.2) If urgent or special matters arise that cannot wait until the regular General Assembly meeting, an extraordinary or special meeting may be called as deemed necessary.

33.3) An urgent General Assembly meeting shall be called upon the written and signed request of at least 10% of the total members.

33.4) If a general assembly meeting shall be held on regular matters that do not affect the existence of the association (i.e., on the agendas other than dissolving the association), a decision can be made by 10% or more members present in person at meeting, by the votes of their representatives, attended by Zoom, Teams, Telegram Channel and other technological platforms. A quorum is considered fulfilled if 10%

members attended the General Assembly meeting in any possible way. When the number of participants of the General Assembly meeting is counted, it will include the committee members and votes given using different technology platforms will be equally accepted.

33.5) To discuss and make decisions on matters concerning the existence of the Edir, at least seventy- five percent (75%) of the members must attend the meeting.

Article 34: Meeting Procedures

34.1) The chairperson of the Arizona United Relief Association will ensure that the quorum of the meeting is met and then proceed with the day's meeting,

The quorum of the General Assembly meeting is considered fulfilled only when two-thirds (2/3) of the regular members are physically present at the place and time of the meeting." However, if it is possible to participate in the meeting using proxy vote and without being physically present via Zoom, Teams, Telegram and other technological platforms, this clause will not be relevant. Therefore, it is proposed to amend this sub-article accordingly. "To discuss regular agendas other than dissolving the Edir, the quorum of the meeting is said to be complete when 10 percent of the regular members participate in the meeting through different ways. It is possible to participate in the General Assembly meeting by being present in person, giving representation or proxy, using Zoom, Teams, Telegram and other technological platforms

To discuss on the ordinary and regular agendas, the chairman presents the agenda of the day's discussion in writing after confirming that 10% Quorum requirement is met. After the General Assembly listens to the agenda of the day, an additional agenda could be added from the House if there is any. All agendas will be discussed in order of importance. However, the meeting will be postponed to another day for any agenda impacting the existing of the Edir (example dissolution) unless seventy-five percent (75%) Quorum requirement is met

On agendas concerning the existence of the Edir, if 75% Quorum is not met on the second meeting, a discussion can be held on the agenda. However, to pass a resolution, seventy-five (75%) percent or more members must be present at the meeting in different ways."

34.5) Any agenda item presented for discussion, whether routine or concerning the existence of the Edir, shall be decided through the voting procedure after due deliberation and debate. Every member of the Edir present at the meeting shall have the right to express his or her opinion freely, without influence or restriction, in accordance with the rules of order.

Article 35: Decision Making Procedures

35.1) After deep and free discussion is held during General Assembly meeting or Management Committee meeting, decisions shall be made in a democratic manner - by vote. The thought that gets majority vote shall be ratified.

35.2) 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.

35.3) However, in the case that the decision impacts the existence of the Edir, it must get the vote of over three-fourths, or 75% of the members. If not, it shall not be approved.

35.4) In the voting process, each household member is entitled to only one vote. Accordingly, both husband and wife may attend the meeting and participate in discussions; however, when it comes to voting, only one of them may cast a vote. In other words, a husband and wife together are entitled to one vote per meeting.

Article 36: Stamp of the Edir

36.1) 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 unrelated to policy, with the signature of the Secretary.

36.2) The stamp shall be kept under the responsibility of the Secretary.

36.3) The stamp can also be used, when necessary, on other official documents.

Article 37: Address of the Edir

37.1) Until a permanent address is established, the address of the Chairman shall be used as the address of the Edir.

37.2) The Edir shall have its own postal address and box. When the Edir has established its own permanent address, the office shall be in Phoenix, and/or neighboring cities of Phoenix.

Article 38: Procedures to Amend the Bylaws of the Edir

38.1) Amendment shall be undertaken, only when it does not 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 provisions and to provide better benefits to members and, when the motive is signed along with articulated reason by 10% of regular members; and when ratified by 10% of the General Assembly members, during the General Assembly meeting.

38.2) If it is an agenda that affects the existence of the Edir (Arizona United Relief Association), it must be signed by 2/3 of the members and submitted in writing. The agenda can only be approved when it receives the support of at least 75% of the members.

Article 39: Arizona Andnet Meredaja Edir's Website

39.1) The Edir, like any legal organization, maintains its own social and public platform. As part of its social media presence, the Edir has established its official website, www.azedir.org, to provide services and information to its members. Payment notifications and other relevant information are accessible through

this website. Additionally, the Edir utilizes its own messaging and communication channels to share updates and announcements with members.

Article 40: Founding Members Who Established the Bylaws

40.1) The initial edition of the Arizona Andnet Meredaja Edir administrative bylaws was ratified and signed by the founding members: Mr. Getu Taye, Mr. Tedla Abraham, Mr. Gizachew Girmai, and Mr. Wondimu Getahun.

40.2) In the second edition of the administrative bylaws, certain provisions from the first edition—specifically Articles 4.6, 5.10, 6.3, 11.1.2, 29.1, and 29.2—were identified as having significant procedural or implementation challenges. Based on the joint assessment and review by the members and the Edir Management Committee, amendments were made to these articles. These revisions were applied retroactively to cover the period from January 2018 to January 2025, during which services were provided.

Article 41: Repealed Bylaws and Effective Date of Revised Bylaws

41.1) Many provisions from the first or second edition of the Arizona Andnet Meredaja Edir administrative bylaws, including minor sections, were reviewed or amended during the General Assembly held on February 1, 2025. Therefore, these revised provisions are now considered effective.

41.2) The first edition of the Arizona Andnet Meredaja Edir bylaws have been repealed and replaced by this third edition.

41.3) The third edition of the Arizona Andnet Meredaja Edir bylaws shall take effect from February 1, 2025, and shall apply to all existing members as well as new members who join from that date onward.

Phoenix, Arizona, 12th Day of January 2026

Management Committee of Arizona Andnet Meredaja Edir