

CONSTITUTION

OF

SWAHILI COMMUNITY GROUP

BEAREAVEMENT ORGANIZATION POLICY MANUAL

2016

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Section 1

Membership

(a)) Membership in the SCG shall be open to adult Swahili Heritage Community Members in the State of North Carolina and shall be accorded immediately upon payment of the membership fee and required application form as stipulated in Section III (a) below. Membership will continue for SCG members who move out of the State of North Carolina or out of the Country as long as they remain in good standing.

b). There is hereby established, as a non-profit institution, a fund under the name Swahili Community Group (hereinafter referred to as “the Fund”), which shall function and be administered for activities aligned with the SCG mission, in accordance with the provisions of this Constitution and the by-laws adopted pursuant to it, as may be amended from time to time.

(c) **“Member in good standing”** means a participant whose pays their annual membership fees as determined and approved by members and contributes to all SCG activities, including support for SCG members in need

Section III

Sources of the Fund: **Membership, and Annual fees.**

- There shall be a membership enrollment fee of US\$200.00 payable once by all members, as stipulated in Section I(c) above which must be accompanied by an application form showing all the dependents. In case of members without close relatives, one may appoint a beneficiary.

- There will be an annual membership fee of \$50.00 paid by all members
- It shall be the responsibility of the member to update the SCG committee with any changes in the member's family relationship, be it addition or subtraction.
- The membership enrollment and annual fees are not refundable.

Section IV

Officers of the SCG and the composition and functions Of the Executive Committee

The SCG shall have the following officers:

Chair Person
Vice Chair Person
Secretary
Vice Secretary
Treasurer

(a) Each of the above officers of the Fund shall be elected from among the Swahili Community Group members in good standing, at a members meeting convened yearly in August for that purpose. Officers of the committee shall be elected for a two-year term and shall be eligible for re-election.

(b) The SCG Executive Committee shall be the Administrative Authority of the Fund, and shall perform the functions assigned to it under the various sections of this Constitution, such as those stipulated in Section III, V and VI.

(c) The Fund will have two (2) enrollment periods:
June 1st thru June 30th and December 1st thru December 31st

Section V

The Fund account and its management

(a) The accounts of the Fund shall be maintained in any bank or banks with a branch in North Carolina, recommended by the Executive Committee.

(b) For all transactions relating to withdrawals from any of the Fund accounts, the instruments executed for that purpose shall bear the signatures of any two members of the SCG executive committee.

(d) At the end of each calendar year, the Treasurer shall submit a report to the members on the status of the Fund and its activities.

(e) Independent audits will be conducted separate of the internal board audit by a certified accounting firm.

Section VI

Guidelines for disbursement of funds for assistance

Initiatives to be supported by SCG funds shall be agreed upon by members at the annual members. Funds raised for a specific initiative may not be repurposed without the approval of members.

Section VII

Internal rules for conducting business meetings and Other affairs of the Fund

(a) Requests for assistance or support for new initiatives shall normally be made to the Chairperson of the Fund who shall convene the SCG Executive Committee.

(b) The quorum for taking any decisions in the SCG Executive Committee shall be three of the Five-committee members.

(c) All decisions of the Executive Committee shall be made by simple majority vote.

(d) The quorum for beginning the conduct of business at a members meeting of the Fund shall be 20 % of the total SCG membership.

(e) The decisions of the members meeting convened for elections or for adoption of amendments to the Constitution or the By-laws, shall be made by two-thirds majority of members present and in good standing. All other decisions of the Conference shall be by simple majority vote.

(f) Proposals for amendments to the Constitution or the by-laws may be made by any member via written communication to the Secretary of the Fund, who shall circulate to members such proposals thirty days prior to the date of the members meeting to be convened to consider the proposals in question.

Section VIII

Miscellaneous provisions

(a) It shall be the responsibility of all members to ensure that the values which they, as a group, seek to uphold and maintain by establishing the Fund under this constitution, shall be fully observed and that the introduction, by any member, of an idea which is alien to those values, or which is likely to disrupt the objective of the Fund as a non-profit institution shall be dismissed.

(c) In the spirit of paragraph {b} above, any difference of opinion or dispute that may arise in connection with the interpretation or application of this Constitution shall be settled amicably through appropriate ad hoc procedures, upon consultation with the SCG executive committee.

(d) Prior to commencement of any legal action all parties shall attempt to settle all legal disputes through alternative dispute resolutions (ADR) including but not limited to arbitration in the courts of the State of North Carolina. The party instituting the legal action shall pay all costs and fees associated with ADR process. In the event that the dispute cannot be settled the legal action shall be filed in Wake county NC. The decision of the arbitrator shall be final and binding to both parties.

Section IX.

Delinquent Status

A member will be considered to be in a delinquent status when the following conditions apply:

(i) A member has not made annual fees payment and agreed upon financial contributions dues within 30 days after notification.

Section X

Participation in Fund's Official Activities

Members on probationary period may participate in all activities of the Fund:

(i) They cannot be elected as an official of the Fund

IN WITNESS THEREOF, this Constitution is adopted this