**By-Laws of Texas & Environs Mubako**

**PREAMBLE**

The Texas & Environs Mubakois a nonpolitical, non-profit, non-governmental Association dedicated to improving the welfare and wellbeing of its members. The association will operate within the spirit of togetherness and support in times of need.

The purpose of the association will be to support one another and promote our Mubako culture.

Our relationship and cooperation with other organizations or associations will be determined in the meeting when the need arises.

**Article 1: Membership and Eligibility**

* 1. Membership shall be opened to any person, who by birth or association is a citizen of Mubako in Cameroon or here in the U.S. Association could be by descent or marriage. Friends of Mubako who wish to join may come to the meeting, put forward a request to join, and the meeting will decide thereof. Such a member shall demonstrate proof of commitment and agree to adhere to the ideals, social, cultural and financial obligations of the association.

1.2 Members shall abide by and respect the rules of the meeting

1.21 Members shall contribute towards all projects and financial obligations agreed to by the meeting.

1.22 All members in a specific city shall participate in hosting meeting.

**Active Members**

1.31. An active member is one who attends 70% of meetings actually held during a year of 4 months (meetings shall be held on a quarterly basis until deem otherwise).

1.32. An active member shall contribute financially and materially to all agreed obligations

**Inactive Member**

1.41. - A member who will be considered inactive; if he/she consistently is absent from meetings without prior excuse, fails to participate hosting meetings

- Fails to meet financial or material obligations

- Fails to participate in meeting activities

- Fails to demonstrate interest in the meeting

**1.42. Reinstatement of a non active member**

The coordinator/president and members of the executive will exert all efforts necessary to bring an inactive member back into the meeting. All methods of communications may be used to contact the member including in-person visits.

An inactive member can be reinstated to full membership if he/she becomes active. This will entail the payment of all past dues to the association and a fine a vote by the full house to affirm the membership status. Meeting may choose to waive fine or past dues.

**Quarterly meeting and Hosting**

2.1 Meetings shall be held on zonal basis and hosted by members quarterly. Meetings will be generally scheduled on the third Saturday of the agreed month. However, members/Executive may reschedule or cancel meeting in the event members have some other engagements that there are not enough people to hold the meeting.

Members will decide on consequences for any member who defaults. Members shall be collectively responsible for entertainment and refreshments.

**Member obligations and Benefits**

3. Deaths of Member.

3.1 In the event of the death of a member, all members shall contribute $100.00 each.

3.2 In the event of the death of an **Immediate family** (child or parent or spouse),the meeting will give the bereaved family $250.00. Inter alia, in the death of a parent with more than one meeting members, each child will be given separate amount.

Note: Every active member is honored and considered as an individual and contributions are made separately for each not as a household.

**3.3 Births**

3.3.1 In the event a member has a baby, members shall visit the baby as a group during born house or first birthday or whichever comes first and every member shall contribute $25.00. The parent(s) will have to notify the meeting when to visit.

**3.4 Graduations**

3.4.1 If a member graduates, each member shall contribute a one-time sum of $10.00 for the graduate prior to his/her graduation and not to exceed fifteen days after graduation.

**3.5 Marriage/ silver and golden anniversary**

3.5.1 If a member is getting married, or celebrating 25 years or 50 years of marriage, the meeting shall contribute the sum of $100.00 to buy a gift.

3.6. For other social events that may come up, donation will be on free will basis.

3.7. Members shall be active for at least six (6) months to qualify for benefits.

3.8. Members shall pay all project dues agreed upon by the meeting in the event the meeting decides to undertake a Project in the community here or abroad.

**Financial Obligations**

4.0 Members shall pay an annual due of $50.00.

4.1. One time registration fee of $10.00

4.2. The Registration and Annual dues are Non-refundable.

4.3. All the Meeting’s funds shall be kept in a Bank account of the Meeting. The Meetings Treasurer shall be responsible for keeping a detailed and comprehensive account for the meeting.

4.4. Meetings funds shall be used for running meeting affairs.

4.5. In the event the meeting is dissolved or cease to exist, the funds will be distributed to current active members or to inactive members depending on the situation

**Administration**

5.0 Texas & Environs Mubakoshall be governed by an Executive. Executives will have a Mandate of Two (2) years Renewable Three (3) times. Members will be allowed to run again for positions after a one year resting period.

**Decision making and conflict resolution**

6.0 Decisions shall be agreed upon by meeting through unanimous consent or through a vote. The decision will be based on a Simple majority by members present in the house. All decisions will be binding regardless whether you were present during the vote or not. For some events that may be on short notice the coordinator may call for a vote by electronic media.

6.1. In the event of conflict between members, the meeting will nominate 2-4 members to resolve the issue and report back to the meeting.

**Executives**

**7.1 Coordinator**

**7.2 Secretary/ Publicity secretary**

**7.3 Treasurer**

**7.4 Financial Secretary**

**7.5 Protocol Officer**

**Functions**

**Coordinator:** He or sheshall be the custodian of the constitution and policies of the association. The coordinator will preside over quarterly meetings, represent Texas Mubako at social events or where the need arises, shall oversee the smooth running of the meetings.

**Secretary/ Publicity secretary:** The Secretary shall take and present meeting minutes. In collaboration with the president announce Births and Deaths, announce meetings and other social events. The Secretary will publicize the meeting to the community, update members of events and keep a Membership list. In the event the Secretary is absent from the meeting the president may appoint a member to take minutes.

**Treasurer:** Responsible for reporting financial report to meeting. Remind members of any dues or fees owed. Deposit money collected into bank account as soon as possible. Keep and simple and up-to-date financial record both hard and digital copies. Financial year will run from December to December

**Financial Secretary:** to collect finances and keep records for easy auditing of treasurer. The secretary will collect and record money collected and hand to Treasurer at the end of the meeting.

**Protocol Officer:** Shall be respected by all members at all times during the meeting. Shall be responsible for sitting visitors, maintaining discipline and order during discussions, carry out special functions as delegated by meeting or coordinator, collect and give treasurer any late-coming charges as agreed upon as fines.

This Document shall become the governing rules and regulations of Texas Mubako after a vote of at least a 2/3 majority of members present. Any amendments shall be discussed by members and agreed upon with at least a 2/3 majority of members present.

Sign. General Coordinator Dated on 05/18/2019 at

Grand Prairie, TX

U.S.A