

SDEBRE SELAM MEDHANEALEM ETHIOPIAN ORTHODOX TEWAHEDO CHURCH
BY-LAWS

ARTICLE I: NAME, SEAL; ADDRESS; STATUS AND PURPOSE

Section 1 Name

1.1 The official name of the Church shall be DEBRE SELAM MEDHANE ALEM ETHIOPIAN ORTHODOX TEWAHEDO CHURCH (DSMA EOTC) (hereinafter referred to as "The Church"); which is duly incorporated under Article 10, Section 191 and 193 of the Religious Incorporation Law of the State of Minnesota and as a non-profit charitable organization under Section 501 (C) (3) of the United States Internal Revenue Service Code.

Section 2 Seal of Debre Selam Medhane Alem

- 2.1 The Church shall affix its official seal on all legal documents and correspondences.
- 2.2 The Seal of The Church shall be in circular shape with the name of The Church in Amharic and English written on top & bottom respectively and the center to contain the cross design as shown below;



Section 3 Address and Contacts

3.1 **Mailing Address;**

Debre Selam Medhane Alemn - ETOC
4401 Minnehaha Ave. South
Minneapolis, MN 55406

3.2 **Contact Us :**

Tel. # 612-721-1222 Fax #
Email Board@debreselammedhanealemmn.org
Website: www.debreselammedhanealemmn.org

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Section 4 Purpose and Status Of The Church

Status:

- 4.1 The Church is incorporated as a congregational Church under the State of Minnesota.
- 4.2 The Church follows the spiritual teachings of the ETHIOPIAN ORTHODOX TEWAHEDO CHURCH (EOTC). Thus the Church, in its entirety, shall be governed by the congregation and by its duly elected Board of Trustees (Board) and free from control and influence by the EOTC Synod in Ethiopia and the Synod in Exile in North America.

Purpose:

- 4.3 The primary purpose and mission of the Church shall be to bind together followers of Debre Selam Medhane Alem Church in the worship of God in accordance with the ETOC teachings and practices.
- 4.4 The Church is organized for religious and charitable purposes and organizations.
- 4.5 To collaborate with other ETOC.

DSMA Church Relationship With The Holy Synod Of Ethiopia;

- 4.6 Shall be on mutually beneficial and on voluntary basis only and for the purposes of the Church Dogma, Teaching, and Practice of the Ethiopian Orthodox Tewahedo Church faith & creed.
- 4.7 The Holy Synod of Ethiopia shall;
 - 4.7.1 Neither interferes in the internal administrative and financial management of the Church nor on its clergy and/or Board duties & responsibilities.
 - 4.7.2 Not appoint or assign any Bishop(Papas); Priest; or any other administration & financial management staff of DSMA Church.
 - 4.7.3 Have no ownership right or claim on all or any part of the assets including cash in bank in the name of DSMA Church.

ARTICLE II ORGANIZATIONAL STRUCTURE AND THEIR
DUTIES & RESPONSIBILITIES

The Church is set up with the following organizational structure and operational bodies in order to implement the various programs and activities.

Section 5 General Assembly (GA) Composition and Major Duties And Responsibility

- 5.1 The GA is composed of all members of the Church who are current in the payment of their dues and thus are able to vote.
- 5.2 The GA Elects the following at its Regular or Special GA meetings;
 - 5.2.1 all fourteen (14) Board members every two (2) years;
 - 5.2.2 Three (3) Internal Audit Team (IAT) members every two (2) years; and
 - 5.2.3 Five (5) Employment; Promotion and Discipline Committee (EPDC) members for three (3) year term.
 - 5.2.4 Board; IAT and EPDC members are eligible for re-election. However, no one member shall be elected for more than two (2) consecutive terms and shall wait another two (2) terms to be eligible for election.
 - 5.2.5 The Board reports to the GA while the IAT and EPDC report to the Board.

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- 5.3 The GA is the supreme body where the final approval & decisions of the Church are made with regard to major administrative and financial policies beyond the authority of the Board.
- 5.4 Reviews and gives guidance to the Board on major issues or cases reported on;
 - 5.4.1 Administrative & Financial Management reports
 - 5.4.2 Internal audit reports
 - 5.4.3 External audit reports (if any)
- 5.5 Decides on the termination or withdrawal of Board member(s). However, by two-third (2/3) majority vote; the Board can suspend Board member(s) for a maximum of 30 days until the Regular or Special GA decision on the fate of the member(s). If quorum is not attained in the first meeting; the board member(s) shall continue to be suspended until the second Regular or Special GA meeting is called.
- 5.6 The GA approves the following;
 - 5.6.1 Amendments to this By-Law.
 - 5.6.2 Payments; bank loans; contracts; and purchases beyond the \$30,000.00 (Thirty Thousand US Dollars) financial approval limits of the Board;
 - 5.6.3 Church budget every year or every two years
 - 5.6.4 The contracts approved by GA shall be signed by the Chairperson.
 - 5.6.5 Change the financial limits approved for the Board.
- 5.7 Upon approval of this By-Law;
 - 5.7.1 Members' monthly dues shall be fifteen (\$15.00) dollars per married couple or single member.
 - 5.7.2 New members shall pay a registration fee as follows;
 - 5.7.2.1 One hundred fifty (\$150.00) dollars per married couple.
 - 5.7.2.2 One hundred (\$100.00) dollars per unmarried/single person
 - 5.7.2.3 Registration fee may be payable in installments of up to three (3) months from the month of the new member's registration.
 - 5.7.3 The Board is allowed to change members' monthly dues by up to fifty percent (50%). However the Board is not authorized to make changes within five (5) years from the time this By-Law is approved or after the Board made its last revision of member's monthly dues.

Section 6 - Board Composition And Major Duties And Responsibilities

- 6.1 Newly elected fourteen (14) Board members shall elect among them eight (8) office holders which form the Executive Committee members.
- 6.2 The office holders are the Chairperson, Vice-Chairperson, Secretary, Finance Officer; Public Relations Officer; Treasurer; Head of Property; and Head of Education.
- 6.3 The Head Priest is a non-voting (ex-officio) standing member of the Board.
- 6.4 Shall take the following Oath of Office in front of the Congregation on a Sunday. The Oath shall be as follows and administered by the Head Priest:

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I (Say Your Name) As Board (----Officer/Board Member)
Do Solemnly Swear
To Serve DSMA And Its Congregation
And Uphold The By-Laws And
Implement In Accordance To The Church's
Administrative And Financial Policies Of The Church.
SO HELP ME GOD.
እኔ (ስምዎን ይጥሩ) የቦርዱ (የ----አፈሰር/የቦርድ አባል) የሆንሁ
ደሰመዓ ቤተ ክርስቲያንና ምዕመኗን ለማገለግል
እንዲሁም የቤተ ክርስቲያኗን ሕገ-ደንብ አክብራ ለማስከበር፤
በአስተዳደርና ፋይናንስ ፖሊሲዎች መሰረት ኃላፊነቴን ለመወጣት
ቃል እገባለሁ።
ለዚህም እግዚአብሔር ይርዳኝ።

- 6.5 Appoint the Head Priest and D/Head Priest when the positions are vacant.
- 6.6 Execute and implement these By-Laws; Financial & Administrative Policies (AFP) of the Church
- 6.7 Has the authority and responsibility to manage the human and material resources of the church; including but not limited to;
 - 6.1.1 Hires priests and administration and finance employees. The hiring is done after due process through the EPDC & CoE.
 - 6.1.2 Approve the termination of all employed staff of the Church including the clergy (except the Head Priest or Deputy Head Priest whose termination shall be approved by the GA). The termination shall be done after obtaining the decision of the EPDC and the recommendation of the Council of Elders (CoE) on the decision of the EPDC.
 - 6.1.3 Ensures the availability of the necessary equipment and material to create conducive place of worship.
 - 6.1.4 Utilizes the financial and material resources of the Church wisely.
 - 6.1.5 Pay debts, liabilities and other obligations of the Church on time in order to avoid unnecessary penalty and litigations.
 - 6.1.6 Manage and maintain the Church building; residential & other buildings.
- 6.8 Enter into financial, administrative and legal representation contract with third parties as approved by the Board and within its financial limits as defined in AFP.
- 6.9 The Board, by two-thirds (2/3) majority vote, may suspend any Board member for violation any one or more of the By-Laws and AFP. The violations shall be reviewed and consented to by the CoE.
- 6.10 Call Special GA meetings when it deems necessary or if requested by petitioners as detailed in the AFP.
- 6.11 Accept the resignation of elected Board members and Board appointed officials.

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- 6.12 The Board is authorized to increase the monthly dues of \$15.00 by a maximum of fifty percent (50%) without the need for GA approval. However, the Board cannot increase it within a five (5) years period from the time of the last increase.

Election Criteria Or Eligibility For Board Membership

- 6.13 Follower of the EOTC faith
6.14 Resident of Twin Cities and current in payment of Church dues & contributions
6.15 A leader and has good public relations with congregation members.
6.16 Willing to give voluntary service and commit time
6.17 Regularly attending Church services and meetings.
6.18 Employees of the Church cannot be elected as Board members (to avoid conflict of interest)
6.19 Candidates shall be verified for being free from (through offices licensed to do & provided it is affordable);
 6.19.1 Criminal records
 6.19.2 Chemical, drug abuse or other substance use.

Section 7 - Executive Committee(EC) Composition And Major Duties And Responsibilities

- 7.1 Prepare a detailed annual budget and present it to the Board for its approval. The budget must reflect all income and expenditure of The Church.
7.2 Submit financial reports to the Board at least twice per year.
7.3 Ensure the collection of the following; but not limited to;
 7.4.1 Monthly membership dues
 7.4.2 Tieth (Asrat-አሥራት)
 7.4.3 Church Plate (Mudaye Metswat- መዳዩ ምዕዋት)
 7.4.4 Donations & fees for weddings, baptism, funerals, memorial prayers (በፀሎት አስቡኝ)፤ testamentary bequests (Silet--ስዕለት); real estate(ከንብረት ውርስ); special events; pledges; etc.
 7.4.5 Miscellaneous other revenues (Such as incomes from sales of goods, gifts and rentals, etc).
7.4 Keep a record of baptism, engagement, marriage and death services performed at the Church and Issue certificates of each when requested and paid for; if fees are chargeable.
7.5 Safeguard and protect all Church properties of The Church.
7.6 Ensure that the following Church ceremonies and services are provided to members;
 7.6.1 Sundays and other monthly & annual Church holidays services are performed by the clergy.
 7.6.2 Weddings, baptisms, funerals and requiem (mass or liturgy) by the clergy/priests in accordance with the established canons of The Church.
7.7 Perform other additional duties & responsibilities as detailed in the AFP

Section 8 The Clergy Composition And Major Duties And Responsibilities

- 8.1 The Clergy comprises the Priests; Preachers and Decons of DSMA church.
8.2 The position of Head Priest and the D/Head Priest are assigned by the Board.

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The Head Priest Shall;

- 8.3 Manage the activities of the Clergy and represent the clergy.
- 8.4 Ensure the safe custody of all Tabotats (Arc of Covenants).
- 8.5 Participate in all Board meetings; except on issues concerning him; as a non-voting (ex-officio) standing member of the Board.
- 8.6 Perform the Oath of Office to all Board members immediately after the Election Committee's introduction of a new Board to the congregation.
- 8.7 Perform other additional duties & responsibilities as detailed in the AFP.

The Deputy Head Priest Shall

- 8.8 Perform his daily; weekly & monthly duties & responsibilities as prescribed in his job description.
- 8.9 Perform the Duties & Responsibilities of the Head Priest in his absence.

All Clergy Shall Perform The Following Duties & Responsibilities; But Not Limited To;

- 8.10 Safe guard Church books; Tabotats; and other ecclesiastical properties.
- 8.11 Shall perform their Duties & Responsibilities in accordance with their respective job descriptions. They are also subject to all the provisions of the By-laws and in particular with regard to the status of the Church.
- 8.12 Organize &/or participate actively in all religious holiday celebrations.
- 8.13 Give training & guidance and instructions to Deacons and Choir.
- 8.14 Perform other additional duties & responsibilities as detailed in the AFP.

Section 9 - Council Of Elders (CoE) Composition And Major Duties And Responsibilities

- 9.1 Shall consist of a seven (7) members of the church as assigned by the Board and their composition shall be;
 - 9.1.1 One (1) member from the Clergy.
 - 9.1.2 One (1) member from Sunday School
 - 9.1.3 Five (5) members from the congregation of which at least two (2) shall be women. These members shall be none of the members from the clergy or Sunday School category.
- 9.2 Choose their own leader and inform the Board who in turn informs the congregation.
- 9.3 Board members; Head Priest and Deputy Head Priest shall not be members of the CoE.
- 9.4 Has an advisory role to the Board.
- 9.5 Reviews the decision of the EPDC & give its opinion on the process & their decision.
- 9.6 Discuss on issues of concern that arise among the Church members and inform the Board of its alternative solutions.
- 9.7 Perform other additional duties & responsibilities as detailed in the AFP.

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Section 10 - Internal Auditor Team (IAT) Composition And Major Duties And Responsibilities

- 10.1 Shall be composed of three (3) elected Church members by the GA but reports to the Board.
- 10.2 Provide assurance to the members of the Church whether or not the Board has performed its duties and responsibilities according to this By-Law and the AFP.
- 10.3 Undertake investigations when requested by the Board or GA.
- 10.4 Prepare final audit report on all material financial findings & discrepancies and issue to the following;
 - 10.9.1 Chairperson of The Board
 - 10.9.2 Finance Officer (As most of the audit findings inevitably affects this unit)
 - 10.9.3 GA at its special or annual regular meeting.
- 10.5 Other detailed Duties & Responsibilities are contained in the AFP

Section 11 – Election Committee

- 11.1 The Election Committee shall comprise of five (5) members elected and assigned as follows.
 - 11.1.1 Two (2) to be assigned from the Board members of which one of them becomes the coordinator of the Election Committee; and
 - 11.1.2 Three (3) shall be elected by members of the Church one of them shall be the Secretary of the Election Committee.
- 11.2 The Election Committee shall process the Board; Audit Team and EPDC elections when they are due for election and stop working as soon as the elected members of the various offices take the Oath of office.
- 11.3 The Election Committee shall call a meeting of the newly elected Board members and witness the election of the eight (8) officers.
- 11.4 Based on the results of their assignment; the Election Committee shall introduce the new Executive Committee and the other board members to the congregation at Awde Mehret
- 11.5 Election Committee detailed Duties and Responsibilities is stated in the AFP.

ARTICLE III – MEMBERS’ ELIGIBILITY; ADMISSION; RIGHTS;
DUTIES & RESPONSIBILITIES

Section 12 - Members Eligibility & Admission

- 12.1 Any Ethiopian Orthodox Christian person is eligible to submit an application for admission as a member of the Church if he/she is;
 - 12.1.1 Eighteen (18) years of age and older;
 - 12.1.2 Baptized and accepted the teachings and canon laws of the EOTC;
 - 12.1.3 Not a member of any other EOTC in Minnesota State & the neighboring states simultaneously;
 - 12.1.4 Pledges to meet his/her financial obligations to the Church;
 - 12.1.5 Willing to abide by these By-Laws and Board decisions.
- 12.2 If the Board determines that it is not in the best interest of the Church to accept an applicant as Church member; it has the sole discretion to deny the

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membership application. The Secretary will notify the applicant of the denial in writing.

Section 13 - Voting Rights

- 13.1 Each member of the Church shall have one (1) vote in all GA meetings. Only members in good standing shall be allowed to vote (based on updated membership dues payment status).
- 13.2 Each spouse shall have one vote in GA meetings. No absentee ballot or voting allowed.
- 13.3 A new member of the Church shall be a member for at least one (1) year to attend GA meetings but cannot be elected as a board member before two (2) years of continuous membership.
- 13.4 Eligible members may cast one vote for as many persons as there are Board; IAT and EPDC members to be elected.

Section 14 - Church Members Duties & Responsibilities and Priviledges

14.1 Church members shall pay their monthly dues on time In order to remain in good standing. Members shall pay the following monthly dues; fees & charges as approved by either the GA or Board.

	Type of Services & Charges	All In US Dollars		Amount To Be Approved By
		Members	Non-Members	
		\$	\$	
1	Membership Monthly Dues (Single or Married)	15.00	N/A	GA/Board
2	New Members Registration Fees; Singles Married	100.00 150.00	N/A N/A	GA GA
3	<u>Baptism Is Free.</u> If a certificate is requested the fees are singles or married	30.00	75.00	Board
4	Weddings per new couples	100.00	150.00	Board
5	Prayers	25.00	50.00	Board
6	Funeral	50.00	100.00	Board
7	Rental Charges For Equipment - Shall Be As Board's List of charges	Various	Various	Board

14.2 Members of the Clergy shall be members of the Church in order to continue their membership and /or attend GA meetings and to vote.

14.3 An employee of the Church shall not be elected as Board member.

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ARTICLE IV - MEMBERS DECIPLINE; TERMINATION AND RESTORATION

Section 15 - Church Members Decipline/Termination/Restoration:

- 15.1 A Church member is automatically terminated from membership roster due to;
 - 15.1.1 Death of the member
 - 15.1.2 Moving out of the Twin Cities &/or Minnesota and cannot be able to attend the Church service &/or become a member in good standing.
 - 15.1.3 By the member's own written resignation from membership.
 - 15.1.4 If he/she accumulated more than two (2) years of outstanding monthly membership dues.

- 15.2 The Board, by two-thirds (2/3) majority vote, may suspend or expel any member of the Church for any one or more of the following causes if he/she is;
 - 15.2.1 Believed to be doing against this By-Law and the best interest of the church as per the decision of the Board;
 - 15.2.2 Believed or proved to be found a member of another EOTC in Minnesota and the neighboring states simultaneously;
 - 15.2.3 Proved that he/she has misappropriated or misused the funds of the Church for illegal and personal gains; or to have accepted bribes in performing his/her duties as an elected or appointed officer of the church;
 - 15.2.4 Believed or incriminated to have done inappropriate sexual harassment (verbal/physical/sexual) or molestation of another member or the minor children of Church members who are under his/her tutorial/training. The Executive Committee shall investigate and bring it to the Board for its decision.
 - 15.2.5 Brings a legal action against the Church and/or the Board without having first exhausted the remedies set forth by this By-Law.
 - 15.2.6 Involved in the defamation of the good name of the Church;
 - 15.2.7 Disobeys and violates the church's dogma, traditions, norms and doctrines.
 - 15.2.8 Fails to pay his/her monthly dues within the specified time or reasonable period as notified to him by the FO.
 - 15.2.9 A suspended member who failed to pay all outstanding membership dues.

Section 16 - Board Members Decipline/Termination/Restoration:

- 16.1 Board member(s) are automatically terminated from Board membership due to;
 - 16.1.1 Death of the Board member
 - 16.1.2 Moving out of the Twin Cities and cannot be able to attend the Board meetings.
 - 16.1.3 The Board member's (Except the Finance Officer) may resign at any time and for his/her own reason. The Board may replace him/her with one of the

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reserve board members as listed by the election committee at election time of the existing Board.

- 16.1.4 The Finance Officer of the Board is a critical position in the Board administration. Therefore he/she may resign at any time for any of his/her own reason. However his/her resignation cannot be made effective in less than 4 Sundays from the date recorded in the minutes of the Board in order to give time for it to assign a replacement and arrange a handover. If the Board cannot find another replacement among them; it shall call a Special GA meeting to elect replacement Finance Officer.
- 16.1.5 The resignation shall be in writing and submitted to the Board through the Chairperson and recorded in the minutes. His/her termination shall be effective as of the date presented & recorded in the minutes of the Board. The Chairperson shall inform the congregation of the resignation of the Board member(s)' on the Sunday after the resignation is recorded in the minutes of the Board.

ARTICLE V - REGULAR OR SPECIAL GA MEETINGS

Section 17 - For Both Types of GA Meetings

- 17.1 The Chairperson shall chair Regular or Special GA meetings. The other Board members shall help in checking in members to assembly hall; conducting vote count; taking minutes and other activities as assigned to them by the Board &/or Chairperson.
- 17.2 There must be a quorum in order for GA meeting to discuss agenda items
- 17.3 Except for changing the status of the Church or to dissolve the Church or split of church members; all other GA decisions on any agenda item shall be considered approved when fifty percent plus one (50%+1) members attending that meeting support/vote for it.
- 17.4 Board members except the chairperson shall vote in any GA meeting. In the event of a tie vote; the chairperson shall vote and that determines the outcome.

Section 18 - Notices For GA Meetings

- 18.1 Notice for Regular or Special GA meetings shall be posted and announced to all members by the Board at least three (3) consecutive Sundays in advance of the meeting day. Notices must include the date, time and place of the meeting and shall be announced in the following two ways;
- 18.1.1 Announcement at the Church Awde-Mehret to all Parishners and
- 18.1.2 By posting a written notice in the bulletin board (lockable) of the church.
- 18.2 The Board may use any other additional communication methods as it determines fit & effective.
- 18.3 Post agenda items on the bulletin board and read the same at Awde-Mehret at least on the Sunday before the meeting date.

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Section 19 - Regular GA Meetings

- 19.1 The Board shall convene Regular GA meetings at least once every year from the month it took the Oath of Office.
- 19.2 At the Regular GA meetings; the Board shall at least include; but not limited to; the following business/agenda items;
- 19.1.1 To fill vacant positions or elect new Board; IAT and EPDC member(s) positions (if Any).
- 19.1.2 To Deliberate &/or decide on issues that require its approval with regard to;
- 19.1.2.1 Administration and finance reports of the Board;
- 19.1.2.2 Audit findings in the Internal Audit Report; &/or
- 19.1.2.3 EPDC matters.
- 19.1.3 To approve the following;
- 19.1.3.1 Annual budget for capital items;
- 19.1.3.2 Revise salary and benefit packages
- 19.1.3.3 Salary increment for employees (clergy; administration and finance).
- 19.1.3.4 Determine the amount of appreciation rewards for non-employed clergy extra services on Easter week; Christmas and Felseta Tsom.
- 19.1.3.5 Payments or expenses for amounts beyond the financial approval limits of the Board as stipulated in the AFP.
- 19.1.4 To discuss and decide on other issues presented to the GA meeting by the Board &/or Chairperson.

Section 20 - Special GA Meeting

Called By Board

- 20.1 The Board &/or the Chairperson may call a Special GA meeting whenever it deems such meeting is necessary.
- 20.2 No other business will be added by the members attending such Special GA meeting other than those specific agenda item(s) for which the special meeting is called for.
- 20.3 The Board Chairperson shall chair such Special GA meeting.
- 20.4 In the event that the chairperson determines the Board is dysfunctional; the Chairperson may call a Special GA meetings at his/her own discretion.

Called By Petitioners

- 20.5 Twenty percent (20%) of the members have the right to organize and call a Special GA meeting by petition. However, the member(s) who initiated the issue must submit a written request to the Board to resolve the issue prior to going through the petitioning process. A written position statement from the Board must be issued within fifteen (15) days of such request.

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ARTICLE VI – QUORUM FOR GA MEETINGS

Section 21 - Quorum Both The Regular And Special GA Meeting

- 21.1 A majority of fifty percent plus one (50%+1) of eligible members shall constitute a quorum for the transaction of business at a Regular or Special GA meeting.
- 21.2 If a quorum is not attained in the first GA meeting; the Board shall cancel the meeting and call a second GA meeting on the 3rd or 4th Sunday after the first. The quorum for the second Regular or Special GA meeting shall be as shown in the table below;

	If Eligible Members Are	Quorum Shall Be	Examples		
			If Eligible Members Are	%	The Quorum Must Be
1	200 & Below	45%	171	45%	77 Members
2	201 – 350 Range	46%	245	46%	113 ,, ,,
3	351 – 450 ,,	48%	421	48%	202 ,, ,,
4	451 – 550 ,,	50%	500	50%	250 ,, ,,
5	551 & above	51%	565	51%	288 ,, ,,

Board; Executive Committee And All Other Sub-Committees

- 21.3 The quorum for the Board; Executive Committee and all sub-committees shall be fifty percent plus one (50% +1).
- 21.4 The chairpersons of the Board & the other committees shall make sure that the meeting starts & closes with prayers.
- 21.5 The Board shall provide guidelines for the Sub-Committees meetings.

ARTICLE VII MAJOR DUTIES & RESPONSIBILITIES OF OFFICERS

Section 22 – The Duties & Responsibilities Of Officers

22.1 The Chair Person Shall:

- 22.1.1 Be the Chief Executive Officer and acts as official spokesperson of the Church
- 22.1.2 Chair all GA; Board and Executive Committee meetings.
- 22.1.3 Conduct meetings in an orderly fashion, using appropriate democratic and parliamentary procedures.
- 22.1.4 Call or temporarily halt or adjourn a meeting.
- 22.1.5 Follow up the timely preparation of the financial statements and its audit reports for submission to Board and GA.
- 22.1.6 Exercise general supervision over the affairs of the Church and enforce these By-Laws; AFP and other decisions of the GA and Board.
- 22.1.7 Maintain order and discipline at all Church meetings and Awde-Mehret.
- 22.1.8 Sign checks jointly with the Finance Officer as the primary signatory of all bank accounts.
- 22.1.9 Open all bank accounts of the Church with the other officers authorized to co-sign checks.

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- 22.1.10 Sign certificates of wedding; baptism; funeral & others jointly with Head Priest
- 22.1.11 Follow up the preparation of the two year budget by the officers of each unit of the Church & the overall compilation and presentation to the Executive Committee; Board & GA approval; depending on their level of authority.
- 22.1.12 Perform other additional Duties & Responsibilities as detailed in the AFP.

22.2 The Vice Chairperson Shall:

- 22.2.1 Assist the Chairperson in the discharge of his/her duties.
- 22.2.2 In the absence of the Chairperson;
 - 22.2.2.1 Perform all of duties & responsibilities of the Chairperson; and
 - 22.2.2.2 Sign checks jointly with the FO or Treasurer.
- 22.2.3 Perform other additional Duties & Responsibilities as detailed in the AFP.

22.3 The Secretary Shall:

- 22.3.1 Prepare the agenda items for GA, Board or EC meetings and keep their minutes. Such minutes must be made ready for signature by members attending that meeting at the next meeting.
- 22.3.2 Inform the Board and Executive Committee members of the time and places of the regular or scheduled meetings at least 3 days in advance by email. Request members if they have any additional agenda items.
- 22.3.3 When instructed by the Chairperson; communicate to the Board and Executive Committee members for special Board or Executive Committee meetings.
- 22.3.4 Keep official stamp; administration and employees files and confidential documents in a secured filing cabinet.
- 22.3.5 Assist the Chairperson in following up the officers of each unit of the Church in the preparation of;
 - 22.3.5.1 The two year budget of their respective units
 - 22.3.5.2 Employees job description; annual and end of probation work performance and vacation scheduling.
- 22.3.6 Maintain proper register &/or documentation for Weddings; Baptism; and Funerals performed by Church; and when requested & paid for (if chargeable); prepare and issue certificates of each type (signed jointly by the Head Priest and the Chairperson).
- 22.3.7 Perform other additional Duties & Responsibilities as detailed in the AFP.

22.4 The Finance Officer Shall:

- 22.4.1 Be responsible for supervising the accounting and the treasury staff of the Church (Employed and volunteers).
- 22.4.2 Within three (3) months of the end of the financial year;
 - 22.4.2.1 Close the books of accounts and prepare annual financial statements.
 - 22.4.2.2 Get the financial statements audited.
 - 22.4.2.3 Follow-up the auditing and make available all financial documents for the auditors.
- 22.4.3 Submit quarterly or semi-annual income & expense and funds flow statements to the Board and the congregation at Awde Mehret.
- 22.4.4 Be responsible to maintain computerized books of accounts
- 22.4.5 Maintain an updated roster of members' monthly dues and balances.

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- 22.4.6 Keep financial; confidential &/or legal documents; valuable items; and unused checks in safe. Maintain a list of valuables at safe deposit box in the bank.
 - 22.4.7 Be the primary co-signor of checks with the Chairperson or Vice-Chairperson.
 - 22.4.8 Prepare Finance Unit budget for two years and compile with the budgets of all units of the Church and submit for the Executive Committee, Board &/or GA approval (depending on their respective approval limits).
 - 22.4.9 Open all bank accounts of the Church with the other officers authorized to co-sign checks and maintain a list of the bank accounts opened & operated by and in the name of the Church.
 - 22.4.10 Ensure that cash receipts; payment vouchers; bank checks; employees IDs are prepared &/or printed on time.
 - 22.4.11 Ensure that adequate insurance coverage is purchased and renewed for fixed assets and liability claims for employees; parishioners; and others.
 - 22.4.12 Ensure that the Church operates within its approved budget by expenditure line items or as a whole.
 - 22.4.13 Ensure that all income is accounted for and all expenditure is properly authorized, recorded and analyzed in their respective books/journals.
 - 22.4.14 Prepare bank account reconciliations at least on a monthly basis.
 - 22.4.15 Correspond with the banks, lending organizations and others regarding the financial transactions, bills, bank account operations, etc.
 - 22.4.16 Perform other additional Duties & Responsibilities as detailed in the AFP
- 22.5 The Treasurer Shall;**
- 22.5.1 Be responsible for collecting cash against issuance of Official Cash Receipts (OCR) of the Church and maintain proper documentation and summary sheets.
 - 22.5.2 Deposit cash collections in-tact into the bank accounts of the Church within the next three (3) business days.
 - 22.5.3 In the absence of the FO; co-sign checks with the Chairperson or Vice Chairperson.
 - 22.5.4 Supervise & coordinate the activities of the Asst. Treasurers and cash counting volunteers.
 - 22.5.5 Perform other additional Duties & Responsibilities as detailed in the AFP
- 22.6 The Public Relations Officer Shall;**
- 22.6.1 Handle all public relations duties of the Board
 - 22.6.2 Work and collaborate closely with the Chairperson to build a good relationship among parishioner and others.
 - 22.6.3 Be responsible to organize and program hospitality activities for annual Church celebrations.
 - 22.6.4 Make announcements of meetings; celebrations, messages and others on Sunday Awde-Mehret to all Parishners.
 - 22.6.5 Perform additional Duties & Responsibilities as detailed in the AFP.
- 22.7 The Property Unit Officer Shall;**
- 22.7.1 Handle the up-keep and program and coordinate the maintenance of all Churches; residence houses & apartment buildings and other fixed assets of DSMA Church.

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- 22.7.2 Keep a proper & adequate register of fixed assets which must cost \$1,000.00 (One Thousand US Dollars) or above and;
- 22.7.3 Perform additional Duties & Responsibilities as detailed in the AFP.

22.8 The Education Unit Officer Shall:

- 22.8.1 Handle the Religious Education of Adults & Children
- 22.8.2 In consultation and cooperation with the Clergy; coordinate the educational activities of;
 - 22.8.2.1 Sunday School
 - 22.8.2.2 Children and youth studies on religious and Ethiopian history and language studies.
 - 22.8.2.3 Adult religious teaching program
- 22.8.3 Be a liaison between the educational sub-committee and the Board.
- 22.8.4 Prepare the Education Unit two years budget and submit to FO for compilation.
- 22.8.5 Perform additional Duties & Responsibilities as detailed in the AFP.

ARTICLE VIII - FINANCIAL MATTERS

Section 23 – The Church’s Financial Transactions Shall Be handled & recorded as Follows:

- 23.1 DSMA Church shall follow Generally Accepted Accounting Principles (GAAP) in its financial management and accounting procedures in order to ensure that members’ contribution in different forms; grants from governmental and non-governmental organizations and trust funds are properly recorded; maintained; and accounted.
- 23.2 The Church’s bookkeeping and accounting shall be on cash basis double entry accounting system and shall be recorded electronically using reliable accounting application/software.
- 23.3 The books of accounts shall be closed at the end of each financial year and must be signed by the FO and the Chairperson. DSMA Church Financial Year shall be January 01 to December 31.
- 23.4 The Church should open one or more bank accounts in the name of DSMAC in commercial banks in Minneapolis/St. Paul Cities as decided by the Executive Committee of the Board.
- 23.5 All bank accounts should be operated by the Chairperson, Vice Chairperson, FO and Treasurer as follows.

No.	Limit Per Check/Letter Authorization	Any Time By	In the Absence of the	
			FO	Chairperson
1	Up To \$ 300.00(monthly utilities checks)	By the FO only	By Chairperson or V/Chairperson	
2	\$300.00 up to \$1,500.00	Chairperson	Chairperson	V/Chairperson
3	Over \$1,500,00	Co-Signed by FO & Chairperson	Co-signed By Chairperson & Treasurer	Co-signed By FO & V/Chairperson

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- 23.6 Both check signatories are jointly responsible for the checks that they sign.
- 23.7 Co-signed checks shall always be one signatory from the Finance Unit (FO or Treasurer) and the other one from the Secretariat (Chairperson or Vice-Chairperson) as shown in the table above.
- 23.8 The FO should reconcile the bank statements with the cash book to make sure that both records reconcile.
- 23.9 The Board shall establish Petty Cash Fund (PCF) of \$1,000.00(One Thousand US Dollars).
- 23.10 An Official Cash Receipt (OCR) should be given for all income or cash collected or received
- 23.11 Deposit cash collections in the Church bank accounts in-tact without delay; as much as possible within the next three (3) business days.
- 23.12 The Board is given the authority to approve payments or expenditures of up to \$30,000.00 (Thirty Thousand US Dollars) without obtaining GA approval
- 23.13 Non-recurring payments; purchase/sale of fixed asset and contracts shall be approved by either by the GA; Board or EC as shown in the authority levels in the following table;

No.	Any non-recurring payment or Purchase or Sale of Fixed Assets or Contracts with third parties of:	Requires Approval By
1	Over \$30,000.00(Thirty Thousand Dollars)	General Assembly
2	\$5,000.00 up to \$30,000.00	Board
3	\$1,500.00 up to 5,000.00	Executive Committee
4	\$300.00 up to \$1,500.00	Chairperson or V/Chairperson
5	Under \$300.00	Financial Officer/Treasurer

- 23.14 Purchases of assets or maintenance/renovation of buildings of more than \$10,000.00 (Ten Thousand US Dollars) shall be on competitive bidding process unless & otherwise the supplier is a sole supplier.
- 23.15 Business owners who are Board members cannot bid for and sign contract with the Church.
- 23.16 All cash collection and payment records should be kept for seven (7) years before being destroyed in accordance to the State of Minnesota or IRS laws
- 23.17 The Finance Officer (FO) shall close the books of accounts and prepare annual financial statements and get them audited within three (3) months of the end of the financial year.

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ARTICLE IX - MISCELLANEOUS PROVISIONS

Section 24 - The Non-Aligned Status Of DSMA CHURCH

- 24.1 The Non-Aligned Status of DSMA Church from the Ethiopian Orthodox Tewahedo Church (EOTC) administrative & financial authority may be changed or rescinded by seventy five percent (75%) majority vote of the quorum of members present at a Special GA meeting called for this purpose only.

Section 25 - Distribution Of Assets Upon Dissolution Or Partial Split Of Members

Dissolution

- 25.1 The Church may be dissolved by a three-fourths (3/4) or seventy five percent (75%) majority vote of the members present and voting at a duly called Special GA meeting for this purpose.
- 25.2 Upon dissolution of the Church,
- 25.2.1 The assets of the Church shall be distributed for one or more tax exempt organizations in Minnesota and within the meaning of Section 501 (C) (3) of the IRS Code, or the corresponding section of any future federal tax code.
- 25.2.2 The beneficiaries and their share of the assets (ie, cash balances, fixed assets and other equipment) shall be decided by that same Special GA meeting which decided the dissolution. or
- 25.2.3 The assets of the Church shall be distributed to Trust Fund under MN State or Local Government, or the Federal Government or for any other public use again by the approval of that same Special GA meeting which decided the dissolution.

Partial Split Of The Members Of The Church

- 25.3 Upon partial split of the members of the Church; those members who decide to split away from DSMAEOTC shall have no right to claim all or any part of the assets or for their monthly dues paid in advance or other contributions paid to the Church

Section 26 – Future Amendments To The This By-Laws

The amendment process for the Articles/Sections of this By-Law shall be as follows;

- 26.1 The Board shall propose each Article/Section to be amended by two-third (2/3) majority vote.
- 26.2 The proposed amendment(s) shall be announced to members at Awde Mehret, handed over to members and posted on the Church’s bulletin board for at least three (3) Sundays prior to the GA meeting.
- 26.3 Get the Articles/Sections approved by the members either at a Special or Regular GA meeting.

Section 27 – Effect of the Articles/Sections In This By-Law

The Articles/Sections in this By-Law hereinafter shall;

- 27.1 Be the revised and the ruling By-Law of DSMA Church effective from -----/2015.
- 27.2 Supersede and replace all Articles/Sections in the 2003 By-Law and all other amendments adopted or any manual or guideline issued prior to /2015.
- 27.3 Be translated into Amharic language for distribution to Church members along with the English version.
- 27.4 The English version of this By-Law is the official & legal version.

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27.5 In the event that issues arise which cannot be resolved by any one or more of the Articles/Sections in this By-Law; the provisions of Minnesota Law for Not-For-Profit Organizations shall be applicable.

Section 28 – Attestation

We; the undersigned members of the Board hereby attest that on _____ 20015 at a duly called Special GA meeting of the members of the Church held at 4401 Minnehaha Ave. S. DSMA Church building has approved and adopted the By-Laws contained herein by the affirmative majority vote of the members present at the meeting.

	Name of Board Members	Position	Signature
1.	Ato Melaku B. Woldetsadik	Chairman	
2.	Ato Adam Abegaz	V/Chairman	
3.	Ato Derese Lema	Secretary	
4.	Ato Abera Bekele	Finance Officer	
5.	Ato Tewodros Desta	PR Officer	
6.	Wzo Asnakech Mengesha	Treasurer	
7.	Ato Dinku Guale	Property Officer	
8.	Wzo. Seble Asnake	Education Officer	
9.	Dr. Asfaw Mesfin (Dr)	Member	
10.	Ato Alemseged Tsegaye	Member	
11.	Wzo. Genet HaileMichael	Member	
12.	Ato Gezahagn Damte	Member	
13.	Wzo. Asnakech Mengesha	Member	
14.	Ato Tsegaye WoldeYesus	Member	

THE END OF THE BY - LAW