

# **SOUTH SUDAN KUKU ASSOCIATION OF NORTH AMERICA (SSKANA) CONSTITUTION**

## **PART ONE**

# **SOUTH SUDAN KUKU ASSOCIATION OF NORTH AMERICA (SSKANA)**

### **BYLAWS**

- **Admission of members:**

Any member who is Kuku by birth with either parents of Kuku heritage or member of the Kuku community by marriage is welcome as long as he/she comply and abide with the activities of the community.
- **Termination of members:**

A member can be terminated in the community when he/she does not comply with the membership obligations.
- **Re-admission of a member:**

A member can be readmitted as long as he/she apologizes to the members in writing. Probation will be given by the Executive members and readmitted member is expected to comply with association's By-laws.
- **Collection of membership dues:**

The treasurer will accept cash, debit card, check or money order made payable to SSKANA. Membership fees are due every 15<sup>th</sup> of each month. Any delinquent member for three months consecutive will be terminated by the executive body. Membership for the association will be \$10/month or \$120 annually for.

#### **ARTICLE 1: NAME**

The name of the Organization shall be South Sudan Kuku Association of North America (SSKANA).

#### **ARTICLE 2: MISSION STATEMENT, OBJECTIVES, NON PROFIT STATUS**

2.1 SSKANA is an organization that strives to bring together all Kuku people residing in Oregon, Washington State and Vancouver, BC. Its mission is to promote our culture, heritage, economic independence, educational excellence and acclimation to North American culture.

2.2 (a) To stress the unity of all the Kuku people living in the States of Washington, Oregon and Vancouver, BC.

(b) To stress the importance of education for all members of the association.

(c) To promote after school programs, childcare services and encourage active participation of youth in sports programs.

(d) To create development opportunities for North Americans in Kajo- Keji County, South Sudan.

(e) To preserve the Kuku identity in North America.

(f) To facilitate Group Life Insurance for enrolled association members.

(g) To support efforts of other organizations that share similar goals.

2.3 The association is organized for non-profit purposes and the individual members will not derive profit from the organization. The organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

### **ARTICLE 3: VOTING RIGHTS, QUORUM, ELECTIONS**

3.0 (a) You must be 18 years old.

(b) Resident of the states of Washington, Oregon and Vancouver, BC are eligible to vote with good standing membership.

(c) A member can delegate his/her vote through a friend in writing or text message if he/she is going to be absent due to unavoidable circumstances.

(d) The chairman can only veto once in any voting situation, after that the chairman will go with whatever is decided by the majority of the community.

(e) Voting will be conducted via e-mail request, teleconference and may be supplemented by a live vote at a meeting. The votes will be tallied by the Secretary, and will be verified by the Treasurer and the Chairperson. Members will then be advised of the outcome of the vote by e-mail and text notification.

3.1 Twenty five percent (25%) of the members and the chairman must be present to proceed with a meeting.

3.2 (a) The nomination and election of new Executive Body and the Board of Directors shall be conducted every two years.

(b) The Executive Board and the Board of Directors shall offer their services to the association voluntarily.

(c) Election of new Executive and the Board of Directors shall be completed before the end of their second year.

(d) Duties of the office shall begin January 1<sup>st</sup> of the following year.

(e) All members in good standing of the association shall have the right to vote in the election.

## **PART TWO**

### **ARTICLE 4: ANTI-DISCRIMINATION POLICY, MEETINGS,**

4.0 SSKANA shall not and will not discriminate on the basis of race, color, religious affiliation, sex, sexual orientation, marital status, ethnic origin, age, disability or political affiliation.

4.1 (a) The venue will be rotated and decided by the members present in live meetings or teleconferences.

(b) Meetings are based on ordinary and extra ordinary. Ordinary meeting is on specific selected days in the year. Extra ordinary is for the executive members and during emergency request by the executive body.

(c) The association will meet at least 4 times per year.

### **ARTICLE 5: EXECUTIVE BOARD, BOARD OF DIRECTORS,**

5.0 The Executive Board shall comprise of the Chairman, Secretary and the Treasurer.

5.1 The Board of Directors shall consist of the Chairman, Secretary and three members with gender balance. Each member must come from Washington State, Oregon and Vancouver, BC.

5.2 The Executive Board and the Board of Directors shall serve without pay and consists of up to eight (8) volunteers of the association.

### **ARTICLE 6: ROLES OF THE EXECUTIVE BOARD, BOARD OF DIRECTORS**

6.0 (a) The Chairman shall provide leadership, assist with community development, renew of new membership applications and assist with the management of the on-going business affairs of the association.

(b) The Chairman shall be decisive with a good vision for the community.

(c) The Chairman shall be competent administrator, eloquent, able to read and write, listen, solicit donations or grants for the community.

6.1 (a) The Secretary shall record minutes and records of any meeting and avail them to members or any donors upon request.

(b) Shall be in charge of setting the agenda of any meetings.

(c) Shall be in charge of the association seal.

(d) Shall keep the association informed with matters of the community.

6.2 (a) The Treasurer shall be responsible for keeping and maintaining complete financial records for the association.

(b) Shall be responsible filling all income tax returns on time with the IRS.

(c) Shall collect membership dues and any donations or grants for the association.

(d) Shall provide association financial statements to members,

IRS or donors upon request.

(e) Shall provide associations with up-to-date financial activities during association meetings.

(f) Shall provide members and donors receipts for filing tax exemption every calendar year.

6.3 (a) The Chairman of the Board shall review, analyze and approve the programs and services of the Organization on a regular basis.

(b) The Chairman of the Board shall work closely with the Executive Board in implementing programs.

(c) The Chairman of the Board shall help with transparency and accountability of Organization activities.

(d) The Chairman of the Board shall report back to general assembly.

6.4 (a) The Secretary of the Board shall assist the Board Chairman with records of any meeting.

(b) The Secretary of the Board shall work closely with the Executive Board Secretary reconciling recorded minutes.

6.5 (a) The Board of Directors members shall work with the Board by giving guidance and counsel to members of the Organization.

(b) The Board members shall ensure check and balance Organization activities.

### **PART THREE**

#### **ARTICLE 7: AMENDMENTS, COMPENSATION, CONFLICT OF INTEREST POLICY**

- The by-laws can be amended under the following circumstances:
  - (a) Proposal by the Board of Directors.
  - (b) Request by the membership.
  - (c) These by-laws may be amended by two-third vote of the Board members present at any meeting, provided a quorum is present.
    - 7.1 (a) No member of the board shall receive any compensation for his or her official duties on the board, but shall be reimbursed for his or her actual and necessary expenses incurred in the performance of official duties for the association such as application or renewal fees.
    - (b) No member of the board will be compensated without legal proof of the documentation.
    - (c) Any type of compensation must be approved by the members during a meeting with a majority vote and the process must be documented in the minutes.
    - (d) No member of the board shall receive gifts, goods or compensation for any services rendered.
  - 7.2 (a) Any member of the Board who has a financial, personal, or official interest in, or conflict with any matter pending before the Board, may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily recuse him/herself and refrain from discussion and voting on the item on the table.

## **ARTICLE 8: APPLICATION FOR LOANS, DONATIONS**

- 8.0 (a) No member of the board will be required to apply or take loans on behalf of SSKANA.
- (b) Any leases or contracts must be approved by the members of the association and signed by the three members of the Executive Board.
- (c) Any agreement will be made in writing, no oral agreements or arrangements will be valid.
- (d) Any agreement signed or entered by the Executive Board members should pertain to renting a community center, office, or compensation of any member under the guidelines of SSKANA.
- 8.1 (a) SSKANA Executive Board are forbidden to engage in any political campaign on behalf of the association.
- (b) Any donations made to the association will be made public unless the donor chooses to be anonymous.
- (c) Any Executive Board member is forbidden to make any attempt to influence any political legislation.
- (d) The association will not engage in any bingo or gaming activities to raise funds for SSKANA.

## **PART FOUR**

### **ARTICLE 9: COMMUNITY ACTIVITIES, EMERGENCY FUND, FUNDRAISING FOR THE EMERGENCY FUND**

- 9.0 (a) There is a great need to have community center for cultural activities or community gathering.
- (b) The community center will be used for childcare, run and managed by association members.
- (c) The community center will used for cultural education of the youth.
- (d) There is a need to have after school programs not limited to sports.
- (e) There is need for job training programs to provide skills and enhance employment prospects of association members.
- 9.1 (a) This is an account that is set aside by the members of the association to assist any member of the association in case of death, fire or natural disaster. The recipient must be a member of the association in good standing. The amount awarded should not exceed \$200 pending availability of funds. Association members will be encouraged to assist the victims with whatever assistance available in the spirit of togetherness.
- 9.2 Every year, all the members of SSKANA shall conduct an emergency fund drive under the following guidelines:
- (a) Public car wash for any donation.
- (b) BBQ in the park.
- (c) Organized social public event.
- (d) The emergency fund drive shall be open to anybody willing to make a charitable

donation; receipt will be given to the individual upon contribution.