

TABOU CONNECTION INC. BENEVOLENT FUND & COMMITTEE BYLAWS

MISSION

Tabou Connection Members join in a Tabou Connection-governed consolidated charitable effort:

To better our community by providing financial support to members in time of need as specified herein.

This enterprise shall be known as the "TCI Benevolent Fund," and the appointed group of members who govern the operations of the fund shall be known as the "**TCI Benevolent Committee**" (herein referred to as "**Committee**"). Appointments to the Committee shall be decided by the TCI Executive and approved by the Board of Directors. **The Committee shall consist of five (5) members appointed by the TCI Executive and approved by the Board of Directors. The Financial Secretary and Treasury shall serve as Ex-officio on the Benevolent Committee.** TCI is defined as Tabou Connection Incorporated.

Clause for Tabou Connection Inc. Constitution that governs this body and gives the committee and its mandate:

BENEVOLENCE:

When at any time a Tabou Connection member who is in good standing (Registered, paying dues, and attend meeting/Convention) is the decedent; Tabou Connection Inc. shall donate \$1500.00. In the event, the decedent is an Immediate Family (Article III Section 3 of the TCI Constitution) member of a Tabou Connection Inc. member in good standing; Tabou Connection shall donate \$200.00 to the cause. The Tabou Connection Inc. Leadership shall call an emergency meeting with the Benevolent Committee when presented with exceptional situations that may require a response that deviates from the standard. The Tabou Connection Benevolent Committee shall appropriate the funds as specified herein. The Tabou Connection Benevolent Fund must be handled separately from the Tabou Connection fund. The Tabou Benevolent Fund must be managed by the TCI Financial Secretary & Treasurer to provide proper accountability under TCI general account.

Article I – PURPOSE

The purpose of the Committee shall be to:

- Provide aid to qualified TCI members in good standing who are bereaved by the loss of their spouse, children, parents, and siblings (Article III Section 3 of the TCI Constitution); and to the families of bereaved TCI members.
- Disburse funds to the identified person attached to the qualified bereaved situation as approved by the committee.
- Issue financial statements with current bank balance, donations and disbursements to the TCI Executive and Board of Directors quarterly.
- Submit an annual financial report about the TCI Benevolent Fund detailing donations and disbursements of funds to the TCI general membership at the annual convention.
- Post annual report of the TCI Benevolent Fund on the TCI website.

Article II – COMMITTEE MEMBERSHIP

Section 1. Qualifications of Membership

- Must be a registered TCI member
- Up-to-date dues paying member of TCI
- Must be an active member of TCI attend regular meetings.
- Attend annual convention and participate in approved TCI activities
- Must be ready to attend emergency/called meeting(s)

Section 2. Selection and Terms of Office

Committee members shall each be appointed by the TCI Executive and approved by the Board of Directors for a term of two (2) years, at the time of annual convention. Terms shall begin at the time of the appointment.

Any positions vacant at the start of the year or vacated during the year shall be filled by appointment made by the TCI Executive and approved by the Board. These appointed members shall serve only for the remainder of the unexpired term for which they are appointed.

Section 3. Expansion of the Committee

Expansion of the Committee in terms of adding additional members - shall be decided by a majority vote of the TCI Executive and approve by the Board of directors.

Section 4. Officers and Duties of Officers

The officers of the Committee shall be Committee Chairman, Committee Vice Chairman, Committee Recording Secretary, and other members as approved by the TCI Board of Directors. TCI Financial Secretary and Treasurer shall be Ex-Officio members of the Committee and shall serve in an advisory role to the Committee.

Officers shall assume responsibilities the first day of their appointment.

The Committee chair shall preside at meetings and oversee all Committee activities. The Committee Chair shall also conduct **quarterly meetings** or called meeting when necessary of the Committee's members. The Committee chair shall be responsible for orienting new committee members at the time of their appointment.

The Committee vice Chair shall assume the duties of the Committee Chair in the absence of the Committee Chair and automatically be elevated to the Chair of the Committee if, for any reason, the Committee Chair is unable to serve. If the Committee vice Chair is elevated, an interim appointment will be made to select a replacement by the TCI Executive leadership. The Committee Vice chair shall ascend to the role of Committee Chair if able to serve.

The Committee Recording Secretary will document discussions held at meetings and will distribute previous minutes one (1) week before scheduled Committee meetings.

The Financial Secretary/Treasurer will prepare and submit a financial report to Committee members; relinquish all records, books and statements for auditing prior to newly appointed Committee officers; receive all funds and deposit them in the bank account designated by TCI within 48 hours. Keep accurate records of all receipts, disbursements, bank statements, and voucher, which shall always be open to auditing/inspection; and prepare and submit a withdrawal/disbursement voucher that must be signed by the Financial Secretary/Treasurer and Committee Chair. The Financial Secretary/Treasurer will provide an update of the financial status of the benevolent fund to include current account balance, donations, withdrawals, disbursements and the accompanying situation.

Article III - COMMITTEE PROCEDURES

Section 1. Meetings

The Committee shall **meet quarterly and as** determined by the Committee.

The date and time of each meeting of the Committee shall be communicated to each member of the Committee at least one week before the date of the meeting.

Section 2. Attendance

The Committee Recording Secretary will document attendance. Those members who are not actively engaged in Committee activities may be subject to removal. Exceptions may be made for extenuating circumstances as determined by the Committee members.

Section 3. Quorum

A simple majority of the voting members shall constitute a quorum for regular and special meetings and shall vote on any business of the Committee presented during a meeting that requires action unless otherwise specified in these Bylaws.

Section 4. Voting

All members of the Committee with the exception of the ex-officio members shall have voting powers. A simple majority vote of the Committee members is required to conduct business unless otherwise specified in these Bylaws.

Article IV – FINANCIAL PROCEDURES

Section 1. Contributions

Contributions to the Benevolent Fund shall be \$35 per every TCI member; which shall be paid in the first quarter (**FIRST THREE MONTHS**) of the fiscal year (**AUGUST- AUGUST**) for a member to be in good standing. The committee also deserve the right to host other fundraisers to boost the TCI Benevolent FUND.

Section 2. Disbursements

Disbursement amounts as determined herein shall be made on behalf of TCI. Members are free to make individual contributions directly to the bereaved TCI member; and those contributions are considered separate from TCI donation and may in no other way reduce the amount stipulated within this document. The Committee shall disburse donation to qualified bereaved TCI members via cash, check or direct transfer. Disbursements of funds shall be released only if the voucher is approved and signed by the authorized personnel.

Article V - TERMINATION OF COMMITTEE DISSOLUTION OF FUNDS

The TCI Executive Leadership may terminate the Committee by written notice to the TCI Benevolent Fund Committee Chairman. In the event of the termination of the committee by the TCI Executive approve by the Board, the TCI Executive shall apply and distribute the funds as follows:

All previously agreed to obligations of the Benevolent Fund shall be satisfied and,
All of the remaining funds in the Benevolent Account shall be transferred to the TCI general Account.

Article VI - AMENDMENT OF BYLAWS

These Bylaws shall be reviewed as needed by the TCI Board. The TCI Board shall appoint an ad hoc committee to review proposed amendments. The review committee shall, after its review of the amendment, circulate the proposed amendment to all members of the Committee and TCI Executive Leadership at least ten days prior to convening a meeting to consider comments and feedback. The review committee will have the expressed power to adopt or reject the proposed amendment. The amendment shall be adopted or rejected by a simple majority vote of the members of the review committee present at a duly called meeting by the committee.