



AL-AMIN ETHIOPIAN MUSLIM COMMUNITY (AEMC)



Women's Group Bylaws, Rules, and Regulations



ARTICLE I — NAME AND PURPOSE

Section 1. Name

The name of this group shall be the **Al-Amin Ethiopian Muslim Community Women's Group**, hereafter referred to as the **Women's Group (WG)**.

Section 2. Purpose

The Women's Group is founded upon sisterhood, friendship, mutual assistance, compassion, and service in accordance with Islamic values.

The Women's Group seeks to build strong relationships among sisters and provide support to one another during times of hardship, loss, achievement, and celebration.

Although the Women's Group has its historical roots within the Ethiopian Muslim community, its identity, mission, and objectives are grounded in Islam. Women who meet the membership requirements and support the Islamic values, mission, and objectives of Al-Amin are welcome regardless of ethnic or national origin.

Section 3. Relationship with Al-Amin (AEMC)

The Women's Group shall operate as the membership and program component of the AEMC Sisters Committee established under the AEMC Bylaws and shall fully abide by the governing Bylaws and duly adopted organization-wide policies of AEMC.

The Women's Group is an internal component of AEMC and is not a separate legal, financial, or governing entity.

The Women's Group shall remain accountable to the Executive Board and Standing Committee Director in accordance with the AEMC Bylaws. Women's Group officers may administer routine Women's Group activities only within authority delegated by AEMC.

The mission, goals, activities, and objectives of the Women's Group shall remain consistent with the mission, goals, and objectives of AEMC.

The Women's Group may promote and preserve appropriate cultural traditions while ensuring that its activities remain consistent with Islamic principles.

If any provision of these Women's Group Bylaws conflicts with the governing Bylaws of AEMC, the AEMC Bylaws shall govern.



ARTICLE II — MEMBERSHIP

Section 1. Eligibility

To become a member of the Women's Group, an individual must first be a member of AEMC.

Membership in the Women's Group is voluntary. An individual may remain a member of AEMC without joining the Women's Group.

Section 2. Registration Fee

A one-time **registration fee of \$60** shall be required to join the Women's Group.

Section 3. Monthly Membership Dues

Effective April 2025, Women's Group members shall pay monthly dues of **\$15** to maintain active membership.

Section 4. Financial Hardship

A sister who is unable to pay membership due to financial hardship but wishes to remain an active member may submit a request to the Women's Group leadership.

Leadership shall review such requests confidentially and may approve an exception or reasonable accommodation on a case-by-case basis.

ARTICLE III — ROLE AND RESPONSIBILITIES OF THE WOMEN'S GROUP

Section 1. Member Support

The primary role of the Women's Group is to provide appropriate **financial, emotional, social, and spiritual support** to members experiencing personal hardship.

Assistance shall be provided according to these Bylaws and any procedures or guidelines approved by the Women's Group and consistent with AEMC policies.

Section 2. Support of AEMC

The Women's Group shall support the mission and activities of AEMC and may organize fundraising events, community programs, social gatherings, educational activities, and other approved programs.

Women's Group fundraising activities conducted in AEMC's name shall receive appropriate AEMC authorization before being announced or conducted and shall be coordinated with the Activities and Fundraising Committee when appropriate. All funds



raised shall be collected, deposited, recorded, acknowledged, and expended through approved AEMC financial procedures.

ARTICLE IV — FINANCIAL MANAGEMENT

Section 1. Collection of Funds

The Women's Group Treasurer shall be responsible for tracking and coordinating Women's Group membership dues and other funds received for Women's Group programs. The Women's Group Treasurer is an internal program officer and is not the AEMC Treasurer.

All dues, donations, fundraising proceeds, and other funds received for the Women's Group are assets of AEMC and may be accounted for as designated Women's Group program funds. Such designation does not create separate ownership, an independent treasury, or a separate financial entity.

All financial transactions shall be coordinated with the WG Treasurer and AEMC Treasurer and handled according to the AEMC Bylaws and duly adopted financial policies.

Section 2. Deposits

Funds collected shall be transmitted and deposited promptly through AEMC-approved financial channels into the appropriate AEMC account or designated sub-account used to track Women's Group program funds.

The WG Treasurer shall maintain documentation of each deposit and provide confirmation of deposits to the President.

Section 3. Financial Reports

The Treasurer shall prepare and present a quarterly financial report to the Women's Group membership.

The report should include, as applicable:

- Beginning balance;
- Membership dues collected;
- Donations and fundraising revenue;
- Expenses and distributions;
- Outstanding obligations; and
- Ending balance.



Section 4. Financial Records

The Treasurer shall maintain complete and accurate financial records, including receipts, invoices, deposit records, reimbursement documentation, approvals, and other supporting records for all transactions.

Section 5. Expenditures and Withdrawals

No Women's Group funds shall be withdrawn or expended without proper authorization.

When funds are needed, the President, Vice President, Women's Group Treasurer, or other authorized Women's Group leader may recommend or submit a proposal stating the purpose and amount of the requested expenditure.

Expenditures shall be made in accordance with the approved Women's Group budget, the AEMC Bylaws, applicable AEMC financial policies, and all required authorization, documentation, reimbursement, payment, and financial-control procedures.

No Women's Group officer shall independently authorize, withdraw, transfer, sign for, or disburse AEMC funds except to the extent expressly authorized under the AEMC Bylaws or a duly adopted AEMC financial policy.

No individual officer shall have unilateral authority to use Women's Group funds for personal or unauthorized purposes.

ARTICLE V — FINANCIAL ASSISTANCE TO MEMBERS

Section 1. General Standard

Financial assistance may be provided to eligible members experiencing significant hardship.

The nature and amount of assistance shall be determined by considering the member's immediate needs, circumstances, available Women's Group funds, and other relevant mitigating factors.

Financial assistance shall be administered with compassion, fairness, confidentiality, accountability, and consistency.

Each assistance decision shall be documented confidentially with sufficient information to show the request, approval, amount, purpose, and disbursement while protecting unnecessary disclosure of the member's private circumstances.

No Women's Group officer or decision-maker shall participate in evaluating, recommending, approving, or administering financial assistance involving herself, an immediate family member, or another person with whom she has an actual or potential



conflict of interest. Such matters should be referred to disinterested decision-makers and handled in accordance with the AEMC Conflict of Interest Policy.

Section 2. Illness or Loss of Employment

If a member experiences serious illness or loss of employment for a period of approximately three months and lacks adequate alternative household or spousal financial support, the Women's Group may discuss and organize fundraising or other assistance for the member.

If the hardship continues or requires assistance beyond the reasonable resources of the Women's Group, the matter may be referred to or coordinated with AEMC leadership for broader or longer-term assistance.

Section 3. Natural Disaster or Accident

If a member or a member's immediate family is seriously affected by a natural disaster or significant accident, the Women's Group may organize fundraising or other appropriate assistance based upon the circumstances and available resources.

ARTICLE VI — BEREAVEMENT ASSISTANCE

Section 1. Eligible Family Loss

Upon the death of a member's immediate family member, the Women's Group may provide bereavement assistance.

For purposes of this provision, qualifying family members include:

- Spouse;
- Mother;
- Father;
- Mother-in-law;
- Father-in-law; and
- Spouse's siblings
- Siblings

Section 2. Bereavement Contribution

An eligible member experiencing the death of a qualifying family member shall receive **\$700** in financial assistance from the Women's Group, subject to the availability of funds.

Section 3. Local Izza/Leqso Support

If the bereaved member holds an **Izza/Leqso gathering in the Houston area**, Women's Group members shall make reasonable efforts to assist the member and her family.



An additional amount of approximately **\$500–\$700** may be allocated for reasonable expenses associated with supporting the family and gathering, subject to available funds and proper financial authorization.

ARTICLE VII — LEADERSHIP

Section 1. Officers

The Women's Group leadership shall consist of:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer (two)**

Section 2. Election Committee

An Election Committee shall be appointed by the general membership to administer Women's Group elections.

The Election Committee shall identify and/or receive eligible candidates or nominees in accordance with approved election procedures.

The general membership shall elect the officers.

Section 3. Term of Office

Women's Group elections shall be held **every two years**.

Each elected officer shall serve a two-year term.

Section 4. Maximum Service

An individual may serve in the same elected position for a maximum of **six years**, unless otherwise authorized by amendment to these Bylaws.

ARTICLE VIII — OFFICER RESPONSIBILITIES

Section 1. President

The President shall:

- Provide general leadership to the Women's Group;
- Plan and preside over monthly and special meetings;
- Work with the Secretary to establish meeting agendas;
- Participate in the review and approval of authorized expenditures;
- Establish and communicate long-term goals and plans;



- Coordinate Women's Group programs and activities;
- Develop, organize, implement, and evaluate Women's Group functions;
- Ensure that Women's Group activities remain consistent with AEMC's mission and Bylaws; and
- Represent the Women's Group when coordinating with AEMC leadership.

Section 2. Vice President

The Vice President shall:

- Assist and support the President;
- Perform duties delegated by the President;
- Help coordinate programs and activities;
- Chair over meetings in the President's absence; and
- Serve as Interim President when required under these Bylaws.

Section 3. Secretary

The Secretary shall:

- Consult with the President and Vice President regarding meeting agendas;
- Prepare and distribute meeting agendas;
- Record accurate minutes of meetings;
- Maintain Women's Group meeting records;
- Disseminate official information and notices to members;
- Maintain appropriate organizational correspondence; and
- Preside over a meeting when both the President and Vice President are unavailable, when appropriate.

Section 4. Treasurer

The Women's Group Treasurer shall:

- Manage the financial operations and records of the Women's Group;
- Collect and record membership dues;
- Deposit funds in a timely manner;
- Maintain receipts, invoices, deposit records, and supporting financial documentation;
- Prepare and present quarterly financial reports;
- Assist in preparing the Women's Group budget;
- Maintain accurate records of income and expenses; and
- Ensure that expenditures and withdrawals are properly authorized.
- The Women's Group Treasurer shall coordinate with the AEMC Treasurer and or Borad members when necessary, regarding accounts, payment platforms, signing authority, or organizational funds.



ARTICLE IX — OFFICER PERFORMANCE, REMOVAL, VACANCIES, AND SUCCESSION

Section 1. Failure to Perform Duties

If an officer violates these Bylaws, applicable AEMC policies, or repeatedly fails to perform the duties of her office, the matter shall first be addressed through counseling and an opportunity to correct the problem.

Section 2. Removal

If misconduct or failure continues after reasonable counseling and notice, removal proceedings may be initiated according to procedures established by the Women's Group and consistent with AEMC Bylaws.

The officer shall be given reasonable notice of the concerns and an opportunity to respond before a final decision is made.

Removal from a Women's Group office affects only the individual's Women's Group leadership position. It does not terminate or suspend AEMC membership, remove the individual from an elected AEMC Board position, or impose organization-wide discipline unless separately authorized under the AEMC Bylaws and applicable AEMC policies.

Section 3. President

If the President repeatedly fails to perform her duties or is determined to be unable or unfit to continue serving, a recall election may be initiated.

Section 4. Presidential Vacancy

If the President resigns, is removed, or becomes unable to serve before completion of her term, the Vice President shall serve as **Interim President** until the membership determines whether she will complete the remaining term or a special election will be conducted.

Section 5. Other Vacancies

Vacancies in other elected offices shall be filled according to procedures approved by the membership and consistent with AEMC Bylaws.



ARTICLE X — MEETINGS

Section 1. Regular Meetings

The Women's Group shall ordinarily meet on the **first Saturday of each month**.

Section 2. Meeting Notice

The date, time, location, and/or method of participation shall be announced by leadership at least **five days before the meeting**, whenever possible.

Section 3. Meeting Responsibilities

Leadership shall coordinate the meeting agenda, announcements, programs, refreshments or snack assignments, and other necessary arrangements.

ARTICLE XI — ATTENDANCE AND MEMBERSHIP STANDING

Section 1. Attendance

Members are encouraged to participate regularly in Women's Group meetings and activities.

Section 2. Repeated Absence or Unpaid Dues

If a member:

Misses **three consecutive regular meetings** without reasonable explanation; or

Fails to make **six monthly membership payments**,

leadership or a designated committee shall contact the member to determine the reason and attempt to resolve the matter.

Section 3. Termination of Women's Group Membership

If the issue continues after reasonable efforts have been made to resolve it, leadership may initiate procedures to terminate or suspend the individual's Women's Group membership.

Suspension or termination of Women's Group membership affects only participation or membership in the Women's Group. It does not automatically terminate or suspend the individual's membership in AEMC. Any action affecting AEMC membership shall be governed exclusively by the applicable provisions of the AEMC Bylaws and duly adopted organization-wide policies.



Section 4. Work and Scheduling Exception

A member whose employment or other substantial obligation regularly requires her to work on weekends may be excused from regular meeting attendance, provided that she remains in good standing and makes reasonable efforts to participate when her schedule permits.

ARTICLE XII — SOCIAL, COMMUNITY, AND FUNDRAISING ACTIVITIES

Section 1. Community Activities

AEMC and the Women's Group may organize approximately **three to four community picnics or social events each year**, subject to available resources, facilities, schedules, and approval.

Section 2. Ramadan Fundraising

A major fundraising activity may be conducted during Ramadan by AEMC in collaboration with the Women's Group and other appropriate committees.

Section 3. Women's Group Annual Fundraiser

The Women's Group may organize at least one fundraising event each year, subject to appropriate AEMC authorization and coordination with the Activities and Fundraising Committee when appropriate.

The event may include:

- Community picnics;
- Food sales;
- Family activities;
- Children's activities;
- Educational or cultural programs; and
- Other appropriate community activities.

A reasonable admission or participation fee may be charged when necessary to cover event expenses.

Net proceeds designated for AEMC shall be transferred and accounted for according to AEMC financial procedures.



ARTICLE XIII — CONDUCT AND ISLAMIC VALUES

Women's Group members and officers are expected to conduct themselves in a manner consistent with Islamic principles and the mission of AEMC.

Members shall strive to maintain sisterhood, respect, confidentiality, compassion, cooperation, fairness, and mutual assistance.

Personal hardships or confidential matters disclosed for the purpose of receiving assistance shall be handled discreetly and shared only with individuals who reasonably need the information to evaluate or administer assistance.

ARTICLE XIV — AUTHORITY AND COMPLIANCE

The Women's Group operates within AEMC through the Sisters Committee and shall not operate independently in a manner inconsistent with AEMC's governing documents, policies, nonprofit obligations, organizational mission, or delegated authority.

Nothing in these Bylaws shall authorize the Women's Group or any individual officer to enter into contracts, incur debt, establish outside financial accounts, or legally obligate AEMC without appropriate authorization from AEMC.

The AEMC Executive Board shall serve as the primary body responsible for organizational compliance oversight and shall ensure adherence to and implementation of the AEMC Bylaws and duly adopted organization-wide policies. Women's Group leadership shall be responsible for routine compliance within Women's Group programs and shall promptly report significant financial, governance, ethical, safety, or compliance concerns to appropriate AEMC leadership.

No person shall oversee, investigate, deliberate, approve, or decide a compliance matter in which she has an actual or potential conflict of interest. Such matters shall be referred to disinterested AEMC leadership or another appropriate independent reviewer.

Section 1. Conflict of Interest

Women's Group officers, committee members, and other people exercising decision-making authority shall disclose any actual, potential, or perceived financial, family, personal, employment, business, or other interest that could reasonably affect impartial decision-making.

A conflicted person shall not investigate, evaluate, negotiate, recommend, deliberate, approve, or vote on the matter, except to provide information when requested by disinterested decision-makers.

Conflicts involving financial assistance, vendors, contracts, reimbursements, fundraising, employment, purchases, or other financial matters shall be documented and handled in accordance with the AEMC Conflict of Interest Policy.



ARTICLE XV — AMENDMENTS

The Women's Group membership may propose and approve amendments to these Women's Group Bylaws in accordance with its internal voting procedures. No substantive amendment shall become effective until reviewed and approved by the AEMC Executive Board.

Any amendment shall be consistent with the governing Bylaws and duly adopted policies of AEMC. No amendment may alter authority reserved under the AEMC Bylaws to the registered membership, Executive Board, officers, Standing Committee Director, or another established AEMC body.

In the event of an inconsistency, the following order of authority shall apply: applicable law; AEMC Certificate of Formation; AEMC Bylaws; duly adopted organization-wide AEMC policies; these Women's Group Bylaws; and Women's Group procedures or guidelines. Nothing in these Women's Group Bylaws shall create authority independent of AEMC or permit the Women's Group to amend, override, or supersede the AEMC Bylaws or organization-wide policies.

ARTICLE XVI — ADOPTION

These Bylaws, Rules, and Regulations of the Al-Amin Ethiopian Muslim Community Women's Group are adopted to establish a clear structure for sisterhood, membership, leadership, financial accountability, member assistance, meetings, fundraising, and community service within the authority of AEMC and its governing Bylaws.

Adoption Date: _____

Effective Date: _____

Women's Group President: _____

Signature: _____ Date: _____

Women's Group Vice President: _____

Signature: _____ Date: _____

Women's Group Secretary: _____

Signature: _____ Date: _____

Women's Group Treasurer: _____

Signature: _____ Date: _____

Acknowledged/Approved by AEMC Board: _____

Date: _____