



# **BY-LAWS:**

## **Ethiopian Health Professionals Association in DFW (EHPA)**

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## **ARTICLE 1: Preamble**

The Ethiopian Health Professionals Association (hereafter referred to as EHPA), is an organization voluntarily formed by the health/medical professionals residing in DFW, Texas, for the purpose of educating the local community on how to practice healthy habits and attain a better quality of life.

### **MISSION:**

Providing health education, awareness and medical supplies for Ethiopians in the DFW area and through international outreach to promote healthy lifestyles

### **VISION:**

Building healthy Ethiopian communities (at home and abroad) by providing health education and awareness

## **2. Purpose**

- To set rules and procedures in establishing the structure and functions of the Association
- To provide a framework of reference or guidelines to achieve the set objectives and govern the Association's affairs.

## **3. Scope**

This By-law applies to all members of EHPA and all assigned personnel as stipulated herein. EHPA's "modus operandi" does not conflict or interfere with any other existing health/medical associations, medical agencies or professional activities but help to alleviate the health/medical problems of the people in the community. It strictly adheres to the State and Federal laws of the country in practicing health/medicine, in keeping privacy and in maintaining higher ethical standards.

## **4. Objectives**

In general, The Ethiopian Health Professionals Association (EHPA) is a non-profit Association established to educate and assist the Ethiopian Community in particular and the community at large, in DFW by providing individuals, groups or communities, the opportunity to acquire pertinent health/medical information and the skills needed to make (quality) health decisions. EHPA does not have any political or religious affiliations. The overall objectives of the Association are summarized as follows:

- 4.1.** To provide timely health education for the Ethiopian community using all available means and media by which individuals or groups of people will learn the promotion, maintenance or restoration of their health;
- 4.2.** To maintain a high level of awareness of health problems and health conditions in the community so that the residents will be prepared to safeguard themselves against any possible unfavorable environmental hazards or predicaments;
- 4.3.** To provide all possible assistance for the elderly and disabled, through coordinating religious institutions, businesses and other communities (the Ethiopian Community Women's and Youth



- Organizations) and other civic agencies;
- 4.4. To promote professional excellence in finding ways and resources for self-improvement of health/medical professionals;
  - 4.5. To assist new-comer Ethiopian health professionals by providing pertinent information and resources in getting the required health/medical licenses and in transitioning to the health/medical systems of the country for further career developments;
  - 4.6. To make concerted efforts to coordinate its operations with The Mutual Assistance Association for Ethiopian Community (MAAEC) and other civic organizations in DFW for the benefit of the Community;
  - 4.7. To address the healthcare needs of Ethiopians through international outreach by enhancing access and delivery of medical equipment, and services
  - 4.8.1 To promote preventative care as well as transfer knowledge and skills by means of distance learning, education materials and sponsoring educational activities
  - 4.8.1.1 The BORNE initiative, organized for such purpose by UT Southwestern Medical Center to benefit The Ethiopian community in Bahir Dar, Ethiopia through medical and educational outreach to the Bahir Dar Hospital.

## **5. Purpose and Dissolution clause**

- 5.1. The Ethiopian Health Professionals Association (EHPA) is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under section 501 (c ) (3) of the Internal A . Plans supervises program and activities for age- appropriate group.

### **B. Mentorship**

Revenue Code, or corresponding section of any future federal tax code.

- 5.2. Upon dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of section 501 (c ) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine , which are organized and operated exclusively for such purposes.

## **6. Organizational Structure.**

- 6.1. The Ethiopian Health Professionals Association (EHPA) is structured to serve the Ethiopian and Eritrean or Abesha community and is managed by EHPA Executive Committee. The General Assembly is the highest echelon in the organization. The EHPA Executive Committee is authorized by the General Assembly to manage and coordinate the day-to-day operations of the Association.

The EHPA Executive Committee is composed of seven (9) members as follows:

- A. Chairman
- B. Vice Chairman/Director of Mentorship
- C. Secretary
- D. Treasurer
- E. Accountant
- F. Education Director



- G. Education Officer
- H. Public Relations/Social Affairs Officer
- I. Webmaster
- J. Youth Director

**6.2.** Members of the Executive Committee will be elected by the General Assembly as stipulated in Article 7 of this By-Law.

**6.3** EHPA shall have an Internal Auditor who is independent of the Executive Board. Internal Auditor should be appointed by and report directly to the General Assembly.

Internal Auditor shall have a staff function to assure that proper financial management is in place. This individual shall have financial expertise, perform internal audit functions and assist the board in its oversight of the following:

- A. Reliability of financial practices and reporting
- B. Integrity of the organization's financial statements
- C. Enhance external and internal audit functions over financial reporting process
- D. Oversee an organizations Internal controls and risk management procedure
- E. Compliance with legal and regulatory requirements

## **7. Membership**

**7.1** All Ethiopian/Ethiopian-American health medical professionals who reside in DFW, Texas and who agree to abide by the rules and policies of EHPA are eligible to be members of the Association.

**7.2** The Association shall have the following membership classifications: Voting Members, Affiliate Members, Student members, Honorary Members and Corporate Members.

- A. **Voting Members:** Voting Members are any Ethiopian/Ethiopian-American health/medical care professionals in the DFW who have fully paid their membership fees and have all the privileges of membership, i.e., making motions, debating, holding offices and being committee members of the Association.
- B. **Affiliate Members:** Affiliate Members are those Ethiopian/Ethiopian-American who are interested in helping solve the health problems of the Ethiopian Community and have all the privileges of membership except for voting.
- C. **Student Members:** Student Members are those Ethiopian/Ethiopian-American who are currently studying to become a health/medical care professionals who are interested in helping solve the health problems of the Ethiopian Community and have all the privileges of membership except for voting.
- D. **Honorary Members:** Honorary members are individuals who have gained recognition in health care services and contributed to the health care of the Ethiopian community and having been recommended by two members and had received a three-fourth (3/4) vote in the affirmative during an annual meeting of the General Assembly of the Association. They have all the privileges of membership, except for making motions, voting, holding offices and committee membership and none of the obligations of membership.



E. **Corporate Members:** Corporate Member is a corporation interested in assisting or solving the health problems or needs of the Ethiopian community. Corporate Members have all the privileges of membership except for making motions, voting, holding offices and being committee members.

**7.3** Fully paid up members of EHPA shall have the right to vote, be nominated and serve, if elected as EHPA Executive Committee members. The right of a member to vote and all other rights shall cease upon termination of membership.

**7.4** Annual membership fees shall be suggested by the Executive Committee and approved by a simple majority of all members or the General Assembly

## **8. Election Procedures**

**8.1** The General Assembly of EHPA elects members of the Executive Committee for a two-year term by a simple majority vote.

**8.2** The elected members are eligible for re-election up to a second term in the same position.

Elected member may serve for more than a second term in different capacity or position

**8.3** The General Assembly shall have the right to elect by name for each position, or elect all the committee members. In the later instance, the elected committee members will assign positions among themselves during their first meeting and announce it to the General Assembly

## **9. Duties and Responsibilities**

Below are the main responsibilities but not limited to

### **9.1 EHPA Executive Committee:**

- A. Reports to the General Assembly
- B. Formulates manages and coordinates the direction and day-to-day operations of the Association.
- C. Ensures full compliance and implementations of duties as per the By-law, the State and Federal regulations of health/medical professions.
- D. Approves and pursues plans submitted by each department or unit to serve the community.
- E. Ensures full accountability for the work of each unit and members and takes disciplinary measures if necessary, against any wrong doings in the Association.
- F. The Executive Committee has the power to create special or sub- committees to accomplish temporary or special assignments

### **9.2 EHPA Executive Committee Chairperson:**

- A. Reports to the General Assembly
- B. Presides over all committee meetings
- C. Shall be responsible for the operations of the Association
- D. Conducts meetings in a manner that is orderly, systematic and in conformity to parliamentary rules and procedures.
- E. Provides the overall vision and sense of direction for the Association.

### **9.3 EHPA Executive Committee Vice Chairperson/Director of Mentorship:**

- A. Reports to the Chairperson of the Executive Committee.



- B. Assists the Chairperson in all operations of the Association
- C. Assumes chairmanship in the absence of the Chairperson.
- D. Oversees the plans and operations of the Education Dept./unit, in particular
- E. Oversees EHPA's mentorship activities

**9.4 EHPA Executive Committee Secretary:**

- A. Responsible for all office work of the Association
- B. At the request of the Chairperson or Vice Chairperson, the Secretary shall arrange meetings and prepare the agenda for meetings.
- C. Shall keep written, video and audio recorded documents concerning the operations of the Association at all times.
- D. The Secretary reports to the Chairperson and Vice Chairperson
- E. Keeps complete records of members of the Association and is responsible for the operation of the Association as a committee member.
- F. \*\*\*\*\*Ensure filing compliance for requirements under the Internal Revenue Code

**9.5 EHPA Treasurer:**

- A. The Treasurer is responsible for conservation of treasury and for generating income for the Association through organizing sponsorships, contacting other government and philanthropic agencies or by organizing fundraising events.
- B. Collects and documents all incomes of the Association.
- C. Deposits all incomes in the Association Bank Account.
- D. Manages day-to-day financial transactions of the Association.
- E. Ensures that all financial pay-outs are approved by the Chairman of EHPA
- F. Maintains proper documentations easily accessible for auditing purposes.
- G. Serves as EHPA Executive Committee member and reports to the Chairperson.

**9.6 EHPA Accountant:**

- A. Ensures the accurate recording, analyzing and reporting all assets of EHPA in accordance with modern accounting principles.
- B. Cooperate with the treasurer to document all financial transactions of the Association.
- C. Prepares financial reports to EHPA Chairperson as required.
- E. Signs the Association's check with the Chairperson.
- F. Serves as EHPA Executive Committee member and reports to the Chairperson.
- G. Collaborates with the auditor of the Association.

**9.7 EHPA Public Relations/Social Affairs Officer:**

- A. Serves as EHPA Executive Committee member and reports to the Chairperson of the Association.
- B. Acts as spokesperson of the Association and makes sure that there will be no misunderstanding between the Association and the community it serves.
- C. Makes sure information gathering, dissemination, publicity, announcements of news and events are effectively coordinated between the members of the Association, the Committee members and the community it serves.

with the presiding person will win.

- 10.4 The Secretary will take minutes of all Executive Committee meetings, reads the minutes to members during the next meeting and have all participants sign it. Records of all meetings has to safely filed and protected.

## **11. Fees and Disbursement**

- 11.1 The General Assembly has the power to determine any monthly or annual membership fees for running expenses of the Association.
- 11.2 Members shall not receive any stated salary or compensations for their services; however, the EHPA Executive Committee shall have the power in its discretion to contract for and to pay members rendering unusual or special services.
- 11.3 Members who do not pay the assigned monthly or annual fees do not have the right to vote or to be elected for committee membership. However, they have the right in participating in rendering services to the community in their medical profession as directed by EHPA Executive Committee.

## **12. Discipline**

- 12.1 Obedience to State and Federal laws, rules and regulations of this By-law and mutual respect to each other are the most essential and mandatory elements to maintain the utmost discipline required for the Association.
- 12.2 All officers who work for the Association are required to be of persons of character and integrity to create and maintain a healthy organization that serves the community in a much better way. All elected and appointed members to serve the community should have self-discipline and very much conscious of privacy issues so that unity and success prevail for the good of the community and the image of the Association.
- 12.3 Any member or elected officer may be removed from membership of the Association or from the Committee if affirmed by a unanimous vote of the Executive Committee or General Assembly

## **13. Term**

The Term of EHPA shall be of indefinite duration.

## **14. Disbanding**

A decision of disbanding EHPA must be approved by three-fourth ( $\frac{3}{4}$ ) of voting members of EHPA and the fate of its assets will be decided by the members.

## **15. Amendment to the By-law of EHPA:**

Amendment to the Policy of EHPA may be made by the simple majority (51%) of the EHPA voting members