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Global Alliance for the Rights of Ethiopians (GARE)

Telephone: (877)746-4384

www.DefendEthiopians.org

GlobalAllianceEthiopians@gmail.com

By-Laws of the Global Alliance for the Rights of Ethiopians (GARE)

Article I: Name, Location and duration

Section 1. Name: The name of the organization shall be Global Alliance for the Rights of Ethiopians (hereafter called “GARE”)

Section 2. Location: GARE’s principal office will be located in Washington DC where it is duly registered as a non-profit organization. GARE may have such other offices either within or outside the Washington DC Metropolitan area as it deems fit and as the Board of Directors may determine or as the affairs of the organization may require from time to time.

Section 3. Duration: GARE shall have perpetual existence.

Article II. Vision, Mission and Values

Section 1. Vision: GARE is a non-partisan human rights civic advocacy organization whose vision is to see a world in which the rights of all Ethiopians are recognized and respected.

Section 2. Mission: The mission of GARE shall be to ensure that the rights of Ethiopians are recognized and respected in accordance with United Nations Human Rights Laws, Agreements and Protocols

Section 3. Values: GARE advances the human rights principles and values contained in the Universal Declaration of Human Rights. All GARE’s works and interactions with its partners and stakeholders shall be guided by the following organizational values:

- Commitment to the rule of law
- Appreciation of diversity and commitment for the rights of individuals
- A high level of integrity
- Solidarity and cooperation
- Willingness to consult and to learn from one another and openness to new ideas
- Mutual trust and respect
- Transparency and accountability
- Fiduciary responsibility

Article III. Purposes and Powers

Section 1. Purposes: GARE is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c) (3) or 501(c) (4) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

More specifically, GARE’s purpose shall be to advocate for the recognition and respect of the rights of Ethiopians in accordance with international norms and standards



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- Actively promote and defend the rights of Ethiopians around the globe;
- Reach out to and partner with Ethiopian and non-Ethiopian human rights advocacy groups;
- Create awareness by conducting research, educational activities and organizing seminars and symposiums;
- Facilitate assistance for human rights victims;
- Initiate action oriented initiatives consistent with its vision and mission and carry-out appropriate actions within the scope of GARE's Vision, Mission and Goals.
- GARE shall have the power, directly or indirectly, alone or in cooperation with others, to do any and all lawful acts which may be necessary or convenient to promote and defend the rights of Ethiopians around the world for which GARE is organized. The powers of GARE may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind.

Section 3. Distribution Upon Dissolution:

Upon the dissolution of GARE, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) or 501 (c) (4) of the Internal Revenue Code.

Article IV. Membership

General

GARE recognizes the right of any eligible individual to join and serve the organization. In line with Article IV, Section 2 of the Bylaws. Individual members anywhere in the world can seek one another and form a group in order to be represented in the General Assembly. The following modalities are established in order to manage the organization effectively and efficiently.

Section 1. Definition of Membership: Members can be groups or individuals that accept GARE's Vision, Mission, Goals and Bylaws.

Section 2: GARE Group Membership: A GARE Group can be established when:

- A minimum of 10 individuals organized physically or virtually
- Recognized by the Board of Directors
- Registered by the Secretary of GARE and pay one-time registration fee of \$100, unless changed by a majority vote of the General Assembly.
- Pay annual fee of \$60 per member unless changed by a majority vote of the General Assembly;
- Individuals may be exempted from paying fees in accordance with personal circumstances and as determined by the Board of Directors.

GARE Groups shall be represented in the General Assembly based on their membership size: A GARE Group shall have the right to appoint one representative and one more for every 10 more members. i.e.



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- 10 to 19 members 1 representative
- 20 to 29 members 2 representatives
- 30 to 39 members 3 representatives
- 40 to 49 members 4 representatives and so forth

Groups shall take no action on matters that do not fall within the stated vision, mission and Bylaws of GARE.

Section 3. Individual Membership: Individual members are defined as those who have chosen not to be part of a physical or virtual GARE grouping, but want to contribute to the advancement of the mission of GARE and act in accordance with its core values, policies and Bylaws.

Individuals that join GARE will enjoy all membership rights and privileges except being **represented in the General Assembly**, voting and being an officer of GARE.

Individuals interested in membership shall

- Submit a written application to the Secretary of GARE
- Pay one-time registration fee of \$25, unless changed by a majority vote of the General Assembly
- Pay annual fee of \$60 per member, unless changed by a majority vote of the General Assembly

GARE's Executive Office shall maintain a registry of such individual members and collect membership dues.

Section 4. Responsibilities, rights and privileges

- a) Abide by the Bylaws of GARE;
- b) Participate in various Committees as officer (s) and or member (s);
- c) Pay membership dues on time;
- d) Attend scheduled meetings regularly;
- e) Work with GARE's partners and members; and,
- f) Be represented and vote in the General Assembly.

Section 5. Termination and Resignation: The Board may refuse to allow or terminate membership upon a determination that in its judgment membership is not or won't be in the interest of the organization.

Any member has the right to resign from membership by filing a written resignation with the secretary of the organization. Resignation shall not relieve a member of unpaid dues or other charges previously accrued.

A member could be reinstated with written request to the Secretary of the organization.



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Article V. GARE General Assembly

Section 1. Powers and Composition: Ultimate authority for the conduct of the affairs of GARE is vested in its General Assembly, which is composed of duly elected representatives of GARE groups. The size of the General Assembly shall be determined based on the number of GARE groups and their members.

Section 2. Functions: The primary responsibilities of the General Assembly are:

- i. Providing overall policy and direction of GARE
- ii. Setting GARE's vision, mission and core values
- iii. Determining GARE's strategic goals
- iv. Evaluating GARE's performance against its agreed strategies and plans
- v. Electing the Board of Directors, Election and Audit Committee members
- vi. Holding those bodies and their members accountable
- vii. Amending the Bylaws as needed

Section 3. Annual Meetings. An annual meeting of the General Assembly shall be held during each calendar year for the purpose of presenting fiscal, policy and operational reports, electing, or recording the results of elections to the Board of Directors and transacting such other business as may come before the meeting.

Section 4. Special Meetings: Special meetings of the General assembly may be called when requested by (i) the Chairman of the Board (ii) 25 percent of the Board of Directors or (iii) not less than 5 percent of General Assembly members.

Section 5. Place of Meeting. The Board of Directors may designate any place within or without the city of Washington DC or virtually as the place of the meeting for any annual or special meetings.

Section 6. In case of an emergency, the 15 day-notice shall be waived by a majority vote of the Board of Directors.

Section 7. Notice of Meeting. Written notice by mail or electronically and through publication in GARE's official website stating the place, date and time of any annual or special meeting of members shall be sent by the secretary at the direction of the Chairman or the Board of Directors to each member not less than fifteen days before the date of such meeting.

Section 8. Quorum. (i) A minimum of 50 plus one of voting members physically present or through proxy and entitled to vote shall constitute a quorum at the Annual Meeting or a Special Meeting. (ii) If this quorum is not met, the quorum for a second meeting called for the same purpose shall be 33% (thirty-three percent) of the members.

Section 9. Voting: Unless otherwise specified in these Bylaws, all actions by the General Assembly shall require a simple majority of the votes cast. In the event of a parity of votes the vote of the presiding officer shall be decisive.



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Section 9. Proxies. At any meeting of the General assembly, a representative entitled to vote may vote by proxy executed by the member or by a duly authorized attorney-in-fact representing the member.

Section 10. Terms: All representatives shall serve two (2) year terms and are eligible for a re-election.

Article VI. Audit Committee

Section 1. Function: The Audit Committee assists the General Assembly in fulfilling its oversight and fiduciary responsibilities.

Section 2. Composition and qualification: The Audit Committee shall consist of three members of the General Assembly. At least one member of the Committee shall have a basic understanding of finance and accounting and be able to read and understand GARE's fundamental financial statements. The chairman and members of the Audit Committee shall be elected by the General Assembly on the recommendation of the Nominating and Elections Committee. The General Assembly may remove any Audit Committee member at any time.

Section 3. Purpose: The Audit Committee's primary purpose is to assist the General Assembly in its oversight responsibilities, specifically with respect to:

- i. Protecting the integrity of GARE's financial statements
- ii. Ensuring GARE's compliance with legal and regulatory requirements
- iii. Validating the qualifications and independence of the independent auditor and internal auditing function, and
- iv. Reviewing and approving the audit committee report.

Article VII. Elections Committee

Section 1. Function: The Election Committee coordinates the nominations and election process of the General Assembly of GARE.

Section 2. Composition: A nominating committee, comprising not less than five (5) members of the General Assembly of GARE will be established by the General Assembly annually.

Section 3. Purpose: The Election Committee's primary purpose is to:

- i. Search for and recommend candidates for the Board of Directors including the Chairman, Vice Chairman, Secretary, Deputy Secretary other Directors, Audit Committee members and others to be elected by the General Assembly.
- ii. Maintain rosters of Representatives of GARE, determine their eligibility to vote in elections and serve as Officers or committee members
- iii. Conduct elections at large to elect officers and committee members
- iv. Keep records of Elections Committee activities, election results and ballots, and



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- v. Prepare and present the Election Committee reports

Article VIII. Board of Directors

Section 1. Purposes and Functions: The Board of Directors shall be the legal representative of GARE. It shall also provide overall strategic leadership, guidance and stewardship for the whole of GARE's operations. The functions of the Board include:

- i. Making policy and program decisions on behalf of GARE
- ii. Appointing and removing the Executive Director and chairpersons of committees
- iii. Defining the role and authority of the Executive Director/Committees
- iv. Supporting the Executive Director and reviewing performance
- v. Ensuring that there are adequate resources and a sound financial policy that supports GARE's activities
- vi. Determining and monitoring GARE's programs and services
- vii. Ensuring proper implementation of the strategic goals and policy directions of the General Assembly
- viii. Enforcing the Bylaws and policies of GARE
- ix. Holding the Executive Officers, individual members, GARE groups and other bodies accountable for their effective functioning
- x. Enhancing GARE's public image
- xi. Developing and maintaining partnerships and soliciting support.
- xii. The Board of Directors shall have authority to reduce or waive fees on the basis of a written request and in exceptional circumstances.

Section 3. Composition and Number of Board of Directors:

1. The Board of Directors shall consist of the current Chairman resident, Vice Chairman, Secretary, Deputy Secretary, the Executive Director and ten (10) members elected from among voting members of the General Assembly.

(II) The most recent ex-Chairman of GARE shall be invited to serve as honorary member of the Board of Directors without voting rights.

(III) Directors shall be elected from a slate of candidates proposed by the Nominating Committee.

(IV) Voting will be conducted in accordance with Article V of these By-Laws.

Section 4. Term of Board of Directors: The term of each Director shall be for two (2) years and Directors are eligible for re-election.

Section 5. Meetings: A meeting of the Board of Directors shall be held within one month of the annual meeting of the General Assembly. Other meetings of the Board of Directors may be called by or at the request of the Chairman or any three Directors. The person or



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persons authorized to call meetings of the Board of Directors may fix the place for holding such a meeting.

Section 6. Notice: Notice of any meeting of the Board shall be given at least five days prior thereto by written notice to each Director at his or her address.

Section 7. Quorum: A simple majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board and this may include electronic participation. If this quorum is not met, the quorum for a second meeting called for the same purpose shall be 33% (thirty-three percent) of the Board of Directors. In the event a third meeting is required on the same subject, the meeting will be held by those present.

Section 8. Vacancies: Any vacancy occurring in the Board of Directors shall be filled temporarily by the Board of Directors until the next Annual Meeting of the General Assembly. At the next Annual Meeting Director/s shall be elected for the remainder of the unexpired term by the General Assembly.

Section 9. Compensation for Board Service: Board of Directors shall receive no compensation for carrying out their duties as directors. The Board may adopt policies providing for reasonable reimbursement of Directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

Section 10. Duties of Board Officers:

- A. **Chairman:** (i) Provides leadership to the Board of Directors, (ii) Chairs the General Assembly and Board meetings, (iii) Speaks to the media and the community on behalf of the organization, (iv) Represents GARE in the community, (v) Develops agendas for meetings in concert with the Executive Director, (v) Evaluates the performance of the Executive Director, and (vi) Plays a leading role in fundraising activities.
- B. **Vice Chairman:** The Vice Chairman shall have all the powers of the Chairman and perform all of the duties of the Chairman in his/her absence except he or she may not vote on behalf of the current Chairman at meetings of the Board of Directors.
- C. **Secretary:** The Secretary shall act as record keeper to the Board of Directors and shall record all votes and minutes of all proceedings in a book to be kept for that purpose. The Secretary shall give, or cause to be given notice of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by the Board or by the Chairman. The Secretary shall maintain GARE's records, as directed by the Chairman, schedule and organize meetings of the General Assembly and Board of Directors, keep minutes of such meetings, and perform such other record keeping and correspondence as the Board of Directors or the Chairman may direct.



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D. Deputy Secretary: The Deputy Secretary shall assist the Secretary on the above specified duties, maintaining records of the Board and ensuring effective management of GARE's records. The Deputy Secretary shall perform all duties of the Secretary in the absence of the Secretary.

Article IX. Executive Committee

Section 1. Power and Function: The day-to-day affairs of GARE shall be conducted by the Executive Committee headed by an Executive Director under the direction of the Board of Directors. The Executive Committee's authority derives from the authority of the Board. For the efficient and effective running of the affairs of GARE, the Board shall delegate, until its next meeting, all of its powers to the Executive Committee except those of:

- Electing the GARE's office bearers
- Appointing members of the Executive Council (other than filling vacancies)
- Amending these Bye-Laws.

Section 2. Responsibilities: The Executive Council shall have the following delegated responsibilities:

- i. Be a point of reference of the overall day-to-day business of GARE
- ii. Ensure the implementation of the approved short, medium and long-term goals of GARE
- iii. Secure the human, physical and financial resources required to achieve the proposed objectives
- iv. Report to each meeting of the Board of Directors on the work it has undertaken on the Board's behalf
- v. Develop the annual budget of GARE and propose to the Board for approval
- vi. Oversee and evaluate the performance of GARE's operational committees
- vii. Make recommendations to the Board as to matters of changes, extensions or revisions in GARE's policies
- viii. Ensure that all considerations of the affairs of GARE and decisions are consistent with GARE's mission and vision.
- ix. Execute such other tasks as may be delegated or referred to it by the Board of Directors.

Section 3. Composition: The Executive Committee shall consist of the Executive Director, Chairs of the i) Admin and Finance ii) Public Relations iii) Advocacy, Diplomacy and Outreach iv) Awareness Raising, Research and Training v) Resource Mobilization and Emergency Assistance vi) Legal Affairs and other Committees that may be created by the Board.



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Section 4. Terms of Office: Each Executive Committee member shall serve for a term of two (2) years or until his/her resignation or removal. Members in good standing are eligible for reelection.

Section 5. Meetings: The Executive Committee Council shall meet at least once in a month and as needed. Regular meeting dates and times shall be specified a year in advance.

Section 6. Quorum: A simple majority of the Executive Committee members shall constitute a quorum for the transaction of business at any meeting of the Council and this may include electronic participation.

Section 7. Duties of Executive Officers

A. **Executive Director:** The Executive Director shall exercise general supervision of the business of GARE under the direction of the Board. The Executive Director shall preside at all meetings of the Executive Committee. With the approval of the Board, the Executive Director shall appoint chairs and members of the standing committees set forth in these Bylaws. The Executive Director shall report to the Board on official activities and shall advise the Board on such matters that may further the purposes of GARE. The Executive Director shall also carry out such other duties as may be assigned to him/her by the Board.

B. **Secretary:** The chair of the Admin and Finance Committee shall serve as the secretary of the Executive Committee. The Secretary shall keep the minutes of all meetings of the Executive Committee

C. **Committee Chairs:** Each committee shall have a chairperson to lead meetings and coordinate its activities. The chairperson shall serve as the committee's manager, responsible for setting meeting schedules, arranging meeting places, preparing agendas and appointing secretary for keeping minutes to record discussions and actions taken at all meetings. The chair of each committee shall be responsible for reporting progress, project completion, or providing committee recommendations with the provision that the chair can delegate any of these duties to other members.

D. Article X. Standing Committees

To be guided by the Board of Directors on behalf of the General Assembly, GARE's Standing Committees are its work units and are intended to make full use of the time, expertise and commitment of their members to address specific themes and issues and that would advance and achieve GARE's organizational goals. Standing committees may become permanent operating departments of GARE. On the basis of current needs and priorities, GARE shall have the following Standing Committees:

A. **Admin and Finance Committee:** The Admin and Finance Committee shall be responsible for coordinating implementation of GARE's fiscal and operational



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- policies and ensuring adherence thereto; Maintaining up-to-date information about membership and overseeing collection of dues and other incomes; developing and overseeing current and future budgets; ensuring that no funds are disbursed except upon proper authority; recommending amendments and changes to the fiduciary governance process; and preparing financial reports.
- B. Public Relations Committee:** The Public Relations Committee is a standing committee supporting the Executive Committee, Board of Directors and GARE membership by developing and implementing communication strategies consistent with the goals and objectives of GARE. The Public Relations Committee shall be responsible for promoting the vision, mission and values of GARE; ensuring a positive image of GARE and for enhancing membership growth; drafting and releasing press releases and policy statements as determined and assigned by the Board of Directors.
- C. Advocacy, Diplomacy and Outreach Committee:** The Advocacy, Diplomacy and Outreach Committee is a standing committee supporting the Board of Directors, the Executive Committee and GARE's Membership at large by developing advocacy and outreach strategies and agendas, partnerships with other similar organizations effective talking points and messages and communications with governments, donors, foundations, academics, experts human rights advocates within and outside the Ethiopian community; Providing training and templates in the areas of advocacy work and encouraging involvement of GARE members at the grassroots level with elected officials; and coordinating and strengthening GARE's relationships with Ethiopian and non- Ethiopian human rights organizations and individuals across the globe.
- D. Awareness Raising, Research and Training Committee:** The Awareness Raising, Research and Training Committee is a standing committee supporting the Board of Directors, Executive Committee and GARE's membership at large by monitoring the extent to which the rights of Ethiopians are respected anywhere in the world and preparing analytical research that will inform the decision of the Board and the Executive Committee effectively, efficiently and on time; coordinating international symposiums, seminars and awareness raising sessions that involve third parties; monitoring developments that affect Ethiopians living and working abroad; and publishing and releasing studies and reports.
- E. Resource Mobilization and Emergency Assistance Committee:** The Resource Mobilization and Assistance Committee is a standing committee supporting the Board of Directors, the Executive Committee and GARE's membership at large by
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developing a set of support structures and formal processes for efficient mobilization of resources at the grassroots level; increasing the flow of resources from existing partners and supporters and expanding GARE's reach to untapped and new resources worldwide; responding to unexpected situations and emerging crisis and needs in a timely manner; preparing a set of criteria and parameters that would guide GARE's allocation of resources; and proposing emergency assistance for decision by the Executive Committee in line with the directives of the Board of Directors.

- F. Legal Affairs Committee:** The Legal Affairs Committee is a standing committee responsible for advising the Board of Directors, the Executive Committee and the General Assembly on international human and civil rights laws; reviewing, coordinating and fact finding of all rights complaints on behalf of GARE; and recommending strategies to promote and defend the rights of Ethiopians.

Article XI. Contracts, Checks, Deposits, Gifts and Grants

Section 1. Contracts:

The Board of Directors may authorize any officer or officers, agent or agents of GARE, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of GARE, and such authority may be general or confined to specific activities and instances in line with the vision, mission and goals of the GARE.

Section 2. Checks, Drafts and Other Financial Instruments: All checks, drafts or money orders for payment of money, notes and other evidence of indebtedness issued in the name of GARE, shall be signed and duly authorized only by an officer or two officer or officers, agent or agents of GARE and in such a manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or by the Assistant Treasurer if designated with the approval of the Executive Director and his or her absence by an officer duly assigned to act on his or her behalf.

Section 3. Deposits. All funds of GARE shall be deposited from time to time for the credit of the organization in such banks, trust companies or other repositories as the Board of Directors may select.

Section 4. Gifts and Grants. The Board of Directors may solicit and accept on behalf of GARE to fulfil its vision, mission and goals, any gift, contribution, bequest (donation or other) or other material for the general purposes or for any specific or special purpose so identified.

Article XII. Disclosures

GARE shall disclose the names of its members both as groups and as individuals and their locations on an ongoing basis.



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GARE shall keep an accurate account of funds received and expenditures incurred on an ongoing basis.

Article XIII. Books and Records

GARE shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the General Assembly, Board of Directors, the Executive Committee and committees having the authority of the Board of Directors. All books and records of GARE may be inspected by members or their agents or attorneys, for any proper purpose at any reasonable time.

Article XIV. Fiscal Year

GARE’s fiscal year shall begin on the first day of January and end on the last day of December of each year.

Article XV. Amendment to By-Laws

These By-Laws may be amended or repealed and new By-Laws may be adopted only when approved by a two-third majority of the General Assembly of GARE.

Certification

These bylaws were approved at a meeting of the General Assembly on -----

AB. Updated following meeting on March 31, 2015