

# MUTUAL AID ASSOCIATION, INC. (M.A.A.)

15451 Lee Highway, Centreville, VA 20121

## Rules and Regulations

[www.kwmaa.com](http://www.kwmaa.com)

Passed bylaws 2001. 5. 27 ( 1st General Meeting)

Ammended 2014. 5. 31 (12th General Meeting)

### Chapter 1 General Provisions

**Article 1 (Name)** The name of this company is Mutual Aid Association, Inc. (M.A.A.)

Hereafter, this is referred to as the Company

**Article 2 (Location)** This Company is located in the Korean Central Presbyterian church In Centerville, VA

**Article 3 (Purpose)** The purpose of this Company is to promote Mutual goodwill and well-being among members as well as to serve the community

**Article 4 (Business)** The proceeding articles are to achieve the goal of the Company

1. Understanding the need
2. Business which can contribute to the community
3. Assist to the Funeral Finance Assistance

### Chapter 2 Members

The number of the Company is limited to 1300

**Article 5 (Qualifications)** The membership sign-in is before 80 years of age

And understand of the rules of the Company and agree to the following rules are implied not to admit to the membership:

1. Those who are deemed unhealthy (Long-term chronic illness patients, those who entered the nursing home, and those who are in hospital for a long period of time. When it is needed this person may be asked to submit medical certificate
2. Those who taking illegal drugs
3. Those who will cause trouble to the operation of the Company

**Article 6 (Forfeiture)** Should the member violate the following covenants, the membership will be automatically nullified and all the rights therein to be forfeited

1. Violation of the regulation
2. Default of more than 3 payments of the fee(token of solace) or no response to such notice of the payment given to the member
3. Failure to report of Address change or to prove of alibi
4. False information in the membership application

### Chapter 3 Rights and Obligations

**Article 7 (Right and Obligation)** All members of the Company are entitled to have equal treatments, and obligations to pay the dues, and have to report to the authority of any change occurs.(address, name, phone number, etc.)

**Article 8 (Loss of Rights)** Upon the death of a member, all the membership rights are at lost

### Chapter 4 Dues and Death Benefit

**Article 9 (Application and membership Fee)** The fee will be of per individual.

1. \$100 (onetime payment) of the membership fee, and \$20 annual fee to be added for initial payment at the time of application
2. Said annual fee of \$20 must be paid not later than 15<sup>th</sup> day of February of the year. No prorated or fractional payment is allowed
3. Solace fee for the death will be \$10 in each case, and said fee must be paid within 15 days of notice by US Mail
4. Paid fee is not returnable If over paid, the portion of the over payment will be carried over to the next occasion of the case

**Article 10 (Payment of death benefit)**

Payment shall be paid 180 days from the date of the initial membership sign up

**Article 11 (Calculation of death benefit)** When member dies, it shall be based on the membership list at the end of the previous month. 5% is deducted as reserve

There is no compensation for cancellation mid-term.

**Article 12 (Ratio of the distribution)** Ratio of the payment is as follows:

1. It is not paid within six months after joining this membership
2. From the 6th month to one year: 20%
3. From one year month to two years: 25% delete month
4. From two years to three years: 30%
5. From three years to four years: 35%
6. From four years to five years: 40%
7. From five years to six years: 45%
8. From six years to seven years: 50%
9. From seven years to eight years: 55%
10. From eight years to nine years: 60%
11. From nine years to ten years: 65%
12. From 10 years to 11 years: 70%
13. From 11 years to 12 years: 75%
14. From 12 years to 13 years: 80%
15. From 13 years to 14 years: 85%
16. From 14 years to 15 years: 90%
17. After 15 years 100%

**Article 13 (Death Benefit Request)** In case of death of a member, the beneficiary should submit the original death certificate

**Article 14 (Payment of death benefit)**

The payment will be paid to the beneficiary in one week from the Company fund and shall be pay back to the Company fund after members contribution has been received

The death benefit claim should be made before six months after the death of the member. However, if the beneficiary cannot be reached, then the person who was handling the funeral procession will be paid

**Article 15 (Remediation of residual balance)** After the death benefit has been cleared according to the ratio of Article 12 of this Bylaws, the balance shall be deposited in the General Account of the Association

**Article 16 (Exception)** When a large number of member deaths occur the Representative members will be able to adjust the resolution

## Chapter 5 Meeting

**Article 17 (General Meeting)** The General Meeting shall be the supreme decision maker.

1. Review the Bylaw
2. The election of president, vice-chairpersons, representatives, auditors
3. Approval of budget
4. Work on property acquisition and disposal
5. Others: Handling important matters proposed by the plenary session
6. The fiscal year shall be calculated on May 1 of each year  
It ends on April 30<sup>th</sup> of following year

**Article 18 (Convening of General Meeting)** The president will reside as the chairperson of the general meeting.

The general meeting will be held every other year in May

1. Notice to all members using one or more daily newspapers and radio 20 days prior the meeting.
2. Send a notice of call to all members  
Notify the date and time, the place, and the agenda of the meeting
3. A quorum of the General Assembly shall be one-seventh or more of the total members
4. Other suggestion

**Article 19(Provisional General Meeting)** Temporally General Meeting shall be held within 20 days and shall be processed in accordance with the regular general meeting

**Article 20 (Representative Assembly)** Representatives shall be appointed by the president, vice chairman and advisers. The representative committee shall be composed to recommend delegates, officers and advisers

1. The term of an elected representative is two years, and delegates is One member per 100 members proportion
2. The delegate qualifications shall be one year or more years after joining the Company
3. The delegate council shall be called on for a meeting quarterly basis  
The president shall convene at the request of one third or more of the delegates

**Article 21 (Function of Representative Council)**

1. More than 1/2 delegates should attend the meeting and 2/3 or more of the delegates have to consent
2. When the general meeting is not possible
3. When sudden vacancy occurs

**Article 22 (Officers 'Meeting)** The officers' meeting shall convene when necessary.

The resolution of the board of directors shall be made by the attendance of more than 2/3 attendance and decides by more than 1/2 agreement.

**Article 23 (Function of Officers' Committee)** To carry out tasks related to

1. Delegated commissions
2. Budget to report to the General Assembly, settlement of accounts
3. Staff appointment and remuneration matters

**Article 24 (Composition and Duties of Officers' Assembly)** This job is to be divided into the following tasks.

1. President (1 person): Represents meetings and takes charge of all the meetings of the Company.
2. Vice-presidents (two): Assist the President and preside over the President when the President cannot preside the meetings
3. General Affairs (1 person): Assists the President, Administers, and manages the plenary session
4. Finance Affairs (1 person): This committee shall be responsible for the accounting and matters of the plenary meeting

**Article 25 (Advising Director)** The Company may have a few consultants

Advisor can contribute to the development of the Company and it has a virtue and it can be offered at the executive committee, and can advise about the operation

## Chapter 6 Election of Officers

**Article 26 (Election of Officers)** The President and Vice-president shall be responsible for two-thirds of the Representatives. Representatives are recommended and needs to be approved at the general meeting.

The term of office of the President and Vice-president shall be two years, but may be renewed

**Article 27 (Other officers)** Other officers are recommended by the President and Vice- presidents, and obtain consent from the Representatives

## Chapter 7 Audit

**Article 28 (Audit)** The auditor may attend and speak at the Representatives' meeting

1. All financial affairs and the business processing of this association
2. Report the results of the audit to the general meeting in writing
3. Regular audits are held once a year (May)
4. Two auditors and five or CPA will require a special audit  
Special audits may be conducted through professional actuaries
5. The auditor may attend and speak at the Representative meeting

## **Chapter 8 Reconciliation**

**Article 29 (Funds)** The plenary fund shall be consist of the entrance fee, the annual fee, face amount and special donations

**Article 30 (Accounting)** The Finance of the Company shall be divided into General Accounts and Special Accounts

1. General account: annual fee, balance from death benefit, other sponsored revenues
2. Special Account: Subscription Fee and Special Donation

**Article 31 (Accounting Execution)** All the personal (cash)

In accordance with the resolution of the board of directors, deposit to financial institutions.

1. Special accounts can be used for purposes other than the purposes of Article 3 of the General Assembly  
General account should be executed by the president and need to attach the evidence
3. The check must be signed by the President and the Financial Officer

## **Chapter 9 Secretariat**

**Article 32 (General Management)** All documents of the plenary meeting shall be submitted by the approval form Processing, inputting and recording on a computer

**Article 33** The following documents must be filled out and submitted to the Association  
Keeping records are as follows.

1. Original membership application----- Permanent
2. Members list (alphabetical, by unique number) ----- Permanent
3. Accounting books (general, special accounting) -----Permanent
4. List of property books and fixtures----- Permanent
5. Handling documents Other documents are in accordance with general administrative procedures

## **Chapter 10 Employee**

**Article 34** Paid officer is needed for effective execution of the plenary session

1. Paid clerical staff shall be hired by the decision of the board of directors
2. Paid clerical staff must follow the direction of the president and general affair, and must be faithful
3. Employee rules must be observed

## **Chapter 11 Dismantlement and property disposal**

**Article 35 (Dissolution)** In order to dissolve the Company, 1/2 of the member is required to agree

**Article 36 (Treatment of Property)** The resolution of the Representative Assembly dissolve this plenary session

## **Chapter 12 Supplementary Provisions**

1. Matters that are not clear with the general meeting convention, then it shall be decided by the Representatives council
2. The 8th Amendment shall take in effect after May 31, 2014 (12th General Meeting)