

# Application For A Sister City Relationship\*

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Milwaukee, WI 53202

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WEB: [www.milwaukee.gov/sistercities](http://www.milwaukee.gov/sistercities)



## APPLICANT ORGANIZATION

Name PAN-AFRICAN COMMUNITY ASSOCIATION (PACA)

Mailing Address 4063 N. 64th STREET UNIT A, MILWAUKEE, WI 53216

Website [www.panafricomma.org](http://www.panafricomma.org)

## PERSON IN CHARGE OF ORGANIZATION

Name MR. KHAY KHONG, BOARD MEMBER OF PACA Phone 414-688-7763 / 414-875-8825 / 262-352-7518

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## PROPOSED SISTER CITY

Name MEDAN Country INDONESIA Population 2.1 MILLION

## EXISTING OR PRIOR U.S. SISTER CITY RELATIONSHIPS

Existing N/A Prior SAN FRANCISCO

## Please attach the following information:

### Information about the proposed sister city:

- Demographics
- Geographic description
- Historical background
- Governmental structure
- Educational system
- Areas of mutual interest and involvement between Milwaukee and the proposed sister city in the areas of culture and business
- Details of communication and consultation with the sister city regarding the proposed relationship
- Information regarding the local organizational structure in the proposed sister city that will support the relationship

### Information about the applicant organization:

- Organizational status (e.g. 501c-3). List Board of Directors and attach bylaws
- Number of members and their professional and business background
- Goals of the organization regarding the proposed sister city relationship
- Current activities of the organization in relation to the proposed sister city
- Methods the organization will use to meet the goals of the proposed sister city relationship
- Financial base of the organization and funds available to support the sister city relationship
- Evidence of local community support for the sister city relationship, including additional financial support and interest in exchange programs

*\*Note: Prior to filing an application, a letter of intent to establish a sister city relationship should be submitted to the Sister Cities Committee.*

## **Information about the proposed sister city:**

### **City of Medan, Indonesia**

#### **Demographics**

The Republic of Indonesia has recently moved to the spot of the 15<sup>th</sup> largest economy in the World. Medan is at the forefront of Indonesia current economic boom. The city of Medan is the fourth largest in the Republic. The population of the city of Medan is 2.1 million. However, the metropolitan population is much larger at 4.2 million.

Medan is the largest city outside of the island of Java, on which the other top 3 cities Jakarta, Surabaya and Bandung are located. Medan has much more potential to grow than the other major cities.

Medan is more cosmopolitan than most parts of Indonesia. Major ethnic groups include Melayu or Malay, Aceh, Batak, Minangkabau, Javanese, Chinese and others. The Batak people are actually made up of several related but distinct sub-groups, and are one of the original inhabitants of this part of Sumatera. Medan has the largest Chinese population in Indonesia, and this community has long-standing trade relations with their counterparts in other Asian countries. Due to the past government's relocation efforts, the largest ethnic group in Medan is the Javanese. Strong ethnic ties with the main administration on Java island is definitely an advantage.

The main religion in Medan is Islam. Christianity, Buddhism and others are also well-represented in this cosmopolitan city.

#### **Geography**

Medan is situated on the island of Sumatera (or Sumatra), the largest of Indonesia's 13,000 islands. Sumatera is rich in natural resources and has much land for growth.

Although Sumatera has lost a lot of its jungles to "slash and burn" cultivation, there is still much original vegetation than could be conserved. No other Indonesian island can boast more varied flora and fauna than Sumatera. It is home to the Orang Utan, tapir, Sumatran tiger, Sumatran rhinoceros, Sumatran elephant, and the world's largest flower, Rafflesia.

One of the important features Medan shares with Milwaukee is its lake. Lake Toba is one of the world's natural wonder formed by a supervolcano. The Lake Toba area is also one of Indonesia's top tourist destinations. Medan also has a major seaport, Belawan. Medan is located just North of the Equator. Like the rest of Indonesia, it has a tropical climate.

## **History**

Medan began as a village called Kampung Medan in ancient times. Under Dutch colonial rule, it was an administrative center and a tobacco-growing region. In the 19<sup>th</sup> century, Medan grew into a major metropolis. Its population had always been diverse. Sumatera was one of the legendary spice islands that changed the course of history. European powers sailed out in search of direct trade routes to spices and gold and discovered the New World instead. In the 14<sup>th</sup> century, Sumatera was a bustling international trade region, with merchants from as far as the Middle-east, African, India and China. Sumatera fell to colonial powers in the 17<sup>th</sup> century. Today, pepper remained one of its main exports, in addition to New World crops such as coffee, cocoa, palm oil and rubber.

## **Governmental Structure**

The Republic of Indonesia is a constitutional republic with a presidential system. Mr. Susilo Bambang Yudhoyono is the 6<sup>th</sup> President of Indonesia and has been in office since 2004. His government has achieved great political and economic stability.

The People's Consultative Assembly (MPR) is the legislative branch in Indonesia's political system. The Regional Representatives Council (DPD) is the upper house of Assembly. The lower house is the People's Representative Council (DPR) which has 550 members.

Indonesia has 33 provinces, with a number of recent additions to its original 27. Due to its size, ten of these provinces are on the island of Sumatera.

Medan is the capital of North Sumatera, one of the high-growth provinces. The mayor of Medan is Dzulmi Eldin. The city has mapped out strategic growth, with medium-term goals (5-year plan) and long-term (15-year plan) through 2025.

For details on the administration of the city of Medan, there is highly informative Medan administration website:

<http://pemkomedan.go.id/new/>

This site can be easily auto-translated from Indonesian to English.

## **Education**

The education system is similar to the American system. It is historically based on the Dutch education system. It has the following levels: primary school (grades 1 – 6), middle school (grades 7 – 9), high school (grades 10 – 12), and tertiary education (University or College).

Medan is an important tertiary education center. It has 3 major public universities, namely University of North Sumatera (USU), Medan State University (Universitas Negeri Medan or UNIMED) and Islamic University of North Sumatera. Like University of Wisconsin-Milwaukee, Medan State University has its

roots as a teacher's training college. There is a technical college called Medan State Polytechnic. Medan has many private colleges including the Medan International School.

University of North Sumatera (Universitas Sumatera Utara or USU) was established in 1952, 3 years after Indonesia's independence. It is the largest in Medan with over 100 programs. It has been used as the blueprint for other public universities such as University of Banda Aceh.

The city is planning to build a major 3-storey public library.

### **Areas of Mutual Interest with Milwaukee**

The city of Medan is a great choice as a sister city for Milwaukee. It has multitude economic and cultural exchange possibilities.

Medan is an economic powerhouse. Its major industries are:

- Industrial crops – palm oil, natural rubber, cocoa, tobacco, coconut oil, coffee, tea, pepper, spices
- Fishery and canning
- Oil refinery
- Textiles
- Machinery
- Automobile assembly
- Manufactured food products
- Traditional medicine and cosmetics (jamu)

Milwaukee's strengths include industrial technology, agriculture, bioscience, healthcare, machinery and manufacturing. Indonesia has much to benefit from the transfer of technology in these industries. Milwaukee is gaining ground as a global water research with its new Water Council Center. This should be of great interest to Medan. Water supply is crucial for its manufacturing.

Medan has sister city programs with the following top cities: San Francisco (US), Melbourne (Australia), Ichikawa (Japan), Madaba (Jordan), Penang and Ipoh (Malaysia), Kwangju and Incheon (South Korea) and Chengdu (China). Adding Milwaukee to the list is mutually beneficial. It gives Milwaukee instant access to these cities for future sister city programs.

Milwaukee has several great universities and colleges such Marquette University, University of Wisconsin-Milwaukee, MSOE, Medical College of Wisconsin, Alverno, Mount Mary, Concordia, etc. There could be more research and exchange programs.

Indonesia is one of the World's most diverse nations, with over 300 ethnic groups. Medan is a gateway to this world of diversity. Like Milwaukee, Medan is proud of its rich ethnic heritage. Milwaukee stands to gain with this initiative.

The middle-class population in Indonesia is growing at an exponential rate, and that means a need for more products and services. The export opportunities are great for Milwaukee companies.

## **Communication and Consultation with Medan**

The Chamber of Commerce of Medan is the NGO that will spearhead this initiative. The organization is headed by Mr. Rudi Zalman. The Indonesian Consulate General in Chicago has given its full support for this initiative. Mr. Alberd Pardede, Consul for Economic Affairs, is the main contact at the Consulate.

Medan has an impressive list of sister programs. An organizational structure could be proposed by the city of Medan based on its experience.

## **Information about the NGO:**

### **Pan-African Community Association (PACA)**

**PACA's organizational status:** 501c-3

#### **Board of Directors:**

O. Peter Akubeze, President (Department of Africology, University of Wisconsin-Milwaukee)

Kwabena Falson, Vice President (Retired, Brady Corporation)

Fessahaye Mebrahtu, Executive Director (PACA)

Solomon Tesfai, Treasurer (Miller Coors)

Ishaq Andreku, Secretary (IT professional, African music expert)

#### **Board Members:**

Dr. Peter Ruta – Retired from Froedtert Hospital – Chaplain Director and Psychologist (Therapist)

Paulette Bangura – Faculty Staff - UWM-School of Continued Education: Center for Urban Community Development

William Johnson – Urban Economic Development Association

Dr. Aaron Buseh – Professor – UWM-College of Nursing

John Avudria – IT Consultant – Johnson Controls

Khay Khong – International Marketing & Sales Director, Inpro Corporation

Yainkain Fofana – Self-Employed Entrepreneur

Dr. Alemayehu Dashow – Blood Center of Wisconsin (a veterinarian by training and long experience in Ethiopia)

Steven Kaimuiru – Self-Employed – Entrepreneur (Civil Engineering Business Owner)

Serge Miamiaghe – Financial Analyst – General Motors Financial Services

John Muoria – Bio-Chemist and Master Brewer, Miller-Coors Brewery

Claire Von Fossen – Fund Developer for Nonprofit organizations

Tsimankinda Kadima – Retired Teacher: Milwaukee Public Schools (MPS)

### **Goals of PACA regarding the sister city relationship:**

PACA has a division called African Diaspora Development Institute (ADDI), which coordinates resource development programs such as sister city initiatives. The African immigrants and refugees are over 3 million in the United States, and among the most highly educated and upward mobile compared to other groups. ADDI was formed to reduce the effects of brain-drain by opening up entrepreneurial and cultural exchange opportunities between USA and Africa.

PACA provides social services to a large number of Southeast Asian refugees. In the African spirit of community, this Medan-Milwaukee sister city initiative is a natural fit under PACA's ADDI.

### **Current Activities of PACA in relation to the proposed sister city**

PACA is in communication with the NGO in Medan City, the Chamber of Commerce of Medan, and also the Consulate General of Indonesia in Chicago. We are also reaching out to the Indonesian community in the metro Milwaukee area. We have also offered to assist in Midwest-Indonesian Forum scheduled for June 4<sup>th</sup> in Milwaukee.

### **Methods that PACA will use to meet the goals of the proposed sister city relationship**

The local African communities are organized by nationality or ethnicity. PACA acts as a conduit, encouraging these local communities to spearhead sister city relationships with their African places of origin. We will use the same approach to reach out to the local Indonesian and Asian communities for funding and support.

PACA has direct experience with sister city relationships. It has two projects, namely, Morogoro in Tanzania and uMhlathuze in KwaZulu Nata, South Africa. Another project with Bomet County in Kenya is being developed.

### **Financial base of the organization and funds available to support the sister city relationship**

The financial backing will come from ADDI's efforts to raise funds through the various local African and Asian communities. This extends beyond the communities in Milwaukee and should include the rest of the state of Wisconsin, and even Illinois.

### **Evidence of local community support for the sister city relationship, including financial support and interest in exchange program**

The Asian community in Milwaukee is vibrant and growing. Indonesia is a major Asian country, and a sister city relationship will create much excitement. It will bring mutually beneficial exchange in trade, culture, education, research and goodwill.

There are Indonesian students and faculty members at top colleges in Wisconsin— Marquette University, University of Milwaukee-Milwaukee, University of Wisconsin-Madison, MSOE, etc. There are also professionals in Milwaukee and Madison who are from Indonesia. There are a number of Indonesian and Malaysian restaurants that the Indonesian community often meets at. In fact, one of the restaurant owners is from the city of Medan.

PACA has resettled a significant number of Myanmar refugees who had lived in Malaysia on transit. Many learned to speak Malay or Indonesian fluently. They stand to benefit from this relationship with Indonesia.

The outlook on financial support and interest in the program is excellent.





Pan-African Community Association, Inc.  
Milwaukee, WI



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# **BY-LAWS OF PAN-AFRICAN COMMUNITY ASSOCIATION**

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## **1 ARTICLE I: NAME OF THE MISSION**

The name of the organization shall be Pan-African Community Association, Inc., or PACA.

### **1.1 Mission Statement of PACA**

PACA brings together all the people of African descent to preserve and enrich African cultural values through education, empowerment, dialogue and serving the needs of the greater Milwaukee community.

### **1.2 Vision Statement of PACA**

PACA envisions that African refugees and immigrants make a smooth adjustment into the American society, enjoy the rights, and fulfill their obligations as integral members of their community.

### **1.3 Goals and Objectives of PACA**

PACA achieves its goals by facilitating the adjustment process of new African immigrants and refugees to the American way of life with dignity and directs them to available resources.

PACA preserves and enriches African cultural heritage through cultural celebrations, and by connecting refugees and immigrants to their cultural, national, ethnic and religious communities in the Greater Milwaukee area.

PACA provides ways and means to strengthen family relationships through interfamily and community support.

PACA brings together all communities, especially the African and African American communities through a series of dialogue, educational workshops, and panel discussions.

PACA also increases community awareness of African issues that impacts our humanity.

## **2 ARTICLE II: MEMBERSHIP**

### **2.1 Membership**

Africans, African-Americans and others who are committed to further the mission and vision of PACA may be members. The Board of Directors of PACA shall reach out to all African national communities to enlist their membership in the Association.

## **2.2 Meetings of Members**

An annual meeting of the members for the election of the executive committee and for the transaction of other business shall be held in the month of April 15, but not later than the month of May 15. The Executive Committee will designate time and location. If the Executive Committee shall fail to call an annual meeting as required by the preceding article, any active member may, by written notice to the other active members call such an annual meeting.

## **2.3 Special Meetings**

Special meetings of members for any purpose or purposes may be called from time to time by the Executive Committee or at the request made, in writing to the Committee by one-third of the active members. The notice for any such meeting shall state the purpose or purposes thereof, and the initiator(s) of the meeting. Emergency meetings of the Executive Committee or members of the association may be called by electronic communication at any time.

## **2.4 Notice of Meetings**

Written notice of any regular or special meetings of members shall be sent by mail or e-mail to each active member at least fourteen (14) days but not more than thirty (30) days prior to such meeting.

## **2.5 Voting by Members**

Active members will be entitled to one vote per member on all matters requiring a vote of the membership of the organization. Only active members can serve as proxy. Unless authorized by the Executive Committee no member can serve as proxy for more than one (1) person. Any vote for the Executive Committee or officers shall be by ballot. The secretary at the meeting will report the count of ballots.

## **2.6 Quorum of Members**

At all meeting of members, a simple majority of the active members of the Organization present in person shall constitute a quorum to conduct a meeting. If a quorum shall not be present at any meeting of members, those present in person represented shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until requisite quorum shall be present.

## **2.7 Special Matters Requiring Approval of Members**

The approval of the active members shall be required to: (1) amend the Articles of this Association; (2) provide for mergers into or with, or consolidation with another association or corporation; and (3) provide for the voluntary dissolution of this association, or other disposition of all or substantially all of the property or assets of this Association.

### **3 ARTICLE III: BOARD OF DIRECTORS**

Except for such powers as may be delegated by these By-laws to the officers of the Association, the policy matters of the Association shall be vested in its Board of Directors, while the Executive Committee shall be charged with the management of the affairs of the Association. No individual member of the Board of Directors shall have the authority of making statements affecting Association policy to the press or the other groups except for such powers as may be delegated by these By-laws to the members of the Board of Directors of the Organization.

#### **3.1 Size of Executive Committee and Term of Office of Board of Directors**

The Board of Directors shall be comprised of the Board Chairperson and four Board members. All members to serve on the board shall be active members of the Association. Board members shall be elected to serve for a period of two years. Each member shall serve until s/he be removed or until her/his successor shall be elected.

#### **3.2 Election of the Board of Directors**

The election of the Board of Directors will be conducted solely and voted upon by active members at the initial general meeting and thereafter at an annual meeting every two years. Active members may nominate up to eight members to contest for the five positions of the Board of Directors. The board member who gets the highest votes will become the Board Chairperson. The remaining Board members will be voted to the remaining top four nominees for the board membership. Any person so nominated shall give his/her consent to the nomination prior to the election.

The initial Chairperson of the Executive Committee will be Chairperson of the Board of Directors and the remaining four Board members will be the Secretary, the Treasurer, and two Councilors. At the initial general meetings of the Association (following the incorporation of the Association), the Board of Directors will be elected as specified in these By-laws.

#### **3.3 Resignation of a Board Member**

Any Board member may resign at any time by giving written notice of such resignation within thirty (30) days to the remaining members of the Board of Directors.

#### **3.4 Vacancy on the Board of Directors**

With the exception of the Chairperson, one or two vacancies on the Board of Directors may remain open until the next meeting of all members of the association. In case of the position of the Chairperson of the Board or more than two ordinary members of the board being vacant, then an emergency meeting of all members of the association shall be

called to conduct voting to fill the vacant positions. Any member so elected by the special members meeting shall hold office and serve until the term of their predecessors expire.

### **3.5 Meeting of the Board of Directors**

The Board of Directors shall meet at least two times each year at places designated by the Executive Committee. Special meetings of the Committee may be called by the Chairperson or at the request of any two members of the Board of Directors. Notice of special meetings shall be given at least fourteen days prior to such meeting. The Chairperson may call emergency meetings of the Executive Committee by electronic communication at any time, as s/he deems fit and necessary.

- a. If at any meeting of the Board of Directors a quorum shall not be present, the members present at the meeting shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until the requisite number of members constituting a quorum shall be present.
- b. All Board meetings shall be conducted in closed sessions.

### **3.6 Removal of Members of the Board of Directors**

With the exception of the Chairperson, any member of the Board of Directors may be removed from office by the affirmative vote of a quorum of Board of Directors, members present at a regular or special meeting, for conduct detrimental to the interest of the Association, for the lack of sympathy with its objectives, for refusal to render reasonable assistance in carrying out its purposes, or for being absent for three (3) consecutive meetings of the Executive Committee without justifiable cause. Any such member proposed to be removed from office shall be entitled to written notice of proposed action mailed fourteen (14) days prior to the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

### **3.7 Quorum of the Board of Directors**

Fifty percent (50%) plus one of the existing members of the Executive Committee shall constitute a quorum.

### **3.8 Duties of the Board of Directors**

The main function of the Board of Directors will be to set the Association policy and ensure that the Executive Committee and other Association officers follow those policies. In this regard, the Board will be the custodian of the Association policy and will act in a manner such that the original purpose of the association is properly implanted and where change is deemed necessary then the correct procedure as specified in these by-laws is followed to institute such change.

## **4 ARTICLE IV: EXECUTIVE COMMITTEE**

### **4.1 Powers of the Executive Committee**

Except for such powers as may be delegated by these By-laws to the officers of the Association, the powers of the Association shall be vested in its Executive Committee, and the Executive Committee shall be charged with the management of the affairs of the Association.

No individual Executive Committee Member shall have the authority of making statements affecting Association policy to the press or other groups except for such powers as may be delegated by these By-laws to the members of the officers of this Corporation.

### **4.2 Size of Executive Committee & Terms of Office of Executive Committee**

The Executive Committee shall be comprised of the Chairman, the Deputy Chairman, the Treasurer and his/her deputy, the Secretary, and his/her deputy and two (2) councilors. All members to serve on the committee shall be active members of the Association. Committee members shall be elected to serve for a period of two (2) years. Each member shall serve until he/she shall be removed or until his/her successor shall be elected.

### **4.3 Election of Executive Committee**

The election of the Executive Committee will be conducted solely and voted upon by active members at the initial general meeting and thereafter at an annual meeting every two years. Active members may nominate up to three members to contest for each position on the Executive Committee excluding the deputies and councilors. The deputy for each position will be the runner-up. The councilors will be selected from the top two nominees for the councilor position. Any person so nominated shall give his/her consent to the nomination prior to the election.

### **4.4 Resignation of Executive Committee Member**

Any Executive Committee Member may resign at any time by giving written notice of such resignation to the Committee, which shall act immediately thereafter.

### **4.5 Vacancy on the Executive Committee**

With the exception of the Chairman, any vacancy on the Executive Committee may be filled by a majority vote of Executive Committee members then in office. Any member so elected by the Executive Committee shall hold office and serve until the term of his/her predecessor expires.'

### **4.6 Meeting of the Executive Committee**

The Executive Committee shall meet at least six (6) times each year at places designated by the Executive Committee. Special meetings of the Committee may be called by the Chairman or at the request of any four (4) members of the Executive Committee. Notice of special meetings shall be given at least fourteen (14) but not more than thirty (30) days prior to such meeting. The Chairman may call emergency meetings of the Executive Committee by electronic communication at any time, as he/she deems fit and necessary.



- a. A member in attendance at a meeting by electronic communication pursuant to which he/she may be heard by, and may hear all of the other members, shall be deemed to be present in person and may vote on all matters presented at the meeting. A majority of the members present in person or by electronic communication shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Executive Committee. The Executive Committee may designate times and places of regular meetings, and upon such designations such meetings shall be deemed duly called with or without the giving of notice.
- b. If at any meeting of the Executive Committee a quorum shall not be present, the members present at the meeting shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until the requisite number of members constituting a quorum shall be present.
- c. All Executive Committee Meetings shall be conducted in closed sessions.

#### **4.7 Removal of Members of the Executive Committee**

With the exception of the Chairperson, any member of the Executive Committee may be removed from office by the affirmative vote of a quorum of Executive Committee members present at a regular or special meeting, for conduct detrimental to the interest of the Association, for the lack of sympathy with its objectives, for refusal to render reasonable assistance in carrying out its purposes, or for being absent for three (3) consecutive meetings of the Executive Committee without a justifiable cause. Any such member proposed to be removed from office shall be entitled to written notice of proposed action mailed fourteen (14) days prior to the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

#### **4.8 Quorum of the Executive Committee**

Fifty percent (50%) plus one of the existing members of the Executive Committee shall constitute a quorum.

#### **4.9 Election and Duties of the Chairman**

##### **4.9.1 Election of Chairman**

At the initial general meeting of members and thereafter at an Annual meeting, “qualified” active members shall elect, as described in Article II section 2, the Chairman of the Executive Committee who will also be Chief Executive of the Association.

The Chairman shall be elected to serve in that capacity for a period of two (2) years or until his/her successor shall be elected, unless he/she shall be removed from office by a vote of “no confidence” by a majority of active members at a meeting called by the remaining Executive Committee members.

#### **4.9.2 Duties of the Chairman**

The Chairman of the Association shall have all powers and shall perform all duties commonly incident to and vested in the office of Chairman of an Association, including but not limited to being chief executive officer of the Association, preparing the agenda for the Annual Meeting at which her or she presides, and having general knowledge of and responsibility for supervision of the business of the Association. The Chairman of the Association shall also have the following specific powers:

- The Chairman calls and presides at all meetings of the Association including meetings of the Executive Committee.
- Assumes the function of chief spokesperson of the Association.
- Represents the Association to the conferences and public forums.
- Coordinates the Association's public relations activities in consultation with the Executive Committee members.
- Calls emergency meetings of the Executive Committee when he/she deems it fit necessary.
- The Chairman, with the approval of other Executive Committee members, shall appoint chairpersons for standing committees and sub-committees as may required by these By-laws and shall be and ex-officio member without vote of all committees, unless otherwise specified in these By-laws.
- The Chairman with the approval of other Executive Committee members shall have the power to suspend the activities of any Standing Committee or to leave the chair of any Standing Committee vacant for the duration of his/her term of office.
- The Chairman, with the approval of other Executive Committee members, shall have the power to appoint special or ad-hoc committees as may be required.
- The Chairman shall also perform such other duties as other members of the Executive Committee may from time to time designate.

#### **4.10 Duties of the Deputy Chairman**

The deputy Chairman will assist the Chairman on all matters of the Association, and execute the duties of the Chairman in his/her absence.

#### **4.11 Duties of the Secretary and Deputy Secretary**

The Secretary shall attend all meetings of the Executive Committee, any standing committee and all meetings of the members and record all proceedings of the meetings of the members in a book to be kept for that purpose. The Secretary shall have custody of the corporate seal of the Association and he/she shall have authority to affix the same to any instrument requiring it and when so affixed, it may be attested by his or her signature. In the absence of the Secretary, the deputy Secretary shall perform all the duties pertaining.

The Executive Committee may give general authority to any other officer(s) to affix the seal of the Association and to attest the affixing by his or her signature. In addition to

keeping accurate minutes of the proceedings of the members, Executive Committee, and committees of the Executive Committee, the Secretary shall keep at the principal office of the Association a record of the names, addresses and telephone numbers of the members of the Association entitled to vote. Such information (addresses and members telephone numbers) shall at all times be kept and used specifically for the Association's activities and treated as confidential by all members of the Executive Committee.

#### **4.12 Duties of the Treasurer and Deputy Treasurer**

The Treasurer shall have custody of the Association's funds and securities, shall keep full and accurate amounts of receipts and disbursements, and shall keep correct and complete books and records of accounts. The Treasurer shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Executive Committee. The Treasurer shall render to the Chairman and the Executive Committee at its regular meetings, or when the Executive Committee so requires, and account of all his/her transactions as treasurer and of the financial conditions of the Association. The Treasurer shall prepare and present Annual Statements of Account and budget to the Annual Meeting of members. The Annual Statements of Account and budget will also be posted on the World Wide Web site of the Association. In the absence of the Treasurer, the Deputy Treasurer shall perform all the duties pertaining.

#### **4.13 Compensation of Officers**

The Executive Committee shall have the power to pay reasonable compensation for duties performed and/or expenses incurred by any member or officer.

### **5 ARTICLE V: STANDING COMMITTEES**

#### **5.1 The Executive Committee**

The Executive Committee shall have the power to increase or decrease the number of Standing Committees are (i) Education committee, (ii) Social and Cultural Committee, (iii) Budget and Finance committee and (iv) Publications Committee (v) Economic and social development committee.

#### **5.2 Education Committee**

The Education Committee shall consist of no fewer than four (4) members. Charged with planning, organizing and carrying out all educational activities and other forums for enrichment of the Association's membership. This Committee may coordinate its plans and activities closely with those of the Social and Cultural Committee.

#### **5.3 Social and Cultural Committee**

The Social and Cultural Committee shall consist of now fewer than four (4) members. Charged with planning, organizing, and carrying out all social and cultural activities for the enrichment of the membership and the community. This Committee may coordinate

its plans and activities closely with those of the Education and Budget and Finance Committees.

#### **5.4 Budget and Finance Committee**

The Budget and Finance Committee shall consist of no fewer than three (3) members. The Treasurer shall serve as the Chairperson of this committee. The committee shall be responsible for all financial matters affecting the Association. The committee shall prepare all necessary recommendations for and needed by the Executive Committee and it shall work closely with all other committees especially in matters involving finances.

#### **5.5 Publications Committee**

The publications Committee shall consist of no fewer than three (3) members. The committee shall be responsible for fund raising including promotion of financial activities that are conducted by its members. This Committee shall be responsible for maintaining the World Wide Web site of the Association, editing, publishing, and distributing the Association's newsletter and all other publications to the membership, other individuals and organizations that have working relationships with the "PACA", as well as publicizing the aims and objectives of the Association.

#### **5.6 Economic and Social Development Committee**

The Economic and social development Committee shall consist of no fewer than three (3) members. This committee will be responsible for fund raising including promotion of financial activities that are conducted by its members. This committee will also be responsible for raising awareness within the community about various economic activities that are available to them and in helping them secure such assistance that may be needed in engaging in it. This committee will be able to raise funds from such sources as contributions, grants, and donations from various organizations, foundations, and individuals. It will also be able to derive income from functions and activities organized by or on behalf of the association members. The committee shall work closely with all other committees especially with the Budget and Finance committee in matters involving finances.

#### **5.7 Appointment of Committee Members**

The Chairman of the Association, with the approval of the Executive Committee, shall appoint such committees and task forces as shall be prescribed by the Executive Committee from time to time. Members of each Committee will be appointing their chairperson. The chairperson of any committee for failure to perform his/her duties to the satisfaction of the Executive Committee.

## **5.8 Terms of Office**

Terms of office for chairpersons and members of the Standing Committees shall be for two years.

## **5.9 Meeting of Standing Committees**

Unless otherwise provided by the Executive Committee upon designation of a committee, each committee designated shall operate under the rules set forth in this paragraph. Meetings shall be called by the chairperson of the committee, the Chairman of the Association, or any member of the committee and may be held upon 24 hours notice, e-mailed or written notice delivered by hand, or upon other written notice given not less than fourteen (14), but not more than thirty (30) days, prior to such meeting.

## **6 ARTICLE VI: FINANCIAL ADMINISTRATION**

1. All expenditure will have to be authorized by the Chairman of the Association.
2. All checks or demands for money shall be co-signed by the Treasurer and the Chairman of the Association or the Deputy Treasurer.
3. All funds of the Association shall be deposited in a bank or banks designated by the Executive Committee.
4. The Executive Committee shall annually designate and direct the officers to engage an independent public accountant to audit the accounts of the Association.
5. The fiscal year of the Association shall be from January 1 to December 31 of each year.

## **7 ARTICLE VII: DUES**

1. Dues for membership in the Association shall be determined once during each calendar year by members at the annual general meeting and shall be payable upon application for membership and thereafter on a monthly basis or as may be determined by the executive committee from time to time. Emergency contributions shall be considered due when called upon. All dues are non-refundable.
2. Dues shall be considered past due ten (10) days after beginning of each month. Member's rights and privileges as described in these By-laws shall be denied any member whose dues are delinquent. A member whose dues are delinquent shall be granted a grace period of three months. The membership will be restored upon payment of all past dues plus a penalty to be set by the executive committee from time to time. The Treasurer may recommend that a member whose dues are delinquent be dropped from membership, and a majority vote of the Executive Committee shall be required to confirm such action. Bounced checks will carry a

surcharge of an amount that will be set by the Executive Committee from time to time but will not be less than \$25.00.

## **8 ARTICLE VIII: MISCELLANEOUS**

1. **Notices:** Unless otherwise indicated herein, when notices are required to be given by e-mail or first class mail, postage paid, addressed to the party to be notified at the last address shown for such party on the books and records of the Association or shall be hand delivered to such party at such address. Written notices required hereunder shall be deemed to have been given when mailed or in the case of hand delivery, when delivered.
2. **Record Dates:** Where notice is required to be given to members, it shall be given as may be designated by the person giving such notice to the members who are members of records as of a date certain not more than thirty (30) days prior to the date the notice is given.
3. **Inspection of Books and Records:** The books and records of the Association shall be available for inspection by any Active member, or his agent or attorney, for any proper purpose by giving five days notice.

## **9 ARTICLE IX: INDEMNITY FOR THE EXECUTIVE COMMITTEE AND OFFICERS**

**Indemnification:** This Association shall indemnify any person who was or is a party threatened, to be made a party to any threatening, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative by reason of the fact such person is, or was a member of the Executive Committee of this Association against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner he or she is reasonably expected to be in, or not opposed to, the best interests of the Association, and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

## 10 ARTICLE X: AMENDMENTS

1. These By-laws may be amended at any time by a majority vote of the Executive Committee then in office, provided, however, that any amendment that alters or affects the right of the members to elect, or remove, the Executive Committee, or any one of them, shall require the approval of a majority of the active members.

2. \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**PAN-AFRICAN COMMUNITY ASSOCIATION, Inc.**

**Amendments of Bylaws**

1. Pan-African Community Association is organized exclusively for charitable and/or educational purposes, including such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earning of the Pan-African Community Association, Inc., shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying of propaganda, or otherwise attempting to influence legislation, and organization shall not participate in, or intervene in (including the publishing or distribution of statements) any campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on:
  - a. By an organization exempt from federal income tax section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code,
  - b. By an organization, contributions to which are deductible under 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon dissolution of the Pan-African Community Association, Inc., assets shall be distributed for one or 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 public purpose. Any such assets not disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization or organizations, as said Court shall determine which are organized and operated exclusively of such purposes.

As of this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ these amendments shall be included in the main Bylaws of the Pan-African Community Association, Inc.

\_\_\_\_\_  
Signature of Board Officer

\_\_\_\_\_  
Signature of Board Officer

\_\_\_\_\_  
Signature of Board Officer



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAR 24 2008

PAN-AFRICAN COMMUNITY ASSOCIATION  
6222 W CAPITOL DR STE 101  
MILWAUKEE, WI 53216

Employer Identification Number:  
20-0247902

DLN:

17053054801088

Contact Person:

MICHELLE A GLUTZ

ID# 31213

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated June 2004, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

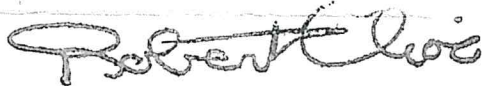
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## 10 ARTICLE X: AMENDMENTS

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2.

Enrija  
Chairman

COPY

[Signature]  
Secretary

PAN-AFRICAN COMMUNITY ASSOCIATION, Inc.

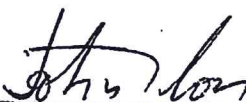
Amendments of Bylaws

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  - a. By an organization exempt from federal income tax section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code,
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As of this 10<sup>th</sup> day of May in the year 2004 these amendments shall be included in the main Bylaws of the Pan-African Community Association, Inc.

  
Signature of Board Officer

  
Signature of Board Officer

  
Signature of Board Officer

DECLARATION

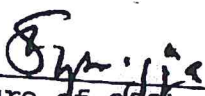
We declare that the Set of the Bylaws (organizing document) of

PAN-AFRICAN COMMUNITY ASSOCIATION (insert name of organization)

was adopted by two or more members of our governing body on

September 20, 2003 (insert exact date - mm/dd/yy).

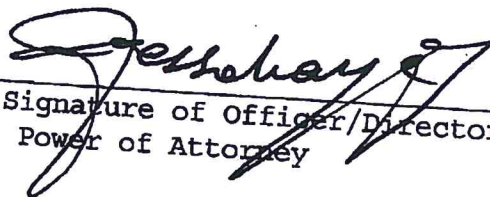
The copy submitted with our application is a complete and accurate copy of our original document, which was signed and dated by at least two of our officers.



Signature of Officer/Director/  
Power of Attorney

May 17<sup>th</sup>, 04

Date



Signature of Officer/Director/  
Power of Attorney

May 10, 2004

Date