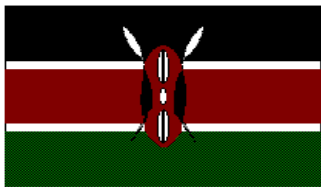


# HALALA USA

## STANDARDS OF OPERATION

REVISED EDITION

Registration form at the back of this document.



@ HALALA

We believe:

In our common Heritage In our common Interests

That we have a duty to support Our brethren in all things noble and  
Lawful. That injury to one of us is Injury to all of us. That the right to  
life, liberty & happiness is, and by necessity ought to be the goal of our  
existence. That we can and we must stay united.

Document revised on November 5<sup>th</sup> 2011 for implementation on January 2012 under the no  
member left behind reform at Halala USA

# THE ACT OF FOUNDATION

## HALALA USA WAS FOUNDED IN 2004 AND REGISTERED AS AN ORGANIZATION IN 2006 WITH AN INTENTION

1. To operate as a non-profit, non-denomination, non-political and voluntary organization.
2. To stem diseases through community education programs and provide access to healthcare services to Western Kenya.
3. To develop and implement community based projects in Western Kenya.
4. To educate foreign-born Kenyans about the land of their ancestry, culture, heritage and language.
5. To foster cooperation with business and community leaders of Kenya.
6. To create an environment that would favor development in Kenya.
7. To promote sporting activities for youth in remote and isolated areas of Kenya.
8. To serve as a resource network for the community and their affiliates.
9. To create and coordinate welfare programs for its members in times of bereavements, special events, and special circumstances.
10. Create a forum to foster unity among people of Kenya abroad.

# STANDARDS OF OPERATION HALALA USA

1. What is Halala?
2. Full membership.
3. Associate membership.
4. Becoming a member of Halala.
5. Halala USA Policies.
6. Current Welfare package.
7. Procedure at the time of bereavement.
8. Procedure at every Halala meeting.
9. Recreation and fundraising events.
10. Halala USA events.

## WHAT IS HALALA?

Halala is a charitable non-profit, non political, non denomination & Voluntary organization that was started in 2004 and registered in 2006. Halala aims at uniting Kenyans Living in USA to provide aid to the most disadvantaged residents of Kenya. Halala's many objectives includes stemming out treatable diseases through community education programs and provide access to healthcare services in that region.

Halala also plans to educate foreign-born about the land of their ancestry, culture, and heritage.

Halala provides a comprehensive welfare program addressing among others; funerals, special events, and special circumstances.

Today Halala operates as one organization here in the USA and has sister Chapters in Kenya.

## **FULL MEMBERSHIP**

Shall be awarded to all people from Western Kenya by birth, marriage, adoption or residency.

## **ASSOCIATE MEMBERS**

1. Shall be awarded to any interested person outside the circle of eligibility who has expressed interest in Halala programs and has demonstrated their love and support to the goals and objectives of Halala.
2. Associate members from Kenya must enroll in Welfare programs unless with acceptable reasons not to be part of the program.
3. Such member cannot hold office but has a right to vote on any matters related to welfare and programs of interest.
4. Will participate in all Halala welfares and projects and can also be a beneficiary of programs like free medical camps in interested – Programs only geared for Kenyans only.

## **BECOMING A MEMBER**

Any person considered eligible for membership and desiring to become a member of Halala shall become a member upon completing an application form at the back of this document and paying his/her membership fees and annual subscriptions as determined by the annual general meeting held yearly.

## HALALA USA POLICIES

1. Halala USA will maintain current welfare programs already being implemented by the organization under one umbrella.
2. Halala USA will also maintain both treasuries one who will be responsible for the Nyumbani Welfare and the other for USA Welfare and overall financial matters of the organization.
3. When registering with Halala USA one must also enroll in the welfare programs as well unless determined not necessary by Halala officials.
4. New Members will have a grace period of two months after registering to become a beneficiary of the welfare programs.
5. To remain eligible for Halala welfare programs, a member is required to pay initial payment at registration and yearly subscriptions by January of every year.
6. Once payments are made out members will replenish the balance one month after to enable the treasury to pay the next person in need.
7. Reduce annual memberships from \$50.00 to \$30.00 a year payable directly to Halala USA treasury with a completed application form.
8. Adapt current leaders of existing chapters to the Executive counsel of Halala USA and assign them leadership responsibilities.
9. Merge all Halala Chapters and maintain one organization **HALALA USA**  
Reduce membership/annual subscriptions from \$50.00 to \$30.00 a year.  
Renewals not received by February 1<sup>st</sup> of every year will be deemed inactive and their welfare benefits will be suspended until they comply.
10. Members who skip to renew their yearly subscription with Halala USA, upon return will rejoin with \$60.00 and not \$ 30.00 as regular members.
11. Extend free medical camps to any part of Kenya where members of Halala come from to encourage membership “Improve the quality of human life, enhance self-reliance and promote concern for all Kenyans”
12. Use existing Halala chapters/leadership to implement projects abroad to ensure accountability.

13. One third of member registration will be forwarded to the Nyumbani welfare account for administration and two thirds will be maintained in the main account.

## HALALA USA WELFARE PACKAGE

### USA WELFARE PROGRAM

During registration each member will pay a one time payment of **\$100.00** and a monthly contribution of **\$5.00**. Two dollars will be maintained by your chapter and three dollars will be forwarded to Halala USA to supplement the **USA WELFARE PROGRAM**. [Effective January 2012]

### NYUMBANI WELFARE PROGRAM

Nyumbani welfare program is coordinated by Halala New Jersey Chapter. This program provides members with **\$1,500.00** when their immediate family members die abroad to cover their return air ticket. To become a beneficiary a member is required to make a one time payment of **\$200.00**. After a payment is made out, the treasure will divide the money amongst current members and should be reimbursed within two weeks.

### OTHER BENEFITS.

**PROLONGED SICKNESS** - for immediate family member residing here in the USA members will contribute - **\$10.00** each to such cause. Will be coordinated by the welfare coordinator at every chapter level and forwarded to the treasure of Halala USA to forward to the family.

**MEMBERS WEDDING GIFTS** – members will contribute a minimum of **\$10.00** to such cause. It will be coordinated by the welfare coordinator at chapter level and all proceeds forwarded to Halala USA treasure to forward to the member.

**ASSOCIATE MEMBERS** – will receive full benefits of Halala welfare package and are required to contribute as any other member to all matters related to welfare to maintain their eligibility.

## **WHO IS AN IMMEDIATE FAMILY MEMBER?**

Your father, mother, brothers & sisters your spouse and your children.

## **PROCEDURE DURING BEREAVEMENT.**

The welfare coordinator/chairperson should be contacted by immediate family member via both phone and email. The family will be advised on membership status and the way forward.

An Email will be circulated to all members for information purposes and follow ups if needed. Updates will also be posted on Halala website.

## **PROCEDURE AT EVERY HALALA MEETINGS.**

1. Halala will host four meeting in one year one in January, the second during Easter, the third during annual general meeting and the final meeting during thanks giving.
2. All elected officials will perform their duties as defined by Halala constitution.
3. Every decision will be reached by a simple majority vote.
4. Meetings must be held on time and as scheduled.
5. Minutes of previous meetings should be read reviewed and adapted.
6. The President will chair all meetings.
7. In the absence of the President, the Vice President will preside over the meeting.
8. In the absence of both, the secretary or the treasure can preside over the meeting.
9. All meetings must be held according to Agendas in plan and suggestions considered for the next meeting unless deemed emergency.
10. Any changes of office bearers must be done according to the constitution in the presence of  $\frac{3}{4}$  majority.

The secretary should only document recommendations voted upon or greed to by majority. Meeting discussions and disagreements should not be documented for file.

11 Financial reports should be circulated to registered members only via mail or at meetings. No financial documents bearing members names should be posted online or sent via email.

### **RECREATION AND FUNDRAISING EVENTS**

1. Halala USA will host open house meeting as planned annually.
2. Halala USA will host fundraising event after every AGM to raise funds for the organization every year [**Cultural Night**]
3. Halala USA will organize fundraising events to support projects abroad annually or as recommended by the Executive council meeting.

### **MANAGEMENT OF HALALA USA**

1. The President and his/her elected officials are responsible for all administrative decisions that require consent.
2. Urgent and necessary changes affecting day to day operation of the organization can be done by the President or his cabinet pending AGM approval.
3. Halala organization is broadly managed by board of directors drawn from member in good standing for at least three years.
4. Members of Halala will elect the President, Secretary and Treasure. Other office bearer will be nominated by the President elect to ensure equal representation in leadership positions.
5. Posters displayed in our future events like a free medical camp should consist of the name of Halala USA and if possible our logo should be included too.

# APPLICATION FORM



Members Name: .....

Address: .....

Tel: ..... Email: .....

Chapter Name if any: .....

I am registering with Halala and will enroll in the following Halala programs;

**[Place a check mark in the boxes below]** Please note that option number one is mandatory to all Kenyans.

- 1. USA WELFARE PROGRAM
- 2. NYUMBANI WELFARE PROGRAM
- 3. ANNUAL RECREATION AND ENTERTAINMENT PROGRAMS
- 4. SUPPORT COMMUNITY BASED PROJECTS IN KENYA
- 5. PARTICIPATE / SUPPORT YOUTH PROGRAMS
- 6. ALL THE ABOVE

Enter all immediate family members below. The following are qualified relatives; your biological parents, children, brothers & sisters and your spouse. Those over 18 years of age living in the USA must register separately and pay their membership fees.

1st Relative – Name: .....

Indicate country of resident.....

2nd Relative – Name: .....

Indicate country of resident.....

3rd Relative – Name: .....

Indicate country of resident.....

4th Relative – Name: .....

Indicate country of resident.....

5th Relative – Name: .....

Indicate country of resident.....

6th Relative – Name: .....

Indicate country of resident.....

7th Relative – Name: .....

Indicate country of resident.....

8th Relative – Name: .....

Indicate country of resident.....

9th Relative – Name: .....

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10th Relative – Name: .....

Indicate country of resident.....

11th Relative – Name: .....

Indicate country of resident.....

12th Relative – Name: .....

Indicate country of resident.....

13th Relative – Name: .....

Indicate country of resident.....

14th Relative – Name: .....

Indicate country of resident.....

15th Relative – Name: .....

Indicate country of resident.....

16th Relative – Name: .....

Indicate country of resident.....

17th Relative – Name: .....

Indicate country of resident.....

18th Relative – Name: .....

Indicate country of resident.....

## PLEASE READ CAREFULLY BEFORE SIGNING

As a member of its my responsibility to ensure that my annual subscriptions are paid in January of every year to remain eligible for Halala Welfare programs.

I am required to attend at least two of the four meetings organized by Halala. I am also aware that attending the AGM is mandatory and failure to attend two of the four meetings may result to a fine of \$20.00 every year.

I know that my membership fee is- **\$ 30.00 [non-refundable]** payable in the name of HALALA USA and should be mailed to the treasure of Halala USA along with this form.

To become a beneficiary of any welfare program, I am required to enroll and pay the required fees @ registration.

To be covered for my immediate family members who die abroad I am required to enroll in a **NYUMBANI WELFARE PROGRAM** and pay a one time **\$200.00 [non-refundable]** and replenish the account once a pay out is made by the treasure.

I am also aware that its mandatory for me to enroll in the **USA WELFARE** if I am a resident in the USA by paying a one time fee of **\$100.00 [non-refundable]** and **\$ 5.00 [non-refundable]** thereafter on monthly basis as long as I remain a member of the organization. **[Effective January 1<sup>st</sup> 2012]**

### Mail all applications to

Rose Ballard - Treasure Halala USA  
1707 Shewalt Drive  
Richmond Virginia 23228.

My signature below confirms that I have read and understood all the above and would like to submit my application to register as a member of this organization.

**Member's Signature:**.....**Date:**.....

visit our website @ [www.halalausea.org](http://www.halalausea.org) for regular updates.

Form Revised in November 2011