

Amendment 1. to the CACAO By-Laws approved September 22, 2022.

Addition of a Network as a prelude to the launch of a formal Chapter.

Sequence of steps

1. Upon identification of and interested group of individuals the following steps will be undertaken.
 - a. An initial introductory meeting between the Board of CACAO and interested parties.
 - b. Interested group will name a representative to the CACAO board who will operate as a representative until such time as the group is formalized.
 - c. The initial meeting will be followed up by a Zoom meeting as part of the regular CACAO board meeting and all information will be noted as part of the minutes.
 - d. New group representative will provide an update on the plans to host a meet and greet for the purpose of identifying the number of potential members. The meet and greet will be attended by members of the CACAO board as an indication of their support.
 - e. Once the new Network has been formalized and members identified, to include a leadership structure, the group will fall under the overall umbrella of CACAO, to include membership dues, with the designation related to the location, i.e., TBD Network.
 - f. The new group will also benefit from the structure of the formal group to include the non-profit status, logo, scholarship committee, Parliamentarian and By-laws until such time, an agreed to 5-year time frame, when the Network will pursue their option of moving towards forming a formal Chapter. In the interim all membership dues, donations and sponsorships will be paid to CACAO for the purpose of accounting and until the formal launch of the new CACAO Chapter.

2. Launching a formal CACAO Chapter
 - a. It is agreed to that prior to launching a new chapter, in an estimated 5 year timeframe, that there will be an understanding that in the interest of identification and posterity, the name of the organization Central Alabama Caribbean American Organization (CACAO) with a subheading identifying the location, as well as the logo will be maintained, as well as the goals and objectives; these, however, may be expanded on based on the additional needs of the new Chapter.
 - b. The first step therefore will be the naming of a board and the establishment of a bank account.
 - c. This will be followed by the application for a Tax ID number and 501©(3) non-profit status.

- d. It is further agreed that once these requirements have been met, the new Chapter will be responsible for their own finances and will be invited to support, participate in , but not compelled to share in all activities, to include fundraising or identifying sponsorship for the annual Caribbean festival.
- e. Items to be determined, the official address
- f. CACAO will provide all necessary administrative support in terms of By-laws, structure, and historical data in order to facilitate the establishment of the new Chapter.