

**THE
CONSTITUTION
Of the
LIBERIAN COMMUNITY ASSOCIATION

WASHINGTON D. C. METROPOLITAN AREA**

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PREAMBLE

We, the people of Liberia residing in the Washington, D. C. Metropolitan Area and Frederick, Maryland, cognizant of the needs of our people in the Washington, D. C. Metropolitan areas, and Frederick, Maryland, serving as a non-profit and charitable entity, do hereby establish this Constitution to guide, promote, and provide socio-educational and humanitarian services, and the exchange of ideas for the common good of our community.

ARTICLE I: NAME

Section 1: The name of this organization shall be the Liberian Community Association of the Washington D. C. Metropolitan Area. It shall hereafter be referred to as the LCA- DC Metro.

ARTICLE II: PURPOSE

Section 1:

The purpose of the LCA-DC Metro shall be:

- a) To engage in programs and activities aimed at promoting the image and general welfare of Liberians residing in the Washington, DC Metropolitan Area, and Frederick, Maryland.
- b) To raise awareness of the needs of Liberians living in the Washington DC Metropolitan Area, and Frederick, Maryland.
- c) To establish a network of relationship with other not-profit and charitable organizations and friends of Liberia.
- d) To provide a forum for the exchange of ideas relating to the aims and objectives of the LCA-DC Metro.

ARTICLE III: OFFICE

Section 1: The office of the Association shall be located in Silver Spring, Maryland, United States of America (USA).

ARTICLE IV: MEMBERSHIP

Section 1: There shall be three categories of memberships:

- a) Liberian by birth and/or naturalization - All Liberians by birth and/or naturalization shall automatically become eligible for membership. They shall be eligible to vote and hold office (s) within the LCA-DC METRO.
- b) Marriage and adoption - All Liberians by way of marriage and adoption shall become eligible for membership. They shall also be eligible to vote and hold office (s) within the LCA-DC METRO.

- c) Honorary membership - Individuals holding honorary membership shall not be eligible to vote or hold office. He/she shall serve in an advisory capacity and/or on ad-hoc committees within the LCA-DC Metro.

ARTICLE V: ORGANS of LCA-DC METRO

Section 1: The principal organs of the LCA-DC Metro shall be: a) General Assembly; b) Board of Directors, and c) Executive Council.

Section 2: The General Assembly

- a) The General Assembly shall compose of all eligible and due paying members of the LCA-DC Metro.
- b) The General Assembly shall be the highest decision-making body of the LCA-DC Metro.
- c) The General Assembly shall meet once every three (3) month for a regular business meeting. Such regular business meeting shall take place in November, February, May, and August.
- d) Special business meetings or emergency meetings of the General Assembly shall be convened upon petition of at least two-third (2/3) of its membership in good standing, at the request of the Executive Council or the President of the LCA-DC Metro. However, in the absence of a two-thirds (2/3) majority, a decision of one-third (1/3) of the General Assembly present shall binding, given that a 30-day notice was sent prior to the meeting.
- e) The General Assembly shall have the exclusive power to elect or impeach the elected officers and the Board of Directors.
- f) Two-thirds (2/3) majority of the members in good standing present at a general assembly meeting shall amend the Constitution of the LCA-DC Metro, provided that a thirty (30) day notice is given to the membership. However, in the absence of a two-thirds (2/3) majority, a decision of one-third (1/3) of the General Assembly present shall binding, given that a 30-day notice was sent prior to the meeting.
- g) The General Assembly shall receive and approve all plans for the financial and administrative operations of the Board of Directors and the Executive Council prior to implementation. The Executive Council shall present said plans to the General Assembly, and shall respond to all questions and/or concerns generated by the Assembly. The Executive Council shall take up any matter relating to the welfare and role of the LCA for discussion and disposition at any of its regular business meeting or special business meeting convened for the purpose.
- h) The General Assembly shall decide on all matters before it by 2/3 majority vote of all due paying members present. However, in the absence of a two-thirds (2/3) majority, a decision of one-third (1/3) of the General Assembly present shall binding, given that a 30-day notice was sent prior to the meeting.

- i) A list of due paying members shall be publicized at least two (2) weeks prior to convening a meeting.

ARTICLE VI: The Executive Council

Section 1: The Executive Council shall consist of the following elected officers: a) President, b) Vice President, c) General Secretary, d) Financial Secretary, e) Treasurer, f) Chaplain. All elected officers shall attend every Executive Council meeting. It shall also consist of the following committees: (a) Ways, Means, and Finance, (b) Program and Planning, (c) Social and Outreach, d) Membership, (e) Ad-Hoc Constitution, and (f) Ad-Hoc Election Committee

Section 2: The Executive Council shall meet at least once a month for a business session.

Section 3: The LCA – DC Metro President shall serve as the Chief Presiding Officer of the Council. In the absence of the President, the Vice President shall preside.

Section 4: The Executive Council shall nominate all standing and ad-hoc committee members.

Section 5: The Executive Council shall present grievances to the Board of Directors, in the absence of the General against any of its member (s) in violation of the Constitution of the LCA-DC Metro.

Section 6: The Executive Council shall be the sole custodian of the properties of LCA-DC Metro and shall be accountable to General Assembly first, and to the Board of Directors in the absence of the General Assembly.

Article VII: Board of Directors

Section 1: The Board of Directors of the LCA-DC Metro shall comprise of five (5) but not more than seven (7) elected members.

Section 2: Members of the Board shall be in good financial standing, serve the LCA-DC Metro for at least two (2) active years, possess moral characters, have networking capabilities, and promote good community values.

Section 3: Members of the Board shall not seek reelection for more than 2 consecutive terms.

Section 4: Election of Members of the Board shall be held alternating years of the LCA-DC Metro general elections of Executive Officers.

Section 5: The Board shall have oversight responsibility of the Executive Council and shall report and be accountable to the General Assembly.

Section 6: The Board of Directors shall hold confirmation hearings for all appointed committees' chair and co-chair as presented by the President. The Board shall file transcripts from confirmation hearings in the archive of the LCA-DC Metro for further reference.

Section 7: The Board of Directors shall craft its own rules and regulations in accordance with the LCA-DC Metro.

Section 8: The Board shall receive, review, and approve all programs presented by the Executive Council, in the absence of the General Assembly.

ARTICLE VIII: President

Section 1: The President shall be the Chief Executive Officer and shall be accountable for the general affairs of the LCA-DC Metro. Only active member with good financial and moral standing with at least two years of membership shall seek the office of the President.

ARTICLE IX: Duties of the President

Section 1: The President shall preside over all general and executive meetings. The President shall conduct the daily operations of the LCA-DC Metro. The President shall make all financial and official reports to the General Assembly, Executive Council, and the Board of Directors. The President shall serve as ex-officio on all committees, except in the event of violation of the constitution.

Section 2: The President shall have the authority to appoint honorary member (s) with the advice and consent of the Executive Council.

Section 3: The president shall have the authority to appoint all chairpersons and co-chairpersons. The President shall also have the authority to appoint ad hoc committees with the advice and consent of the Executive Council. The President shall present quarterly report to the General Assembly on the affairs and/or activities of the LCA-DC Metro.

Section 4: The President shall be a signatory to all financial transactions of the LCA-DC Metro.

Section 5: The President shall perform all ceremonial and traditional functions consistent with provisions of the Constitution.

ARTICLE X: Vice President and Duties

Section 1: The Vice President shall be the Deputy Chief Executive Officer and shall be accountable for the general affairs of the LCA-DC Metro in the absence of the President. Only active member with good financial and moral standing with at least two year of membership shall seek the office of the Vice President.

Section 2: The Vice President shall be the second highest-ranking officer of the Executive Council. The Vice President shall preside over all meetings and executive functions in the absence of the President. In the event of the President's resignation, impeachment, incapacitation, or death, the Vice President shall immediately assume the duties of the Presidency.

ARTICLE XI: General Secretary and Duties

Section 1: The General Secretary shall be the Chief Custodian of all official records, books, documents, and correspondence of the LCA-DC Metro. Only active member with good financial and moral standing with at least two years of membership shall seek the office of the General Secretary.

Section 2: The General Secretary shall be responsible to take minutes of all meetings of the Executive Council and the General Assembly. The General Secretary shall maintain the official roster of membership of and the list of members present at each meeting of the General Assembly as well as the Executive Council.

Section 3: The General Secretary shall receive all correspondence and official communication for the attention and approval of the Executive Council.

Section 4: The General Secretary shall be a signatory to all communication emanating from the LCA-DC Metro.

Section 5: The General Secretary shall attend all Executive Council and General Assembly meetings.

ARTICLE XII: Communication

Section 1: All outgoing correspondence shall be signed by the General Secretary and approved by the President.

ARTICLE XIII: Financial Secretary

Section 1: The Financial Secretary shall be responsible for all financial matters of the LCA-DC Metro and shall be one of the signatories to all Bank Accounts. Only active member with good financial and moral standing with at least two years of membership shall seek the office of the Financial Secretary.

Section 2: The Financial Secretary shall organize and execute the collection of all regular membership dues, fees, and special assessments, report delinquency, maintain a record of revenues and expenditures, and submit periodic reports on the general financial standing of the LCA- DC Metro.

ARTICLE XIV: Treasurer

Section 1: The Treasurer shall be the custodian of all funds of the LCA-DC Metro. Only active member with good financial and moral standing with at least two years of membership shall seek the office of the Treasurer.

Section 2: The Financial Secretary shall prepare all vouchers, expenditures, and issue all checks in the amount authorized by the Executive Council.

Section 3: The Treasurer shall collect and deposit all funds and other negotiable instruments of the LCA-DC Metro into the LCA bank account within 48 hours or the following banking day. The Treasurer shall turn over all documented transactions of funds, including receipts to the Financial Secretary.

ARTICLE XV: Election

Section 1: Election of the Executive Officers and members of the Board of Directors shall be conducted every two (2) alternate with the general elections, beginning in November to coincide with the LCA-DC Metro fiscal year from November to October.

Section 2: Election shall be by secret ballot amongst those nominated as candidates for each office.

Section 3: The candidate for each office receiving the highest number of votes shall be declared elected.

Section 4: In case of a tie vote, the procedure laid down in the By-laws (ARTICLE XIX, Section 4), shall be followed.

Section 5: General elections shall be held in the month of October during election year. The term of office shall be 2 (two) years, beginning November 1.

Section 6: Elected officer shall serve not more than two consecutive terms.

Section 7: In the event of death, impeachment, or resignation of any executive officer, the President, in consultation with the Board of Directors shall fill said vacancy until Special Election is conducted within 60 (six days).

Section 8: Based on transparency and conflict of interest, no two members from a family membership shall be eligible to seek elected office.

ARTICLE XVI: DUES

Section 1: Regular dues for the LCA-DC Metro shall be \$35.00 (thirty five dollars) per year. This amount shall be paid in full on or before April 30th of each year.

Section 2: Members whose financial obligations are not met for an entire fiscal year (November – October) shall not be eligible to vote or hold office within the LCA-DC Metro.

ARTICLE XVII: BANKING

Section 1: The LCA-DC Metro shall maintain an account at a recognized banking institution within the limits of the District of Columbia Metropolitan Area for safe custody of its funds and other negotiable instruments and items of value.

Section 2: The nature of the account, its subdivisions and management procedures shall be determined by the Financial Secretary, the Treasurer, and the President in consultation with the Executive Council and Board of Directors, in the absence of the General Assembly.

Section 3: Signatures to ALL LCA-DC Metro bank accounts shall be the President, Chairman, and the Treasurer:

ARTICLE XVIII: AMENDMENTS

Section 1: This Constitution shall be amended at a regular quarterly meeting of the General Assembly by a two-thirds ($2/3$) majority vote of the membership and in good standing. However, in the absence of a two-thirds ($2/3$) majority, a decision of one-third ($1/3$) of the General Assembly present shall be binding, given that a 30-day notice was sent prior to the meeting.

Section 2: An amendment to the Constitution may be proposed by a petition signed by no less than $2/3$ (two-third) of the current voting membership and received by the General Secretary no less than sixty (60) days prior to the last quarterly meeting.

Section 3: All amendments must be ratified by majority of the General Assembly members in good financial standing.

ARTICLE XIX: VOTING

Section 1: All registered and eligible members of the LCA-DC Metro shall have the right to vote. Members desirous of holding office in the LCA-DC Metro must have been a registered member, in good financial and moral standing for a period of 2 (two) consecutive years prior to the date of elections.

Section 2: For the purpose of this Constitution, good standing shall be defined as current on due payments, clear of moral character, as well as a good attendance and participation records.

ARTICLE XX: BY-LAWS AND STANDING RULES

Section 1: Elections: The election of officers for the LCA-DC Metro shall be held every two years, during the month of October. An Election Commission shall be appointed by the President in July of the election year. The Election Commission shall function as an Independent Body.

Section 2: The Election Commission shall be funded by the LCA-DC Metro.

Section 3: The Election Commission shall be comprised of at least five (5) commissioners.

Section 4: The Election Commission shall draw its rules, procedures, and guidelines for elections in compliance with the Constitution and by-laws of the LCA-DC Metro.

Section 5: Tie-vote: In case of a tie vote, there shall be a Special Election within 2 (two) weeks. If there is still a tie vote during the Special Election, Members of the Election Commission shall break the tie through secret ballots.

Section 6: Mandatory Requirements: All Official documents, including financial records and assets, along with a quarterly report of the LCA-DC Metro must be submitted to the Board of Directors, in the absence of the General Assembly, thirty (30) days prior to election.

Section 7: Quorum: One third (1/3) of the membership in good standing, and voting shall constitute a quorum. However, for the purpose of continuing the operations of the LCA-DC Metro, ten (10) members present may constitute a quorum.

Section 8: Impeachment: Any elected officer of the LCA-DC Metro who acts in violation of the Constitution may be impeached. In such a case, such violation(s) shall be properly documented and reported to the Board of Directors, in the absence of the General Assembly, which shall appoint a committee to institute an investigation and make recommendation(s) to the LCA-DC Metro within thirty (30) days. A two-third (2/3) majority vote shall be required to carry out the impeachment. If findings of such investigation(s) are not presented after a period of thirty (30) days, the process shall be considered null and void.

Section 9: Membership: Article IV defines duties, rights and privileges

Section 10: Attendance: All members of the LCA-DC Metro are required to attend all meetings.

ARTICLE XXI: DISSOLUTION

In the event that the life of the organization ends or is to be dissolved, all assets of the Leader Fund must be disposed exclusively for not-profit purposes or donated directly to an exempt organization(s) only.

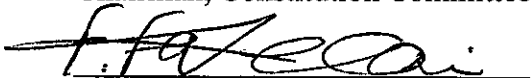
ARTICLE XXII: ATTESTATION

In witness thereof, we hereby affixed our signatures to this document on this 3rd day of March, 2012, in the City of Silver Spring, Maryland, the United States of America.

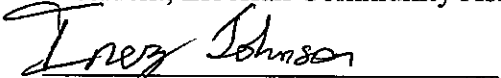
Signed:



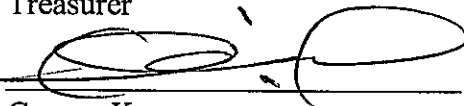
Arthur Weah Doe
Chairman, Constitution Committee



Florence Harris
President, Liberian Community Association



Inez Johnson
Treasurer



Cooper Kweme
Chairman, Board of Director