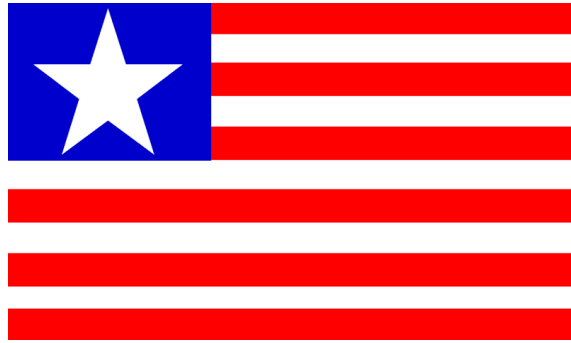


The
Liberian Community Association



Constitution & By-Laws
Dallas /Fort Worth Metroplex

Approved and Adopted
October 31, 2009
Eules, Texas

Table of Contents

Page 1

PREAMBLE

ARTICLE I

Naming Protocols and Style

ARTICLE II

Vision, Mission, and Goal

ARTICLE III

Membership

Page 2

ARTICLE IV

Official Meetings

Page 3

ARTICLE V

Officers / Election /Installation

Page 5

ARTICLE VI

Elections Commission

Page 6

ARTICLE VII

Duties of Officers

Page 7

ARTICLE VIII

Financial

Page 8

ARTICLE IX

Committees and Duties

Page 9

ARTICLE X

Discipline

Page 10

ARTICLE XI

Board of Directors

Page 12

ARTICLE XII

Affiliations

ARTICLE XIII

Voting

Page 12

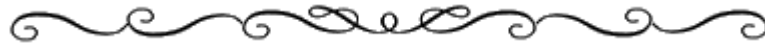
ARTICLE XIV

Amendment

Page 12

Affirmation

Committee and Signers
of
The LCA Constitution and By-Laws



Dr. John S. David, Chairman

Lorena-Diggs Travell, LCA President

Mr. Alfred T. Max Davis, II

Mr. Willie Kim Kamara

Mrs. Edith Reeves Jallah

Mr. Albert Luo

Mr. Jesse Gooding

Mr. Moses Street

Preamble

We, the people of the Republic of Liberia in the Dallas / Fort Worth Metropolitan Area, in order to promote unity among ourselves, encourage social, economic and cultural developments in our community, and secure the blessings of a united front; do hereby organize ourselves into an association to be named and styled the Liberian Community Association of Dallas/Fort Worth, Metroplex.

ARTICLE I Naming Protocol and Style

Session 1

This organization shall be named The Liberian Community Association of Dallas / Fort Worth, Metroplex.

Session 2

The Liberian Community Association of Dallas / Fort Worth may be referred to as LCA/DFW or LCA.

ARTICLE II Vision, Mission, and Goal

Session 1

Vision: All Liberian residents in the Dallas/Fort Worth area will engage in programs and participate in services that assist former and newcomers in the country become productive members of their new American communities, without detaching from their African heritage.

Session 2

Mission: Our mission is to help residents and resettled Liberians by promoting cross cultural activities, educational and socioeconomic development awareness programs in the Dallas Fort Worth area of Texas, USA.

Session 3

Goals: LCA shall endeavor to promote education and development of socioeconomic skills for personal advancement and cross-cultural experiences; advance Liberian culture; promote unity and peaceful coexistence; cultivate an environment for volunteer services, charity, and carry out programs and services that may help Liberians in USA and Liberia.

ARTICLE III Membership

Session 1

Membership in LCA shall be extended to all Liberians living in the Dallas/Fort Worth area and adjacent parts of the Metropolitan region.

Session 2

Spouses of Liberians and friends of Liberia, irrespective of ethnic origin or race, may become members of LCA and enjoy all rights and privileges in the organization.

Session 3

Membership shall be renewed automatically each year, as long as the member is in good standing with LCA. However, an individual membership can be withdrawn by request of the member in question or decision of the Executive Committee for acts contrary to the goals and mission of the Liberian Community Association of Dallas /Forth Worth.

Session 4

An initial nonrefundable membership processing fee of five dollars (\$5.00) shall be charged. This is not a membership fee. It is for people registering for the first time only.

Session 5

All members shall be issued some form of identity cards, copy of the By-Laws and Constitution, and access to LCA website.

Session 6

It shall be the collective responsibilities of every member to acquaint new as well as old area residents about the existence, principles, and goals of LCA and membership policy.

Session 7

LCA shall be responsible to the community at-large and shall endeavor to be a vital source of information, programming, and conflict resolution for all Liberian organizations and social groups.

**ARTICLE IV
Official Meetings**

Session 1

The regular meetings of LCA shall be held on the third (3rd) Saturday of every month, or as agreed upon by the general body. The President or designee shall preside over all meetings.

Session 2

All general meetings shall be announced and posted at least two (2) weeks in advance, and the president or designee shall reside over all meetings.

Session 3

All announcements or posted schedules for meetings shall include the time and date, meeting place, agenda and duration of the meeting.

Session 4

The association's primary means of communication shall be by email and other Internet services, as well as conference calls, teleconferences, flyers and other means of communication.

Session 5

Ten (10) or more members present shall constitute quorum at all regular meetings of this Association.

Session 6

All official meetings shall last up to two (2) hours, and members shall not be constrained to stay after two hours of meeting.

Session 7

All businesses of this Association shall originate at a regular meeting, except for emergencies and charities, at which time the leadership may authorize appropriate action.

ARTICLE V
Officers /Election /Installation

Session 1

The principal elected officers of LCA shall consist of a President, Vice President, Financial Secretary, Treasurer and Chaplain. Other officers to be appointed by the President shall include but not limited to Secretary, Recording Secretary, Ways and Means Secretary, Social Committee Secretary, and Presidential Advisor(s). The President shall appoint as many committees necessary for the smooth operation of the Administration. The chairperson of each committee shall be elected by its members.

Session 2

There shall be an auditor for the Organization who shall be appointed by the general assembly.

Session 3

The auditor shall prepare and submit an audit report to the general assembly in April of each year. After the assembly duly approves the report, it shall be turned over to the LCA president to form a part of the official document of the organization.

Session 4

All questions from individuals or the assembly about any audit report must be raised within 60 days, from the date the report is made.

Session 5

When there are major reasons for concern about any audit reports, the general assembly shall appoint a committee to investigate and make recommendations for action to the

body.

Session 6

All members of the Association shall be eligible to hold elected office, provided all dues from the date of their membership are paid in full, by the time a declaration of intent to contest an election is made.

Session 7

All elected candidates must have attended official meetings regularly, for at least 60% of the time. (Official excuses that are granted by the president or designee will be considered as a part of the regular attendant records.)

Session 8

General Election shall be held once every two years, on the second Saturday of June in an election year, unless the body decides to change the date and only by a recommendation from the Election Commission.

Session 9

The newly elected officers shall be installed immediately after the election. The Chairman of the Elections Commission shall serve as presiding officer in charge of the installation program.

Session 10

The outgoing administration shall turn over the presidential office to the elected president in two weeks, from the date of election. The event shall take place in a general assembly, with the Election Chairman presiding.

Session 11

The turn over ceremony shall include an inventory of LCA properties, financial records and banking information, official letters, notes, reports, and legal issues that might be pending.

Session 12

The incoming administration may choose to audit the outgoing administration, and such decision must be made within 60 days, from the date of the official turn over. After 60 days, the general assembly must approve of the request to audit the outgoing administration.

Session 13

The protocols of all general elections shall be determined by the Elections Commission and shall have these rules publicized at the time the election is declared open.

ARTICLE VI
Elections Commission

Session 1

Confidence in the electoral process is a key component in a democratic society. Hence, it is vital to ensure that those in charge of planning and conducting the elections are vetted thoroughly before they are entrusted this crucial responsibility.

Session 2

The general assembly shall elect three (3) members of the Association to serve as chairman, cochairman, and a secretary of the Election Commission.

Session 3

The Elections Commission shall be elected by the general assembly by October 24 in the year proceeding an election year.

Session 4

The Election Commission shall make rules to govern the election process each election year and publish all rules. All such rules must be in line with the Constitution and By-Laws.

Session 5

The Elections Commission shall be a standing committee and the officers shall serve until their successors are elected by the general assembly.

Session 6

All members of the Election Commission must be members of LCA and in good standing, with a reputable character in the community. No member of this Commission shall be eligible for an elected position while on the Commission. Individuals with political interests must resign first before running for office.

Session 7

All aspirants for office shall file a formal application to the Election Commission within 30 days before the general election. The Elections Commission shall seek to verify the eligibility of the candidates by obtaining clearances from the president about each candidate's attendance and dues record.

**ARTICLE VII
Duties of Officers**

Session 1

President: The President shall call and preside over all official meetings. It shall be his or her duty to educate and acquaint all members with the By-Laws and Constitution and ensure that each member has a copy.

Session 2

The president shall be the executive officer of this Association and shall be in charge of its officers and functions, and should therefore be accorded due respect by all members.

Session 3

The president shall represent the Association at all times; speak and transact business for the Association according to the Constitution and By-Laws.

Session 4

The President shall have signatory authority to all accounts of the Association but shall not have sole signatory authority to withdraw funds. No withdrawal can be made from the Association's bank account(s) without the signatures of the President, Treasurer or Financial Secretary.

Session 5

All withdraws from any LCA bank account will require no less than two qualified signatures.

Session 6

Vice President: The Vice President shall succeed and exercise the powers of the President in the event of absence, death or illness; and to act on standing committees of Charity and Finance and other committees as deemed necessary by the President.

Session 7

- A. The Treasurer shall be the chief custodian of all Association funds and moneys and shall receive all moneys through the Financial Secretary with receipts for deposit.
- B. All funds shall be deposited into the Organization bank account within two (2) business working days.
- C. No funds of this Association shall be deposited in an individual or private bank account, except in cases of emergency, when the LCA account is not available.
- D. Upon a 2/3 majority votes of members, the Organization may utilize a private account to deposit its funds temporarily, in case of emergencies.
- E. The Financial Secretary shall prepare and present official financial statements at regular meetings quarterly; make detailed annual financial report at the end of each fiscal year; order moneys to be paid out at the request of the President; and shall submit all documents for review and cooperate with all audit proceedings requested by the Association.

Session 8

The Secretary shall be the chief custodian of all official records and seal of the Association. He/she shall be responsible for all internal and external official correspondences. He/she shall be present at all called as well as regular meetings and record all proceedings of such meetings of the Association and shall read same at regular meetings for possible corrections and adoption.

Session 9

The Assistant Secretary shall act in the absence of the Secretary.

Session 10

The duty of the Chaplain shall be to provide a spiritual leadership for LCA at all meetings of the Association and may perform other duties as may be assigned by the President.

Session 11

The President shall appoint directors of all standing committees, accept the Elections Commission, and appoint officials of the Association within ninety (90) days of such appointments. The President shall assign additional duties and responsibilities of standing committees for the smooth operation of the Association.

**ARTICLE VIII
Financial**

Session 1

There shall be a monthly membership due and shall be determined by the general assembly but the amount may not exceed \$10 and may not be reduced to less than \$5.00 a month. The secretary shall provide a verifiable record or receipt of all payments.

Session 2

All members under the age of 16 years old shall be exempt from due payment.

Session 3

Any member in arrear of six (6) months or more shall be declared dormant; all voting rights and other benefits and privileges shall be suspended until such arrears are paid.

Session 4

All members are encouraged to make voluntary contributions to charity when called upon by the President or a committee on charity.

Session 5

LCA shall oblige itself to serve the interests of its members in times of hardships or such act of nature or divinity that might leave one destitute or bereaved. In such circumstances, the Charity Committee shall ensure that some services are provided for the needy.

Session 6

Ten percent (10%) of all funds raised for charity purposes shall be retained in LCA account for the Charity Committee.

Session 7

Thirty percent (30%) of all charitable contributions for non LCA members or a member that is declared dormant shall be retained in LCA account for the Charity Committee.

**ARTICLE IX
Committees and Duties**

Session 1

There shall be at least eight (8) standing committees of the Association which shall include: 1) Financial Committee, 2) Charity Committee and 3) Community Relations Committee (4) Ways and means (5) membership Committee (6) Web Management Committee (7) Sports Committee and (8) Elections Commission.

Session 2

The duties of the Financial Committee shall be to examine the books, vouchers and all financial records of the Treasurer and Financial Secretary of the Association and make a detailed report on a quarterly basis. Said report shall be presented in a regular meeting as follows: March, June, September and December. This report shall include the examination and audit of all bills, accounts and claims that may be presented to the Association; said report to be in writing. No account shall be accepted by the Association until it has been examined and reported thereon by the Financial Committee. The Chair of this committee shall have adequate training and experience in Accounting and Auditing.

Session 3

The Charity Committee shall discuss and recommend charitable bequest of the Association to the president for appropriate action.

Session 4

The Community Relations Committee shall serve as an advocate arm of LCA/DFW to build and maintain relations amongst LCA and other organizations in the community, in the southern region, and nationally.

Session 5

All standing committees shall report at a regular meeting. All other committees, whether standing or otherwise, may report at the meeting to which they were appointed whenever requested by the President or the Association.

Session 6

The Elections Commission shall be in charge of all general elections protocols and shall plan and conduct elections in keeping with the By-Laws and Constitution of LCA / DFW.

Session 7

The membership Committee shall be in charge of recruiting new members, maintaining membership database, conduct periodic membership drive, arrange and introduce new members.

Session 8

Ways and Means and Program Committee shall be in charge of finding ways for LCA to raise funds; plan all LCA programs including leadership installation; and coordinate other activities directed by the President.

Session 9

Web Management Committee shall plan, design, maintain and manage the LCA Website. This committee will be headed by a webmaster (Director). The webmaster shall post all LCA photo-up activities and news on the web.

Session 10

All LCA web design and posting shall be in keeping with the Constitution and Federal Laws governing Internet services and protocols.

Session 11

The Sports Committee shall be in charge of organizing and coordinating all sporting activities of LCA. Areas of sporting are: Soccer, Basketball, Kickball, Track and Field, Walking, etc. The sporting activities may be among LCADFW teams or other community teams.

ARTICLE X

Discipline

Session 1

Discipline of this Association shall be in keeping with good moral and lawful standards. An offence of this Association shall be defined as: any and all acts or behaviors which contravene the Constitution and or the By-Laws or any clause (s) thereof; deliberate dissemination of false information and misinformation; use of profanity in official gatherings; physical attacks on others; nonpayment of monthly membership dues;

violating the secrecy of the ballot box of the Association; and any lewd behavior within the Association.

Session 2

No penalties shall be imposed on any member without due process in the presence of the disciplinary Committee consisting of no more than four members, (including the parliamentarian) appointed by the association in a general meeting.

Session 3

In case of impeachment proceedings against the President, the General Body shall have sole authority to preside over such proceedings and may appoint its chairman for the prosecution. If the President is found guilty of behavior that is inconsistent with the spirit of the Constitution, the Vice President shall be immediately installed to complete the unexpired term of the President.

**ARTICLE XI
Board of Directors**

Session 1

The Board of Directors (“The Board”) shall be the advisory and internal and external conflict resolution arm of the Association. All conflicts or disciplinary issues which the administration cannot resolve shall be deferred to the Board of Directors for resolution.

Session 2

All decisions of the Board of Directors shall be final, and may be reviewed only by the General Assembly for consistency with the spirit of the Constitution and By-Laws.

Session 3

Board members shall be elected by the General Assembly for a period of three (3) years.

Session 4

The Board shall meet and elect its own officers and establish its own rules in accordance with this constitution. All Board elections shall be conducted by the LCA Elections Commission.

Session 5

The Board shall identify new sources of revenues and donors to be pursued by the LCA Administration.

Session 6

All Board members shall be eligible for re-election or re-appointment at the discretion of the General Assembly without term limits.

Session 7

The Board shall have five to ten members; a simple majority shall constitute a quorum to conduct business.

ARTICLE XII

Affiliations

Session 1

LCA / DFW may affiliate or cooperate with other organizations or associations operating legally in Texas for the purpose of information exchange, programming and mutual services.

Session 2

Liberian Community Association / DFW may affiliate or cooperate with national organizations or associations operating legally outside of Texas in the United States for the purpose of information exchange, programming and mutual services.

ARTICLE XIII

Voting

Session 1

Voting rights will be extended to all active members who are in good standing and have not been declared dormant at the time of voting.

Session 2

In order to be eligible for the positions of president and vice president, all potential candidates must have lived in the Dallas/Fort Worth Metroplex for at least two years; attained the age of at least 18 years, and a high school graduate or above.

Session 3

General Elections shall be by secret ballots and the winning ticket shall be determined by a simple majority vote.

Session 4

When there is a tie, the chairman of the Elections Commission shall be called upon to break the tie.

ARTICLE XIV

Amendment

Session 1

This Constitution and By-Laws may be amended by 2/3 of the members present in a constituted meeting of at least 10 members. However, the Secretary shall give a thirty (30) days notice to all members in writing, together with a copy of the Article(s) to be amended and the proposed amendment (s) to be considered.

Session 2

A public forum shall be created by the administration to deliberate on all proposed amendments before voting on the article(s) to be amended.

Session 3

A quorum of ten (10) members shall be required to conduct an official business meeting and reach a binding decision in a general assembly.

Session 4

This Constitution and By-Laws shall take effect on the thirtieth day after the approval date of the document by the General Assembly on the 31st date of October 2009.

Affirmation

We, the undersigned, hereby affirm that, after careful deliberations and reflections on the need, aspirations of the Liberian Community Association, and State Laws, this Constitution & By-Laws was duly approved and adopted in Euless, Texas, by the Liberian Community Association of Dallas/Fort Worth, Metroplex, to take effect on the thirtieth day after the approval date. Done this 31st date of October, 2009, Our Lord, and in testimony thereto, we hereby affix our signatures:

Members of the Constitutional Committee

John S. David, PhD, Chairman _____

Mr. Alfred T-Max Davis, II _____

Mr. Willie Kim Kamara _____

Mrs. Edith Reeves Jallah _____

Mr. Albert Zuo _____

Mr. Jesse Gooding _____

Mr. Moses Street _____

The Liberian Community Association

Dallas/Fort Worth, Metroplex

Mrs. Lorena-Diggs Travell, LCA President _____