

The Constitution & By-Laws

Of

The Conference of Liberian Organizations

In

The Southwestern United States

(Colosus)

Approved by All Colosus Chapters, July 23, 2011
Arlington, Texas

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Affirmation

Preamble

We, the citizens and friends of the Republic Liberia, residing in the Southwestern and adjacent regions of the United States, west of the Mississippi River, in order to foster unity among ourselves, encourage social interactions, academic attainment, cultural development in our community, and secure the blessings of liberty, do hereby organize ourselves as a regional conference hereby named and styled The Conference of Liberian Organizations in the Southwestern United States.

Article I Naming Protocol and Style

Session 1

The name of the Organization shall be called The Conference of Liberian Organizations in the Southwestern United States and may be referred to as Colosus.

Session 2

This Organization shall comprise all affiliated Chapters in the Southwestern United States, west of the Mississippi River.

Article II Vision, Mission, and Goal

Session 1

Vision: The Conference of Liberians in the Southwestern United States shall engage in programs and participate in services that coordinate efforts of our regional Chapters to serve their local constituents in ways that would make them productive members of their communities.

Session 2

Mission: Our mission is to promote cross cultural activities, educational and socioeconomic development, and awareness programs for all Chapters.

Session 3

Goals: Colosus shall endeavor to create more Chapters in the Southwestern United States; promote unity and peaceful coexistence; cultivate an environment for volunteerism and charitable services in the United States and Liberia.

Article III General Membership

Session 1

Membership shall be open to all Liberian Community Associations in the Southwestern United States and adjacent regions West of the Mississippi River. All members shall pledge to abide by the Bye-Laws and Constitution of Colosus.

Session 2

Membership shall be based on a written recommendation of the Executive Committee to the Board of Directors. If approved, the member shall be presented to the General Assembly for endorsement at the Annual Convention.

All officers of Colosus shall be active members of local affiliated organizations.

Session 3

There shall be no discrimination on the basis of ethnicity, gender, race, or religion in this organization.

Session 4

Membership shall be renewed automatically each year, as long as the member or Chapter is in good standing with Colosus. However, a Chapter membership can be withdrawn by the request of 2/3 major vote of its members.

Article IV Associate Membership

Session 1

Associate membership may be granted to any Liberian Community Organization within the Southwestern United States and regions West of the Mississippi River. A former request for the designation is required through the President.

Session 2

Associate members shall pay 2/3 of the require dues. However, they shall pay full sitting fees at all Colosus Convention.

Session 3

Associate member Chapters shall have three voting representatives, but may participate in deliberations of the Organization.

Article V General Election

Session 1

The principal and elected officers of Colosus shall consist of a President, Vice President, Financial Secretary, Recording Secretary, Treasurer and Chaplain. Other officers to be appointed by the President, with the approval of the Executive Committee are Ways and Means, Social, and Project Planning Committees, among others.

Session 2

All Elections shall be conducted by an Election Commission whose members are to be appointed by the General Assembly at the Annual Convention immediately preceding an Election year. The officers shall be a Commissioner, Assistant Commissioner, and Secretary, and may serve until their successors are appointed.

Session 3

The Election Commission shall decide on the electoral process and publish the rules and guidelines at least 60 days before the election date.

Session 4

All General Elections shall be held at the Annual Convention.

Session 5

There shall be an auditor General for the Organization who shall be appointed by the General Assembly.

All vacancies shall be filled by special appointment by the Board, pending the Annual Convention where the General Assembly shall vote to appoint new executive officers.

Session 6

The President shall not serve more than two consecutive terms in office.

Article VI
Auditor General

Session 1

The General Assembly shall appoint an Auditor General to prepare and submit an audit report of Colosus Administration to the General Assembly in October of each year. After the Assembly duly approves the report, it shall be turned over to the Board to form a part of the official document of the organization.

Session 2

All questions from individuals or the Assembly about any audit report may be raised to the Board within 60 days, from the date the report is made. After the 60 days, from the date the Auditor presents the report, the Board may elect to disregard any complaints regarding the audit report.

Article VII
Executive Committee

Session 1

The Executive Committee shall comprise all elected officers of Colosus and appointees occupying executive positions. They shall be responsible for the day to day operation of the Organization.

Session 2

The President shall make an annual report to the Board of Directors at the Second Annual Board Meeting, to include budgetary allotments and expenditures. An approved or modified form of the budget shall be presented to the General Assembly for final approval at the Annual Convention.

Session 3

The President shall make a biannual progress report to the Board of Directors every six months, beginning September 1 of each year.

Article VIII
General Assembly

Session 1

The General Assembly shall be the supreme decision making body of Colosus and is chaired by the President of Colosus. The body shall include all officers and representatives of Colosus and Local Chapters.

Session 2

All decisions of the General Assembly shall be based on a majority vote of the members present. Each Chapter shall have ten (10) votes, to be cast by ten (10) representatives of each Local Chapter.

Session 3

At every convention, all representatives must be present in order for their votes to count. Every Chapter is required to pay for at least seven (7) representatives, if the delegation has less than eight (8) members present.

Session 4

Every Local Chapter reserves the right to elect its own delegates as representatives to the Assembly.

Session 5

During the General Assembly, the Board of Directors shall present its annual report to the body for consideration. The Report shall include but not limited to expenditures and execution of approved projects or programs.

Session 5

The Executive Committee shall submit an Annual Budget to the Board of Directors in October at the Annual Convention for the following fiscal year to fund Colosus projects and other official functions.

Session 6

Expenditures of this Organization shall not exceed its Annual Budget. When it becomes necessary to spend more than is budgeted, the President shall request the Board for additional funding, which shall have the authority to accept or deny said request.

Session 7

Whenever the Board approves of extra funding beyond the budgetary allotment, its decision and justification shall form a part of the Annual Report to the Assembly.

Session 8

The fiscal year of Colosus shall begin November 1 of every year.

Session 9

At each General Assembly, every Chapter shall have fifteen (10) votes, represented by its ten representatives.

**Article IX
Board of Directors**

Session 1

The Board of Directors shall comprise all presidents of Local Chapters. Former chairpersons may serve as ex-officio on the Board, with the rights to participate in deliberations without voting power. They must be active members of Local Chapters to serve in the ceremonial capacity on the Board.

Session 2

The President shall serve as an Ex-officio of the Board, with no voting rights.

Session 3

The Board shall elect its own chairman and other officers from among qualified members of the body.

Session 4

Board members are elected once every three years, beginning the year in which this Constitution is approved.

Session 5

The Board shall meet two times a year: January and July. The chairman of the Board may call special sessions not more than once a year for issues vital for the functionality of the Organization.

Session 6

All new Chapters of this Organization shall be approved by the Board before they can be incorporated in Colosus.

Session 7

Vacancies in the Board shall be filled by appointment from the Chairman of the Board until General Assembly fills the vacancies by general election at the Annual Convention. Board members appointed by the Convention shall serve a full term of three years.

Article X Official Duties

Session 1.0 President

The President shall be the Chief Administrator for Colosus. The individual shall preside over the Annual Convention and all meetings of the Executive Committee.

Session 1.1

The President shall endeavor to create additional Chapters within the territorial limits of the Southwestern United States, west of Mississippi River; seek to generate funds and preside over the execution of all approved projects by the General Assembly.

Session 1.2

All reports of the President shall be presented to the Board of Directors at its final annual meeting. The presentation shall include financial report, status of the Organization, achievements and obstacles and plans for the following year.

Session 1.3

The President may not be two signatures to sign checks for all transactions on the line of Colosus business. There shall always be a second signature on checks and vouchers, to include the Recording Secretary and Financial Officer/Treasurer's signature.

Session 2.0 Vice President

Session 2.1

The Vice President shall assume the role of Chief Administrator in the absence of the President. In case of death or other prohibition that incapacitates the President, The Vice shall rise and serve in that position until a President is elected by the General Assembly.

Session 2.2

The Vice Secretary shall be in charge of the educational and cultural aspects of Colosus and is expected to formulate programs to would enhance the educational goals of the Organization.

Session 3.0 Recording Secretary

Session 3.1

The Recording Secretary shall record all minutes of the Executive Committee and General Assembly. This office is also responsible to keep records of roll call, fees, collections and disbursement of funds.

Session 3.2

The Recording Secretary shall turn all funds and receipts to the financial officer and the financial officer shall issue a receipt of acknowledgement.

Session 4.0 Financial Officer/Treasurer

Session 4.1

The Financial Officer or Treasurer shall be responsible for collection of dues, assessments, taxation, and contributions to the Organization.

Session 4.2

The Financial Officer/Treasurer shall make all deposits. With the appropriate signatures, the individual may withdraw funds for the function of the Organization, based on budgetary

allotments and request by the appropriate authorities.

Session 4.3

The Financial Officer/Treasurer shall make a general financial report to the Board at its January and July meetings each year.

Session 5.01 Protocol Officer

Session 5.1

The information or Protocol Officer shall serve as medium of publicity of the Secretariat. The officer has the responsibility of publishing a quarterly newsletter for Colosus.

Session 5.2

The Information Officer shall preside as Chief Protocol Officer in all functions of the Organization.

Session 6.0 Social Secretary

Session 6.1

The Social Secretary shall be responsible for the planning, organizing, and supervising of recreational activities, including sporting events, parties, fund raising activities, and all social undertaking of the Organization.

Session 7.0 Chaplain

Session 7.1

The Chaplain shall inspire the religious activities of Colosus and shall open and close all meetings with prayer.

Session 7.2

The Chaplain is expected to live an exemplarily life worthy of respect and serves as the spiritual adviser for Colosus.

**Article XI
Grievance Committee**

Session 1

The Board of Directors shall setup a Grievance Committee to intervene in time of crisis or complains within Colosus and its affiliates. The decision of the Committee shall be submitted to the Board for approval within 60 days, from the date of the complaint.

Session 2

Any plaintiff who shall not be satisfied with the Board decision may appeal to the General Assembly at the Annual Convention for recourse. The Assembly may elect to deliberate on the complaint immediately or form a committee to resolve the issue in 60 days, from the date of the complaint. The decision of the Committee shall be final and subject to no appeal within Colosus.

**Article XII
National Convention**

Session 1

Colosus shall hold an Annual Convention on the first weekend in October at a venue to be selected by the Board of Directors. No Chapter shall host the Convention more than two times, within three years.

Session 2

The general purpose of the Convention shall be to plan, organize, educate, and assess programs or projects for proper funding and execution.

Session 3

The Chairman of Colosus shall be in charge of organizing the Convention and shall serve as Chairman of the Convention.

Session 4

When a banquet is held, no extra fees shall be charged to attendees who make a full payment of their sitting fees. This prevention may not include all forms of beverages, unless decided otherwise by the Chairman of the Convention.

Session 5

All reports from the Board and programs are presented at the Convention for approval. All elections for Colosus officers and the Boards are held at the Convention.

Session 6

The Executive Committee reserves the right to provide basic guidelines about the conduct of the Convention.

**Article XIII
Dues Payment**

Session 1

All Chapters of Colosus shall make an annual payment of one hundred and fifty (\$150.00) as due. The deadline for payment is September 30 each year. A late fee of twenty five (\$25.00) shall be applied after the due date.

Session 2

A sitting fee of seventy five (\$75) shall be assessed for each representative of all Chapters. Some or all this entire amount shall apply against the Annual Banquet for registered members at the Convention and shall not be required to pay additional fees unless approved in advance by the Board.

Session 3

Delinquent Chapters which fail to pay dues in full, including late fees, shall lose voting and deliberation privileges at the Convention, until all fees are paid in full.

**Article XIV
Officers**

Session 1

The elected officers of this Organization shall be President, Vice President, Recording Secretary, Financial Officer/Treasurer, Parliamentarian, Social Secretary and Chaplain.

Session 2

The officers shall be elected at the Annual Convention to serve for two years. The Headquarters of the Conference may be in any State, with at least one functional Colosus Chapter.

Section 3

Colosus shall comprise a General Assembly, to include all officers of the Organization and Local Chapters.

Article XV Committees

Session 1

The Executive Committee shall approve of all committees set up by the President. The Chairman may choose heads of each Committee.

Session 2.

The Board and General Assembly may setup committees to perform useful functions of Colosus.

Session 3

Committee members may file grievances, if they feel they are a target of unfair treatments or dismissal.

Article XVI Honorary Membership

Session 1

Honorary membership shall be awarded to non-member of Colosus or Local Chapters who make substantial financial contribution or its equivalent to the Organization.

Session 2

Every Chapter shall be responsible for the expense of the honoree, if the contribution was to a local Chapter.

Session 3

Honorary membership with ceremonial title such as “Clan Chief” or “Paramount Chief” may also be conferred by the President at the Annual Convention in October, with the approval of the Executive Committee. The conferment shall be based on generous contributions to meet various social, educational, or humanitarian needs of Colosus, its affiliates, or Liberia.

Article XVII Meetings, Representation, Quorum

Session 1

The Board of Directors shall hold two regular annual meetings on the first Saturday in January and July, unless in case of emergencies, when the Chairman may alter the meeting date, to reconvene within 21 days, from the official meeting date.

Session 2

All official Board meetings shall be posted at least 30 days in advance on Colosus website, with the agenda. Additionally, Board members may also be contacted by email or phone.

Session 3

A quorum for the Board or Executive Committee shall constitute a simple majority of its members and a decision shall be made by a majority vote of the members present.

Session 4

A special meeting may be called by the Chairman of Colosus or the Board, if an emergency warrants such a meeting.

Session 5

No individual shall solicit funds, enter into business contracts or make presentations in the name of Colosus, without the approval of the Board of Directors. Moreover, Colosus status and symbols shall not be used to benefit any individual for personal gain or aggrandizement.

ARTICLE XVIII

Discipline

Session 1

Executing discipline of this Organization shall be in keeping with good moral and lawful standards of Colosus. An offence shall be defined as: any and all acts or behaviors which contravene the Constitution and By-Laws; deliberate dissemination of false information and misinformation; use of profanity in official gatherings; physical attacks on others; nonpayment of membership dues;

Session 2

No penalties shall be imposed on any member or Chapter without due process in the presence of the Disciplinary Committee consisting of no less than three members, (including the parliamentarian).

Session 3

The Grievance Committee shall serve as a Disciplinary Committee. The Board may elect to set up a new standing Disciplinary Committee. If such is the case, the Executive Committee will cease to perform such function.

Session 4

In case of impeachment proceedings against the President, the Board of Directors shall have the sole authority to preside over the investigation. If the President is found guilty, the Vice President shall be immediately installed to complete the unexpired term of the President.

Session 5

All impeachment proceedings against the President shall require two thirds (2/3) majority vote of the Board members present, based on the quorum of no less than three members.

Article XIX

Amendments and Voting Protocol

Session 1

The Constitution is a living document, and from time to time, some aspects of it may warrant alterations to keep up with growth and development. When that need arises, a 2/3 majority vote of members present at the Annual Convention shall be required to effectuate an amendment.

Session 2

The Board of Directors shall also act as a Resolution Committee. All resolutions for amendment of the Constitution shall be submitted to the Committee or its designee, in writing, no later than July 1 each year.

Session 3

The Resolution Committee shall present all approved resolutions to the General Assembly for deliberation and adaption or rejection, based on 2/3 majority vote of members present.

Session 4

No one shall be eligible for election if not physically present at the election venue. No absentee votes will be counted.

Session 5

All votes shall be by secret ballots, unless otherwise suggested by the chairman or presiding officer. All changes must be endorsed by members present by majority vote.

Affirmation

We, the undersigned, hereby affirm that, after careful deliberations and reflections on the needs of Liberians in the Southwestern United States, west of the Mississippi River, and State Laws governing non-for-profit organizations, this Constitution & By-Laws has been duly drifted to reflect the hope and aspirations of Liberians in the region. From date of its approval, July 23, 2011, this Constitution shall take effect on the 30th day after the approval. In testimony thereto, we hereby affix our signatures:

Members of the Revision Committee (submitted May 21, 2011)

Dr. John S. David, Chairman

Mr. Willie Kim Kamara, member

Mr. Thomas Mannah, member

Mr. Boima Weedor, member
