

REVISED AND ADOPTED CONSTITUTION

And

BY-LAWS



Of The

*United Bassa (Liberian)
Organization In The Americas*

(**UNIBOA**)

*Ratified June 13, 2015
Silver Spring, Maryland,
United States of America*

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CONSTITUTION
Of The
UNITED BASSA (LIBERIAN) ORGANIZATION
IN THE AMERICAS

PREAMBLE

We, the people of Grand Bassa, River Cess, Margibi, and Montserrado Counties hereafter referred to as people of the Bassa Counties of the Republic of Liberia residing in the United States of America,

Aware of the ever growing need to unite as a team to join the struggle with our people for the upliftment and the improvement of the social, economic and educational conditions of our people,

Cognizant of the fact that as an integral part of our people and country,

Recognizing that in unity there is strength and success,

We owe it to the Almighty God and humanity to meaningfully contribute our quota to national development,

Do hereby resolve and constitute ourselves into an organization to be named and styled as the “United Bassa (Liberian)Organization in the Americas (UNIBOA)” and hereafter referred to as UNIBOA.

ARTICLE I

THE ORGANIZATION

Section 1 **Name** *The name of this organization shall be the “United Bassa (Liberian) Organization in the Americas”.*

Section 2 A chapter may elect to adopt name to use in addition to it’s Chapter’s identity as “Doing Business Name”; A Chapter that desires to do so shall make an application to the General Assembly through the Executive Committee, seeking approval to do so.

Section 3 **Motto** ***Yu nah boai** - meaning, “The child has grown up”*

Section 4 **Colors** *The colors of the National Organization shall be Blue, Red and White, reflecting the colors of the Bassa Counties.*

Section 5 **Logo** *The Royal Bassatic (DRUM)*

ARTICLE II

PURPOSE

The organization shall be a non-profit, non-sectarian and non-political entity with the following objectives:

- Section 1** *To promote peace, unity, progress and social awareness amongst the people of the Bassa Counties and all Liberians in the Americas.*
- Section 2** *To maintain and promote our cultural and traditional heritage and values.*
- Section 3** *To assist with specific development projects through advocacy finance and Manpower.*
- Section 4** *To help improve the quality of education and health care.*
- Section 5** *To serve as a forum for the exchange of views amongst the people of the Bassa Counties residing in the Americas.*
- Section 6** *To attend to the welfare of its members in such instances or conditions as*
 - a. Bereavement*
 - b. Sickness*
 - c. Special events (i.e., graduations and weddings)*

ARTICLE III

HEADQUARTERS

- Section 1** *The headquarters of the Organization shall be located in the Capital City of the United States of America.*
- Section 2** *The business activities of the Organization may be legally conducted throughout the United States.*

ARTICLE IV

MEMBERSHIP

- Section 1** *Membership shall be opened to anyone from the Bassa counties by virtue of birth, blood, marriage and declaration.*
- Section 2** *Membership shall be through local chapters and chartered organizations. Qualified applicants not in the region of a local chapter, should apply for membership to the nearest local chapter.*
- Section 3** **Age Qualification** - *Shall be 18 years old and above.*

Meanings Of “Birth, Blood, Marriage and Declaration”

- a) **By Birth** - *Any person or persons born in the areas of the Bassa Counties (Grand Bassa, River Cess, Margibi and Montserrado Counties) are eligible for membership. He/She shall have voting status and can hold any office.*
- b) **By Blood** - *Any person or persons of Bassa descent (i.e., born of Bassa parents or parent are eligible for membership. He/She shall have voting status and can hold any office.*
- c) **By Marriage** - *Membership shall be opened to spouses of members*

who meet the age requirement stated above. Any such person qualifying for membership by marriage shall have voting status and can hold any elected position except the office of president and chairman of the Board.

- d) **By Declaration** - *Membership shall be opened to all those who have some affiliation with the Bassa counties and are not qualified by sections 3 a, b, or c. They shall have voting status and can hold any elected position except the office of president and chairman of the Board.*

ARTICLE V

BODIES

Section 1 *The National Bodies of this Organization shall be: The General Assembly (GA), the Board of Directors (BOD) and the Executives.*

Section 2. The General Assembly (GA)

It shall consist of all members from local chapters in good standing.

Section 2.1 Powers - *The General Assembly shall have the following powers:*

- a) *It shall be the highest decision-making body.*
- b) *It shall elect the National Officers.*
- c) *It shall have the power to suspend and impeach National Officers for the violation of the constitution and statutes of the organization.*
- d) *It shall take disciplinary action against members in cases of misconduct. Two-thirds of its chapter representation shall make the determination as to what constitutes a misconduct.*
- e) *It shall have the power to approve the admittance of new organizations or Chapters into the Organization.*

Section 3 The Board of Directors (BOD)

It shall consist of two (2) members from each local chapter of the Organization excluding local presidents/chairpersons.

Section 3.1 Powers - *The National Board of Directors:*

- a) *Shall formulate policies of the Organization.*
- b) *Shall organize and formulate means of fund raising for the operations of the organization*

- c) *Shall approve of all programs when the General Assembly is not in session.*
- d) *Shall authorize an audit and determine the means and instrument of the audit of the financial records of the Organization annually. It shall submit a report to the General Assembly. The audit shall be conducted by an independent accounting firm if necessary, as determined by the Board.*

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- e) *Shall approve all expenditure vouchers of the organizations*
- f) *Shall confirm all appointments made by the president.*
- g) *Shall approve the annual budget of the Organization.*

Section 3.2 Meeting

*The Board of Directors shall meet twice a year.
It shall decide the date and venue of the meetings.*

Section 3.3 Officers of the National Board of Directors

The National Board of Directors shall have the following Officers:

- a) *Chairman of the Board*
- b) *Co-chairman of the Board*
- c) *Secretary of the Board*

Section 3.3.1 *The officers of the Board shall be elected by the members of the Board.*

Section 3.4 Duties of the Chairman of the Board

- a) *Shall approve all expenditure vouchers of the Organization.*
- b) *Shall conduct all meetings of the Board of Directors*
- c) *Shall call emergency meeting(s) of the Board of Directors*

Section 3.5 Duties of the Co-chairman of the Board

The Co-chairman of the Board shall conduct the affairs of the Board in the absence of the chairman or when the chairman is incapacitated or removed from office.

Section 3.6 Duties of the Secretary of the Board

- a) *The Secretary of the Board shall record all proceedings of the Board.*
- b) *Shall serve as a depository of all reports made to the Board.*

Section 4 **Tenure of Office of the Board of Directors**

The tenure of service of Officers of the Board shall be three (3) years.

ARTICLE VI**STANDING COMMITTEES****Section 1** **Committee Chairs**

- a) *Shall manage the work of the committees with appropriate direction and delegation*
- b) *Shall report to the President and at National Conventions where necessary*

Section 2 **There shall be six (6) Standing Committees as follows:**

1. *Executive Committee*
2. *Ways & Means Committee*
3. *Finance Committee*
4. *Home Affairs Committee*
5. ***Community Outreach & Advocacy Committee – Replaces the Domestic Affairs Committee***
6. *Archives Committee*

Section 2.1 **Executive Committee**

- a) *Shall comprise of all elected and appointed officers of the organization and the presidents of the local chapters*
- b) *Shall serve as the governing body of the organization and shall be headed by the National President*
- c) *Shall have the right to make decision in the absence of the General Assembly with the advice and consent of the Board of Directors*
- d) *Shall develop strategies and make policy recommendation to the General Assembly and the Board of Directors.*

Section 2.2 **Ways & Means Committee**

- a) *Shall devise strategies to raise funds and other donations for various projects and programs*
- b) *Shall advice the President and Executive Committee of resource opportunities beneficial to the organization*
- c) *Shall report to the National President*

Section 2.3 Finance Committee

- a) *Shall consist of the Treasurer, Financial Secretary and three (3) other members appointed by the Board*
- b) *Shall work to ensure that the financial records of the organization are kept current and accurate*
- c) *Shall develop budgets consistent with the year plan*
- d) *Shall complete annual financial statements.*
- e) *Shall report to the National President*

Section 2.5 Home Affairs Committee

- a) *Shall consist of four (4) members residing in Liberia appointed by the President with the advice & consent of the Board*
- b) *Shall represent the interest of and act on behalf of the organization in Liberia*
- c) *The chair shall be the Chief Liaison between the Organization and Liberia and shall report to the President*

Section 2.6 Community Outreach & Advocacy

- a) *Shall consist of at least three (3) members including the Chaplain*
- b) *Shall be responsible for membership drive and local chapters formation*
- c) *Shall seek the general welfare of members in good standing*
- d) *Shall coordinate the organization's response to death/bereavement, sickness and other life's accomplishments*

Section 2.7 Archive Committee

The Archive Committee, by virtue of its nomenclature, is the depository of the organization's documents and properties. Its duties shall be as follow:

- a) *Shall be the depository of all organization's documents and records*
- b) *Shall develop a system (conventional and/or digital) for the proper documentation of UNIBOA's proceedings and transactions*
- c) *Shall turn over all documentation and record in its possession to the newly appointed Chairperson of the Archive Committee*
- d) *Shall make available any document or record no later than 48 hours after it is requested.*

ARTICLE VII

ELECTED OFFICERS

Section 1 Elected Officers shall be as follow:

1. *President*
2. *Vice President*
3. *General Secretary*
4. *Financial Secretary*
5. *Treasurer*

Section 2 Qualification of Officers

Section 2.1 *President*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with his/her chapter (ie, good attendance record and current in membership dues)*
- c) *Must have demonstrated good standards and exhibited leadership capability and people skills in the organization*
- d) *Must have been an active member in a Local Chapter for at least three years;*
- e) *Must have attended at least two National Conventions of the Union;*

Section 2.2 *Vice President*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with his/her chapter (ie, good attendance record and current in membership dues)*
- c) *Shall have demonstrated good standards and exhibited leadership capability and people skills*
- d) *Must have been an active member with a chapter for at least three years;*

Section 2.3 *General Secretary*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with his/her chapter and must have been an active member for at least two years*
- c) *Must have good oral and written communication skills*
- d) *Must have demonstrated good standards and leadership capabilities within the organization*

Section 2.4 *Assisting Secretary*

- a) *Shall be appointed by the President with the consent of the Board*
- b) *Shall be at least a high school graduate or its equivalent*
- c) *Must be in good standing with his/her chapter and must have been an active member for at least two years*
- d) *Must have good oral and written communication skills*

Section 2.5 *Financial Secretary*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with his/her chapter (ie, good attendance record and current in membership dues)*
- c) *Must have demonstrated good standards and exhibited leadership capability and people skills*
- d) *Must have been an active member with a chapter for at least three years;*
- e) *Must have working knowledge of general business*
- f) *Must have the ability to record and maintain accurate financial records*

Section 2.6 *Treasurer*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with his/her chapter (ie, good attendance record and current in membership dues)*
- c) *Must have demonstrated good standards and exhibited leadership capability and people skills*
- d) *Must have been an active member with a chapter for at least three years;*
- e) *Must have working knowledge of basic accounting or general business*
- f) *Must have the ability to record and maintain accurate financial records*

Section 2.7 *Chaplain*

- a) *Must be a spiritual minded person*
- b) *Must have demonstrated good standards and moral character*
- c) *Must have been an active member with a chapter for at least a year;*
- d) *Must have oral communication and people skills*

Section 2.8 *Chairman of the Board*

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing in his/her chapter (ie, good attendance record and current in membership dues)*
- c) *Must have demonstrated good standards and exhibited leadership capability and people skills*

- d) *Must have been an active member in a chapter for at least three years;*

Section 3 **Tenure of Office**

Tenure of Office shall be as follow:

- a) *Officers shall be elected for a tenure of two (2) fiscal years.*
- b) *Officers may be re-elected for a second term but not more than two (2) consecutive terms. They may, however, be elected after a one (1) term interval.*

Section 4 **Duties of Officers**

Section 4.1 **President**

- a) *Shall preside over all meetings and report to the Board of Directors at the second meeting of the Board each year on the status of the Organization annually. He/She shall be the general spokesperson for the Organization.*
- b) *Shall be fully responsible for routine operations and answerable to the General Body*
- c) *Shall be ex-officio on all standing committees except the Executive Committee, which he/she shall chair*
- d) *Shall have the right to convene emergency meetings of the General Body or the Executive Committee; and*
- e) *Shall be a signatory to the accounts of the organization*
- f) *Shall have the power, in consultation with the Executive Committee, to appoint the Assisting Secretary, Chaplain and all Ad Hoc Committees, such as the Election Committee, except in the case of an impeachment when said appointment shall rest with the Board of Directors. No member of the Board of Directors shall serve on the impeachment committee.*

Section 4.2 **Vice President**

- a) *Shall act in the absence of the President*
- b) *Shall be the Chair of the Convention Committee*
- b) *Shall succeed the President in the case of death, resignation, impeachment or any form of disability which may render the President unable to perform his/her duties. Such succession shall only be for the unfinished term of the incapacitated President.*

Section 4.3 **General Secretary**

- a) *Shall keep minutes of all meetings of the Executive Committee and the General Assembly*
- b) *Shall serve as a depositor of all Organization's documents and records and shall be head of the Secretariat.*

Section 4.4 **Assisting Secretary**

Shall act in the stead of the General Secretary, and work in conjunction with the General Secretary, and shall assist the General Secretary during National Convention and other national events.

Section 4.5 **Financial Secretary**

Shall handle all financial records, collect dues, and report all finances to the Treasurer for deposit.

Section 4.6 **Treasurer**

- a) *Shall be in charge of all funds for the Organization and shall make all financial reports.*
- b) *Shall be responsible to find a reputable bank, subject to approval by the Executive Committee, and deposit all funds within seventy-two (72) hours upon receipt.*
- c) *The Treasurer shall be a signatory to the organization's account*

Section 4.7 **Chaplain**

- a) *Shall be responsible for the spiritual activity of the Organization.*
- b) *Shall perform ceremonial and pastoral duties for UNIBOA*
- c) *Shall represent the Organization at any religious event upon the directive of the president*
- d) *Shall be the religious advisor to the president*

ARTICAL VIII

ELECTIONS COMMITTEE

The Elections Committee:

- a) *Shall comprise of five (5) members who shall be appointed by the president at the Annual Convention of the second year of each term.*
- c) *If the president fails to appoint an election committee at the Annual Convention of the second year of his/her term of office, the chairman of the Board shall appoint an election committee by January of the election year.*
- d) *Shall organize and supervise all general elections*
- e) *Shall make rules and regulations approved by the Board pertaining to the General or Special Elections.*

ARTICLE IX

OBLIGATIONS OF UNIBOA

- a) *No part of the net earnings of UNIBOA shall be used to the benefit of, or be distributed to its members, directors, officers or private persons except three-fourth majority vote of the General Assembly of UNIBOA authorizing payment of reasonable compensation for services rendered and to make payments and distributions in furtherance of SECTION 501 (c) (3) purpose.*
- b) *No part of the activities of UNIBOA shall attempt to influence legislation, and UNIBOA shall not participate in or intervene in any political campaign on behalf of any candidate of public office.*
- c) *Notwithstanding any other provision of these articles, UNIBOA shall not carry on any other activities not permitted to be carried on. (a) UNIBOA exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code (or corresponding provisions of any future United States of America Internal Revenue Law) or b) by UNIBOA contributions which are deductible under Section 170 (e) (g) of the Internal Revenue Code.*

ARTICLE X

DISSOLUTION OF UNIBOA

Upon dissolution of UNIBOA, the Board of Directors shall, after paying or making provision for payment of all liabilities of UNIBOA, dispose of all of the assets of UNIBOA exclusively for the purposes of the Organization in such manner, or to such organization (s) organized or operated exclusively for charities, educational purposes as at the time shall qualify as exempt organization (s) under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of by the Court of Common Pleas of the County in which the principal office of the Organization is then located, exclusively for such organizations (s), as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI

BY LAWS AND STANDING RULES

Section 1 Meetings

There shall be a meeting of the General Body once a year in May, during Memorial Day week-end at a designated place and time set by the General Body. However, the GA shall have the authority to change the meeting to another month in the same year for any reason that is in the best interest of the members, or of financial or economic benefits to the Organization

Section 2 Quorum

A Quorum shall comprise of simple majority of the chapters in good standing for the Convention to be convened.

Section 3 Dues

The annual dues shall be paid in four (4) equal quarterly installments. The annual dues shall be \$ 500.00 (five hundred dollars) per chapter. The Board of Directors shall review the annual dues periodically and make recommendations to the General Assembly.

Section 4 Impeachment

An impeachment proceeding shall be handled by an Ad Hoc Committee

which shall be appointed by the Board of Directors. The charges shall be investigated by the Committee and recommendations made to the Board. In order for said recommendations to be enforceable, it must be approved by two-thirds of the chapters in good standing. If this condition is met, then the Board can suspend the elected officer or officers until the next general assembly when new officers can be elected.

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RULES

Section 1 Individual Decorum

Any individual who displays and/or advocates improper decorum during meetings shall be given a warning for the first offense. If, repeated, he/she may be suspended from the meeting and if he/she refuses to leave, a police officer will be called to take the member off the premises. A third offense may lead to one year's suspension from the Organization.

Section 2 Record Keeping and Debt Settlement

- a) *The General Secretary and Secretary of the Board shall keep all records of the Organization.*
- b) *The Archives Committee shall be the depository of all UNIBOA's records*
- c) *The Chairman of the Board and Treasurer shall settle all debts.*

LEGAL ACTION

- a) *In case of any legal action brought against the Organization or actions the Organization may take against any party, the President, General Secretary, and Chairman of the Board shall obtain an Attorney to represent the Organization.*
- b) *In the event that an action is taken against the President, General Secretary, Chairman of the Board (current or former), the Board of Directors shall obtain an Attorney to represent the Organization. If an action is taken against the chairman of the Board, then the Co-chairman of the Board will convene the meetings of the Board.*

AMENDMENTS

- Section 1** *An amendment to the National Organization's Constitution and By-Laws may be recommended by any chapter of the Organization. In all such cases, the proposed amendment must be filed with the national General Secretary at least three (3) months prior to the annual meeting of the General Assembly. The national General Secretary circulates the proposed amendment to all members of the Organization, at least two (2)*

months prior to the regular meeting of the General Assembly.

Section 2 *All amendments must be approved by two-thirds of the chapters delegation in attendance at the General Assembly.*

ARTICLE XII

MISCELLANEOUS PROVISIONS

Transitional Provisions: *This Constitution and By-Laws were ratified by the membership on May 26, 1991.*

Constitution Committee

<i>Joseph D. Sinyan</i>	<i>Chairman</i>
<i>Joseph Davis</i>	<i>Co-chairman</i>
<i>Emmanuel N. Reeves</i>	<i>Secretary</i>
<i>Robert A. Pailey</i>	<i>Assistant Secretary</i>
<i>Rev. Nathan Junius</i>	<i>Member</i>
<i>Rufus Y. B. Waters</i>	<i>Member</i>
<i>Hitler Harvey</i>	<i>Member</i>
<i>Eric Brown</i>	<i>Member</i>
<i>John Grigsby</i>	<i>Member</i>
<i>James Monyoukay</i>	<i>Member</i>
<i>Jerome Gayman</i>	<i>Member</i>

Constitution Review Committee

Z'Sherman Adams, Jr. (Chairman)
Ousley Natt Early
G. Walter Greenfield
Nora Harrigan
G. Mandeh Kanegbo
James Augustin Redd
Paul Tarr (Co-chairman)
Charles Verdier

The Original Constitution which was written and ratified in 1991 was reviewed and amendments made over a 4-year period (1998 – 2002). This amended constitution was ratified by the General Assembly on May 25, 2002 in Newark, New Jersey, United States of America.

Constitution Revision & Amendment Committee

Alfred Doesuah Chairman
I Ezax Smith Co-Chairman
Abram Harris Secretary
Madia Phillips Member
Arthur Soben Member
Scott Mandeh Member
Trokon Benson-----Member
S. Glen Cooper Member

This Revised Constitution was ratified by the 25th General Assembly of UNIBOA on June 13th, 2015, in the City of Silver Spring, Marland, United States of America.