

**THE ARTHINGTON RECONSTRUCTION
&
DEVELOPMENT ASSOCIATION**



CONSTITUTION

CONTENTS

The Preamble	1
Article I: The Purpose	2
Article II: Membership	4
Article III: The Organization	4
Article IV: Meetings/Convention	8
Article V: General Elections	8
Article VI: Budgetary Appropriation	9
Article VII: REMOVAL/RESIGNATION/REINSTATEMENT	9
Article VIII: Amendment	10

PREAMBLE

Whereas the City Corporation of Arthington and the citizens of Arthington and its surrounding townships suffered immeasurable damage cause by the Liberian Civil Conflict in the 1990s and early 2000s; we, the citizens and friends of the City Corporation of Arthington and its surrounding townships residing in these United States of America, grateful to the Almighty God for the many blessings of the opportunities afforded us, do proclaim and formulate this constitution to govern the conduct of the established association -- Arthington Reconstruction & Development Association to promote the general welfare of the people of Arthington (the youth in particular), its surrounding townships, and ourselves.

*The by-laws contained in this constitution are the fundamental laws of the **Arthington Reconstruction & Development Association**. The constitutional provisions herein are binding on members of the association and each member must act accordingly.*

This association evolves out the belief Cicero once espoused "Homines ad deos nulla re propius accedunt quam salutem hominibus dando." (There is no way by which man can approach nearer to the gods than by contributing to the welfare of their fellow creatures)

ARTICLE I: PURPOSE

ARDA is established to:

- A.** Assist the City Corporation of Arthington and the surrounding townships with specific development projects through finance and materials
- B.** To help improve the quality of education through financial, materials, and moral support, and healthcare through medical supplies, and underwrite the cost of yearly vaccination of all school children
- C.** To work for the common good of ARDA members residing in these United States of America through financial contribution for bereavement of core family members in the amount of **\$50.00 (FIFTY DOLLARS)** and moral support.

The name of this association "**Arthington Reconstruction & Development Association**" is not subject to amendment. The headquarter for ARDA shall be in the state of North Carolina until its registration is changed from the state of North Carolina to another state. The change of registration can **only** be done by the general body at the annual convention; with 2/3 of members voting for the change.

ARTICLE II: MEMBERSHIP

Membership to the **Arthington Reconstruction & Development Association** shall be opened to all Liberians, descendants of Arthington, their spouses, and children and all friends of Arthington.

SECTION I: The annual membership due is \$100.00 (ONE HUNDRED DOLLARS). This due can be paid monthly (\$8.34), quarterly (\$25.00) or annually (\$100.00) on or before October 9 of each year.

ARTICLE III: THE ORGANIZATION

The **Arthington Reconstruction & Development Association (hereafter, "ARDA")** shall comprise the following three branches: **The Body, The Executive and The Board of Directors.** The **BODY** is the supreme organ of the association.

SECTION I: THE EXECUTIVE

The Executive shall comprise the following officers: the president, vice president, general secretary, treasurer, financial secretary, parliamentary, chaplain and non-elected auxiliary officers appointed by the president and approved by the board of directors.

The President: The President is the principal representative of ARDA. He or she is elected by the most active members for a term of two-years. He or she is eligible for a second two-year term and thereafter shall not run for the office of president for a period of six-years. The President is charged with the responsibility for the operation of ARDA and is subject to the constitution, all resolutions and directive of the board of directors. The President is required to give a semi-annual "state of ARDA" via teleconference. He or she is required to make an annual report to the general assembly at its annual convention. The report must include detail financial expenditure, completed projects, and proposed programs for the next term. These reports shall be posted on ARDA website.

The President term of office is predicated on the exemplary of the highest code of conduct -- character and the adherence to the oath of office. Any contravention to the code of conduct and the constitution shall require full inquiry by the board. If the contravention warrants impeachment, the board will file formal charges for impeachment with the general body. It will require 80 percent of active members present during deliberation; and a 2/3 of the members present must vote for the impeachment.

The Vice President: The Vice President is the second principal representative of ARDA. The vice president is elected (*on a separated ballot*) by the most active members for a term of two-years. The vice president shall be the principal architect for designing ways and means of how to raise funds for the association. In the absence of the president, or in the event the president is unable to serve, the vice president shall assume the duties of the president or become the acting president. The presidential impeachment proceedings are the same for the vice president. The term of office for the president is the same for the vice president.

The General Secretary: The General Secretary shall be the spokesperson for ARDA. He or her shall be elected (on a separate ballot) by the most active members for a two-year term. He or she is limited to a second two-year. He or she shall send out

citation for all meetings schedule by the executive. He or she will read minutes from the previous meeting, the agenda for the current meeting, call role, make announcement, and record minutes. He or she shall be the custodian of all ARDA records and documents. He or she shall work with annual convention committee to record activities and send out citations. The General Secretary term of office is predicated on the exemplary of the highest code of conduct -- character and the adherence to the oath of office. Any contravention to the code of conduct and the constitution shall require full inquiry by the board. If the board's inquiry finds sufficient evidence to warrant his or her removal from office, the board shall do so with 80 percent of the board members present and a 2/3 votes for removal.

The Treasurer: the most active members shall elect The Treasurer for a two-year term. He or she shall be the principal accounting and financial officer of ARDA. At the first general teleconference of a new administration, the treasurer shall give a detail "**financial statement**" of ARDA. He or she will be the custodian of ARDA's bank account and all financial documents. *He or she shall make deposits (within 72 hours) of collected fines, tax-levy, annual dues, and donations.* He or she will give an official receipt for all monies received. He or she will make a quarterly financial report to the **board** and an annual financial report to the general convention. The quarterly financial report to the board shall be posted on the website and members are welcome to the information upon request. The annual report must include the sources of monies received, the interest accrue, the names of members who have paid their annual dues (partial or full) and those in complete arrears. The board shall from time to time call on the treasurer for financial updates. The Treasurer term of office is predicated on the exemplary of the highest code of conduct -- character and the adherence to the oath of office. Any contravention to the code of conduct and the constitution shall require full inquiry by the board. If the board's inquiry finds sufficient evidence to warrant his or her removal from office, the board shall do so with 80 percent of the board members present and 2/3 votes for removal.

The Financial Secretary: the most active members shall elect The Financial Secretary for a two-year term. She or he shall collect all due payment, fines, receive donations other monetary contributions and turn all monies collected to the **treasurer**. At conventions and other gathering where monetary transaction is part of the operation; the Financial Secretary shall be the principal agent for collecting all funds. She or he shall turn over all funds collected to the treasurer within 24 hours after the functions are ended. The Financial Secretary term of office is predicated on the exemplary of the highest code of conduct -- character and the adherence to the oath of office. Any contravention to the code of conduct and the constitution shall require full inquiry by the board. If the board's inquiry finds sufficient evidence to warrant his or her removal from office, the board shall do so with 80 percent of the board members present and 2/3 votes for removal.

The Chaplain: The Chaplain shall preside over all religious activities of the association. The religious activities of the said association shall be that of a "**Christian Faith.**" The term of office for the Chaplain is two years. He or she is eligible for unlimited term of office of Chaplain.

The Parliamentarian: The Parliamentarian shall maintain **parliamentary-order** during regular meeting. He or she shall address any question of parliamentary nature. He or she shall levy fines on member who fails to observe decorum. The term of office for the Parliamentarian is two years. He or she is eligible for a second two-year term and must not run again for the office of Parliamentarian for 4 years.

SECTION I: THE EXECUTIVE POWERS

The powers enumerated to the executive are as follow:

- The president is the presiding officer of the executive branch and the association
- The executive makes all appropriations for ARDA
- The president appoints non-elected officers
- The executive proposes programs, projects etc.
- The president shall convene emergency meeting when he or she deems necessary
- The president shall convene leadership meeting when he or she sees the necessity
- Appointment of special committee i.e. social
- Levy fines on members

SECTION II: The Board

The board of directors of ARDA will consist of 7 members elected by the most active members at the association's annual convention. The board will have *two alternate* elected members. In the event of resignation or death of a board member, the president will select one of the alternate to serve out the remaining time of the resigned or deceased member. The tenure for elected board members is three years; and is eligible for unlimited term to stand for re-election.

The officers for the board of directors are: **a chairman, a vice chairman, and a secretary**. The elected 7 board members will elect the officers of the board. The elected officers will serve for three – years and are eligible for unlimited terms except the chairman who has a two term limits.

SECTION III: The BOARD POWERS

The board will direct the affairs of ARDA. The powers enumerated to the board are as follow:

- Confirms presidential appointments
- Approves the administration fiscal year budget
- Approves projects/ all contracts enter into by the president
- Makes policy for ARDA whenever she deems it necessary
- Levy taxes and dues on members
- Investigates elected officers for any allegation levy against him or her
- Removes elected officer from office when clear and convincing evidence of constitutional violation is presented against the officer except the president
- Holds hearing and render judgement between members
- Appoints a three-person election commission three months prior to election
- **Appoints auditing committee for annual auditing of the executive branch**

The board shall hold regular meetings (teleconference) once every two months. The teleconference must convene two weeks prior to the general teleconference and must be held on Sundays. All decisions arrive at by the board must have a two-third

majority votes of board members present at deliberation. When a vote is not taken on a matter at the time of its deliberation, proxy vote is accepted by the Chairman from any member of the board who deliberated on the issue and has full knowledge of the matter. The chairman will send out yearly calendar for the teleconference to all board members at the beginning of a new term. The president shall call – in a special session of the board at any time.

ARTICLE IV: MEETINGS/CONVENTION

ARDA fiscal year begins on the first Monday in November of each year and ends on the last Saturday in October of the following year. ARDA will hold regular monthly teleconferences. The teleconferences will convene on the last Sundays of each month at 7:30 PM. The general secretary will send out a yearly calendar of the teleconferences to all members two weeks after the new fiscal year begins. The agenda must be sent by email and/or traditional mail to all members one week prior to the teleconference. All teleconferences must be recorded.

SECTION I: ARDA will hold a national convention once every two years. The convention will convene in a city where three or more members of ARDA reside and unanimously agreed to host the convention. The board and executive will hold an annual leadership conference every October. This annual conference will focus on leadership training and strategizing of how to move ARDA forward in the future. This executive conference is opened to all members.

SECTION II: ARDA will hold a leadership conference in July and a national convention in October of each year.

SECTION III: The election of board members, president, vice president, treasurer, parliamentarian, and chaplain will take place at the convention. The induction of elected officers will immediately follow the election.

SECTION IV: All elected officers (Board and Executive) must be present on two-third of the teleconferences scheduled; *and must attend all conventions and leadership conferences*. Failure to do so will result in removal from office by the president (executive officer) or the Chairman (board member).

ARTICLE V: GENERAL ELECTIONS

ARDA national forum is the formal decision-making process through which the desirable sense of its members is expressed in the choice of the person/s to whom the leadership of ARDA is entrusted. The election of officers shall take place once every two years at the national convention. An election committee of three persons shall be appointed by the board of directors to conduct the election. The election committee must be appointed by the three months prior to election. All interested candidates must submit in writing their expressed desire to committee three months prior to election. Voting will be done by secret ballots. Elections should be made by members who have met the following requirement:

- Be an active (active--- be present on teleconferences 2/3 of the scheduled teleconference in the past two years) members
- He or she must have paid 2/3 of membership dues \$66.67.34 (**SIXTY-SIX AND SIXTY-SEVEN CENT**)
- A candidate must be an active member for 18 months and must pay in full annual dues prior to Election Day. He or she must be 18 years of age and a high school graduate

ARTICLE VI: BUDGETARY APPROPRIATION

SECTION I: The board will approve all appropriation/s. ARDA fiscal year runs from the first Monday in November and ends on the last Friday of October. The president must submit a fiscal budget to the board on the 3rd Monday of October. The board have five days to act on the budget.

SECTION II: PETTY CASH

At the beginning of each fiscal year, the president will request from the treasurer and receive the amount of \$150.00 (**ONE HUNDRED FIFTY DOLLARS**) for discretionary expense for and on behalf of ARDA. A quarterly petty cash expense report is required.

SECTION III: CHECK SIGNATURE

The require signatures on ARDA's check for any expenditure or requested fund will be the treasurer, and the president. The alternate signatory will be the general board secretary.

SECTION IV: BONDING

The office of the treasurer, the board secretary, and the president must be bonded to ensure maximum protection of ARDA's funds.

SECTION V: BANK ACCOUNT

ARDA will have a bank account with a bank institution that is member of FDIC. The signatories to ARDA's bank account are: **The President, The Treasurer, and The Board Secretary**

ARTICLE VII: REMOVAL/RESIGNATION/REINSTATEMENT

Any member or officer may resign at any time as he or she sees fit. An email or written statement of resignation should be sent to the national secretary. A board member who resigns from the board should send a written notice to the board of directors 30 days prior to the intended date. Any member who terminated his or her membership is welcome to become member when he or she sees fit. An expressed desire for reinstatement should be by email or written note sent to the national secretary. An officer who resigns from the association without meeting full financial obligation must do so before reinstatement is complete.

ARTICLE VIII: AMENDMENT

All provisions herein this constitution is subject to amendment except the association's name CLAUSE --- **The Arthington Reconstruction & Development Association**. Any member has the right to propose an amendment to any provision of the constitution. The proposed amendment must be sent to the board of directors. The board of directors, pursuant to its Judicial Review Powers, shall declare the propose amendment constitutional or unconstitutional in a resolution with two – third of board members sitting on deliberation. The board must act on any submitted amendment within 45 days of its receipt.