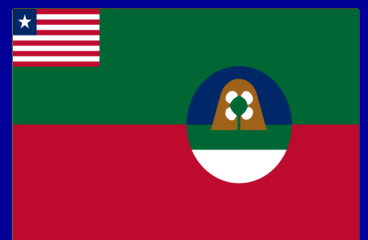
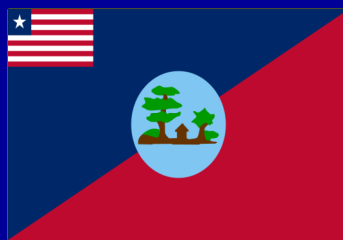
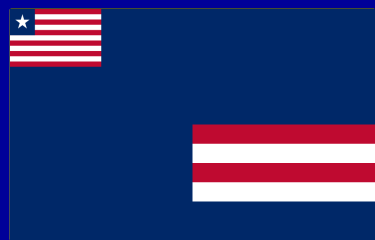


# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAWS



MOTTO: YU NAH BOAI-MEANING, 'THE CHILD HAS GROWN'



**REVISED CONSTITUTION  
AND  
BY-LAWS**



***United Bassa (Liberian) Organization  
In The Americas***  
**( UNIBOA )**

***RATIFIED SEPTEMBER 3, 2022***

***BALTIMORE, MARYLAND,***



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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,*

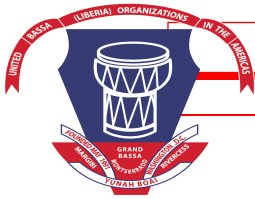
*Aware of the ever growing need to unite as a team to join the struggle with our people for the upliftment and the improvement of the social, economic and educational conditions of our people,*

*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 a name to use in addition to its 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 Promote and maintain our cultural and traditional heritage and values.*
- Section 3** *To design, develop and implement projects and programs for the benefit of the organization members and needy target population in the Diaspora and to assist with specific development projects through advocacy finance and Human resources in the four Bassa Counties in Liberia.*
- Section 4** *To engage in activities and programs that will improve the quality of life for the members of the Organization and other needy populations, such as education, healthcare and relief programs, etc.*
- Section 5** *To serve as a forum for the exchange of views amongst the people of the Bassa Counties, residing in the Americas and the homeland.*
- Section 6** *To attend to the welfare of its members in the Diaspora in such instances or conditions as*
- a. Bereavement*
  - b. Death*
  - c. Sickness*
  - d. Special events (i.e., graduations and weddings)*





## ARTICLE III

### HEADQUARTERS

- Section 1** Shall be in the State of the National President and the place of Incorporation be the Capital City of the United States of America.
- Section 2** The leadership shall legally conduct the Organization's business activities throughout the United States.

## ARTICLE IV

### MEMBERSHIP

- Section 1** Membership shall be opened to anyone from the Bassa counties by birth, blood, marriage, and declaration.
- Section 2** Membership shall be through local chapters and chartered organization 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.

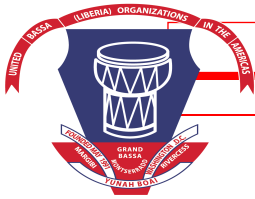
#### Meanings Of "Birth, Blood, Marriage, and Declaration"

- 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. They 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 parents are eligible for membership. They shall have voting status and can hold any office.
- c) **By Marriage** - Membership shall be open to spouses of members who meet the age requirement. 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 Three 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 Committee (EC).
- Section 2.** The General Assembly (GA)  
It shall consist of all members from local chapters in good standing and headed by the National President.



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **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 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 one (1) members of the local Board of Directors from each Chapter of the Organization.*

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

- a) *Shall formulate and approve policies recommended by the President that it determines to be in the best interest and achievement of the Organization's mission*
- b) *Shall organize and formulate means of fundraising for the operations of the Organization*
- c) *Shall approve projects and programs recommended by the President that has a two-thirds majority of the Executive Committee approval. In the event the Board of Directors cannot get the simple majority approval of members/Chapters in good standing, the Board shall inform the President, and the decision of the Executive Committee shall stand.*
- 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.*
- e) *Shall approve supplementary budget of the organizations*
- f) *Shall confirm appointments of Standing Committee members made by the National 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*



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 4** **Qualification of the Board Officers**

#### **Section 4.1** **The Chairman**

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with their Chapter (i.e., good attendance record and current 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;*
- e) *Must have attended at least three consecutive National Conventions of the Union.*

#### **Section 4.2** **The Co-Chairman**

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with their Chapter (i.e., good attendance record and current 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;*
- e) ***Must have attended at least three consecutive National Conventions of the Union.***

#### **Section 4.3** **Secretary of the Board**

- a) *Shall be at least a high school graduate or its equivalent and be computer literate.*
- b) *Must be in good standing with their 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*
- e) ***Must have attended at least two consecutive National Conventions of the Union.***



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 5 Duties of Board Officers**

#### **Section 5.1 Duties of the Chairman of the Board**

- a) *In case of emergency, the Chairman shall approve supplementary budget and any emergency expense request of Organization.*
- b) *Shall conduct all meetings of the Board of Directors*
- c) *Shall call an emergency meeting(s) of the Board of Directors*

#### **Section 5.2 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 5.3 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 to the Board.*

### **Section 6 Tenure of Office of the Board of Directors**

- a) *The tenure of Officers of the Board shall be three (3) years. If the term of the Board Officers ends and an election can not be held, an Interim leadership shall be put in place by the members of the Board until such time that Elections can be held.*

### **Section 7 Quorum for the Board of Directors**

***A Quorum shall comprise a simple majority of Chapters in good standing and whose chapters are active and in good standing.***

## **ARTICLE VI**

### **STANDING COMMITTEES**

#### **Section 1 Committee Chairs**

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

#### **Section 2 There shall be seven (7) Standing Committees as follows:**

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



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 2.1 Executive Committee**

- a) *Shall serve as the governing body of the Organization and shall be headed by the National President*
- b) *Shall approve programs and projects with a two-third majority of Executive Committee Members present and forward it to the Board.*
- c) *Shall comprise of all Executive Officers elected by the General Assembly, other appointed Executive Officers made by the National President, the presidents of the local chapters, and heads of Standing Committee.*
- d) *Shall develop strategies and make policy recommendations to the General Assembly or 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 advise the President and Executive Committee of resource opportunities beneficial to the Organization*
- c) *Shall report to the National President*

### **Section 2.3 Finance Committee**

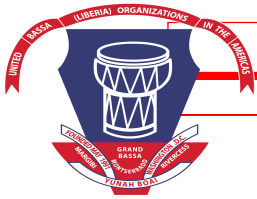
- a) *Shall consist of the Treasurer, Financial Secretary, and three (3) other members appointed by the Board*
- b) *Shall work to ensure that the financial records of the Organization are kept current and accurate*
- c) *Shall develop budgets consistent with the year plan*
- d) *Shall complete annual 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 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/grief, sickness, and other life accomplishments*



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 2.7** Archive and Technology Committee

*Under its terminology, the Archive and Technology Committee 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 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 any document or record available no later than 48 hours after it is requested.*
- e) *Shall manage all social media platforms, including our web portal*

### **Section 2.8** National Secretariat Committee

- a) *The National Secretariat shall be made of all chairman/chairpersons of the Standing Committee.*
- b) *The National Secretary-General shall heed the National Secretariat*
- c) *The National Secretariat shall be the strategic program arm of UNIBOA.*
- d) *The National Secretariat shall help develop the working schedule of the National Convention in consultation with the National President and Convention Committee Chairperson.*

### **Section 2.9** Quorum for Executive Committee

***A Quorum shall comprise a simple majority of the presidents of the local Chapter in good standing and whose chapters are active and good standing.***

## **ARTICLE VII**

### **ELECTED OFFICERS**

#### **Section 1** Elected Officers:

*Shall be the Executive officers of the Organization and shall comprise of the following:*

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



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 1.1 Executive Officers**

*Shall run the day-to-day affairs and operation of the Organization under the direction of the President*

### **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 their Chapter (i.e., good attendance record and current membership dues)*
- c) *Shall be signatory to the organization's account(s)*
- d) *Must have demonstrated good standards and exhibited leadership capability and people skills in the Organization*
- e) *Must have been an active member in a Local Chapter for at least three years;*
- f) ***Must have attended at least three consecutive 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 their Chapter (i.e., good attendance record and current 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;*
- e) ***Must have attended at least three consecutive National Conventions of the Union.***

#### **Section 2.3 General Secretary**

- a) *Shall be at least a high school graduate or its equivalent and shall be computer literate.*
- b) *Must be in good standing with their 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*
- e) *Must have attended at least two consecutive National Conventions of the Union.*

#### **Section 2.4 Assisting Secretary**

- a) *Shall be appointed by the President with the consent of the /Executive Committee*
- b) *Shall be at least a high school graduate or its equivalent and must be computer literate*
- c) *Must be in good standing with their Chapter and must have been an active member for at least two years*
- d) *Must have good oral and written communication skills and shall be computer literate*



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### Section 2.5 **Financial Secretary**

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with their Chapter (i.e., good attendance record and current 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 two years;*
- e) *Must have a working knowledge of general business*
- f) *Must have the ability to record and maintain accurate financial records*
- g) **Must have bookkeeping and accounting knowledge**

### Section 2.6 **Treasurer**

- a) *Shall be at least a high school graduate or its equivalent*
- b) *Must be in good standing with their Chapter (i.e., good attendance record and current membership dues)*
- c) *Shall be a signatory to the organization's account (s)*
- d) *Must have demonstrated good standards and exhibited leadership capability and people skills*
- e) *Must have been an active member with a chapter for at least two years;*
- f) *Must have a working knowledge of basic accounting or general business*
- g) *Must have the ability to record and maintain accurate financial records*
- h) **Must have bookkeeping and accounting knowledge**

### 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 3 **Tenure of Office of Executives**

*Tenure of Office shall be as follow:*

- a) **Officers shall be elected for a term of three (3) 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.*





# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **Section 4** **Duties of Executive Officers**

#### **Section 4.1** **President**

- a) *Shall preside over meetings and report to the Board of Directors at the second meeting of the Board each year on the status of the Organization. They shall be the official spokesperson for the Organization.*
- b) *Shall be fully responsible for day-to-day affairs and operations of the Organization and answerable to the General Assembly*
- c) *Shall be ex-officio of standing committees except for the Executive Committee chaired by the President.*
- d) *Shall have the right to convene emergency meetings of the General Assembly or the Executive Committee; and*
- e) *Shall be a signatory to the accounts of the Organization*
- f) *Shall sign expense voucher of the organization.*
- g) *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 impeachment when said appointment shall rest with the Board of Directors.*

#### **Section 4.2** **Vice President**

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

#### **Section 4.3** **General Secretary**

- a) *Shall be the custodian of organization records, including print and electronic, and keep minutes of all meetings of the Executive Committee and including but not limited to the proceedings of the General Assembly*
- b) *Shall send communication and corresponding.*
- c) *Shall serve as head of the Secretariat Committee and mentor members of the Secretariat, including recruitment and training.*

#### **Section 4.4** **Assisting Secretary**

- a) *Shall work under the supervision of the Secretary-General*
- b) *Shall act in the stead of the General Secretary, and work in conjunction with the General Secretary and*
- c) *shall assist the General Secretary during National Convention and other national events.*



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### Section 4.5 Financial Secretary

- a) Shall receive and record financial records, collect dues, and report all finances to the Treasurer for deposit.
- b) Shall help in preparing financial reports
- c) Shall collect and record all funds coming to the Organization, including donations and gifts, as well as Cash App and Zelle.
- d) Shall be the originator of vouchers
- e) Shall send communications concerning due payments, account receivables, and other finances intended for the Organization.
- f) Send out the letter of acknowledgment to donors.

**Note: Once the budget is approved by the Board, the voucher shall be processed/implemented by the financial Secretary, Treasurer, and President. Any supplementary budget or emergency expense request shall be approved by the Board of Directors.**

### 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 for finding 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 spiritual advisor to the President.

## ARTICLE VIII

### CHAPTERS

#### Section 1 Definition and Composition of a Chapter

**Section 1.1 Definition:** A like-minded people from the four (4) Bassa Counties residing in the Americas and chartered under UNIBOA.

**Section 1.2 Composition:** To be a Local Chapter in the Union, the Organization shall be registered in its State and must meet UNIBOA'S minimum requirement of at least ten (10) members in its organization.

#### Section 2 Role of Chapter

- a) Shall have self-governance to elect officers in keeping with its Constitution to achieve its goals under UNIBOA.
- b) Shall make an annual report to the General Assembly



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### Section 3 Chapter Requirements and Compliance

#### Section 3.1 501c3:

Every Chapter in the Union may use the 501c3 when they solicit donations from individuals or external organizations. Those who donate will use the Organization's EIN when filing their annual income taxes. The Chapter that uses the Organization's EIN to receive donations must report said amount greater than \$50,000.00 to UNIBOIA National leadership.

#### Section 3.2 Chapter Dues:

- a) Chapters' annual dues may be paid at least quarterly. The annual dues shall be \$500.00 (five hundred dollars) per Chapter. The General Assembly shall review the yearly dues periodically and make adjustments as appropriate.
- b) A chapter must be current with its membership dues to UNIBOIA.
- c) Chapters are expected to attend all UNIBOIA's gatherings, including the General Assembly, Executive Meetings, and Call Meetings.

### Section 4 New Chapter

#### Section 4.1 Criteria for Creation of Local Chapter

A local chapter shall be established based on the followings:

- a) People of Bassa-speaking counties of Liberia, individual/s who have expressed interest in the mission of UNIBOIA and who reside in the Americas.
- b) Submit a letter of intent to the National President, including a list of interim officers and local Board members.
- c) Obtain a Clearance for readiness from the Office of the National President
- d) The National President shall present the proposed Chapter to the General Assembly for acceptance/approval.
- e) The General Assembly shall grant a certificate of Chartered Chapter Status.

### Section 5 Suspension of Chartered Chapter Status

- a) UNIBOIA expects that chapters be current with their annual dues and be active. Failure to pay the annual due for three (3) consecutive fiscal years shall lead to a temporary suspension of charter status by the majority of the General Assembly,
- b) The National President shall submit the names of those chapters qualified for suspension of chartered status, including efforts and initiatives to keep them in compliance, to the General Assembly through the office of the General Secretary during the sitting of every convention for necessary action.
- c) Any Chapter that ratifies its financial deficit while under suspension shall obtain a clearance certificate from the National Administration and apply to the General Assembly through the National President for reinstatement. When satisfied with the applicant, the General Assembly or National Board shall issue a certificate of Restoration of Status.
- d) A chapter that voluntarily leaves the Union and wishes to return must reapply for charter status.



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### ARTICLE IX

#### **CONVENTION**

##### **Section 1 National Convention Schedule:**

The Executive Committee shall devise a 5-Year rotation schedule and present it to the General Assembly for approval.

##### **Section 2 Convention Meeting**

There shall be a meeting of the General Assembly once a year during the United States of America Labor Day weekend at a designated place and time set by the General Assembly (GA). However, the GA shall change the meeting date to another month in the same year for any reason that is in the members' best interest or for financial or economic benefits to the Organization.

##### **Section 3 Convention Delegates**

The National Convention shall be conducted based on Accredited Delegates. Each Chapter shall bring up to and not exceed One Hundred (100) delegates.

##### **Section 4 Convention Resolutions**

All decisions of the General Assembly be codified as and distributed to all members, and forwarded to the Archive Committee for publishing..

### ARTICLE X

#### **ELECTIONS COMMITTEE**

##### **Section 1 Elections Committee**

- a) Shall comprise of five (5) members appointed by the President at the Annual Convention second year of the President's term.
- b) Shall organize and supervise all general elections in keeping with the Elections Guidelines (See Appendix 1: Elections Guidelines)

### ARTICLE XI

#### **OBLIGATIONS OF UNIBOA**

- a) No part of the earnings of UNIBOA shall be used to the benefit of or be distributed to its members (except for approved expenditure, see Financial Policy) directors, officers, or private persons except a simple 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 for public office.

Revenue Law) or b) by UNIBOA contributions which are deductible under

Section 170 (e) (g) of the Internal Revenue Code.



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

- 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 XII

### 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 Organization in such manner or to such Organization (s) organized or operated solely to 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 where 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 XIII

### BYLAWS AND STANDING RULES

#### **Section 1** Impeachment

*Board Judiciary Committee shall handle an impeachment proceeding. The Committee shall investigate the charges and recommendations made to the Board. For said recommendations to be enforceable, they must be approved by two-thirds of Board Members whose chapters are in good standing. If this condition is met, the Board shall recommend to the General Assembly for the removal from office of officers or officers with a simple majority.*

#### **Section 2** Rules

##### **Section 2.1** Individual Decorum

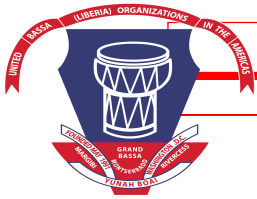
*Any individual who displays and advocates improper decorum during meetings shall be given a warning for the first offense. If repeated, they may be suspended from the conference, and if they refuse to leave, a police officer will be called to take the member off the premises. A third offense may lead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

##### **Section 2.2** 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 records*
- c) *The Chairman of the Board and Treasurer shall settle all debts.*

#### **Section 3** Legal Action

- a) *In case of any legal action brought against the Organization or steps the the Organization may take against any party, the President, General Secretary, and the Chairman of the Board shall obtain an Attorney to represent the Organization.*



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

- b) If 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.

### Section 4 AMENDMENTS

**Section 4.1** 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 before 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 before the regular meeting of the General Assembly.

**Section 4.2** All amendments must be approved by a simple majority of delegates in attendance at the General Assembly.

### Section 5 Definition of Good Standing

#### Section 5.1 Chapter in Good Standing

- a) Chapter in Good Standing means the Chapter is current with its Chapter's Due to the National;
- b) and must have attended the last (2) consecutive Conventions.
- c) A chapter must be active.

**What constitutes Active Chapter:** All Chapters shall be represented at all conventions; Chapters shall attend at least nine (9) out of 12 Executive meetings and shall be represented at Emergencies Meetings; Chapters shall be represented at UNIBO's functions;

- d) The Executive Committee shall provide the list of Active and in Good Standing Chapters and present it to the Executive Committee and the Board.

#### Section 5.2 Members in Good Standing

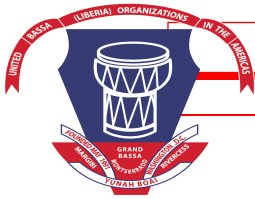
##### Section 5.2.1 At the Board Level means:

- a) The Board Member's Chapter must be in Good Standing with the National and an active chapter;
- b) Must be current with their Board Dues;
- c) Must have attended at least two (2) Consecutive Board Meetings or represented by a Proxy (excluding emergencies meetings)
- d) Must be an active member of their Chapter.

##### Section 5.2.2 At Executive Level means:

- a) Each Executive Member's Chapter must be in Good Standing with the National;
- b) the Executive Member's Chapter must be current with its Chapter Dues payment;
- c) must have attended the last two (2) Consecutive Convention;
- d) must have participated at the previous four (4) consecutive Executive Meetings or represented by a Proxy; and
- e) Must be an active member of their Chapter

**Section 6.** Only members whose Chapter are active and in good standing can participate in Board, Executive and General Assembly meetings and have voting rights.



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### ARTICLE XIV

#### Appendices:

1. UNIBOA Election Guidelines
2. Adopted FINANCIAL MANAGEMENT POLICIES AND PROCEDURES
3. Adopted UNIBOA) GOVERNANCE GUIDELINES AND REGULATIONS
4. Adopted UNIBOA Transitional Framework
5. Death Benefits

### ARTICLE XV

#### MISCELLANEOUS PROVISIONS

1. The provision of three years term of office shall be effective during the 32nd General Assembly in September 2023. As such, current National executive shall serve their two (2) years term in keeping with the decision of the 30th General Assembly.
2. Revision and amendment to the National Constitution shall be done at least every ten (10) years.

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

#### Constitution Committee

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

#### 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 Verdie**

The Original Constitution, which was written and ratified in 1991 was reviewed and amendments were made over four years (1998 – 2002). This amended Constitution was approved by the General Assembly on May 25, 2002, in Newark, New Jersey, the United States of America.



# UNITED BASSA (LIBERIAN) ORGANIZATION IN THE AMERICAS

## REVISED CONSTITUTION AND BY-LAW

### **2015 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 25<sup>th</sup> General Assembly of UNIBOIA on June 13, 2015, in the City of Silver Spring, Maryland, United States of America.*

### **2022 Constitution Revision & Amendment Committee**

*Emmanuel G. Smith ..... Chairman*  
*Ernest Giahvue .....Co-Chairman*  
*Joseph Reeves .....Member*  
*Rev. Joseph Cephas Davis ..... Member*  
*Sam Tompoe – Representative South Jersey Chapter .....Member*  
*Ernest Simmons – Representative North Jersey Chapter. Member*  
*Robert Baryhogar – Rhode Island Chapter .....Member*  
*Steve Joway – Kentucky Chapter .....Member*  
*Stephen Barron Zeogar – Minnesota Chapter .....Member*  
*Kevin Teah – Maryland Chapter .....Member*  
*Anthony Taweh – Iowa Chapter .....Member*  
*Emmanuel Vambran – New York Chapter .....Member*  
*Scott Mandeh- Pennsylvania Chapter .....Member*  
*Theophilus Ephraim Braceweell – Colorado Chapter ...Member*  
*Alex Gontee – Georgia Chapter .....Member*  
*Albert Travell – Texas Chapter .....Member*

*Abraham Williams, National President, Ex-Official*

*This Revised Constitution was ratified by the 31<sup>st</sup> General Assembly of UNIBOIA on September 3, 2022, in the City of Baltimore, Maryland, United States of America.*