

**THE CONSTITUTION AND BY-LAWS OF THE KONOBO STATUTORY DISTRICT
Association IN THE AMERICA, INC.**

(Preamble)

We the citizens of Konobo Statutory District, Grand Gedeh County, Republic of Liberia, residing in the UNITED STATES OF America, being deeply concerned with preserving our cultural heritage, promoting our general welfare, having meaningful dialogue and communication, do hereby form, establish and maintain this non-political, non-profit, and social organization and have established for the governance of same, this Constitution and By-laws.

Article I – The Name

Section 1 – Name

The name of this organization shall be The Konobo Statutory District Association in the Americas, INC. (KSDA). The Association shall be non-political and non-profit.

Article 2 – The Purpose

Section 1 – Purpose

- a)** The purpose of this organization shall be to promote unity and genuine brotherhood amongst citizens of the Konobo Statutory District everywhere.
- b)** To encourage cultural, economic, educational, and social awareness amongst the citizens of Konobo Statutory District.
- c)** To promote education and leadership training amongst members. To raise funds and mobilize recourses for the social, economic development of Konobo Statutory District and its people.
- d)** To engage projects and programs deemed beneficial to its members, and to promote and implement self-help projects in Konobo Statutory District.
- e)** To serve as a forum of discussion and where there is dispute(s) to settle said dispute between and amongst parties.
- f)** To do and/ or cause to be done, any and all acts appropriate, lawful, and supportive of its purpose for being.

Article 3 – The MOTTO

Section 1 - motto

The motto of this Association shall be:

In unity we stand

Article 4 – The Territorial Jurisdiction

Section 1 – Jurisdiction

- a)** This organization shall have jurisdiction over all citizens of Konobo Statutory District, Grand Gedeh County, and the republic of Liberia residing in the United States of America.

Article 5 - The Membership

Section 1 – Membership

- a)** There shall be three (3) Membership categories, namely: the Bona fide membership, the Associate Membership, and the Honorary Membership.

- b)** The Bona fide membership shall include all citizens of the Konobo Statutory District, (18) years or above, residing in the United States of America- including their spouses and children.
- c)** The Associate membership shall be extended to non Konobo Statutory District citizens, who have shown interest in the affairs of the Association.
- d)** Honorary Membership: The Honorary membership shall be bestowed on any person or persons who distinguished himself/herself in providing valuable services to enhance the accomplishment of the Association's aims and objective.
- e)** The associate Membership and Honorary Membership shall be purely ceremonial, and the privileges associating therewith shall not include the right to vote and to hold elective office of the Association. However, such person may be appointed to serve on committees.

Article 6 - The Structure

Section 1 – Structure

- a)** There shall be three (3) main bodies in the Organizational structure of the Association: the Annual Assembly, the Board of Directors, and the National Administration.
- b) Annual Assembly (AA):** the Annual Assembly, hereinafter referred to as the Assembly, shall be the highest decision making body of the Association; it shall be constituted by a quorum of regular, emergency, or special meeting of the Association and presided over by the President.
- c)** The Annual Assembly shall be a forum for deliberation and dialogues among members; it shall be presided over by the president, and shall:
 - I.** Convene once every year in the month of August, at a venue selected by the previous convention or special meeting prescribe by Presided with the advice and consent of the Advisory Board.
 - II.** Elect the president and all other elective administrative officers.
 - III.** Have the power to create local chapters of the Association.
 - IV.** Hold emergency and /or special meetings to take up and dispose of measures referred to from time by the president in consultation with the Board.

Section 2 - Board of Advisors

- a)** The Board of Advisors (herein after referred to as the Board) shall be comprised of two members from each local chapter elected by members of that chapter.
- b)** A candidate aspiring for the National Board shall pay a non-refundable fee of \$50.00 to his/her local chapter. This fee shall be turned over to the national administration prior to the board member being seated.
- c)** The number of people serving on the Board shall correspond to the number of chapter/s in the Association.
- d)** The Board shall elect its own officers from its membership, and adopt written rules for operation. The rules of the Board shall contain the qualifications of and procedure of electing its officers.
- e)** The outgoing Chairman of the Board shall preside over elections of the new Board and shall conduct induction ceremonies of the Board. In case of a tie between two candidates running for the Chairman of the Board, he shall vote to break the tie to determine the winner.

- f) No member of the Board shall be elected or appointed to serve on any committee of the association, whether standing or Ad hoc, except such committee's work is related to the work of the Board.
- g) The Board shall meet quarterly. However, the Chairman shall propose an emergency meeting of the Board with the advice and consent of members of the Board.
- h) The Board shall be elected for a term of three (3) calendar years; the National President shall be an ex-officio member of the Board.
- i) Members of the Board shall serve a three years term. They shall be elected at a non-general election year.
- j) The Board shall promote peace, justice, unity, mutual understanding, brotherhood and cooperation amongst all members of Konobo Statutory District, while keeping watchful eye on the National administration and local chapters. The Board shall in its discretion require the outgoing administration to be audited before leaving office.
- k) The Board shall advise the president on all policy issues and programs of the Association.
- l) The Board shall have the power to hear and adjudicate charges brought against elected officers, including board members. However, an accused Board member shall NOT serve as hearing officer what so-ever.

Section 3 – Administration

- a) The Administration shall be the executive body of the Association; it shall comprise all elected and non-elected administrative officers, and shall be headed by the National President of KSDA.
- b) The administration shall conduct the day to day affairs of the Organization, with the advice and consent of the Board of directors.

Article 7 – The General Elections

Section 1 – Election

- a) General elections for all elective officers shall be held once every two (2) years, in the month of August during the Association Annual Convention.
- b) Voting shall be by secret ballots.
- c) Only bona fide members in good standing at the time of elections shall be qualified to vote.
- d) All vacancies occurring in the elective offices shall be filled by elections which may be special or regular.

Article 8 – The Election Commission

Section 1 - Election Commission

- a) There shall be an independent Election commission (IEC) of five (5) members, hereinafter referred to as Commission.
- b) The General Assembly shall, sitting in convention of a non-elections year, elect the members of the commission for the conduct of general elections of the following year.
- c) The Commission shall:
 - I. Establishes elections guidelines consistent to the provisions of this constitution.
 - II. Scrutinize, qualify and/ or disqualify candidates or voters.

- III. Collect and receive from each candidate, the non-refundable elections registration fee for each elective office, as provided for under this constitution.
- IV. The functions of the commission shall cease immediately after the chairman of the commission shall have announced the elections returns and declared winner. However the former commissioners may continue to address questions of relevance to the elections conducted as necessary.

Section 2 – Protests

- a) Protests to the conduct of elections shall be entertained no later than one (1) hour after the elections results shall have been announced.
- b) Any protest duly raised shall be heard and disposed off by the Board of Directors.

Section 3 – Induction

- a) Every officer-elect shall be inducted into office by the chairman of the Board at least one (1) hour after he/ she shall have been declared winner of the election.

Article 9 – The OATH of office

Section 1 – Oath of Office

- a) Every officer-elect shall, prior to commencing his/her duties and functions of the office for which he/she is elected, subscribe to and take the following Oath:

I-----Do solemnly swear that I will defend, protect, and uphold the Constitution and by- Laws of the Konobo Statutory District Association in America, Inc., and will, faithfully, objectively discharge and perform the duties and functions of the office of _____ to the best of my ability. So help me God.

Article 10 - The Tenure of Office

Section 1 – Tenure of Office

- b) Every elected officer, except members of the Board, shall hold office for a term of two (2) calendar years, beginning immediately upon induction into office.
- c) He/She may be eligible for re-election, provided however, that no person shall hold the same office for a period of more than four consecutive years.

Article 11 – The Impeachment

Section 1 – Impeachment

- a) Any elected officer may be impeached, tried, and removed from office upon convection of any of the following:
 - I. Embezzlement
 - II. Inability to serve
 - III. Misapplication of association’s funds
 - IV. Misuse of the Organization’s assets.
 - V. Violation of the Oath of office.
- b) A simple majority vote of the Board shall determine the final verdict in every proceedings.
- c) The final verdict shall be forwarded to the General Assembly for review.
- d) The Assembly shall have the power to abrogate, rescind, revise, or uphold the judgment of the Board.

Article 12 - The Elective Officers

Section 1 – Elected Officers

- a)** The Elective Officers of this organization shall be:
 - I.** The President
 - II.** The Vice President
 - III.** The General Secretary
 - IV.** The Treasurer
 - V.** The Financial Secretary
 - VI.** The Parliamentarian and
 - VII.** The Chaplain

Article 13 - The Line of Succession

Section 1 - Succession

- a)** Whenever the office of president shall become vacant by reason of the president's inability to serve, resignation, removal from office, or death, the Vice President shall succeed, to complete the unexpired term of office.
- b)** Whenever the Vice President shall be incapable of assuming the duties and functions of the office of president, the Secretary General shall assume the office to complete the unexpired term of president.

Article 14 – The Duties and Responsibilities of officers

Section 1 – President

- a)** The President, who shall be the Chief Executive Officer of the Association, shall enunciate and supervise all administrative policies and programs of the Association, with the advice and consent of the Board of Advisors.
- b)** The President shall preside at all meetings of the Association and the General Assembly.
- c)** The President shall supervise, coordinate and direct all activities of the Association.
- d)** The President shall appoint Ad-Hoc committee members of the association.
- e)** The President shall submit to the general Assembly at the end of each fiscal year, a written detailed report on the state of the Association.
- f)** The President shall periodically submit for Board approval, all policy proposal, proposed projects, and budgetary proposals.
- g)** The President shall sign and approve all monetary vouchers and checks before money is withdrawn from the bank and expended.
- h)** The President shall call regular and emergency meetings.
- i)** The President shall be the representative of the organization internally and externally.
- j)** The President shall have the power to confer the Organization's membership.
- k)** The President shall maintain links or relationship with other organizations, groups or individuals in the United States of American and Liberia.

Section 2 - Vice President

- a)** The Vice President shall be the principal assistant to the president.
- b)** The Vice President shall have the same qualifications as the President and shall assume the duties and responsibilities of the President in case of death, inability to perform his/her duties, impeachment and or resignation.
- c)** The Vice President shall be chairman ex-officio of all Ad-Hoc committees and shall perform all duties assigned by the President.

Section 3 - Secretary General

- a)** The General Secretary shall record, compile and read all minutes of the Association at all meetings.
- b)** The General Secretary shall handle all correspondence of the association, including issuance of citations for meetings.
- c)** The General Secretary shall be the custodian of all records of the Association, including an accurate roster of all members.
- d)** The General Secretary shall prepare the agenda of all meetings in consultation with the presiding officer.

Section 4 - Treasurer

- a)** The Treasurer shall be the chief financial officer of the association.
- b)** The Treasurer shall be custodian of all financial records and one of the three signatories to the Association's bank account(s).
- c)** The Treasurer shall receive and deposit money into the Association account(s).
- d)** The Treasurer shall collect, with the assistance of the financial Secretary, all dues, levies, finds, taxations and donations from members and donors.
- e)** The Treasurer shall submit written financial report bi-annually and annually to the association.
- f)** The Treasurer shall formulate plan to generate revenue for the association; work out the budget for the association.
- g)** The Treasurer shall issue checks and related vouchers for settlement of financial obligations, and perform other financial duties.

Section 5 - Financial Secretary

- a)** The Financial Secretary shall be the principal assistant to the Treasurer.
- b)** The Financial Secretary shall collect dues, fines, levies and taxation and turn same over to the treasurer.
- c)** The Financial Secretary shall perform other financial duties assigned him/her by the treasurer.

Section 6 - Chaplain

- a)** The Chaplain shall be responsibilities for the spiritual welfare of the association.
- b)** The Chaplain shall conduct inter-denominational religious services or prayers during meetings of the association.

- c) The Chaplain shall preside during the wake-keeping and funeral services of a diseased member of the association.

Section 7 - Parliamentarian

- a) The Parliamentarian shall give advice and or directions to the presiding officer on how to introduce a motion and how to try a motion.
- b) The Parliamentarian shall educate officials and members on the general procedures of a meeting.

Article 15 - The Standing Committees

Section 1 – Committees

- a) There shall be three (3) standing committees: Finance committee, Projects Committee and Membership Committee.
- b) The President may appoint many more Ad-Hoc Committees.

Section 2 – Finance Committee

- a) The Finance Committee shall, in collaboration with the office of the Treasurer, enunciate and execute revenue generating programs, subject to the approval of the President, who shall have obtained the consent of the Board.

Section 3 – Project Committee

- a) The Projects Committee shall identify necessary and viable projects.
- b) Evaluate proposed projects and inspect on-going projects.
- c) The Project Committees shall, among other things, negotiate and conclude project, contracts, subject to the approval of the President, who shall have obtained the consent of the Board.

Section 4 – Membership Committee

- a) The membership Committee shall register all members of the Association, and shall keep and compile complete roasters of all Citizens of Konobo Statutory District at least eighteen (18) years of age, residing in the United States of America.
- b) It shall evaluate and recommend to the President, for investiture, persons deserving of the Association's conferrable membership.
- c) The Membership committee shall handle all membership matters of the Association.

Article 16 – The Elections

Section 1 - Election

- a) General Election shall be conducted by an Independent Election Commission.
- b) All elections shall be by secret ballots; the winner of any election must have at least more than fifty per cent (50%) of the votes of members present and voted.
- c) Only members who have met all financial obligations to the association may vote.

Section 2 – Registration Fees

- a) There shall be non-refundable elections registrations fee for each elective office, as follows:
 - I. \$60.00 for the Office of President and Vice President.
 - II. \$25.00 each, for all other elective office except Chaplain who fees is hereby waived.

Article 17 – The Qualifications

Section 1 - Board Members

- a)** The qualifications for Board members shall be: active regular membership of at least two (2) years in the Association; the age of at least twenty-five (25) years; proven active participation in the affairs of the Association; good moral character.

Section 2 – President

- b)** The following qualifications shall be required for the office of President: active regular membership of at least two (2) years; the age of at least twenty-five (25) years; at least a high school graduate, or its equivalent; an outstanding leadership qualities demonstrated in any office of the association prior to seeking election for the presidency, good moral character.

Section 3 - Vice President

- c)** The requirements and qualifications for the office of Vice President shall be the same as those of the office of President.

Section 4 - General Secretary, Treasurer, Financial Secretary

- a)** No one shall be elected General Secretary, Treasurer or Financial Secretary who is not in good standing and has not graduated from high school or its equivalent and have the knowledge of, or striving to learn the modern means of communication in Cyber space, (e.g., computer, internet, typing, etc.).

Section 5 -

- a)** To hold an office other than the above, a member must have the savvy to carry out the duty to which he/she is elected.

Article 18 – The Membership Dues

Section 1 – Membership Due

- a)** There shall be an annual member due payable to the National Administration in advance by the end of the first quarter of each year;
- b)** Members residing in a state where there exists a local chapter of the association shall pay \$10.00 as annual membership dues through their chapter to the National Administration;
- c)** Members residing in states where there exist no local chapter of the association shall pay the \$20.00 as annual membership due payable to the National Administration in advance by the end of the first quarter of each year;
- d)** Each local chapter shall, for operational purposes levy its own membership dues in addition to the ten dollars due.

Article 19 – The Chapters and Dues

Section 1 – Chapters

There shall be local chapters of the Organization established in each state of the United States of America, where the numbers of Konobo Statutory District citizens shall be at least ten (10).

- a)** A formal application for chapter status, bearing a membership list and a copy of the constitution and by-laws of the proposed chapter, shall be filled with the office of the National President of KSDA at least thirty (30) days prior to the date of the national convention, at which said application shall have been slated for hearing and approval;

- b) The constitution and by-laws of the proposed chapter must be in harmony with that of the National Constitution of the Association.

Section 2 - Dues

- a) Each local chapter shall pay an annual due of **\$200.00** to the National Administration for operational purposes. The annual due is a separate amount and shall not be confused with the annual convention fee of **\$50.00**;
- b) A Chapter which failed to comply with its annual due payment, shall be declared delinquent and subsequently forfeit the rights and privileges enjoyed by other chapters “in good standing”;
- c) Candidates running for national president, vice national president and national general secretary shall hail from local chapters in the association. This is to demonstrate how well they have served in various offices in their local chapters. They shall be people of good moral character and due paying members for a minimum of two years. Candidates for executive offices of the association shall be gainfully employed for a minimum of two years and such employment is subject to verification.

Article 20 – The Finances

Section 1 - Finances

The Association’s revenue sources shall be, but not limited to:

- I. membership dues,
- II. contributions and donations,
- III. funds raising rallies and other revenues generating programs, such as sales, Taxations and other levies.

Section 2 – Account/s

The Association shall establish and maintain bank accounts with recognized and reputable banking institutions in the United States of America.

- a) Signatories to all KSDAA National Bank Accounts shall be the National President, the National Treasurer, the National Secretary General and the Chairperson of the National Advisory Board.
- b) Withdrawal of funds from the accounts shall be by dully executed vouchers, and for approved appropriations. It required two signatories to withdraw funds from the Association’s account(s) in which case the president’s signature is number one.
- c) The Chairperson of the National Advisory Board shall not attempt any withdrawal from the organization bank accounts; he/she shall monitor all accounts activities and report to the Advisory Board as necessary.

Article 21 – The Bereavement

Section 1 – Bereavement

- a) A KSDA member who reside in a chapter and is in good financial standing with the National Body as pursuant to **Article 18 §1(a)**, passes away, or who parent, sibling, child or spouse dies, the bereaved family or the bereaved member shall receive a bereavement benefit of Two hundred dollars (\$200.00) from the National Administration and Fifty dollars (\$50.00) from each chapter channeled through the national administration;
- b) A KSDA member who reside in a non-chapter locale and is in good financial standing with the National Body pursuant to **Article 18 §1(a)**, passes away, or who parent, sibling,

child or spouse dies, the bereaved family or the bereaved member shall receive a bereavement benefit of One hundred fifty dollars (\$150.00) from the National Administration;

- c) If more than one member is part of the bereaved family, there shall be only one bereavement benefit package to the family.

Article 22 – The Impeachment

Section 1 - Impeachment

- a) Elected officers shall be impeached and removed from office by majority of members present and voting at a Convention or a meeting, provided the proposal for impeachment was written and circulated to all members at least six months before such a meeting;
- b) Such a proposal must be investigated and approved by the Board;
- c) The following shall constitute grounds for impeachment and removal:
 - I. Violation of the Oath of office
 - II. Incompetence
 - III. Fraud
 - IV. Embezzlement or misuse of Association’s assets
 - V. Inability to perform the duties for which you were elected
 - VI. felony Conviction

Article 23 – The Amendments

Section 1 - Amendments

This Constitution or any portion thereof may be amended by a simple majority vote of the Annual Assembly sitting in convention, or in special meeting for that purpose.

- a) Any proposed amendment(s) to the constitution shall be made available to the members not fewer than sixty (60) days before the meeting of the Assembly, at which same shall have been slated for consideration.

THE BY-LAWS

The following rules shall govern the Konobo Statutory District Association in the America, Inc., in so-far as they shall be harmonious to the provisions of the constitution.

Section 1 - Procedures

- 1:a** The generally accepted form of parliamentary procedures shall control the order of business at all meetings.
- 1:b** The presiding officer shall not participate in the debates while presiding. Provided, however, he/she shall, when desirous of participating in any debate, may relinquish the authority as presiding officer to the most senior officer present.
- 1:c** The presiding officer shall preclude personality’s attacks during deliberations, and shall have the power to punish member’s misconducts.

Section 2 - Quorum

2:a The number of at least nine (9) bona fide and non-delinquent members, including the presiding officer, shall constitute a quorum, to transact official business of the Association.

2:b Every meeting shall be called to order on schedule, and punctuality for meetings shall be required of every member.

Section 3 – Tardiness

3:a Except for circumstance which the presiding officer and the body shall deem excusable, habitual tardiness shall be punishable by fines.

Section 4 – Amendment

4:a The procedures for the amendment of these BY-laws shall be the same as those for the amendment of the constitution.

4:b The Administration shall, immediately after adoption of these rules, put in place a policy setting out fines of habitual tardiness.

Article 24 – The Miscellaneous

Section 1: This Association shall maintain a financial account in a reputable bank (FDIC) with branches in most states of the United States of America;

All dues, donations from members, organizations, philanthropic groups, shall be deposited into the association account to be used for operations and development projects in Konobo, schools and scholarships for our students in Liberia and in the United States of America.

Section 2 - Logo

The official logo of the KSDA is a design depicting:

- a)** the mighty Cavalla River, with rich gold deposits, lying in the east of the District, and watering abundant agriculture land with forests of tremendous industrial value- symbolizing the agricultural, economic, and industrial potentialities in the District;
- b)** The star, appearing brightly in the east, representing the emerging vibrant statutory entity of brighter hope, and with unfading opportunities for all.

Section 2 - Headquarter

- a)** The headquarter of the Association shall be in the city of Philadelphia, Pennsylvania, United States of America.

As amended and revised

November 30, 2016

Comfort Deoly-Leonard.....Chairperson

As amended and revised

August 2011

Arthur A. Quaye.....Chairperson

Drafters & Review Committee

P. Koryenyon Deah ----- Chairman

Thomas Q. Ziah ----- Secretary

George Karne-----member

Wilson Quaye-----member

Alexander Yallah -----member

Augustine Williams -----member

THE END