

2023 LCA-DFW CONSTITUTION & BYLAWS

(Revised: November 18, 2023)



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Preamble

We, the people of the Republic of Liberia in the Dallas Fort Worth Metropolitan Area, in order to promote unity among ourselves, encourage social, economic and cultural developments in our community, and secure the blessings of a united front; do hereby organize ourselves into an association to be named and styled the Liberian Community Association of Dallas-Fort Worth.

ARTICLE I Naming Protocol and Style

Section 1: Name

This organization shall be named The Liberian Community Association of Dallas - Fort Worth Metroplex. The Liberian Community Association of Dallas - Fort Worth shall be referred to as LCA-DFW.

Section 2: Address

The registered address and operational address for the daily official business transactions of LCA-DFW shall be the P.O. Box address approved by the LCA-DFW Board of Directors located in the DFW Metropolitan area and shall be managed by the General Secretary of the Association.

Section 3: Letterhead

The letterhead of LCA-DFW shall bear the LCA-DFW's logo at the top left-hand corner.

Section 4: Logo

LCA-DFW'S logo shall be the green map of Texas with the Liberian map overlaid at the center.

Section 5: Motto

The Motto of LCA-DFW shall be "Doing More Together".

Section 6: Color

The colors of LCA-DFW shall be Red, White, and Blue.

ARTICLE II Vision, Mission, and Goal

Section 1: Vision

LCA-DFW shall endeavor to engage all Liberians in the Dallas/Fort Worth area in programs and activities that benefit all members to become productive, without detaching from their Liberian heritage.

Section 2: Mission

Our mission is to help residents and resettled Liberians by promoting cross cultural activities, educational and socioeconomic development awareness programs in the Dallas Fort Worth area of Texas.

Section 3: Goals

LCA-DFW shall endeavor to promote education and development of socioeconomic skills for personal advancement and cross-cultural experiences; advance Liberian culture; promote unity and peaceful coexistence; cultivate an environment for volunteer services, charity, and carry out programs and services that may help Liberians in USA and Liberia.

Section 4: Purpose

The Association is formed as a nonprofit organization for the purpose of promoting unity, education, encouraging social, economic, and cultural development and awareness in our community.

Section 5: Philosophy

LCA-DFW shall be a non-political and non-governmental organization. LCA-DFW policies shall be people centered and to the welfare of its members.

Section 6: Governing Rules

- a) The Constitution, hereinafter referred to as the Bylaws, are rules and regulations that governs the affairs of LCA-DFW; a non-profit charitable organization under the state of Texas Non-Profit Corporation.
- b) There shall be a monthly membership due in the amount of Ten Dollars (\$10.00). The Financial Secretary shall provide a verifiable record or receipt of all payments during quarterly meetings.

ARTICLE III Membership

Section 1: Membership Qualification

- a) Membership in LCA-DFW shall be extended to all Liberians, 18 years and older, living in the Dallas/Fort Worth area and adjacent parts.
- b) LCA-DFW members who are also `transient shall continue to enjoy all rights and privileges of this organization as long as they continue to pay dues, attend virtual meetings, and remain active by participating in LCA-DFW events as much as possible.

Section 2: Spouses and Friends of Liberia

- a) Spouses of Liberians and friends of Liberia, irrespective of ethnic origin or race, may become voting members of LCA-DFW, hold elected office, and enjoy all rights and privileges in the organization, except hold offices of President or Vice President.
- b) Membership shall be renewed annually.

Section 3: Processing Fee

An initial nonrefundable processing fee of ten dollars (\$10.00) shall be assessed for people registering the first time as LCA-DFW members and inactive members. For this amount, new members shall receive LCA-DFW Bylaws & Constitution and a membership card.

Section 4: LCA Identification Number (ID)

The LCA-DFW ID shall be designed by the Board of Directors. The LCA-DFW administration shall be responsible for issuing membership cards and the Constitution to all members.

Section 5: Benefits

LCA-DFW shall seek to the well-being of its membership, provide recognition, and aspire to be a vital source of information, programs, and conflict resolution. For all fully paid dues members, a one hundred dollars (\$100.00) bereavement support for any death of mother, father, child, or spouse shall be given.

Section 6: Monthly Dues

All members 65 and older shall pay monthly dues of five dollars (\$5.00).

Section 7: Inactive Members

Any member in arrears of six months or more shall be declared inactive; all voting rights and other benefits and privileges shall be suspended until the member pays full dues for the year.

Section 8: Contributions to Charity

All members are encouraged to make voluntary contributions to charity when called upon by the President or a committee on charity.

Article IV Meetings

Section 1: Regular Meetings

- a) As of January 1, 2024, LCA-DFW shall meet once quarterly on the 3rd Saturday of the first month of each quarter.
- b) In the event of an emergency, the LCA-DFW President may act in consultation with the Board.
- c) All business of this Association shall originate at a regular meeting, except for emergencies and charities, at which time the president with approval of the board, shall be empowered to make decisions on behalf of the body.
- d) All elected officers will meet monthly.

Section 2: Timing

- a) All general meetings shall be announced and posted at least two (2) weeks in advance, and the president or designee shall preside over all meetings.
- b) All announcements or posted schedules for meetings shall include the time and date, meeting place, agenda and duration of the meeting, not to exceed two hours (unless there is a motion to extend).

Section 3: Primary Communication

The association's primary means of communication shall be done by in-person meetings, email, media services, as well as conference calls, teleconferences, and fliers.

Section 4: Member Quorum

A quorum shall constitute a minimum of ten (10) members present. No more than 5 members present shall be part of the current administration (elected or appointed) for quorum purposes.

ARTICLE V

Officers

Section 1: Officers

The principal elected officers of LCA-DFW shall consist of a President, Vice President, General Secretary, Financial Secretary, Parliamentarian, Treasurer and Chaplain. Other non-elected officers of the administration shall be appointed by the President.

Section 2: Officer Qualifications

- a) **President:** Shall be a resident of DFW for a minimum of two years, active and financial member for 2 years, at least a high school graduate, one-year LCA-DFW committee experience, be a citizen of Liberia, and fully financial for the current year.
- b) **Vice President:** Shall be a resident of DFW for a minimum of one year active and financial member for one year, at least a high school graduate, six months to a year LCA-DFW committee experience, be a citizen of Liberia and fully financial for the current year.
- c) **General Secretary:** Shall be a resident of DFW for a minimum of one year, active and financial member for one year, at least a high school graduate, and basic experience with Microsoft Word and Excel, and fully financial for the current year.
- d) **Financial Secretary:** Shall be a resident of DFW for a minimum of one year, active and financial member for one year, at least a high school graduate, basic experience with Microsoft Word and Excel, and shall be fully financial for the current year.
- e) **Parliamentarian:** Shall be a resident of DFW for a minimum of one year, active and financial member for one year, at least a high school graduate, and fully financial for the current year.
- f) **Treasurer:** Shall be a resident of DFW for a minimum of one year, active and financial member for one year, at least a high school graduate, basic experience with Microsoft Word and Excel, and fully financial for the current year.
- g) **Chaplain:** A resident of DFW for a minimum of one year, active and financial member for one year, at least a high school graduate and fully financial for the current year.

Section 3: Officer Duties

- a) **President:** Shall call and preside over all official meetings; preside over special meetings, appoints officers of vacant offices with concurrence of the Board of Directors (BOD), within 30 days of office vacancy, appoints committee chairs.
- b) The president shall sign on all contracts in concurrence of BOD approval, authorized signatory on bank account, approves all external communication, supports all DFW-LCA events.
- c) The president shall serve as official representative and authorized to speak on behalf of the association and shall present a State of Community/Vision Address every July 26th Celebration.

- d) The President shall carry out all other duties inherent in the position and any other actions, call and preside over all official and special meetings.
- e) The administration shall submit its annual operational budget to the Board of Directors for review prior to submission to the General Assembly for final approval.
- f) The General Assembly shall vote to approve the annual operating budget by the end of March of each year. The administration may spend up to five hundred dollars (\$500.00) without approval from BOD or assembly on an annual basis.
- g) Vice President: Shall take on all duties for the president in the event of absence, death or illness, and is Ex-officio on standing committees, as deemed necessary by the President.
- h) General Secretary: The Secretary shall be the chief custodian of all official records and the seal of the Association, shall be responsible for all internal and external official correspondence; present at all called as well as regular meetings and record all proceedings of such meetings; and shall read the minutes and correspondence at regular and called meetings. The minutes shall be distributed to all members via email one week prior to the meeting.
- i) Treasurer: The Treasurer shall be the chief custodian of all Association funds and moneys and shall receive all moneys through the Financial Secretary with receipts for deposit; shall deposit all funds into the Organization bank account within two (2) business days and prepare the annual budget.
- j) Financial Secretary: The financial secretary shall issue receipts for all payments, prepare and present official financial statements at regular quarterly meetings, make detailed annual financial report at the end of each fiscal year, order moneys to be paid out at the request of the President, and shall submit all documents for review and cooperate with all audit proceedings requested by the Association.
- k) Parliamentarian: The Parliamentarian shall keep decorum during meetings; know and interpret the constitution; know and interpret Roberts Rules of Order; keep time of meeting proceedings; know and interpret the constitution develop meeting rules.
- l) Chaplain: The Chaplain shall be sponsible for outreach in the community, pray during the beginning and closing of each meeting, pray for the sick and shut in, and bereaved; inform the community of death announcements and hospitalizations; lead all spiritual aspects of programming of the association.

Section 4: Elections

- a) General Elections shall be held once every three years in September on the 2nd Saturday of each election year. Each officer shall serve three (3) years, for up to two terms (if re-elected).
- b) The presidential ticket shall include the President and the Vice-Presidential candidates. No individual may be allowed to run as a Vice President without being a part of a Presidential ticket.
- c) The Elections Committee shall lead the logistics of the elections.
- d) The election should be done by secret ballot.
- e) A candidate must win by majority of the votes cast to be elected to office.
- f) In the case of a tie, there will be a run-off, and the majority of votes will constitute the choice.
- g) **PROVISO:** Elections will be held September 2024 and the current administration will be extended through December 31, 2024 after which the proviso expires.

Section 5: Election Fees

- a) The President and Vice President registration fee shall be one hundred and fifty dollars (\$150.00).
- b) All other elected officers including the board's registration fee shall be fifty dollars (\$50.00).

Section 6: Installation of Officers

- a) The newly elected officers will be installed on the 2nd Saturday of January following the election.
- b) The Chairman of the Elections Commission shall serve as presiding officer in charge of the installation program.

Section 7: Officer Transition

The outgoing administration shall transition all assets, and knowledge over a 90- day period after the election with a minimum of three (3) meetings. The Chairman of the Board and the Chairman of the Election Commission will facilitate the 90-day officer transition.

Article VI
Elections Commission

Section 1: Elections Commission

- a) The Elections Commission shall comprise five (5) members of the Association to be elected by the General Assembly and shall serve for a period of three years. The General Assembly will elect chair, co-chair, and secretary for the Commission.
- b) The Elections Commission shall be an independent body apart from the administration.
- c) The Elections Commission shall be elected by the General Assembly in the first meeting in January, prior to a general election year.
- d) The Election Commission shall create written guidelines to govern the election process each election year and publish all guidelines. All such guidelines must be in line with the Constitution and Bylaws. The guidelines shall be submitted to the General Assembly for a simple majority vote of approval.
- e) The Elections Commission shall receive no compensation in any form.
- f) The Elections Commission shall submit its budget to the Administration to form part of the annual budget for approval in an election year.
- g) All members of the Election Commission shall be members of LCA-DFW and in good-standing, with a reputable character in the community; shall be a resident of the DFW Metroplex for a period of 2 years. No member of this Commission shall be eligible for an elected position while on the Commission. Individuals with political interests shall resign first before running for office.
- h) All candidates for office (except board candidates) shall file a formal application to the Elections Commission within 30 days before the first meeting in January of an election year. The Elections Commission shall seek to verify the eligibility of the candidates by obtaining clearances from the Financial Secretary about each candidate's attendance and dues record, one month before the election date. The Board shall seek to verify the eligibility of the candidates for the Election Commission by obtaining clearances from the Financial Secretary about each candidate's attendance and dues record, one month before the election date.
- i) There shall be no interference of the work of the Elections Commission.

ARTICLE VII Committees and Duties

Section 1: Standing Committees

There shall be at least ten (10) standing committees of the Association which shall include: 1) Financial Committee, 2) Charity Committee and 3) Community Relations Committee (4) Ways and Means (5) Membership Committee (6) Sports Committee and (7) Elections Commission (8) Resolution Review Committee (9) Public Relations Committee (10) Audit Committee.

Section 2: Duties of Financial Committee

- a) The duties of the Financial Committee shall be to examine the books, vouchers and all financial records of the Treasurer and Financial Secretary of the Association and make a detailed report on a quarterly basis. Said report shall be presented in a regular meeting as follows: March, June, September and December. This report shall include the examination and audit of all bills, accounts and claims that may be presented to the Association; said report to be in writing.
- b) No account shall be accepted by the Association until it has been examined and reported thereon by the Financial Committee. The Chair of this committee shall have adequate training and experience in Accounting and Auditing.
- c) All LCA-DFW bank accounts shall have four (4) signatories: the President, Chair of the Board, Financial Secretary, and Treasurer.

Section 3: The Charity Committee

The Charity Committee shall recommend charitable bequest of the Association to the president for appropriate action.

Section 4: Community Relations Committee

The Community Relations Committee shall serve as an advocate arm of LCA-DFW to build and maintain relations amongst LCA-DFW and other organizations in the community, in the southern region, and nationally.

Section 5: Ways & Means and Program Committee

Ways and Means & Program Committee shall oversee finding ways for LCA-DFW to raise funds; plan all LCA-DFW programs including leadership installation; and coordinate other activities directed by the President.

Section 6: Membership Committee

The Membership Committee shall oversee the recruitment of new members, maintain the membership database, arrange and introduce new members.

Section 7: Sports Committee

The Sports Committee shall oversee organizing and coordinating all sporting activities of LCA-DFW. Areas of sporting are Soccer, Basketball, Kickball, Track and Field, Walking, etc. The sporting activities may be among LCA-DFW teams or other community teams.

Section 8: Election Commission

The Elections Commission shall oversee all general elections protocols, shall plan, and conduct elections, in keeping with the By-Laws and Constitution of LCA-DFW.

Section 9: Resolution Review Committee

- a) The Resolution Review Committee shall consist of five (5) members, and they shall be elected by the body. The members will be elected for five (5) years with the same time frame as the elected officers.
- b) The Resolution Committee is only responsible for all recommendations for amendments from LCA members regarding the Constitution. They will review all recommendations and present them to the body for a vote if the recommendations are in line with the spirit of the Constitution.

Section 10: Public Relations Committee

The Public Relations Committee shall manage all internal and external communications to the public and general body via means of print, radio, social media, and website. The PR Committee will lead all external media engagement, create, and distribute all event promotions, manage all social media pages, chat rooms, and websites.

Section 11: Audit Committee

- a) The audit committee shall audit the financial records of the association once every three (3) years.
- b) The audit committee shall be selected by the president and voted on by the general assembly.

Section 12: Standing Committees Regular Meetings

All standing committees shall report at a regular meeting. All other committees, whether standing or otherwise, may report at the meeting to which they were appointed whenever requested by the President or the Association.

Section 13: Time to Submit Resolutions

All resolutions and/or amendments proposal are to be submitted to the Chairman of the Resolution Committee via the LCA-DFW web page or email address from February 1 to June 30 every year. If the recommendations are approved by the Resolution Committee, the text shall be formatted and submitted to the Assembly for voting.

ARTICLE VIII

Discipline (Violation)

Section 1: Officer, Board Member, and Member Violation

- a) An Officer, Board Member, or Member is in violation of the Constitution by engaging in theft of asset or funds, in physical altercations at LCA meetings and functions, or verbal assault in official meetings and functions.

Section 2: Removal from Office

- a) In the event of removal from office, the BOD shall have the authority to preside over the proceedings and shall present its findings to the general body to vote on the removal of the elected officer.
- b) In the event an elected officer is found guilty of behavior that is inconsistent with the spirit of the Constitution, he/she will be removed. In case of vacancy, the President and/or Chairperson will make an appointment until an election is arranged for a later date.

ARTICLE IX

Disputes & Arbitration

Section 1: Dispute Resolution

All disputes must first be brought to the administration for resolution, then to the board of directors. Members can go directly to the board if the dispute involves the administration. The administration and/or board must handle and respond to all disputes/complaints within 30 days of notification.

Section 2: Waiver of Jury Trial – Binding Arbitration

In the event a dispute cannot be resolved by the administration and/or the board of directors each party agrees to use 3rd party mediation to remedy any unresolved dispute. After mediation, any unresolved dispute is settled in binding arbitration using a 3rd party mediator.

ARTICLE X Board of Directors

Section 1: Board of Directors

The Board of Directors (“The Board”) shall serve as final arbiter of the Association on internal and external matters and shall have sole authority to implement decisions of the General Assembly on matters relating to the removal of office. All conflicts or disciplinary issues which the administration cannot resolve shall be deferred to the Board of Directors for resolution.

Composition of LCA-DFW Board – The composition of LCA-DFW Board shall comprise seven (7) members. The Board shall elect its own officers within thirty (30) days from the date of the elections, and the officers shall include the following:

- a) Chair of the Board
- b) Deputy Chair of the Board
- c) Secretary of the Board
- d) Member: Duty to be determined by the Board Chair
- e) Member: Duty to be determined by the Board Chair
- f) Member: Duty to be determined by the Board Chair
- g) Member: Duty to be determined by the Board Chair

Section 2: Board of Directors Qualifications

Active members in good standing and, at least, a high school graduate.

Section 3: Board Decisions

All decisions of the Board of Directors shall be deemed final. If the Board of Directors are unable to resolve a conflict, or its decision ends in a deadlock, officers of the association shall vote to break the deadlock. This vote shall be based on majority rule.

Section 4: Term Limit

- a) Board members shall be elected by the General Assembly for a period of four (4) years.
- b) (Proviso – Amendment goes into effect October 2023 and the current BOD will extend their term until December 31, 2025 after which the proviso expires).
- c) President and all other officers shall be elected by the General Assembly for a period of (3) years.

Section 5: BOD Election of Officers

The Board shall meet and elect its own officers and establish its own rules in accordance with this constitution. All Board elections shall be conducted by the LCA-DFW Elections Commission.

Section 6: Sources of Revenue

The Board shall identify and approve new sources of revenue and donors to be pursued by the LCA-DFW Administration.

Section 7: Re-election

All Board members shall be eligible for re-election.

Section 8: Special Board Meeting

The Board of Directors (BOD) shall conduct an annual Special Meeting in the third quarter of the year and shall invite the General Assembly and the administration. The BOD shall also set forth the meeting agenda and determine the time, date, and place of the meeting.

ARTICLE XI Affiliations

LCA - DFW may affiliate or cooperate with other organizations or associations operating legally in and outside of Texas for the purpose of information exchange, programs, and mutual services provided said organization bylaws does not run in conflict with any laws.

ARTICLE XII Voting

Section 1: Voting Rights

- a) Voting rights will be extended to all active members who are in good standing and have not been declared inactive at the time of voting. Voters who are inactive (have not paid dues for 6 months) shall regain their voting rights by paying their dues for the year.
- b) Any member that is not fully financial for the year is not eligible to vote.

Section 2: Secret Ballots

General Elections shall be by secret ballots and the winning ticket shall be determined by a simple majority vote.

Section 3: Breaking Tie

The General Body shall break the tie with a run-off election within 2 weeks of the initial election. The winning candidate shall be determined by majority vote.

ARTICLE XIII
Amendment

- a) This Constitution and By-Laws shall be amended by two-third (2/3) of the members present in a constituted meeting of at least 10 members. The Secretary shall, however, give thirty (30) days' notice to all members in writing, together with a copy of the Article(s) to be amended and the proposed amendment (s) to be considered.
- b) A recommendation to amend the Constitution shall be submitted to the Resolution Committee.

ARTICLE XIV
Emergency Clause

Section 1: Dissolution

In the event LCA-DFW cannot sustain itself financially, and upon majority vote from the BOD, the organization will be dissolved. Upon the dissolution of the organization, the BOD shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization(s) organized and operated exclusively for charitable purposes.

Section 2: No Candidates for President & Vice President

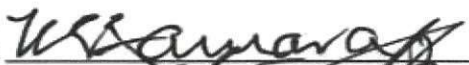




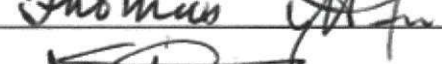
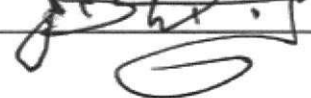
When there are no candidates to contest in a general election for the office of President & Vice President, the Chairman of the Board and the Co-Chair shall lead the affairs of the association for a period no greater than two years.

Section 3: Presidential Terms under National Emergency.


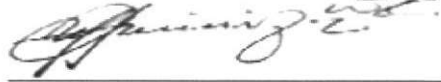
In the event of a national emergency that prevents the administration of LCA-DFW from conducting its affairs, the administration and the Board of Directors shall administer the affairs of the organization for the duration of the emergency.

Affirmation

We, the undersigned, hereby affirm that, after careful deliberations and reflections on the need, aspirations of the Liberian Community Association, and State Laws, this Constitution & By-Laws was duly voted on and approved November 18, 2023, at 1659 Sandy Lane, Fort Worth, TX 76112, by the Liberian Community Association in Fort Worth, Texas, to take effect January 1, 2024. Done this 16th day of December, 2023, at 211 S. Main Street, Euless, TX 76040. In testimony and witness thereto, we, members of the Constitution Review and Resolution Committee (CRRC), hereby affixed our signatures as follows:

1. Willie Kim Kamara-Chairman 
2. Edward Hoffman, 1st Vice Chairman 
3. Monigo Saygbay-Hallie, PhD, 2nd Vice Chair 
4. Elizabeth R. Tubman, Member 
5. Daniel Ralph Henri, Member 
6. Thomas Miallie, Member 
7. John S. David, PhD, Adviser 

**In Witness thereto, the following witnesses
affixed their signatures:**

1. President, Mr. Nathaniel Akoi Goun 
2. Board Chairman, Mr. Ujay Karnell Hamon 

Notary Page

Willie Kim Kamara

*Willie Kim Kamara, Chairman, LCA-DFW Constitution Review
and Resolution Committee (CRRC)*

STATE OF TEXAS

COUNTY OF TARRANT

*BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS
DAY PERSONALLY APPEARED Willie Kim Kamara,
Chairman of LCA-DFW Constitution Review and Resolution
Committee whose signature appears to the above.*

*Sworn to and subscribed and sworn to before me on this 28 day
of February 2024.*


Notary Public

My commission expires on April 26, 2025

