

SANNIQUELLIE YOUTH ASSOCIATION
Sanniquellie City, Nimba County
REPUBLIC OF LIBERIA

CONSTITUTION

PREAMBLE

We the Sanniquellie Youth Association:

Acknowledging the blessing of God and our gratitude to Him for saving us from the blood-bath that engulfed our country and reduced our citizens to ridiculed which was the direct result of ignorance and illiteracy, and relying on Him to lead us as we open a new chapter in our lives;

Exercising our talents, natural and legal rights to peaceful assemble to consult upon our common good, or to educate the masses to ensure our full and conscious participation in the governing process of our country for the advancement of stability, equality, human rights under the rule of law and development with opportunities for political, economic, moral, social, educational, spiritual and cultural advancement of our society, for ourselves and our posterity; and

Having concord to foster community's development in Unisom and being fully mindful of our obligation to promote peace and unity to enhance the practice of fraternal love, tolerance and understanding ourselves as people with common destiny whose success or failure is solely their responsibility, do hereby solemnly produce and publish this By-Laws and Constitution for the conduct of the activities of SANNIQUELLIE YOUTH ASSOCIATION.

Article I: NAME AND LOCATION

Section I: The Organization shall be called the SANNIQUELLIE YOUTH ASSOCIATION (SYA) with headquarters in Sanniquellie City, Nimba County, Republic of Liberia.

Section II: To establish sub – offices in other parts of Liberia.

Section III: The Motto of SANNIQUELLIE YOUTH ASSOCIATION shall be “Developing the Minds for positive change” “with a group of Young people under one Umbrella”.

Section III: AIMS AND OBJECTIVES

- A. The organization aims at strengthening the youth to positively involve in the democratic process and also getting the youth involve in helping government officials through development initiatives in fulfillment of Government's Platforms through the following activities;

- B. Holding regular forum on social, economic, political, educational and spiritual issues for the purpose of correcting ills in society;
- C. Conducting civic education for young people and fruitful participation in development initiatives, and the democratic process;
- D. Establishing information centers in targeted communities to enable the youth have access to objective information Producing pamphlets, placards and other educational materials;
- E. Organizing, provide and implement tournaments in both athletic and intellectual games and to awaken their physical and athlete potentials (football, chess, etc.);
- F. To provide vocational training programs that will cater to the needs of war affected children and promote good governance and sound educational policies;
- G. To provide health education and HIV/AIDS counseling and awareness program throughout the length and breadth of LIBEERIA;
- H. To engage in the promotion/Maintenance of Human rights in the Country consistent with international standard
- I. To engage in advocacy for good governance transparency and accountability;
- J. To enhance and support civil education to enable citizen and community dwellers to know their civic rights and establish information centers in various communities to enable the masses have access to objective information about societal issues;
- K. Concretize the masses in the area of electoral processes, the democratic process, reconciliation and peace building and found peace clubs in schools Churches mosques and communities and general development innovation;
- L. Crate awareness on the dangers of sexual gender based violence (SGBV) and sexual exploitation and abuse and ensure that perpetrators are punished and consonance with Law;
- M. To strengthen associating members, partners and institutional capacity through project development, leadership development, staff training, technical and operational structures and materials and financial resources;
- N. To identify, recruit, and mobilize funding sources for program/project development and implementation;
- O. To promote humanitarian works geared towards mending the psycho-social damage inflicted upon the children and youth of Liberia, as the result of the Liberia civil war;
- P. To engage in seeking ways of minimizing poverty, disease, ignorance and illiteracy in the Liberian society;

- Q. To help local communities construct or/and reconstruct school, clinics, vocational institutions that will provide skill training and formal and Non formal education for war affected children and youth;
- R. To engage in the provision of community based health and sanitation awareness program infrastructures such as safe-drinking water through the construction and installation of hand-pumps, toilets, etc.;
- S. To do all/anything necessary and properly suitable and legal for the accomplishment of any of the purpose and in furtherance of the aim and objectives herein set forth and as such shall be permitted to organized, formed under the not-for-profit act.
- T. To provide for an exchange of ideas and philosophies by sharing cultural and social activities with those from other counties and countries

Article II: MEMBERSHIP

- A. Membership shall be opened to any youth organizations and individual who is willing to hold membership with any youth group that is member of SYA with good moral conduct as well as youth organization that share the vision of SANNIQUELLIE YOUTH ASSOCIATION;

Section I: Membership Requirements

- B. Must have expressed interest (Letter of intent, Association, filling in membership form, etc
- C. Letter of Admittance should be given by the management Team after satisfying Article II section A and B
- D. Every member shall pay a monthly due determined by the Sanniquellie Youth Association with the acquaintance of the Board; however personal contribution and donation is welcome;

Article III: STRUCTURE OF THE ORGANIZATION

The Board of Directors is the supreme decision-making body of the organization. The structure of the organization shall comprise of the following full-time positions that shall be called the management team.

- A. President**
- B. Vice President**
- C. Public relation Officer**
- D. General Secretary**
- E. Treasurer**
- F. Project Officer**
- G. Accountant**

Section I: BOARD OF DIRECTORS

The Board of Directors shall comprise of seven dedicated, committed, gender sensitive and influential individuals Each Board Member shall serve for the term of two years for the Sanniquellie Youth Association and can be re-elected based upon his or her performance

The Board Chairman shall be one of the signatories to all deposits and withdrawal and shall be easily assessable to the organization

The Board shall have the power to approve and declare dividends and liabilities upon the recommendation from the management team headed by the president

The Board and the Management Team shall review and approve all projects/contracts before implementation and shall also lobby for projects and other avenues for sustainability

The Board shall meet four times a year but emergency meetings can be called when the need arises

The Board shall draw up a code of conduct that will govern that body

The Board shall have the power to expel any of its member(s) who do not work in line with its policy

The Board Member(s) shall render services to the organization when his or her expertise will be required

Election for Board shall be done on a secret ballot basis

Section II: PRESIDENT

The President is accountable to the Board of Directors and the Management Team

The President must hold a Degree or its equivalent to function in this capacity

The President shall render his/her full-time services to the organization

The President shall be of good acceptable moral character

The President should have basic knowledge in proposal writing

The President must have good education and be able to interact with donors, sponsors on behalf of the organization

The President should supervise the day-to-day activities of the organization with the assistance of the Vice President and other senior staff

The President shall take all major decisions in consultation with senior staff or the Management Team

The President shall approve all employment, dismissal and appointment recommendations to the Management Team

The President shall serve his post for two years for the Sanniquellie Youth Association and can be reelected based on his/her performance

The President in collaboration with the Management Team shall draw up a code of conduct to govern the day to day activities of the members

The President should perform any other function assigned to him by the Board of Directors

President should have a property value of not less than five thousand United States dollars (USD 5,000.00)

The President shall serve as secretary to the Board of Directors and be one of the signatories to all deposits, withdrawal and all official documents

Section III: VICE PRESIDENT

The Vice President is accountable to the President and appointed by the Board of Directors

The Vice President shall have at least a Degree or its equivalent with good acceptable moral conduct

The Vice President should have basic knowledge in proposal writing

The Vice President shall be the principal Deputy to the President

The Vice President shall act instead of the President in case of absence or inability to perform

The Vice President shall supervise or assist the President to oversee the day to day activities of the organization

The Vice President shall prepare all administrative and staff related report of the organization and submit it to the President

The Vice President shall collect and review all senior staff reports and forward it to the President

The Vice President shall recommend all appointments, employments, and dismissals to the Management Team

The Vice President shall serve his or her post for two years and can be reelected based on his performance

The Vice President shall have a property value of not less than Three Thousand United States Dollars (USD 3,000.00) and shall carry out all other functions assigned to him by the President.

Section IV: PROJECT OFFICER

The project Officer is the head of all projects within SANNIQUELLIE YOUTH ASSOCIATION and he or she is appointed based on recommendation from the Management Team and must also hold a degree or its equivalent

The Project Officer shall have specialized training, a good command of spoken and written English, the ability to write a comprehensive report and have basic knowledge of proposal writing

The Project Officer shall identify projects to be undertaken by his or her section

The Project Officer shall closely supervise and monitor all field staff under his or her section

The Project Officer shall report to the Vice President for onward transmission to the President

The Project Officer shall carry out all other function assigned to him by the Vice President or the President

The Project Officer shall report all funds generated from his or her section to the accountant upon document which shall be attached to his periodic report to the Vice President

The Project Officer shall have a property value not less than two thousand United States Dollars (USD 2,000.00)

Section V: ACCOUNTANT

The Accountant shall be responsible for all financial transactions of the organization and is appointed by the Management Team upon recommendation from the President and the Vice President, he or she shall serve the organization on a full time basic and must have an Associate or Bachelor in Accounting or Business Management

The Accountant shall withdraw all operational funds in consultation with the Management Team and the approval from the Board of Directors

The Accountant shall be able to write a comprehensive financial report

The Accountant shall have good acceptable moral character

The Accountant shall be responsible to prepare financial statement periodically

The Accountant shall have a property value not less than three thousand United States Dollars (USD 3,000.00)

The Accountant shall be one of the signatories to all deposit and withdrawals

The Accountant shall be solely responsible for the disbursement of all funds that have been approved by the Management Team

The Accountant shall liaise with all departmental heads on all financial matters.

The Accountant shall be responsible to prepare financial policy governing the account department approved by the Management Team

Section VI: GENERAL SECRETARY

The General Secretary shall head all clerical activities and is he/she is elected by the SYA

The General Secretary shall have a vocational training in computer science

The General Secretary shall be able to take dictation writing, minutes of meetings, etc.

The General Secretary shall be able to compose and compile communication/letters

The General Secretary shall be responsible for all correspondences and shall keep confidentially all documents of the organization

The General Secretary shall prepare all agenda in consultation with the member of the Management Team for meetings and responds to all communications and correspondences

The General Secretary shall carry out any function assigned to him/her

The General Secretary shall have a property value not less than five hundred United States Dollars (USD 500.00)

Section VII: Treasurer

The Treasurer shall control all financial document through filling system and is elected by members of SYA and works directly under the Accountant and serves as principal deputy to the Accountant in case of his absence or inability to work

The Treasurer shall have a good acceptable moral character

The Treasurer shall have a property value not less than two thousand United States Dollars (USD 2,000.00)

The Treasurer shall report to the Accountant for onward transmission to the President. He or she is answerable to the Management Team

The Treasurer is responsible for keeping all petty cash belonging to the organization, said cash withdrawal and deposits shall be done through voucher, and receipts system approved by the Management Team

Section VIII: Public Relation Officer

The Public Relation Officer is the head of all external and internal information gathering within SANNIQUELLIE YOUTH ASSOCIATION and he or she is appointed based on recommendation from the Management Team and must also hold a Certificate;

The Public Relation Officer shall have specialized training, a good command of spoken and written English, the ability to write a comprehensive report and have basic knowledge of communication Skills.

The Public Relation Officer shall closely supervise and monitor all field staff under his or her section

The Public Relation Officer shall report to the Vice President for onward transmission to the President

The Public Relation Officer shall carry out all other function assigned to him by the Vice President or the President

The Public Relation Officer shall report all funds generated from his or her section to the accountant upon document which shall be attached to his periodic report to the Vice President

The public Relation Officer should produce photos gallery, Poster, communication Centers information and brucher for SYA

The Public Relation Officer shall have a property value not less than two thousand United States Dollars (USD 2,000.00)

Section IV: SUPPORT STAFF

All other positions not referred to in Article III, Section I to IX shall be created by the Management Team based on recommendation from the President in consultation with the Board of Directors

Article IV: FINANCES

All funds generated by the organization shall be managed in accordance with the following sections:

Section I: DEPOSITS AND WITHDRAWALS

- A. Funds generated by the organization shall be deposited into a bank or a credible institution
- B. All withdrawal(s) shall have three signatories namely, the Accountant, the President and the Chairman of the Board of Directors
- C. After streamlining all project budget line items by the Management Team and approved by the Board of Directors. 50% of surplus will be deposited in a bank and 50% goes to the organization for operational purposes
- D. Fifteen percent (15%) of the amount deducted from salaries of employees on approved donor project will be deposited while 75% will be used for operations and salaries of the remaining staff members (fulltime) that are not on project

Section II: SALARY ARRANGEMENT

- A. All fulltime employees shall receive salary/salaries proportional to income generated by the organization in the absence of donor approved projects
- B. All Management Team Members in the employ of SANNIQUELLIE YOUTH ASSOCIATION shall surrender 15% of their monthly gross salary irrespective of the source
- C. Management Team Members on more than one donor sponsored projects shall surrender 15% of the first salary, 25% of the second salary and 40% of the subsequent salaries.
- D. Salaries of non-Management Team Members in the employ of SANNIQUELLIE YOUTH ASSOCIATION and on donor's sponsored project shall be determined by the Management Team based on qualification and experience.

Article V: GENERAL ASSEMBLY

- A. The general assembly shall comprise of those individuals that shall have satisfied **Article II, Section I, A-B-C-D**
- B. General Assembly shall meet quarterly, during the last Friday of every quarter. However, the Board chairman shall call emergency meeting of the General Assembly when necessary and when 2/3 of the Members meets a quorum to holding meeting.
- C. The general assembly meeting shall be chaired by the chairman of the Board and the President serve as secretary
- D. All parliamentary procedures shall be observed during all assembly meetings and the chairman of the meeting shall have the right to fine any violator and all members shall have equal right during all assembly meetings.
- E. The Board chairman shall make annual report to the General Assembly and all Assembly shall be held on the compound of the organization.

Section I: Management Team Meetings

- A. All Management Team Meetings shall be chaired by the President of SYA
- B. All Management Team Members are to attend all called meetings and any Member failing to attend called meeting without genuine written excuse shall be fined LD\$ 100.00 per meeting and same deposited into the organization coffers
- C. The Management Team shall meet once a month during the last Saturday of every month. However, the President shall call emergency meeting of the Management Team when necessary and when 2/3 of the Members meets a quorum to holding meeting
- D. All parliamentary procedures shall be observed during all Management Team meetings and the chairman of the meeting shall have the right to fine any violator and all Members shall have equal right during all meetings
- E. The President shall make annual report to the Management Team and all meetings shall be held on the compound of the organization

Section ii: MEMBERS BENEFITS

- A. All members of SANNIQUELLIE YOUTH ASSOCIATION shall be prioritized for employment, scholarship, training and any other benefit within the organization as per their qualification provided, when there exist the opportunity;
- B. All assets acquired by the organization prior to and after the constitution belong to the organization and shall be used for the organization purpose;
- C. Any member of SANNIQUELLIE YOUTH ASSOCIATION wishing to use any of the organization's assets shall do so upon proper arrangement with the Management Team headed by the President;

Article VI: EXPULSION

Section I:

- A. Any member of SANNIQUELLIE YOUTH ASSOCIATION whose conduct will bring disgrace and disrespect to the organization will be warned for the first time and for the second offense, shall be expelled. However, offense such as undermining will lead to immediate expulsion after being proven beyond all reasonable doubts through investigation conducted by the Management Team or the Board;
- B. Any member of SANNIQUELLIE YOUTH ASSOCIATION that embezzles the organization's funds shall be expelled after been found guilty of the act. However, if the amount embezzled is less than his/her salary, the amount embezzled will be deducted and the balance paid to him/her but, if the amount involved is more than his/her salary, he/she shall be made to pay the difference of face court trial;

Article VII: AMENDMENTS

A. Amendment to this By-Laws and Constitution shall be required by two third majority of the Sanniquellie Youth Association general assembly.

IN WITNESS HEREOF, we the members of the Sanniquellie Youth Association and undersigned have made, Subscribed, and acknowledge this instrument as our By-Laws and Constitution by setting our hands and affixed our signatures on This _____ day of August, A. D. 2011 in the City of Sanniquellie, Nimba County, Republic of Liberia

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Constitution Committee:

Adlophus P. Beon Chairman
 Sam Karwoods Secretary
 William S. Mandein Member
 Mark K. Stewart Member