

# CONSTITUTION AND BYLAWS

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## of the Federation of Lofain Association in Ohio (FLAO)

### ARTICLE I: PREAMBLE

We, the citizens of Lofa County residing in the State of Ohio, do hereby establish the Federation of Lofain Association in Ohio (FLAO) in order to:

- a) Form an association that shall effectively express, promote, and protect the interests of Lofa County citizens and initiate activities that develop awareness of the social, cultural, and political values of Lofa County and Liberia in general.
- b) Promote unity among all Lofa citizens and Liberians residing in Ohio, irrespective of gender, creed, or religious beliefs.
- c) Encourage understanding and collaboration between Lofa citizens residing in Ohio, other states in the United States, and the Diaspora, while contributing to the development of Lofa County and Liberia as a whole.

### ARTICLE II: NAME

The name of this non-profit, non-governmental organization shall be the Federation of Lofain Association in Ohio (FLAO), a member chapter of the Federation of Lofa Associations in the Americas (FLAA).

### ARTICLE III: MEMBERSHIP

#### Section 1. Membership Criteria

Membership in FLAO shall be open to all Liberians and other interested persons residing within or outside of the United States.

- Full Membership: Open to all Lofa citizens and their spouses residing within the State of Ohio.
- Associate Membership: Open to all non-Lofa citizens and their spouses residing within or outside of Ohio.

To become a member, an applicant must complete and submit a formal application to the Membership Committee for review and approval. Membership enrollment shall be open year-round, with no limit to the number of qualified members.

#### Section 2. Membership Dues

Each member shall pay an annual, non-refundable membership due of twenty-five dollars (\$25.00), payable to the Treasurer no later than the last day of February each year.

### Section 3. Duties and Responsibilities

All members are encouraged to attend meetings, participate in programs, and contribute to Association activities.

## **ARTICLE IV: OFFICERS AND COMMITTEES**

### Section 1. Standing Committees

- a) Membership Committee – Responsible for recruiting and reviewing membership applications.
- b) Programs and Projects Committee – Responsible for identifying, designing, and implementing programs and projects consistent with the goals of the Association.

### Section 2. Elected Officers

The elected officers of FLAO shall be: President, Vice President, General Secretary, Treasurer, and Chaplain.

### Section 3. Election Commission

The President shall appoint an Election Commission during the November general meeting of the election year.

### Section 4. Elections

Elections shall be held on the first Saturday of December by secret ballot. Winners shall be determined by simple majority.

### Section 5. Term of Office

Elected officers shall serve a two-year term and may serve no more than two consecutive terms in the same office.

### Section 6. Executive Board

The Executive Board shall consist of five representatives from member cities in Ohio, appointed by the President. The President shall be a non-voting member.

### Section 7. Audit Committee

A three-member Audit Committee shall review and report on financial records each October.

### Section 8. Project Committee

Appointed by the President, this committee raises funds through events, donations, and other initiatives.

## **ARTICLE V: DUTIES AND RESPONSIBILITIES OF OFFICERS**

### Section 1. The General Assembly

The General Assembly has the authority to dismiss members for misconduct, pass votes of no confidence, investigate officers, and impeach the President if necessary.

#### Section 2. President

The President presides over meetings, represents the Association, enforces bylaws, and presents programs and reports.

#### Section 3. Vice President

The Vice President acts in the President's absence, presides over meetings when delegated, coordinates fundraising, and chairs legislative matters.

#### Section 4. General Secretary

The Secretary records minutes, notifies members of meetings, maintains official documents, and keeps accurate records.

#### Section 5. Treasurer

The Treasurer collects dues, manages accounts, presents financial reports, and prepares annual financial statements.

#### Section 6. Chaplain

The Chaplain leads prayers at meetings and provides spiritual support to members.

### **ARTICLE VI: RESIGNATION OF OFFICERS**

Any officer may resign by submitting a written resignation to the General Secretary at least 30 days before the effective date.

### **ARTICLE VII: MEETINGS**

#### Section 1. General Meetings

General meetings shall be held quarterly, rotating among Ohio cities. Notice shall be provided at least one month in advance.

#### Section 2. Special Meetings

Special meetings may be called by the President, three Executive Board members, or a majority of members.

#### Section 3. Attendance

All members are required to attend scheduled meetings unless excused.

### **ARTICLE VIII: QUORUM**

A quorum shall consist of two-thirds (2/3) of active members and at least two Executive Committee members. Decisions made with quorum are binding.

### **ARTICLE IX: AMENDMENTS**

This Constitution and Bylaws may be amended by a two-thirds majority vote of members present at any general meeting. A revision committee, chaired by the Vice President, shall review and recommend amendments.