



**CONSTITUTION  
OF  
THE UNION OF LIBERIAN  
ORGANISATIONS IN THE UNITED  
KINGDOM (ULO-UK)**

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## DEFINITION

- A. "ULO-UK" hereinafter shall mean and refer to the Union of Liberian Organisations in the United Kingdom, which shall be a group of various Liberian association/organisations and individuals.
- B. "The AGM" hereinafter shall mean the annual general meeting of ULO-UK, which is the highest decisions making body.
- C. "The Management Committee" hereinafter shall mean the executive board of ULO-UK which is charged with managing and coordinating the day-to-day affairs of ULO-UK.
- D. "MEMBER ORGANISATIONS" or "MEMBER" hereinafter shall mean Liberian association and/or organisations and established groups and individuals who meets all membership requirements.
- E. "Accredited DELEGATE" hereinafter shall mean for the purpose of transactions of business and voting at AGM, any individual, and representative who is a member in good standing with a member organisation or an individual member of the Union.

## **PREAMBLE**

COGNISANT of the necessity to create an atmosphere of oneness, having deemed it befitting and expedient to organise ourselves into a non-profit and non-governmental organisation in the United Kingdom to ensure the promotion and sustenance of the general well-being of us all; MINDFUL of the need to create and maintain applicable mechanism that will provide for, sustain, and promote the welfare of Liberians in the UK; RECOGNISING and also noting the need for activities that will bring us together regularly for our mutual support, encouragement and cultural identity; DO HEREBY ESTABLISH the “Union of Liberian Organisations in the United Kingdom” and ADOPT this constitution on to ourselves for our collective governance, and to be a cornerstone on which we conduct activities.

# **ARTICLE I: NAME & OFFICE**

## **SECTION I: NAME**

The organisation shall be named “The Union of Liberian Organisations in the United Kingdom” (herein referred to as ULO-UK).

## **SECTION II: OFFICE**

The offices of ULO-UK shall be in the United Kingdom in the city of London and other sub-offices shall be established from time to time.

# **ARTICLE II: AIMS & OBJECTIVES**

## **SECTION I: AIMS**

The aims of ULO-UK are:

1. To form an organisation that would promote the interests of all Liberians and associated Liberian organisations in the UK through organised activities and initiatives that would foster unity and empower Liberians in UK;
2. To provide financial, material or services assistance to good and genuine causes in Liberia;
3. To achieve these aspirations based on equal opportunity for all members regardless of religion, gender, age, sexual orientation, disability, educational attainment or political opinion.

## **SECTION II: OBJECTIVES**

1. To provide means for education, social and recreational needs to be met;
2. To establish a Liberian Cultural Centre in the United Kingdom;
3. To identify and work together on issues and needs affecting the lives of Liberians and, member organisations, which serve their needs within the United Kingdom and in Liberia;
4. To provide and run services, and special events for Liberians;
5. To promote equal opportunities amongst all Liberians (organisations and individuals);
6. To acquire assets and engage into other legal activities including fundraising for the subsistence of the organisation and in the interest of member organisations;
7. To foster and enhance closer ties, fellowship - cultural and social development, between Liberians (especially the people of the United Kingdom) and Europeans, and amongst other nationalities and organisations with interest in ULO-UK; such relationship shall be cultivated at professional, social and cultural levels of humanity within the European Community and other countries;
8. Seek to promote Liberian/British relations and maintain concrete and constructive ties with Liberians at home and contribute to the development of Liberia through actions and programs that may be necessary including charitable and educational activities.

# ARTICLE III: MEMBERSHIP

## SECTION I: ELIGIBILITY

- A. Membership of ULO-UK is opened to all Liberian associations and/or organisations, established groups and individuals (individual members are Liberians who are not registered members of any member organisation and request specifically to be registered with ULO-UK as an individual member), with similar objectives and agree to subscribe to ULO-UK's constitution. All Liberian associations and/or organisations and established groups, and individuals desirous of becoming member of ULO-UK, shall submit in writing (hard copy or electronic format) an application to the Secretary General;
- B. All applications for membership from organisations shall attain, fill and submit an application form, which shall be accompanied by the constitution, by laws or other articles of formation of said association/organisation. The application shall also contain the NAME, OFFICERS, and ADDRESS of the organisation/association;
- C. All members of organisations with full membership with ULO-UK will automatically become members of ULO-UK unless stated otherwise;
- D. All applications shall be subject to the provisions of Article III, Sections I & II of ULO-UK's Constitution;
- E. Before an applicant (individual or organisation) is granted membership, they must pay an application fee of £25 for organisational membership or £10 for individual membership (see section 1A for definition of individual membership). Individual and organisational members of ULO-UK must also pay a yearly membership fee of £25 for organisations and £10 for individuals to continue to be a member of ULO-UK;
- F. Any applicant whose application has been refused shall receive a letter from the Secretary General stipulating the reason(s) for such refusal. And such body shall have the right to appeal to the AGM for reconsideration.

## SECTION II: CATEGORIES OF MEMBERSHIP

There shall be two categories of membership within ULO-UK as follows:

### A. Full Membership

Organisational membership shall be open to all Liberian organisations within the UK who meet all of the membership requirements as stated in Article III, Section I A, B and D. Organisational members shall have all rights and privileges to attend all meetings, AGM, and vote for membership and positions on the AGM and Management Committee.

### B. Individual Membership

Individual member(s) is/are anyone for his/her own reason who does not hold membership with any Liberian association/organisation, but however, meet all of the requirements in Article III, Section I.

## SECTION III: WITHDRAWAL OF MEMBERSHIP

A member has the right, at will, to withdraw their membership from ULO-UK. The withdrawal must be communicated in writing to the Secretary General, and such member shall not receive refund for the moral and financial contributions made to ULO-UK.

# ARTICLE IV: STRUCTURE & FUNCTIONS

## SECTION I: THE AGM

### A. FUNCTIONS

The Annual General Meeting (AGM), shall be the highest decision making body of ULO-UK, and shall meet once every year for the following reasons:

1. Approve new membership of organisations and individuals, based on a report/proposal submitted by the Secretary General, and grant new member organisations all immediate rights and privileges including to vote;
2. Conduct elections of both officers of the AGM and members of the Management Committee by means of secret ballot;
3. Review, amend and adopt the Constitution and to conduct impeachment proceeding or appeal hearing;
4. Consider the annual report from the Management Committee;
5. Appoint an independent financial auditor (who can be a Liberian) to carry out an audit of ULO-UK's annual financial statement.

### B. STRUCTURE & TENURE

The officers of the AGM shall be:

1. Chairman
2. Vice-chairman
3. Secretary

All officers of the AGM shall be elected for a period of two years, and the elections shall be conducted at the AGM during the final year of office; all voting shall be by a simple majority of accredited delegates. Elected AGM members are eligible for re-elections.

The Chairman shall be the presiding officer of the AGM.

The Vice-chairman shall assume the role of the Chair his/her absence.

The Secretary shall record and maintain the records of the AGM and provide the Management Committee with copy thereof for reference and retention.

## SECTION II: MANAGEMENT COMMITTEE

### A. FUNCTIONS & TENURE

1. The Management Committee, in the absence of the AGM, shall assume the role and responsibility of the AGM, with the exception of amending the constitution. The members of the Management Committee shall not be less than five and not more than seven; four officers and three members shall be nominated by accredited delegates to the AGM;
2. The Committee shall meet regularly. During the meeting of the Committee, each member shall be entitled to one vote. And all transactions and decisions require a simple majority;
3. Members of the Management Committee shall exercise their mandate on a voluntary basis without demand for reward;
4. The Committee shall be elected by all accredited delegates at the AGM. And by a simple majority of the total member present and shall serve for a period of two years, eligible for re-elections. There is no term limit for management committee members. Management committee members seeking to continue in their role must meet the set criteria for elections including paying the agreed fees set by the previous sitting committee prior to the AGM. In the case where a sitting management committee

member is not seeking re-election but there are no members nominated for election to said post, the AGM shall ask the sitting committee member or members to remain in their post for a full term. This is to ensure that the Union always has a management committee. If the AGM cannot negotiate with the sitting member or members to remain then a special general meeting must be scheduled to re-advertise the management committee role or roles that needs to be filled. However, if the sitting committee member or members agree to the request of the AGM they will not be subject to the fees for elected management committee members;

5. Members of the Committee can only decide on matters if a quorum of member is present. A quorum for the Committee shall be four (4) members. The decisions are taken by simple majority. If there is a tie, the President or acting President's vote is counted as two votes. The Committee shall have the power to delegate/appoint individuals and, set up and dissolve working committees;
6. The Committee shall have the duty to supervise the work of the Secretary General and approve programmes, plans and budgets of ULO-UK as proposed by the Secretary General or Treasurer. The Committee shall encourage and ensure all member organisations full participation in ULO-UK's activities;
7. The Committee shall have the power to fill vacancies on the Committee with consideration under Article III, Section II, until the next AGM session. The Committee shall have the power to recommend to the AGM for the dissolutions of ULO-UK. The Committee shall have the power to register ULO-UK as a company/register charity under the laws of the UK.

## **B. STRUCTURE**

The structure of the Management Committee shall be as follows:

1. President
2. Vice President
3. Secretary General
4. Treasurer
5. One or three elected members.

### **1. THE PRESIDENT**

The President shall:

- Serve as the official representative and spoke person of ULO-UK;
- Report to the AGM and the Committee on all matters of ULO-UK during meetings of the bodies;
- Preside over meetings of the Committee; announce the business before the Committee in its proper order and the result of each vote;
- Sign all documents on behalf of the ULO-UK along with another officer;
- In consultation with members of the Committee set-up working groups and committees to run as specified the activities of ULO-UK;
- Appoint all Chairpersons of working groups;
- Co-ordinate the activities of working groups in between sessions of the committee appointed/designate appropriate representatives for specific functions;
- Delegate responsibilities not otherwise provided for;
- Ensure that the work plan, policies and programs of ULO-UK are carried out.

### **2. THE VICE PRESIDENT**

The Vice President shall:

- Exercise the functions and powers of the President in the absence of the President;
- Assist in additional duties as may be requested by/or directed by the President and the Committee.



### **3. THE SECRETARY GENERAL**

The Secretary General shall:

- In the absence of both the President and the Vice President, perform the functions and power of the President until the next Committee meeting. Hereafter, an extraordinary session of the AGM shall be convened for the sole purpose of filling the vacancy;
- Record minutes of all meetings of the Committee;
- Serve as co-secretary during AGM;
- Prepare and maintain accurate records of all official documents and correspondence of ULO-UK;
- Update and carefully preserve in good order all official records and documents, including the historical records of the Constitution and amendments thereto and resolutions;
- Publish anonymised version of the Committee meeting minutes with information of decisions taken;
- He/she shall sign, affix on all official correspondence and documents the seal or logo of ULO-UK;
- Notify each member of meetings;
- Be one of the signatories to all ULO-UK's accounts and financial transactions;
- Maintain the official membership list of ULO-UK and accredited members;
- To perform other duties as required by the Committee.

### **4. THE TREASURER**

The Treasurer shall:

- Receive and deposit in ULO-UK's bank account, or accounts, all monies of ULO-UK and shall disburse such funds as directed by the Committee;
- Be one of the signatories to all ULO-UK's accounts and financial transactions. The Treasurer shall advise the Secretary General on financial matters and the budget and shall be an individual with basic accounting skills;
- Prepare and distribute quarterly financial report to the Committee, The AGM, and members.

The one or three elected member(s) shall participate in Committee meetings and assist with the day-to-day affairs of the Union.

## **ARTICLE V: FINANCIAL MANAGEMENT**

- A. The Treasurer shall devise a budget for ULO-UK's operations as specified in Article IV;
- B. The budget year is from one AGM to the next, whilst the financial year, for tax purposes, if applicable, shall be from April to March;
- C. Any member organisation who fails to pay its annual membership fee before an ensuring AGM shall be considered delinquent. Delinquent member organisations following two written warnings shall automatically lose its voting rights and privileges. All rights and privileges will be immediately restored after all outstanding obligations have been settled;
- D. The Committee shall open a bank account in the name of ULO-UK with a credible banking institution, for the purpose of depositing funds and membership contributions and donations;
- E. There shall be three signatories to all ULO-UK accounts. The signatories are the President of the Committee, the Secretary General and the Treasurer. The names and valid signatures of two of the three signatories shall be required for the withdrawal of funds from ULO-UK's bank account;

- F. The Committee shall utilise moneys (membership and application fees, donations, money raise from organising events) for the day to day running of the organisation but not including any remuneration for members of the AGM or the Management Committee;
- G. The Committee shall publish an annual financial statement which is easily accessible by all members of ULO-UK and the general public.

## **ARTICLE VI: AMENDMENTS**

- A. A proposed amendment to this constitution shall be made in writing to the Secretary General to review said document. The Secretary General is required to submit report of his/her review along with the proposed amendment to the AGM for consideration and adoption;
- B. An emergency AGM must be called where the amendment should be discussed and passed by a simple majority of accredited delegate present and signed by the presiding officer of the AGM;
- C. Where an existing article(s) or section(s) has been amended, the most recent amended article(s) or section(s) shall take precedence over the previous version.

## **ARTICLE VII: IMPEACHMENT**

- A. Impeachment proceeding(s) of ULO-UK can be conducted only by the officers of the AGM, and during the meeting of the AGM or an extraordinary session. ALL members of the Committee are subject to an impeachment.
- B. All impeachment petitions shall be made by one or more member organisations. Impeachment hearing can be considered only when the acts contravened a breach of the constitution especially Article II, III, IV, V and VIII section I, and such proceeding shall be within the laws of the United Kingdom.

## **ARTICLE VIII: OFFENCE & PENALTY**

### **SECTION I: OFFENCE**

- A. No member or officer of the Committee shall solicit or fund raise in the name of ULO-UK without authorisation. Any member, soliciting funds or fundraising shall inform ULO-UK stating the intended purpose of the fundraising.
- B. Any member of the Committee who mismanage/misappropriate ULO-UK's assets entrusted into his/her care shall be held liable, and shall be subject to Article VIII, Section II.
- C. Any member organisation or officer who is said to contravene the constitution will be subject to Article VIII Section II.

### **SECTION II: PENALTY**

- A. Any member or official of the Committee who is allegedly charged for misappropriation shall be made to repay or face disciplinary action such as suspension and once guilty shall be expelled and face impeachment through due process under the UK Laws.
- B. Any member organisation or officer who is said to contravene the constitution especially articles Article VIII, Section I shall be served with a written warning. Based on the gravity of the offence, they shall be suspended, expelled, or face impeachment proceedings.

## ARTICLE IX: DISSOLUTION

The Union may be or can be dissolved by a decision of the AGM based on the recommendation of two thirds of the accredited delegates during an AGM or an extraordinary session. Assets of the dissolved ULO-UK shall be offered to member organisations and or organisations with similar aims.

This constitution was approved by a majority of the delegates present at the AGM held on 27 March 2016. This constitution was amended at the AGM on 25 March 2017 in the town of Northampton.

Respectfully submitted by The Constitution Review Committee:



Mr Mohamed Sidibay  
Chair



Mr Fidel C T Budy  
Secretary



Mr Tom Zulu  
Member