

Revised

Constitution and Bye-Laws

Of

The Maryland County Association of Pennsylvania

CONSTITUTION AND BY-LAWS
OF THE
MARYLAND COUNTY ASSOCIATION OF PENNSYLVANIA

Table of Content

Preamble

Article I – Name and Principle Office

- Section I – Name of Organization
- Section II – Principle Office

Article II – Aims and Objectives

- Section I – Aims and Objectives of the Association

Article III – Membership

- Section I – General Membership
- Section II – Members in Good Standing
- Section III – Honorary Membership
- Section IV – Membership Dues

Article IV – Meetings (Regular and Annual)

- Section I – Time and Place
- Section II – Quorum

Article V – Officers

Article VI – Duties and Responsibilities of Officers

- Section I – President
 - Section II – Vice President
 - Section III – Secretary
 - Section IV – Treasurer
 - Section V – Chaplain
- (Advisor, appointed, officer-without-portfolio)

Article VII – Election of Officers and Term of Office

Section I – Election of Officers

Section II – Term of Office

Section III – Vacancies

Article VIII – Committees

Section I – Standing Committees

(Executive, Planning and Programs, Ways and Means)

Section II – Ac Hoc Committees

Section III – Executive Committee

Section IV – Planning and Programs

Section V – Ways and Means

Article IX – Special Elections Commission**Article X – Banking and Finance**

Section I – Deposits

Section II – Disbursements

Article XI – Impeachment

Section I – Officers

Section II – Members

Article XI – Assets and Liabilities at Dissolution**Article XII – Parliamentary Procedure****Article XIII - Amendments**

Constitution and by-Laws of the Maryland County Association of Pennsylvania

Preamble

We, the citizens of the Republic of Liberia, hailing from Maryland County, and currently residing in the Commonwealth of Pennsylvania, United States of America;

Cognizant of the dire condition of our County and its people in the aftermath of the civil strife in Liberia that began in 1989 and ended in 2003;

Realizing that we, nevertheless, are in a favorable position to assist in providing our less fortunate kinfolk at home not only the relief they so urgently need, but also the technical and material means required to spearhead and support the development of our county, in the contest of the overall reconstruction of Liberia;

Convinced that it is ultimately by forging unity among ourselves and pooling our resources and in mobilizing said resources required both to transform the lives of our people at home and to promote the development of our County;

DO HEREBY form and establish ourselves as a non-profit organization under this Constitution and By-Laws; pursuant to the laws of the Commonwealth of Pennsylvania, United states of America; and as a bona fide chapter of the National Marylanders Association of Liberia, United States of America; and do hereby certify ad follows:

Article I

Name and Principle Office

Section: I Name of Organization

The name of the organization shall be the Maryland County Association of Pennsylvania, USA, hereafter referred to in this document and in other official documents alternately as the MCAP or the Association.

Section II: Principle Office

The official headquarters of MCAP shall be located in the city of Philadelphia, Pennsylvania, United States of America.

Article II

Aims and Objectives

Section I. aims and Objectives of the Association

MCAP shall strive;

1. To support and promote unity among all Marylanders in Pennsylvania;
2. To be a meaningful voice for all Marylander at home and abroad, working constructively to influence public policy to wards the County of Maryland.
3. To promote the establishment of an effective network of communication among Marylanders in Pennsylvania and other member organizations, to design, plan and execute development programs/projects in the interest of Maryland County in particular and Liberia in general;
4. In collaboration with other member organizations, to design, plan and execute development programs/projects in the interest of Maryland County in particular and Liberia in general;
5. To remain connected with other Maryland Associations through the national communications network, e.g. a periodic newsletter, phone hotline, website, etc.
6. To organize and conduct fundraising activities for the purpose of supporting the organization's programs.
7. To support all efforts at making Maryland County and Liberia as a whole free of arms, henceforth advocating dialogue as the preferred means of settling disputes.

Article III

Membership

Section I: General Membership

Membership in the association shall be open to all Marylanders residing in Pennsylvania, who are prepared to support the Constitution and By-Laws of MCAP and are committed to the promotion of the development of Maryland County, Liberia and unity among the people of Maryland at home and abroad.

Section II: Members in Good Standing

Members in good standing shall enjoy, among other things, the right to vote and to hold office; such status shall entail:

1. Attendance at over 50% of meetings and regular participation in the affairs and programs of the Association.
2. Being current in the payment of monthly membership dues;
3. Observance of all by-laws and regulations of MCAP
4. Support and promotion of development objectives of Maryland County and Liberia.

Section III; Honorary Membership

1. Shall be bestowed on any non-Marylander for outstanding contributions and services to MCAP and to the people of Maryland and the Republic of Liberia.
2. An Honorary Member shall enjoy the right to participate in the proceedings and programs of the Association; may not vote or hold elective office, but may serve in an advisory capacity, if duly appointed by the President.

Section IV: Membership Dues

Annual Dues shall be \$ 120.00 (One Hundred Twenty US Dollars), payable in advance in full or y installments (monthly, quarterly, etc.)

Article IV

Meetings (Regular and Annual)

Section I: Time and Place

1. Regular Meetings of the Association shall be held on a Saturday in each month, at a time and place to be arranged by the President,
2. The Annual Meeting shall be the last in the calendar year and shall be reserved, inter alia, for election of Officers and for the submission of written reports by the outgoing Officers and Standing Committee Chairpersons.

Section II: Quorum

1. A simple majority of the Association's membership in good standing shall constitute a quorum.
2. Decisions taken through informal consultations via electronic or other contacts shall be ratified by MCAP at a regular or special meeting to bear the force of law.

Article V

Officers

Offices of the Maryland County Association of Pennsylvania shall include: a President, Vice President, Secretary, Treasurer, and a Chaplain. An Advisor, to

be appointed by the President from among the membership, shall serve as office-without- portfolio, in which capacity he/she shall not be required to submit an annual report.

Article VI

Duties and Responsibilities of Officers

Section I: The President shall be chief executive officer and spokesman of the Association, and his/her duties and responsibilities shall be, inter alia

1. To preside over all meetings of the Association and of the Executive Committee.
2. To propose (or cause to be proposed) specific programs and activities pursuant to the general objectives of MCAP and to prepare and submit periodic reports to the Association on the performance thereof.
3. To supervise, coordinate and direct all committees and institutions of MCAP.
4. To obtain annual written reports from officers and standing committees on the conduct of their duties.
5. To approve all vouchers and checks payable for services rendered to, and goods purchased for MCAP.
6. To appoint all Standing Committees and Ad hoc Committees and their chairs.
7. To perform all other functions, ceremonial or substantive, traditionally associated with the head of an organization, provided these are consistent with the provisions of this constitution, and to designate an appropriate officer or member when the President, for good and sufficient reason, is unable to attend such functions.
8. To serve, ex-officio, as co-chairman of all committees.

Section II: The Vice President shall be principal assistant and second in command to the President, and shall:

1. Perform all functions of chief executive officer in the absence of the President.
2. Execute various tasks aimed at advancing the objectives and achieving the goals of MCAP, as shall from time to time be assigned by the President.

Section III: The Secretary shall, inter alia:

1. Serve as chief custodian of all official documents and records of MCAP
2. Update the official roster of the MCAP membership and prepare a list of members present at each meeting.
3. Undertake all official correspondence of the Association, except for those that the President ay deem it appropriate to handle directly.

4. Bring all official correspondence received by his/her office to the immediate attention of the President and prepare appropriate replies thereto by directive of the President.

Section IV: The Treasurer shall:

1. Sign all membership forms, voucher, and issue checks as authorized
2. Provide leadership in the development of revenue-generating proposals
3. Organize and supervise the collection of gate receipts of fundraising activities, and devise systems and procedures for the management of MCAP finances.
4. Collect all membership fees, dues, and any other funds payable to MCAP.
5. Collect and deposit all funds and other negotiable institutions of MCAP with twenty-four hours or the following banking day of receipt;
6. Serve as a liaison between the bank and MCAP.
7. Maintain and update the financial records of all members of MCAP.
8. Submit reports of funds collected to the President and the Association.
9. Perform all other finance-related functions mandated by the Association.

Section V: The Chaplain shall:

1. Preside over the spiritual affairs of the Association
2. Offer prayers at all meetings of the Association
3. Celebrate with members whatever blessings they may receive
4. Minister to sick members and to those in recovery
5. Remember the bereaved and the needy
6. Help to resolve conflicts and disputes among members
7. Represent the Association at functions befitting his office, and as assigned by the President.

Article VII

Election of Officers and Term of Office

Section I: Election of officers

Officers shall be elected by secret ballot once every two years at the Annual Meeting of the Association, it being certified in advance that candidates and electors are all members in good standing.

Section II: Term of Office

1. The term of office for all elected officers shall be two – year term, commencing as of the next regular business meeting after election.
2. An officer shall be eligible for re-election for an additional two-year term; but no officer shall be eligible for more than two consecutive two-year terms.

Section III: vacancies

1. In case of death, temporary incapacity, long absence, impeachment or resignation of the President, the Vice President shall become President for the time remaining.

In case of death, temporary incapacity, long absence, impeachment or resignation of any elected office, other than the President, the vacancy created shall be filled by special election. The new officer shall serve to the end of the current term. Pending the holding of such special election, the President shall assign the responsibilities involved to any other office of member.

Article VIII

Committees

Section I. The Association shall establish the following Standing Committees:

1. Executive Committee
2. Planning and Programs Committee, and
3. Ways and Means Committee.
4. Bereavement Committee

Section II. The President shall from time to time establish such other ad hoc committees as may be deemed necessary to achieve the aims and objectives of MCAP.

Section III: The Executive Committee shall be headed by the President and shall comprise the elected Officers and the Advisor. Its principal duties shall be:

1. To draw up for review and approval the work program of the Association for the ensuing year
2. To direct the overall affairs of the Association, taking decisions in its best interest between monthly meetings, and
3. To review all major proposals submitted by other committees and present same to the Association for final approval

Section IV: The Planning and Programs Committee shall devise plans and propose fundraising projects as the primary means of financing the programs of the Association.

Section V: The ways and Means Committee shall devise plans and propose fundraising projects as the primary means of financing the programs of the Association.

Section V: The Bereavement Committee shall provide financial assistance to its members who are bereaved. The assistance shall be limited to the death of an immediate family member, defined herein as, father, mother, husband, wife, child, brother and sister residing in the United States. The amount to be provided shall be determined from time to time by the members of the Pennsylvania Chapter.

Article IX:

Special Elections Commission

A Special Elections Commission consisting of three members shall be appointed by the President on an ad hoc basis to organized and or conduct regular or special elections. The Commission shall propose for the approval of the Association, a calendar of activities, to include, but not be limited to, the deadline for the receipt of nominations, the period for campaigning, and the date of election. It shall conduct its affairs in a fair, transparent and efficient manner to guarantee the full credibility and integrity of the outcome of elections held under its supervision.

Article X:

Banking and Finance

Section I: Deposit: All monies and negotiable assets belonging to the Maryland County Association of Pennsylvania shall be kept with a reputable financial institution in Philadelphia, selected by the MCAP as its official Bank. All deposits into MCAP's account/shall be made within 24 hours of receipt or, in case of holidays and weekends, on the next banking say.

Section II: Disbursements: All withdrawals and disbursements of MCAP funds shall be governed by generally accepted accounting principles, meaning, in part, that any two among the President, the Secretary and the Treasurer shall countersign checks for expenditures duly authorized by the MCAP, provided however that the President would have signed approval of the supporting voucher raised by Treasurer.

Article XI:

Impeachment

Section I: Officers. Any elected office of MCAP who acts in flagrant violation of the Association's constitution and by-laws shall be impeached. In such a case, a committee comprising members of MCAP shall be appointed to institute an

investigation and make appropriate recommendations. A (2/3rd) vote of the Association will be required for impeachment.

Section II: Any elected officer not directly in violation of the constitution and by-laws, but whose act/s may have the potential of bringing harm or disrepute to the organization as a whole shall be subject to impeachment. In such a case, MCAP shall set up an ad hoc committee to review the impact of such activity or activities and make recommendations for further action in accordance with the nature and magnitude of the offense.

Article XI

Assets and Liabilities at Dissolution

In the event of the dissolution of the Association, its net assets shall be turned over to the people of Maryland County, Liberia or consigned to a non-profit organization designated by MCAP at its final meeting.

Article XII

Parliamentary Procedure

The rules contained in Robert's Rules of Order, Newly Revised or Simplified and Applied, shall govern the operation of MCAP, in cases where certain issues were not fully addressed by this constitution and by-laws, so long as such application is not inconsistent with any basic provisions of the same.

Article XIII

Amendments

Any part/s of this Constitution & By-laws may be amended at any regular meeting of the Association, if the mover submits the proposed amendment and received by the Association at least one meeting prior to the expected date on which it shall be considered.

Constitution Review Committee

Mwalimu Steve Boley – Chairman
 Anna Nyemadi Constance – Member
 Alphonso Tiady – Member
 Adolphus B. Jacobs – Member
 Chorpie Charlie - Member