



REVISED CONSTITUTION
OF
THE YMCA OF LIBERIA

ADOPTED ON THIS 22nd of NOVEMBER

A.D 2018

AT

MONROVIA, LIBERIA

PREAMBLE

We, Christians of different denominations and creeds residing in the Republic of Liberia;

United by our unswerving faith in, and allegiance to Jesus Christ, our Lord and Savior

Committed to embracing all those who follow the teachings of Jesus Christ regardless of creeds, color, nationally, social status and sex;

Being primarily a youth movement of young people who are empowered and supported by people with greater experience in carrying out the mission of the YMCA; and

Desirous of extending the kingdom of our Lord through community and youth development and empowerment;

Do hereby adopt and agree to abide by the following **revised** Constitution and By-Laws;

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ARTICLE I

NAME

The Association shall be known, called and **styled** the Young Men's Christian Association of Liberia, hereafter referred to **as** the YMCA of Liberia

ARTICLE II

PURPOSE & OBJECTIVES

Section 1.0 The purpose of the YMCA shall be to further the principles enshrined in the charter of the YMCA of Liberia, as found in the Act of the National legislature of Liberia, session laws 1960 – 1961 Chapter LXXII, page 198 – 199. In carrying out its purpose, the YMCA of Liberia reaffirms and subscribes to the Paris Basis, the Kampala Principles and Challenge 21 of the World Alliance of YMCAs and the 2008 shared vision and strategic intent of the Africa Alliance of YMCAs. Subsequently all documentation will be aligned in support of these declarations.

ARTICLE III

Section 3.1 The YMCA of Liberia is affiliated with other Associations through membership in the World Alliance of YMCAs and the Africa Alliance of YMCAs.

Section 3.2 The YMCA of Liberia shall strive to maintain membership in and cooperation with, the World Alliance of YMCAs and the Africa Alliance of YMCAs.

ARTICLE IV

MEMBERSHIP

Section 4.1 Membership of the YMCA of Liberia shall be opened to all persons, institutions and groups of persons who subscribe to its purpose and objectives

Section 4.2 Dues and fees of each membership category shall be in line with the Membership Policy of the YMCA of Liberia. A minimum of 50% of all incomes from membership fees of Local Branches shall be paid to the National Secretariat as membership quota.

Section 4.3 Membership in the YMCA of Liberia shall be divided into the following categories:

4.3.1 FULL MEMBERSHIP: This shall mean a commitment to Christian way of life and acceptance of Jesus Christ as the center of the YMCA of Liberia. Such a member must be a person who shall honor all **of** his/her obligations to the YMCA, and shall be entitled to all rights and privileges of the YMCA of Liberia. Any

person who subscribes to the Purposes and Objectives of the YMCA of Liberia, irrespective of nationality, sex, race, age, Christian denomination, and social status, shall be eligible for full membership.

Full membership can be obtained in the following sub categories:

- A. Student Membership (for high school and below)
- B. Post High School (high school graduates and above)
- C. Ordinary
- D. Sustaining
- E. Supporting
- F. Century
- G. Silver
- H. Gold
- I. Millennium

The fees for these categories shall be charged from time to time by the National Secretariat based on the prevailing market/economy.

4.3.2 ASSOCIATE MEMBERSHIP shall be held by any person, institution or association who, whilst not accepting Jesus Christ as their saviour, still subscribes to the work and programs of the YMCA of Liberia. Such members shall have all rights and privileges except the right to vote and hold office. Associate membership can also be obtained in the categories mentioned above.

4.3.3 HONORARY MEMBERSHIP may be conferred by the National Board on a person of distinctive qualities and social standing, who subscribes to and is demonstrably keen to promote the Christian Purpose of the YMCA. Such persons may be invited to carry out specific functions as may be prescribed by the YMCA of Liberia.

4.3.4 INSTITUTIONAL MEMBERSHIP may be extended to public and private bodies, religious groups, not-for profit organizations, academic institutions, non – governmental Organizations and social clubs that subscribe to the work and programs of the YMCA of Liberia, Such membership shall be conferred only by the National Board.

Section 4.4 Membership of the YMCA of Liberia shall be evidenced by a membership card (in the case of an individual) or a membership certificate (in the case of institutions) or **as may be determined** by the National Board.

Section 4.5 Only full members shall have the right to vote and/or hold **elected** office

Section 4.6 All membership categories shall be entitled to enjoy all rights of membership except the right to vote and/or to hold **elected** office.

ARTICLE V

Section 5.1 The YMCA of Liberia shall be organized as follows:

- A. The National Council
- B. The National Board
- C. The National Secretariat
- D. Local Branches and
- E. Other ad-hoc bodies that may be deemed necessary by the National Board

Section 5.2 The National Council shall be the supreme governing body of the YMCA of Liberia. The Council shall be the principal policy making organ of the YMCA of Liberia. It shall formulate rules and regulations for the operation of the standing Committees, Local branches, and the Secretariat. The Council shall receive and deliberate on all reports from elected and appointed officers and other functionaries and make decisions aimed at the general improvement of the YMCA of Liberia. It shall exercise the power of impeachment of elected officers and removal of any other functionary from office, for serious misconduct. It shall make its own by – laws and rules of procedure and delegate its executive functions, as may be necessary;

Section 5.3 The National Council shall **comprise** of all **National** Council Officers, all Chairpersons of the Local Boards, women representative(s) from each Branch, youth representative(s) from each Branch, and other Branch delegates based on numerical strength of the membership as determined by membership record at the National Secretariat. The National General Secretary shall attend all council meetings as a member without voting rights;

Section 5.4 The National Council shall meet once every four (4) years. **In the absence of the National Council**, the Chairman or any three officers of the National Council may call a special meeting **to address serious issues of concern to the Institution**, upon one–month notice to the Council's membership. Officers of the council shall serve a term of 4(four) years;

Section 5.5 The Officers of the National Council shall be as follows:

- President of the National **Council**
- Vice President
- Treasurer

These officers are to become the leadership of the National Board

Section 5.6 The President of the National Council shall be the head of the YMCA of Liberia and he/she shall be vested with the responsibility, power, and authority to do and perform the following functions;

- Preside over all National council and board meetings
- Advise the National Board and Secretariat
- Report to the Council on the state of affairs of the YMCA, and
- Perform all other duties and responsibilities and exercise such powers and authority as are generally appertaining to the office of President of the National Board.

Section 5.7 The Vice President shall have oversight over programs and serve as head of the program Committee with authority to exercise over-sight responsibility over all matters relating to programs;

Section 5.8 The Treasurer shall have oversight for the financial, and operations of the association. This includes, assets, Human Resources and logistics, among others.

Section 5.9 All Officers of the Council shall report to the National Board **whose President shall report to the National Council;**

Section 5.11 All persons applying for positions at the National Council must be bona-fide members of the Liberia YMCA, nominated, supported or recommended by their Local Board. In addition, said person(s) must be of good moral character and must have demonstrated in the past, his or her ability to engage with young people in their growth and development efforts. **There shall be no nomination on the floor. All Nominations are to be received within seven (7) days to the conduct of the General Assembly.**

ARTICLE VI

QUORUM & VOTING

Section 6.1 Fifty –one (51%) percent of the membership of the National Council or the National Board shall constitute a quorum.

Section 6.2 Voting for all positions on the National Council shall be done by accredited delegates to the National Council. Said voting, conducted by an Independent Elections Commission (IEC), must be done through secret ballots except in cases where **only one person is contesting said position**. In this case, the IEC shall declare that person the winner without any white ballot being cast. These elections must be held every four years during the sitting of the National Council otherwise known as the General Assembly (GA).

ARTICLE VII

NATIONAL BOARD

Section 7.1 **Composition**

The National Board shall comprise of:

- a) All officers of the National Council;
- b) All local Board Chairpersons
- c) Not less than 30% of the composition of the National board shall be youth and women **including** the President of the YMCA National Youth Council;
- d) Heads of National Board standing Committees
- e) Three outstanding persons from the community who will be appointed/selected by the National **Board;**
- f) The Immediate Past Board President
- g) The National General Secretary, who shall be a non – voting member and record the minutes or board meetings.

Section 7.2 **Functions**

The National Board shall carry out the following functions:

- a) Take all actions between council meetings in order to ensure that the policies of the National Council are implemented by the National Secretariat and all local branches;
- b) Supervise and monitor the operations of the YMCA of Liberia;
- c) Appoint the members of the Board Standing Committees
- d) Approve the Annual Budget and appoint External Auditor(s) to audit the financial accounts of the YMCA of Liberia
- e) Appoint the National General Secretary
- f) Mobilize and solicit funds for the upkeep of the YMCA of Liberia and program operation
- g) Set up all ad hoc board committees for the performance of specific tasks;
- h) Suspend or impose any disciplinary measures on any member of the Board for acts of misconduct, pending impeachment proceedings or removal by the Board or at the next Council meeting, and
- i) Establish rules, regulations, and procedures for the effective conduct of the National Board.

Section 7.3 **Meetings**

The National Board shall meet every six months at the National Headquarters of the YMCA on Crown Hill, 126 Broad Street, Monrovia, Liberia, or at some other place designated by its Chairman. It may, however, hold called meetings as often as necessary.

ARTICLE VIII

NATIONAL BOARD STANDING COMMITTEES

Section 8.1 The National Board shall establish standing committees to provide specialized services and guidance to the YMCA of Liberia. The members of these Committees, who may not necessarily be Board members, shall be appointed by the National Board. The National Board may also appoint other standing or ad hoc committees.

Section 8.2 **Program and Strategic Planning Committee:** This committee shall have the responsibility of reviewing the operational and workplan of the Secretariat for approval by the Board before implementation. Other responsibilities shall include the review of membership criteria and principles. It shall be chaired by the Vice President of the National Council.

Section 8.3 **Finance Committee:** This Committee shall be responsible for the analysis and scrutiny of all financial matters of the YMCA of Liberia. It shall also be clothed with the responsibility of reviewing administrative issues and policies covering budgets, procurement, contracts, and other duties that may be assigned on a case- by – case basis to the committee, as well as assisting to mobilize financial resources for the YMCA of Liberia. It shall be chaired by the Treasurer.

Section 8.4 **The YMCA National Youth Council:** This Council shall serve as a committee on youth matters. It shall be clothed with the responsibility of articulating youth views and interest of youths in the YMCA and at Board level.

Section 8.5 **The Organizational Development Committee** shall be responsible for assessment, training and capacity building of the board, the National General Secretary and Local Branches. This committee shall develop and implement tools for effective performance and appraisal.

Section 8.6 **The Resource Mobilization Committee** shall be responsible for the oversight and supervision of all YMCA social enterprise and assets in the country. These shall include, but not be limited to lands, buildings, equipment, investments, etc. This committee shall be charged with the responsibility of ensuring proper documentation of all assets and businesses as well as providing direction in future planning of YMCA Resource Mobilization Strategies.

ARTICLE IX

FUNCTIONS OF THE SECRETARIAT

Section 9.1 The National Secretariat shall constitute the operational arm of the Association. It shall be headed by the National General Secretary who shall be the Chief Executive officer. He/she shall be assisted in the discharge of the duties by **the Finance & Administrative Director, Program Director and Resource Mobilization Director**, who shall be recommended to the National Board for approval.

Section 9.2 The National Secretariat shall, in carrying out the day-to-day administration and management of the Liberia YMCA, perform the following functions;

- a) Execute all policies and implement all national programs approved by the National Board;
- b) Be the custodian of all documents and assets/property of the YMCA of Liberia;
- c) Mobilize resource/finance and funds, in collaboration with the finance committee for the sustainability of the YMCA of Liberia and its Programs;
- d) Supervise, coordinate and monitor the program activities of the Local Branches and their staff;
- e) Serve as link between and amongst various organs of the YMCA of Liberia and its local and International affiliates and non-affiliate partners with similar vision of the YMCA;
- f) Design and develop national programs in consultation with the standing committee on programs for approval by the National board;
- g) Prepare and submit to the national Board, annual reports of the YMCA of Liberia
- h) Perform such other duties as may be assigned by the National Board.

Section 9.3 the local branches shall exercise a reasonable **degree** of flexibility in implementing programs and projects, **with regards to** the National Secretariat, so as to avoid direct or constant day-to-day intrusion into its regular activities by Local Boards. This independence shall however be subject to direct supervision and monitoring by the National Secretariat in close concert with the Local Board.

ARTICLE X

LOCAL BRANCHES

Section 10.1 The National Board shall establish, maintain, or discontinue Local Branches in such places in the Republic of Liberia as it may deem suitable and feasible based on recommendations of the National Secretariat.

Section 10.2 To be recognized and approved as a duly organized Branch of the Young Men's Christian Association of Liberia, a **county** or the membership within a given area shall meet the following criteria.

a) Must have a total membership of at least 1000 due paying members annually. After confirmation, branches in counties will be required to demonstrate reasonable efforts to recruit a membership of at least 5% of the county's population.

b) Must have an elected Board of Directors;

c) Must have by-laws that are consistent with the provisions of the Constitution of the YMCA of Liberia;

d) Must commit itself to making reports on its membership, Board of Directors, programs, annual budget detailing actual income and expenditures, and any other matters as the national board may specify from time to time;

e) Must agree to pay at least 25% of its net income to the YMCA of Liberia on a quarterly basis;

f) Have an on-going program and must demonstrate the capability to hire and maintain qualified staff, and to sustain itself.

These criteria will be reviewed by the National Board before the convening of each National Council as a basis for accrediting branches.

Section 10.3 The Local branches shall be the action center of the Association. They shall be responsible for the execution of all National Council Policies at the local level and the implementation of approved programs.

Section 10.4 LOCAL BRANCH BOARD

Each Local Branch shall be **guided** by a Branch Board of Directors. The Branch Board shall be established through election by the voting members of the Branch.

Section 10.5 Members in good standing in the community **may** be nominated for election on a Local Board.

Section 10.6 The Officers of the Local Board shall be **Chairman, Vice Chairman and Treasurer**. The Local Boards will also include the Local Youth Council Presidents, 30% youth and women representation, the Immediate past Chairman of the Board, 3 co-opted members **who shall be elected for a period of two years and may only be re-elected for an additional period of two years. Any National Board Member hailing from that branch is also considered member of the local board.** Vacancies occurring on the Board

shall be filled through voting by members of the **Board**; the Chairman of each local branch shall be a member of the National Board.

Section 10.7 **FUNCTIONS OF THE LOCAL BRANCH BOARD**

The board shall be responsible for carrying out the following responsibilities and duties:

- a. Oversight of the activities of the local branch;
- b. Mobilize financial resources for the Local branch
- c. Approve reports and budgets prepared by the Local Branch Secretariat for consideration and/or inclusion by the National Secretariat;
- d. Formulate policies for the Local Branch that are, however, not inconsistent with the policies and constitution of the National Council of the YMCA of Liberia;
- e. Regulate expenditures and;
- f. Identify and recommend persons for the position of Branch Coordinators for appointment by the National secretariat.

Section 10.8 The Local Branch Board shall meet at least once every quarter, **but may have called meetings as the need arise.**

ARTICLE XI

FISCAL AFFAIRS

Section 11.1 The Fiscal year of the YMCA of Liberia shall be from **July to June of the next** year.

Section 11.2 The National Secretariat shall submit to the National Board, during the first quarter of the fiscal year, a comprehensive budget consisting of allocations of all branches. The budget shall provide detailed explanations on sources of income and allocations made therein. The National Board shall approve the Budget in the **first** quarter of the fiscal year.

Section 11.3 The YMCA shall adhere strictly to the budgetary appropriation. No expenditure or other disbursement of the Association's funds shall be made unless budgeted for or approved by the National Board.

Section 11.4 The National General Secretary shall supervise and collaborate with the Finance Manager and other senior staff members in preparing an income and expenditure statement for submission to the National Board in the **last** quarter of the **ending** fiscal year

Section 11.5 The National General Secretary and the President of the National Board shall be the principal signatories to the accounts of the YMCA of Liberia. In the absence of the National General Secretary, **the principal deputy to the NGS** shall sign. In the absence of the President, the Vice President or Treasurer shall sign in that order.

Section 11.6 The National Secretariat shall engage in Social Enterprise Development activities for the purpose of diversifying the revenue base of the organization. Based on the nature of the social enterprise

and for the purpose of efficiency in its operation, the National Secretariat shall assign specific signatories to the accounts of major social enterprise activities. In doing this, the National General Secretary and his/her principal deputy shall be signatories to the accounts in the Category A.

Section 11.8 For the purpose of decentralization and increased ownership of local branches, the National Secretariat shall assign specific signatories to local branch. In this case, the National General Secretary and the Chairperson of the Board will serve as signatories in the Category A, while the Principal Deputy of the NGS and the Branch Coordinator will be signatories in the Category B.

Section 11.7 the financial records of the Association shall be audited annually by an Independent auditing firm to be selected by the National Board. The report of this audit shall be submitted to the National Board.

Section 11.8 The Treasurer shall monitor the financial affairs of the YMCA of Liberia and report the financial status of the Association to the Board and the National Council

Section 11.8 All senior employees of the YMCA, including the National General Secretary, **and his/her deputies**, who have access to the Association's assets and/or accounting records, shall be covered by a fidelity bond.

ARTICLE XII

AMENDMENTS

Section 12.1 Proposed amendments to the constitution shall be submitted to the National Board for review and approval. Approved amendments must be circulated at most 90 days after the holding of a regular General Assembly. A two-third majority vote of the members present at the GA shall be required to endorse the amended constitution.