

The Constitution

**And
By-Laws**

Of

**Old Murialdo Boys Association of North America
(OMBA North America)**

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THE CONSTITUTION

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ARTICLE 1: NAME

The Association shall be called, Old Murialdo Boys Association of North America, hereinafter, referred to as OMBA North America.

ARTICLE 2: MOTTO

The motto of the Association shall be a Latin phrase “Plus Ratio Quam Vis,” translated in English as “The Pen is mightier than the Sword.”

ARTICLE 3: THE LOGO

The logo of the association shall be -----

ARTICLE 4: MISSION STATEMENT

This Association is a branch of its parent body established in Sierra Leone, West Africa, for alumni living in Canada and USA with a mission to promote the interests, welfare, and educational aims of current students of St. Murialdo Secondary School and its alumni in USA and Canada, through charitable, educational, and social initiatives.

ARTICLE 5: OBJECTIVES

- 5.1 The association is a non-profit and non-political, working to fulfill the dreams of the association.
- 5.2 To promote friendship and unity among alumni living in Canada and USA
- 5.3 To establish a relationship with the parent body of OMBA in Sierra Leone and OMBA Europe branch for the exchange of information that will lead to a better understanding of the needs of St. Murialdo School, its students, and alumni.
- 5.4 To engage in fundraising projects to generate resources that shall be used to fulfill specified needs for students.
- 5.5 To be a forum for the preservation and restoration of the high academic standard, and other issues important to St. Murialdo School, its students, and alumni.
- 5.6 To build a partnership with the parent body to develop and sponsor after-school programs, annual events like marathons, raffle, etc., to enhance active participation in both curricular and extracurricular activities.

5.7 To provide advice and where possible, assistance (moral, financial, social, and educational) to St. Murialdo Students that are in need.

ARTICLE 6: MEMBERSHIP

6.1 Membership shall be open to all alumni of St. Murialdo School living in Canada and USA.

6.2 Membership is also open to non-alumni who are friends of alumni. A member in good standing shall recommend such individual.

6.3 The Association, however, reserves the right to accept or reject membership of any person whose presence is deemed an obstacle to the mission and/or objectives of the Association.

ARTICLE 7: THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of eleven members who shall hold the following offices:

President

Vice President USA

Vice President Canada

Secretary General

Assistant Secretary General

Financial Secretary

Treasurer

Organizing Secretary

Public Relations Officer 1 Maryland

Public Relations Officer 2 Philadelphia

Chief Auditor

Chief Whip/Ombudsman

Head of the Advisory Committee

ARTICLE 8: DUTIES OF OFFICES AND ELECTED OFFICERS

8.1 The Executive Committee:

The Executive Committee shall:

- (a) Govern and administer the affairs of the Association under its Constitution and by-laws.
It shall debate and decide various issues in lieu of the general membership.
- (b) Establish sub-committees that it finds necessary; define their duties and assignments.
- (c) Make recommendations to the general membership and coordinate the Association's activities at all levels.
- (d) Hold executive meetings prior to general meetings and its decision may be overturned by a majority vote of the general membership.
- (e) Its acts shall not conflict with the general membership's decisions, or the aims and objectives of the Association.
- (f) Consist of members that are fully registered and attend both general and executive meetings regularly.
- (g) Discuss and approve the budget plan for the forthcoming year, presented by the Financial Secretary, and shall present it to the general body.
- (h) Not receive any salary for services they render to the Association.

8.2 President:

The President shall:

- (a) Preside over all General and Executive Committee meetings;
- (b) Direct the affairs of the Association and guard its interest;
- (c) Have the authority to make executive decisions that involve the entire Association in extreme emergencies. An extreme emergency in this regard is defined as any circumstance that requires immediate action to be taken when neither the General Membership nor the Executive Committee can be convened for a decision;

(d) Serve as chief spokesperson for the Association, plan, develop, and or coordinate activities;

(e) Serve as the lead liaisons officer for sister organizations in the United States and abroad.

8.3 Vice President 1 USA:

The Vice President 1 USA shall:

(a) Perform all the duties of the President in the United States in the event he/she is absent;

(b) Perform activities, duties and responsibilities as designated by the President;

(c) Coordinate activities and integrate the work of all sub-committees for the Executive Committee as required by the Association;

8.4 Vice President 1 USA:

The Vice President 1 USA shall:

(a) Perform all the duties of the President in the United States in the event he/she is absent;

(b) Perform activities, duties and responsibilities as designated by the President;

(c) Coordinate activities and integrate the work of all sub-committees for the Executive Committee as required by the Association;

8.5 The Secretary General:

The Secretary General shall:

(a) Take minutes of all Executive and General meetings and make available to members (as well as absent members) upon request and during such meetings;

(b) Keep records and attendance of all Executive and General meetings;

(c) Maintain updated telephone numbers, mailing addresses (e-mail addresses included) of all members and community resource persons and agencies;

(d) Handle correspondences for the Association and assist the President and Vice in carrying out all official correspondences;

(e) Shall require from the Executive Committee, Sub-Committees, and other committees of the Association a record of activities;

- (f) Assist the Webmaster in coordinating all publicity via OMBA-NA's website;
- (g) Liaise with the Publicity and Social Secretaries in coordinating the activities of the association.

8.6 Assistant Secretary General:

The Assistant Secretary General shall:

- (a) Perform all the duties of the Secretary General in the event he/she is absent;
- (b) Perform activities, duties and responsibilities as designated by the Secretary General

8.6. Financial Secretary:

The Financial Secretary shall:

- (a) Maintain up-to-date records of the Association's financial transactions and to submit monthly and annual financial reports as required by the Association;
- (b) Maintain an official list of all members and collect all Association's dues and funds;
- (c) Collects budgets from all executive offices and prepare a budget plan for the forthcoming year;
- (d) Coordinate with the Social Secretary in raising funds for the Association;
- (e) Authorize disbursement of funds upon approval by the Executive Committee;
- (f) Make requisitions which shall recite the amount and purpose of the payment requested;

8.7. Treasurer:

The Treasurer shall:

- (a) Maintain and periodically report accurate financial records throughout the year; to be reviewed at any time by members and Executive Committee.
- (b) Communicate with and update members on all contributions, dues, and donations.
- (c) Prepare the Association's budget, present it to the board for approval, and ensure that Association activities adhere to the budget.

- (d) Transact business through the Association's bank account and reconcile bank statements.
- (e) Inform the Association of its financial strengths and weaknesses.
- (f) File appropriate forms with the Internal Revenue Service by February 15.
- (g) Disburse funds and pay bills promptly as approved by the board of directors.

8.8 Organizing Secretary:

The Organizing Secretary shall:

- (a) Create, organize and coordinate the Association's events (social, educational, cultural, and otherwise);
- (b) In coordination with members of the social committee, be responsible for gathering information about events to organize by OMBA-North America;
- (c) Coordinate, organize, and establish continuing internal communications amongst its members;
- (d) Maintain updated telephone numbers and mailing addresses (e-mail addresses included) of all members and community resource persons and agencies;
- (e) Coordinate with the Webmaster in making publicity using the Association's website;
- (f) Function as the Public Relations Officer who maintain the integrity and good image of the Association, as well as voice concern of its aims and objectives;
- (h) Make public all advertisements and publicity information of OMBA-NA in coordination with the Webmaster.
- (i) Maintain updated telephone numbers, mailing addresses (e-mail addresses included) of all members and community resource persons and agencies;
- (j) Be responsible for recruiting new members to the Association, and shall be an avenue for communicating and collaborating with other organizations;
- (e) Develop a rapport with charity organizations, national, government and business communities;

8.9 Public Relations Officer 1 Maryland:

The Public Relations Officer 1 Maryland shall:

- (a) Directs all outreach efforts in Maryland.
- (b) Be responsible for media placements and coordinating organizational functions and the efforts of Executives.
- (c) Determine the Executive appropriate for each situation and ensure that person has approved information and statements in hand.
- (d) Craft communications policies and oversees the development of all statements and
- (e) Be the chief advocate and/or mouthpiece for the Association.
- (f) Focus all energy on building an organization that will be deemed a good corporate citizen.

8.10 Public Relations Officer 2 Philadelphia:

The Public Relations Officer 2 Philadelphia shall:

- (g) Directs all outreach efforts in Philadelphia.
- (h) Be responsible for media placements and coordinating organizational functions and the efforts of Executives.
- (i) Determine the Executive appropriate for each situation and ensure that person has approved information and statements in hand.
- (j) Craft communications policies and oversees the development of all statements and
- (k) Be the chief advocate and/or mouthpiece for the Association.
- (l) Focus all energy on building an organization that will be deemed a good corporate citizen.

8.11 Chief Auditor:

The Chief Auditor shall:

- (a) Audit the account of the Association as required by the Executive Committee and/or the General Body.
- (b) Submit in writing all audit reports first to the Executive Body and then to the General Body.
- (c) Be requested by the Executive or General Body to audit any financial transaction performed on behalf of the Association.
- (d) Coordinate with the members of the Audit Committee in carrying out his/her functions.

8.12 Chief Whip/Ombudsman:

The Chief Whip/Ombudsman shall:

- (a) Be the spokesperson for the Association in all meetings.
- (b) Make sure discussions are kept on track during all meetings.
- (c) Serve as an arbitrator in the event of a disagreement among members in both general and executive meetings

8.13 Head of Advisory Committee:

The Head of the Advisory Committee shall:

- (a) Serve as head of the Advisory Board, which is the counseling body of the Association.
- (b) Represent the board in all Executive Committee meetings and shall participate in all its discussions.
- (c) Coordinate with the rest of the Advisory Board members in carrying out their duties as outlined in Article 6.

ARTICLE 9: THE WEBMASTER

The Webmaster shall:

- (a) Keep the online member database up to date and accurate.
- (b) Provide online solutions to make the rest of the officers' jobs more efficient.

- (c) Regulate the online forum.
- (d) Update the website daily with the latest news, announcements, and events.
- (e) Respond to all member concerns.

ARTICLE 10: OTHER COMMITTEES

There shall be six sub-committees whose members are appointed by the Executive committee. These are as follows:

10.1 The Advisory Committee

The Advisory Board/Committee shall:

- (a) Serve as the counseling body of the Association, giving it advice and periodic roundtable discussions on matters pertaining to the Association.
- (b) Consists of six elderly members in the Association, including the Immediate Past
- (c) President. The Immediate Past President automatically becomes a member of this board when he or she hands over the position to the incoming President.
- (d) The members of this board shall be chosen by a majority vote of the general body.
- (e) They shall exercise full voting rights on matters of the Association during general meetings.
- (f) Consist of a Head/Chairperson who will lead, organize and report all board information to the Association. He/She shall also represent the board in all Executive Committee meetings and shall participate in all its discussions.
- (g) This board shall function as a peace-keeping team, and shall prevent, handle and resolve all conflicts among its members.

10.2 Education Committee:

The Education Committee shall:

- (a) Organize, promote and encourage members in need of improving educational skills.
- (b) Plan guest speaker presentations in areas of interest to the members.

- (c) Plan educational workshops.
- (d) Organize mini festivals to educate the Maryland Community about Sierra Leone's culture and traditions.

10.3 Outreach Committee:

- (a) The Outreach Committee shall:
- (b) Establish a close relationship with the parent body of OMBA and its branch in Europe.
- (c) Reach out to both the staff and the school's administration to seek knowledge of the functions and needs of the students.
- (d) Recommend necessary actions to the executive body.
- (e) Comprise, the vice president, secretary, treasurer and three representatives in Sierra Leone

10.4 The Social/Publicity Committee:

- (a) The members of this committee shall coordinate with the Social/Publicity Secretary in carrying out his/her duties as outlined in Article 9 Section 9.6.

10.5 The Auditing Committee:

- (a) The members of this committee shall coordinate with the Chief Auditor in carrying out his/her duties as outlined in Article 9 Section 9.8.

ARTICLE 11: ELECTIONS AND TERMS OF OFFICERS

- 11.1 In order to run for any executive office, the candidate must be an active member of the Association, and has fully paid all dues;
- 11.2 Officers shall be elected every two years and shall remain in the offices so long as they are re-elected;
- 11.3 The President is eligible for re-election but shall serve for a maximum of two terms;
- 11.4 Election to every office shall be done by secret ballot;

11.5 Elections shall be by a simple majority of those voting. In the event of a tie, a re-vote must take place. Members who want to participate in the election shall be a fully registered and paid member, and must have attended three consecutive general meetings.

11.6 No officer shall hold more than one post at any time within the executive or outside of the organization, but may be an adviser to another sub-committee within the organization.

ARTICLE 12: FINANCES AND DUES:

12.1 All members shall pay an annual membership fee of \$60.00. Payments may be made in increments of \$15.00 per quarter. Members shall pay membership dues effective from the date of becoming a member.

12.2 The Association's financial year shall run from January 1st through December 31st every year.

12.3 In addition to the yearly membership dues, the Association may exploit other ways of raising funds for specific issues and the general body may approve projects as the need arise.

12.4 Donations are also welcomed from members and other approved sources.

ARTICLE 13: MEETINGS:

13.1 All general meetings shall be held once a month.

13.2 The Secretary General shall notify members in writing of the date and venue of the next general meeting at least two weeks in advance.

13.3 A quorum of 2/3 of the registered members shall be needed to conduct the business of the Association.

13.4 No binding decision may be taken to affect the Association in any way, if there was no quorum.

13.5 Executive Committee meetings shall be convened by the President once a month or as needed, before the general body meets.

13.6 During the meetings, effort will be made to enrich members with Sierra Leonean culture in the form of dance, food, and educational/professional presentations.

13.7 Non-members (visitors, perpetual or otherwise) shall not be allowed to participate in the deliberations of the meeting. They can only be silent observers unless called upon for input.

ARTICLE 14: VOTE OF NO CONFIDENCE

A vote of no confidence shall be called:

14.1 If a committee member (executive or sub-committee) is unable to perform his/her duties either because of negligence or lack of interest on the side of that member.

14.2 Before a vote of non-confidence is past on any member, the Executive Committee shall assist the individual to resolve the issue. He/She shall be first warned of the negligence in writing. Such member would be given a chance to explain or defend his/her situation that leads to such lapses.

14.3 The Executive Committee shall, however, first use all possible avenues to resolve the negligence peacefully, either by advising the member(s) to double effort in executing his/her duties or otherwise. When all avenues are exhausted, a vote of no confidence is applied.

ARTICLE 15: RESIGNATION

15.1 In the event that an Executive officer resigns, the President, in coordination with the other Executive Committee members shall appoint a temporary officer, pending a bye-election by the General Body to fill the vacant position.

15.2 Any documents or property of the Association in the resigning officer's possession must be handed over to the Executive Committee through the General Secretary or the Vice President within seventy-two hours of his/her resignation.

15.3 Any Executive member who decides to resign from his/her position must tender a letter of resignation to the association through the Secretary General, who will in turn submit the letter to the executive committee for examination.

ARTICLE 16: REVISION OF THE CONSTITUTION

16.1 The constitutional committee shall revise the constitution every two years.

16.2 Amendments to the constitution shall be proposed by a two-thirds vote of the members at a general body meeting. The constitution can however be amended when necessary and such proposed amendment must be submitted in writing to the executive committee.

16.3 The proposals for amending the constitution must be clearly stated and justified.

BY-LAWS

BY-LAW No. 1: (Banking)

All checks drawn on the Association's bank account shall be jointly signed by any two of the following Executive Committee members:

- The Financial Secretary
- The President
- The Vice President

BY-LAW No. 2: (Membership Affairs)

(a) The Publicity Committee shall, on behalf of the Association, welcome all newly-arriving former students of St. Murialdo School to the USA, and shall present to them pertinent information about the Association including a copy of the Constitution.

(b) The Publicity Committee shall, on behalf of the Association, send appropriate greetings to members in event of a bereavement, hospitalization or birth in a member's family.

(c) A registered member will be considered a non-member of the association if he/she does not meet at least one of the following criteria:

- A non-payment of monthly dues for four consecutive months
- Not attending general meetings for four consecutive months

(d) In the event a member declines his/her membership from the association, he/she will be required to sign an exit form. If such member refuses to sign the exit form, such individual automatically becomes non-member.

BY-LAW No 3: (General Meetings)

(a) In general meetings, the President shall be the chairperson of the meeting and shall make sure every contributor or speaker stays to the agenda except otherwise deemed necessary to clarify matters of importance outside the agenda.

(b) General meetings shall be held in the last week of every month until changes of date is required by the Association.

(c) The chief whip shall control the meeting, make sure that members pay attention to the ongoing topic and stops any obstruction or distraction.

(d) As stated in Article 9 (Executive committee), under sub section 9.1, decisions shall be made by a single majority vote.

BY-LAW No 4: Dissolution of the Association

4.1 The Association shall be dissolved if:

(a) At least a quorum has so voted.

(b) The Association shall be dissolved for legal reasons.

4.2 In the event of the association's dissolution, its assets shall be donated to a charitable organization to be determined by the Executive Committee.

CONCLUSION:

This constitution having being drafted, reviewed, read and interpreted to all members present, is hereby adopted as a working document for the Old Murialdo Boys Association of North America (OMBA-NA) effective this -----.