

Liberia Baptist Theological Seminary Alumni Association (USA)
Atlanta, GA
Constitution

ARTICLE I – NAME

The name of the organization shall be the Liberia Baptist Theological Alumni Association (USA). The Association is a not-for-profit corporation operating exclusively for religious/educational purposes limited to those activities, which qualify under Georgia and federal non-for-profit laws and regulations.

ARTICLE II – MISSION and PURPOSES

Mission statement: The mission of the Association is to encourage, promote and serve alumni members living in the United States by fostering fellowship and promoting members achievements and also by raising funds to help with the upgrading of the seminary in Liberia.

Purposes: The purposes of the association are:

1. To provide affirmation and encouragement for the members engaged in Christian ministry, and to enlarge their participation in the Association.
2. To establish and maintain ministry teams and groups to address the needs, challenges, and opportunities at the Liberia Baptist Theological Seminary in Monrovia, Liberia.
3. To provide a network to help fellow alumni connect to ministry opportunities, resources and encouragement in service.

ARTICLE III – MEMBERSHIP

1. Regular Membership. Membership of the Association shall be open to all graduates, former students, former and present faculty members and former and present staff members. Regular members shall enjoy all rights and privileges of full membership.

2. Supporting Membership. Supporting membership shall be open to all friends and well-wishers of the seminary and the association. Supporting members shall hold no elected position in the Association.

ARTICLE IV – EXECUTIVE

Section I: Elected Officers

1. All officers shall be elected from the regular membership biannually by those members attending the June meeting of the Association.

2. The officers of the Association shall be President, Vice-President Secretary, Chaplain, and Treasurer. Each officer shall be elected for a two-year term.

3. The officers shall not serve more than two consecutive two-year terms of office.

4. The President shall appoint other officers as deemed necessary.

Section II: Qualifications of Officers

1. Elected officers must have been members of the association in good standing for at least one year.

2. Elected officers must be up to date on association dues.

3. Elected officers must demonstrate character and integrity in the area where they are serving.

Section III: The duties of the officers shall be as follow:

1. President. The President shall preside at all regular and called meetings; serve as chairman of the Executive Committee; serve as ex officio member of all committees; and perform other duties as required by the office.

2. Vice-President. The Vice-President shall assist the President in presiding at the meetings of the Association and the Executive Committee and shall serve as Chairperson of the Program Committee.

3. Secretary. The Secretary shall maintain all records of the Association. The Secretary will also record the minutes of the meetings of the Association and the Executive Committee.

4. The Chaplain shall coordinate all spiritual affairs of the Association.

5. Treasurer. The Treasurer shall receive and deposit all income, approve and pay budgeted items, and maintain all financial records of the Association, presenting them to the Audit Committee at each June meeting.

ARTICLE V – BOARD OF DIRECTORS

Section I: Board of Directors

Three Directors shall be elected bi-annually by the Association for two-year terms. They shall function in all legal matters of the Association as required by law; they shall also approve policies and budgets proposed by the Executive Committee. The Directors shall be persons known to have a heart and vision for ministries, whose experience and strategic position of Christian service will allow them to undergird the leadership team of

the Association. They will meet with the Executive Committee to facilitate visionary thinking and progressive decision making in support of the work and purposes of the Association. Directors shall meet the same qualifications as elected officers.

ARTICLE VI – COMMITTEES

Section 1: Standing Committees

The following committees shall be constituted as described below and approved by the Association.

1. Executive Committee. The Executive Committee shall function in behalf of the Association between its sessions, making annual reports of its actions. It shall also serve in the Association's personnel and budgeting functions. It shall be composed of the following: the elected officers and two non-elected, at-large members chosen by the Association. The President of the Association shall serve as Chairperson of the Executive Committee.

2. Program Committee. The Program Committee shall be composed of the Association's Vice-President as Chairperson and a minimum of three members named by the Executive Committee. It shall plan programs and circulate them to the membership for the annual and special meetings of the Association. The Administrative Coordinator shall be a member of the Program Committee.

4. Audit Committee. The Audit Committee shall consist of three members of the Association, not presently serving as an officer of the Association. The President along and the Executive Committee shall appoint the committee members at the Executive Committee session prior to the October meeting. The Audit Committee will receive the

books from the Treasurer, review them and report to the Association during the December meeting.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be appointed by the President and approved by the Executive Committee.

ARTICLE VII – MEETINGS

1. Regular Meeting. The Association shall hold regular, monthly meetings or as agreed upon by the membership. The specific location and time of the meeting shall be recommended by the Executive Committee and approved by the membership. A total of five members shall constitute a quorum for a regular meeting.

2. Executive Committee. The Executive Committee shall meet at least once between the regular meetings of the general membership; “virtual meetings” as needed are encouraged.

3. Special Meetings. The leaders of the Association may request a special meeting of the membership. Notification of the Association’s membership shall be made not less than five (5) days before the special meeting. The Executive Committee leadership may also request a special meeting of the committee. Special meetings of the Executive Committee may be conducted through teleconference.

4. Adhoc Committees shall determine and set dates and time for their meetings, inasmuch as such meetings do not conflict with regular meetings of the Association; “virtual meetings” are encouraged.

ARTICLE VIII – FINANCES

Section 1 – Membership Dues

Annual membership/reunion dues shall be established by the Association and remitted to the Treasurer. The dues shall help to meet budgetary expenses of the Association. The membership year from July 1 thru June 30 and fiscal year will run from January 1 to December 31.

Section 2—Gifts and Bequests

The Association may expand its ministries by seeking to secure gifts, grants, and bequests from its members, interested persons, supporting partners, and participating organizations.

Section 3 – Banking

The Association shall maintain a bank account at a local bank. The President, Vice President, and Treasurer shall be signatories to the account. A minimum of two signatures shall be required on all transactions.

ARTICLE IX – AMENDMENTS

This constitution may be amended at the June meeting of the Association by a vote of two-thirds of the members present. Notification of proposed amendments shall be made to the membership through publication for a minimum of 30 days prior to the meeting in which they are to be considered.

ARTICLE X – DISSOLUTION

The Association may dissolve itself by a two-thirds majority vote of the attending membership in two successive meetings, following this procedure:

Dissolution is initiated by a resolution passed by a two-thirds majority of the Executive Committee, or by a petition of 20% of the registered members.

--Notification shall be made to the Association membership prior to a June meeting in which dissolution is to be considered.

--In the event that the Association ceases to exist, any remaining funds shall be designated by the Association and be disbursed by the Treasurer to another organization qualifying under Section 501 (C) (3) of the Tax Code. The funds shall be used by the designated organization totally and completely to support the work of ministry.

Adopted this 23rd Day of June in the City Philadelphia, PA.