



ALL KRAHN ASSOCIATION OF AUSTRALIA

CONSTITUTION &
BY-LAWS

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Preamble

Whereas we, the people of the KRAHN ethnic group of the Republic of Liberia are amongst other tribes as the indigenous owners of the Republic of Liberia and occupying at different geographical settlements across LIBERIA presented at this convention as representatives from:

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria and
- Western Australia

We gathered together in agreement to establish as a non-for-profit organisation on this 20th day of December 2015 in the beautiful city of Adelaide, South Australia to align and to ensure a blanket unity, peace, social equality, development, justice and advocacy; to be peaceful, tolerate each other with fairness and respect regardless of religion, clan, chieftom or property; to promote, defend, protect, develop, help and fully be represented by this constitution.

We are mindful of the rapid increase in the immigration of Liberians to Australia, especially those of Krahn speaking background and of the need to ensure that all Krahn people presently in Australia and those who may join us not in the distant future to find love, peace, happiness, dignity, respect, and self-worth.

Acknowledging the enormous capacity, potential and opportunity for Liberians in Australia as well as to positively contribute to the social, economic and recreational purposes of the members of all Krahn Associations across Australia but to further build mutual understanding, social and recreational benefits for the Krahn people residing in Australia.

We believe that if our interests are aligned and if we spoke with one voice we can achieve the followings:

- Advance our common economic, social and recreational interests.
- Promote peace, unity and to pursue cultural and religious harmony.
- Enrich the multicultural heritage of Australia by engaging other communities or ethnic groups that share similar values, sharing the expedient and valuable Liberian cultures and family practices to the wider Australian community.

Therefore, we have put together this constitution to serve as the most powerful tool to govern, resolve our problems and make sure that our aim and objectives are met.

Vision Statement

To achieve a vibrant committed KRAHN Community in Australia with devotion and loyalty to one another as Krahn people; to be unconditionally united and speak in one voice, carry out constituted development in any of the Krahn settlements, to promote peace and reconciliation, to promote community services, education, environment, recreation, social services, or youth development.

Mission Statement

To work in partnership with all established KRAHN Associations across Australia, businesses, service providers, government or non-government entities, educational institutions, recreational activities, cultural festivals, sporting activities and welfare programs through active communication and networking. To assist improve lives and with the ongoing nation building process of all Krahn settlements in Liberia.

The Constitution

ARTICLE 1: Name

The name of the organisation shall be known as the **All Krahn Association of Australia** hereinafter referred to as “**AKAA Incorporated**”.

ARTICLE 2: Logo

Section 1: Components

The logo of AKAA has the following components:

- a) The seal of Australia
- b) Two human palms and
- c) The script of AKAA.

Section 2: Interpretation of AKAA’s logo

AKAA’s logo can be interpreted as follows:

- a) The seal of Australia depicts that AKAA is established and functional in Australia.
- b) The palms represent **unity** (no discrimination) and welcoming all KRAHN people.
- c) The script is a presentation of AKAA to the people of Australia, Liberia and the rest of the world.

ARTICLE 3: Motto

The Motto of the Association shall be “**APOLLEABO**” meaning “**Putting together**”.

Article 4: Aim and Objective

The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of its aim and objective. We have realized the need to unite all Krahn people in Australia so that as one people and with a united voice we can obtain the following objectives:

- a) To respect and to achieve the Preamble, Vision, and Mission Statements.
- b) To assist in any way constitutionally possible the welfare of the members of the Association as practically accomplishable.
- c) To sue or be sued, if and only if all negotiations to peacefully resolve a rising situation has failed and there are no other alternatives, but to involve the law.
- d) To protect and defend the image and constitutional status of **AKAA** always within the course of the law.
- e) To provide facilities, programs and financially strategic fund raising programs to meet the needs of the organisation and/or its members.
- f) To register and establish a financial account with any banking institution in Australia.
- g) To respect this constitution, execute decisions in accordance with this constitution and be governed by this constitution.
- h) To promote cross cultural understanding and social interaction.

- i) To lobby the government of Liberia in any of the local settlements to contribute or negotiate to carry on development.
- j) To seek and protect the common social, economic and political interests and assist in addressing the needs and welfare of all Krahn people of Liberian descent in Australia.

ARTICLE 5: Powers of the Association

The utmost goal of the Association is to attain its aim and objective as outlined in article 4 of this constitution. The Association shall have and exercise the powers conferred by section 25 of the Associations Incorporation Act 1985 – South Australia as follow:

- a) To acquire, hold, deal with, and dispose of any real or personal property.
- b) To open and operate bank accounts.
 - I. Only the President, the Secretary and the Treasurer shall have the power to transact on the bank account.
 - II. Any two of the officials mentioned in Article 5, section (b) shall serve as signatories and carry out any financial transactions on behalf of the association at a given time.
- c) To invest money of the Association in any security which trust moneys maybe invested or in any other manner authorised by the rules of the Association.
- d) To borrow money upon such terms and conditions as the Association sees fit.
- e) To give such security for the discharge of liabilities incurred by the Association as the Association sees fit.
- f) To appoint agents and volunteers to transact any business on the Association on its behalf for reward or otherwise.
- g) To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish, equip and improve the same for the use by the Association.
- h) To accept donations and gifts in accordance with the aim and objective of the Association.
- i) To confirm the ownership of this Association to all KRAHN people from the various krahn settlements of the Republic of Liberia residing in Australia.
- j) To print and publish information by any media including newsletters, newspapers, articles or leaflets for promotion of the Association.
- k) To provides gifts and prizes in accordance with the objects of the Association.
- l) To organise social events for the benefits of the members and to promote the Association; and
- m) To enter any other contracts that the Association considers necessary or desirable and hence in the best interest of the Association.

ARTICLE 6: Assets of the Association (derivation of income and real property).

Section 1: Income

- a) The income, assets (tangible and Intangible) of AKAA shall be derived from fees, dues fines of members, fundraisers, financial contributions and donations from members and third parties, grants, gifts from governments, businesses, non-governmental organizations as well as other sources as may be appropriate by the Association.
 - I. The income and assets of AKAA shall be used for the true representation of the association.
 - II. For the safeguard of all incomes derived, pursuant to section 1(a), the Association shall open an account with a recognized financial institution in the name of AKAA.
- b) If and only if for a proper purpose, the NE on behalf of the Association shall borrow in the form of a loan to undertake genuine projects.
 - I. In the event of a wind up, the Association shall repay all secured creditors first.
 - II. If AKAA is financially incapacitated in the event of a wind up:
 - a) The NE shall inform all registered members of AKAA within twenty-one days divulging the net financial position of the Association.
 - b) The NE shall advise members of the Association and sell all real assets to generate cash to repay any outstanding loans.
 - c) In the event where the monetary value of AKAA's real assets cannot pay off its debts; the NE shall tax all registered members of AKAA proportionally of the outstanding loan.
- c) The assets of AKAA shall be used only for the promotion and achievement of the vision, mission and objectives of Association and shall not be paid or transferred to any member or group of members through dividend, bonus or profit.
- d) All funds generated or received in the form of grants or gifts, for AKAA shall be deposited into the bank account of AKAA by the President and the Treasurer; such deposit shall be accounted for in the financial statements or the cash register of the Association and be made available to the entire membership of AKAA.

Section 2: Joining fees

- a) The Secretary shall establish and maintain a Register of Ordinary members, Associate members, Organisational members, and Accredited delegates.
 - I. The register shall contain the full details of each Ordinary Member, Associate Member, or accredited delegate together with the date on which the membership commenced.
- b) The register of Individual Member, Associate Member and accredited delegate shall be kept at the national office and be made available for inspection by members or Associate members always.
- c) Upon approval of an application for AKAA membership, the applicant shall pay:
 - I. An annual joining or subscription fee of ten (\$10.00) dollars; and renewable at or during the AKAA National Convention – ANC

- II. A monthly administration fee of two (\$2.00) dollars can be deposited directly into AKAA's bank account or shall be collected by a state leader to be forwarded to the NE.
- III. The abovementioned fees are non-refundable and shall be used for administrative, operational and to prevent or attend to other unforeseen circumstances.

Section 3: Annual membership fees (dues)

- a) Subject to section 2 (c) above, every member shall pay an annual subscription fee of \$10.00 to the Treasury of AKAA at the Annual National Convention.
 - i. Every member shall pay an annual membership renewal fees to the Treasurer on such other date as the NE may see fits.
- b) Bearing in mind section 1 above: In the case of disturbing against any agenda during the ANC or any SGM:
 - I. **1st offence** the member shall be deemed to a verbal warning.
 - II. **2nd offence** the member shall pay a minimum fine of \$5.00 upfront; before he or she can be allowed to participate in the discussion.

Section 4: Voluntary Contribution

- a) The National Executive of AKAA shall suggest from time to time a minimum to maximum amount of voluntary contributions for any emergency situations that they may identified or by a written request to the National Executive for assistance when and where the need arises.
- b) Members who are subscribed and any Krahn person or Associate or Accredited individual who has not subscribed to AKAA, but supports the Constitution of the Organisation shall:
 - I. Choose to agree to voluntarily pay any amount between the minimum and maximum suggested voluntary contribution cap.
 - II. Choose to agree to voluntarily pay any amount outside the minimum and maximum suggested voluntary contribution cap.
 - III. Register details for all people who contributed be given a receipt and recorded in the cash register and financial statements of Association.

Article 7: Membership (types and rights, qualification, registration, dues or liabilities).

Section 1: Types of members and their rights

- a) The membership of AKAA shall be divided into four categories and shall be opened to all individuals of Krahn descent from all Krahn settlements in Liberia; which includes:
 - i. **Ordinary member:** any person (by birth, nationality or marriages) of Krahn origin who declares and applies for a membership with the Association.
 - ii. **Associate member:** any person who is not primarily of Krahn origin but expresses great interest of affiliation with the Association.
 - iii. **Accredited member:** any person who can be either of Krahn origin or not, but wishes to support the activities of the Association.

- iv. **Organizational member:** all established Krahn groups and associations of various states shall automatically be deemed as Organizational members of AKAA; except where they otherwise choose to abstain in writing. All affairs between AKAA and the Organizational members shall be subject to this constitution.
- b) All registered members shall have the following rights:
 - i. To one vote each at any ANC or SGM.
 - ii. To receive meeting citations and financial reports periodically.
 - iii. To nominate any competent member or him/herself to serve in the leadership.
 - iv. To receive any support from the NE if necessary.
 - v. To question the NE if they feel unsatisfied with an issue.
 - vi. To partake in the scrutiny process of aspiring leaders during elections.
 - vii. To voluntarily resign when found appropriate.

Section 2: Qualification and registration for membership

The members of AKAA shall qualify as follows:

- a) Submit a membership application form to be scrutinized and approved by the National Executive.
- b) In the event where an application is rejected, the applicant shall submit an appeal with the advisory committee to bring the question of admission for reconsideration.
- c) An accepted member **must** subscribe to the aims and objectives of AKAA.
- d) An accepted member **must** abide by the bylaws of AKAA as amended from time to time and all other conditions of membership as described.

Section 3: Member's due

- a) Pursuant to article 6, all registered members shall pay an annual subscription fee and monthly administration fee as stipulated.
- b) The National Secretary shall communicate to all registered members their financial obligations at least 30 days before the ANC.
- c) Pursuant to article 6(4), members are encouraged always to contribute voluntarily to the activities of the Association.

Section 4: Member's liability

- a) Pursuant to article 6 section 1(b), where the NE in good faith took a loan for the benefit of AKAA, then the association and all registered members are liable to repay all secured creditors first.
- b) The primary liabilities of all members shall include their annual subscriptions and monthly administration fees.
- c) No individual member or executive shall borrow in the name of the Association without a consent of the NE.

Section 5: Suspension or termination of membership

Based on the gravity of the following offenses, the NE shall have the power to suspend or terminate a member:

- a) Where a member fails to meet up with his or her membership obligations.
- b) Where a member expresses aggressions towards members or the NE always and refuses to comply with previous verbal and written warnings.
 - i. An aggression expressed at the ANC or SGM will warrant a written warning.
 - ii. An aggression expressed at any ordinary meeting will warrant a verbal warning.
- c) In the event where a member has received two written warnings and doesn't improve on his or her character.
- d) Where a member deliberately communicates false or misleading information that could endanger the welfare of the association.
- e) In the event where a member of the NE is involved in any of the above, then the advisory board shall exercise the powers given to the NE here to reprimand that executive.
 - i. Where an executive misused or embezzled funds of the association.
 - ii. Where an executive inappropriately used his power.

ARTICLE 8: Officers (Duties, titles of officers, terms of office, election rules, suspension, vetoes).

Section 1: Duties of National Executives

- a) The various office bearers of AKAA shall perform the duties herein stipulated in this constitution and other supplementary duties that may arise at the ANC if necessary.
- b) As soon as practicable after being elected to the NE, members of the NE have the responsibility to familiarise themselves with the regulations as enshrined in this constitution.
- c) Except for any standing committees, the National Executive of AKAA **shall** be elected or unanimously appointed at the ANC or SGM.

Section 2: Titles of officers and their respective duties

The structure of the National Executive shall comprise of the President, Vice President, Secretary, Treasurer, Public Relation Officer and the Women's Head.

2.1 The President:

- a) The President shall be the functional head of the National Executive and shall preside over all official functions of AKAA.
- b) The President shall chair all the Association's meetings (ANC, SGM, GM, EM and SRM) except where an executive is appointed by the President to proxy at any meetings.
- c) The President shall consult with all executives to outline the proposed agenda for all meetings.

- d) The President in consultation with the NE shall approve all contracts in the interest of AKAAs.
- e) The President shall be one of the signatories to all financial transactions on behalf of the association.
- f) The President shall exercise his Executive Power in close consultation with the Advisory Board when the need arises, to make emergency decision in the interest of the Association.
- g) The President in close consultation with the NE shall have the power to appoint or remove any standing committee head.
- h) The President in close consultation with the NE shall have the power to call any Emergency or Special Meetings.

2.2 The Vice President

- a) The Vice President shall be the principal deputy to the President and deputy leader of AKAAs.
- b) The Vice President shall supervise all standing committees in the executions of their allocated duties.
- c) The Vice President shall assist in the effective and efficient execution of the President functional tasks.
- d) The Vice President shall perform any tasks assigned by the President, provided the outcome of such task is in furtherance or pursuant to the attainment of the vision, mission and objectives of AKAAs.
- e) The Vice President shall assume the functional responsibilities of the President under the following conditions;
 - i. When the President is absent,
 - ii. when the President is functionally incapacitated because of a long-term illness or death;
 - iii. when the President is legally or mentally disable and
 - iv. when the President resigns, or is impeached.

2.3 The Secretary General

- a) The Secretary General shall take and keep full accurate minutes of meetings and shall have them properly and accurately compiled for the records of the Association and ensure timely circulation to all members and stakeholders.
- b) The Secretary General shall record and maintain an accurate data base of registered members, the NE and all associates.
- c) The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
- d) The Secretary General shall be one of the signatories to AKAAs's account.
- e) The Secretary General shall establish and oversee a secretariat to coordinate correspondences.
- f) As the legal custodian of the organization's records, the Secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.

- g) The SG shall establish and maintain an archive of records and documents for the organisation.
- h) The Secretary General shall prepare the final draft of all meeting agenda in close consultation with the NE.
- i) The Secretary General shall make available copies of the members' register and the constitution to all members upon request for their record.
- j) The Secretary General shall be charged with the responsibility to send citations inclusive of the agenda for all meetings.
- k) The Secretary General shall read previous meeting minutes before the commencement of any meeting and take note of current meeting.
- l) In the event where both the President and the Vice President are absent at a given meeting, the Secretary shall appoint a proxy Secretary and shall take the responsibility to chair such meeting.

2.4 The Treasurer

- a) The Treasurer must have a basic understanding of accounting and a working knowledge of the laws governing the association's operation.
- b) The Treasurer must be a signatory to all financial transactions of AKAA.
- c) The Treasurer in close consultation with the Financial Secretary, shall keep up-to-date records as well as an audit trail for all transactions (consider setting up an audit committee and appointing an external auditor if necessary).
- d) The Treasurer shall protect AKAA against fraud and theft, ensuring safe custody of all assets, and prompt banking.
- e) The Treasurer shall ensure that members and the association understand their financial obligations as they fall due.
- f) The Treasurer shall make sure that AKAA complies with tax regulations, such as GST, payroll tax and fringe benefits tax.
- g) The Treasurer shall establish and oversee the affairs of a reporting committee. The reporting committee shall be responsible for all grant applications and must report accordingly (cash journal, annual financial statements, etc...)
- h) The Treasurer shall financially review all internal processes and reporting methods at least annually.
- i) The Treasurer shall have control on expenditure, and shall authorize spending, upper limits (maximum spending) before the NE approval is needed, and shall sign all cheques.
- j) The Treasurer shall have control on income generation, including appropriate and inappropriate ways of raising money.
- k) The Treasury shall establish a system for ensuring cash and cheque books are kept securely

2.5 The Public Relation Officer (PRO)

- a) The Public Relation Officer shall be responsible for providing strategic guidance and direction that ensure AKAA complies with its required duties, responsibilities and obligations under the Association Act.

- b) The Public Relation Officer shall be responsible to formulate appropriate strategies and work out modalities for effective, efficient promotion, marketing and publicity of AKAA to its members and the broader public.
- c) The Public Relation Office shall establish and oversee the affairs of the media and desktop publishing committee.
- d) In the absence of the President, the Public Relation Officer shall speak for the purposes of publicity and promotion of AKAA.
- e) The PRO shall have in mind to network always in the best interest of the association.

2.6 The Women's Head

- a) The Women's Head shall be empowered to unite and conduct the affairs of all AKAA's women.
- b) She shall support in any way the President and the Vice President to effectively perform their duties.
- c) In close consultation with the women's departments of various states, she can plan activities to foster the women's wing of AKAA.
- d) She shall chair all women's meetings and report to the NE.
- e) She shall support the national ways and means committee to undertake projects for funds raising.

Section 3: Appointed Officers

AKAA's appointed Officers at any given ANC or SGM shall include but not limited to the followings:

3.1 Financial Secretary

- a) The Financial Secretary must have a solid Financial background.
- b) The Financial Secretary is responsible for managing the accounts receivables and payables of AKAA.
- c) The Financial Secretary shall establish and maintain a file containing copies of documents from all financial transactions of the association.
- d) The Financial Secretary shall work always in close consultation with the Treasurer (direct secretary to the Treasurer) and shall provide support to the reporting committee.
- e) The Financial Secretary in close consultation with the Treasurer and the Reporting Committee shall develop the Association's budget, prepares financial reports (cash flow, surplus and deficit working account, balance sheet etc.).
- f) The Financial Secretary shall be involved in directing AKAA's investment activities.
- g) The Financial Secretary and the Treasurer shall be responsible for planning the AKAA's long-term financial goals and protecting assets.

3.2 The Chairpersons of other standing committees

- a) The Chairperson of each standing committee shall be its head.
- b) The Chairperson of each standing committee shall be a member of the National Executive and shall be appointed by the President in consultation with the NE

- c) Each head of a standing committee shall coordinate, supervise and manage the affairs of the committee to ensure the successful achievement of the objectives of each committee.
- d) Each head of a standing committee shall make progress report at each National Executive meeting.

1.7 The Chairperson of the Advisory Board

- a) The Chairperson of the Advisory Board shall be its head.
- b) He/she shall be member of the NE and shall be appointed by the President in consultation with the NE.
- c) He/she shall coordinate, supervise and manage the affairs of the Advisory Board to ensure the successful achievement of its objectives.
- d) Three elected Ordinary Members (Man, Woman and Youth)
- e) They shall contribute the perspectives of their respective constituents or stakeholders that they represent to the NE's deliberations, decisions, actions, activities, projects, programme and the overall operations of AKAA.
- f) They shall report back to their respective constituents or stakeholders that they represent, the NE's deliberations, decisions, actions, activities, projects, programme and the overall operations of AKAA.
- g) They shall, through engagement and consultation, rally and mobilise the support of their respective stakeholders that they represent for the successful achievement of the vision, mission and objectives of AKAA.

Section 4: Terms of office

- a) The term of office for each National Executive shall be three years exactly.
- b) The incumbent National Executive Committee at the last six months of their term shall organise elections for a new batch of National Executives.

Section 5: Election rules

- a) The elections for all National Executives shall be by secret ballots at the ANC or SGM.
- b) The positions of President, Vice President, Secretary, Treasurer, Public Relation officer and the Women's Head shall be contested for in the general elections.
- c) Where one of the positions listed in subsection (b) is not contested, the National Executive shall be considered incomplete.
- d) The incumbent President of AKAA shall nominate in writing the Chairperson or the head of the Election Commission six months in advance, before the end of his or her term of office.
- e) The nominated person for the position of an election commissioner shall meet the following conditions:
 - I. Accept the nomination in writing;
 - II. Shall possess the character quality to uphold the constitution of AKAA
 - III. To formulate electoral policies and guidelines to conduct AKAA elections during the ANC or at a Special General Meetings (SGM);
 - IV. Inform all AKAA members about all executive positions and designated registration fees 90 days before the elections date;

- f) A nominee to contest for any of the positions within the NE shall meet the required obligation with the Treasury:

- I. President: \$150.00 - \$300.00
- II. V. President: \$125.00 - \$250.00
- III. Secretary: \$100.00 - \$200.00
- IV. Treasurer: \$100.00 - \$150.00
- V. Public Officer: \$100.00 - \$150.00

- g) The Election Commissioner shall use his discretion between the allocated amounts to publish as registration for every candidate.

Section 5: Suspension

Section 6: Vetoes

ARTICLE 9: Advisors (term of service, selection criteria, duties).

Section 1: Selection criteria

- a) The sitting National Executive in close consultation with various state leaders shall select who to serve on the Advisory Board of the Association.
- b) The sitting National Executive shall appoint and affirm the Chairperson of the Advisory Board.
- c) The Association shall have on board a maximum of five advisors or the minimum of three.
- d) An advisor maybe a past leader of the Association, a former state leader or an individual who is known by repute in his or her local community.
- e) An advisor shall be a person of age 30 or above who subscribe to the aim and objective of the Association.
- f) An advisor shall be responsible, married or in a defacto relationship.

Section 2: Term of service

The sitting or new National Executive shall have the powers to appoint or reappoint to the Advisory Committee new members.

- a) The Advisory Board shall serve for two terms.
- b) Pursuant to article 9 section 1 above, the new National Executive shall appoint or reappoint members of previous Advisory Board.
- c) All appointments or reappointments shall be done at the Annual National Convention or at a Special General Meeting if necessary.

Section 3: Duties

The Advisory Board shall perform the following duties:

- a) To provide responsible pieces of advice and ongoing support to the National Executive for the running of the day to day activities of the Association.
- b) To help the Grievance and Conflict Resolution Committee in resolving internal and external conflicts within and related to the Association.
- c) To exercise any impeachment of the President in accordance with the constitution.

- d) To make sure that the National Executive respects the stipulations within this constitution.
- e) To oversee management should the National Executive go against the constitution and the will of the people; and that they (National Executive), are no longer needed.

ARTICLE 10: Meetings

Section 1: Annual National Convention (ANC)

- a) The first Annual National Conference (ANC) shall be held within 12 months after the adoption of this constitution.
 - i. The ANC shall be held once every financial year.
 - ii. The ANC shall be held in the month of October.
 - iii. The Association fiscal period shall be 1 July to 30 June.
- b) All state leaders shall submit their financial and activities summary reports to the AKAA leadership at least month prior the ANC.
 - i. Prior to the ANC the state leaders shall meet with the national executives to consider and discuss other vital issues in furtherance for the achievement of the aims and objectives of the Association.

Section 2: General Business of the ANC

The order of business at the AGM shall include but not limited to:

- a) The confirmation of the minutes of the previous ANC and of any Special General Meeting (SGM) held during the year.
- b) The consideration of accounts (or reports) of the committee and the auditor's report (if required).
- c) The election(s) of committee and executive members.
- d) The appointment of auditors if required.
- e) At the ANC, the national executives shall conduct a by-election or appoints to fill in for any vacant positions.
- f) Any other business requiring consideration by the Association at the ANC.

Section 3: Special General Meeting (SGM)

- a) The Committee may at any time at its discretion convene a special general meeting of the organisation.
- b) The committee must upon the requisition signed by not less than four (4) executive members and three (3) member state representations, having the power to vote and giving reasons for the request.
- c) The committee must call a Special General Meeting of the organisation for the purpose of altering the Constitution in accordance with Clause of alteration hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.
- d) The signed requisition must be lodged with the secretary
- e) If the committee fails to convene a special general meeting within one (1) month after that date on which a requisition of members for the meeting is lodged with the

secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 2 months after that date.

- f) A special general meeting convened by a member or members as referred to in sub clause (e) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- g) A special emergency meeting shall be convened by the president or the committee in the case of an emergency such as death and other issues of importance that may affect the organisation.
- h) The president shall call a meeting of members by a written request to the secretary otherwise than to satisfy the requirement to hold an annual general meeting.

Section 4: Quorum

- a) No item of business is to be transacted whether in the interest of the organisation at a general meeting unless a quorum of members constituted is present
- b) The quorum for a general meeting shall constitute at least 5 members of both states and National Executives present to vote at a general meeting
- c) The quorum for an executive meeting shall be minimum of four (4) elected executive members and minimum of three (3) states leaders/representations for transaction of the usual business of a general meeting.
- d) If the constituted quorum is not present at the commencement of a general meeting:
 - i) If convened on the requisition of members, is to be dissolved, and
 - ii) In any other case, if at the adjourned meeting a quorum is not present within an agreed reasonable time appointed for the commencement of the meeting, the members present (being at least 5) are to constitute a quorum.

Section 5: Presiding

- a) The president or, in the president's absence, the vice-president, is to preside as chairperson at any given meeting of the Association.
- b) If the president and the vice-president are not present or incapacitated, the members present must elect one of the members to preside over the meeting.
- c) If the president and the vice president are at a given meeting but are for some genuine reasons unable to preside, the president shall nominate anyone deems qualify to preside.

Section 6: Adjournment

- a) The presiding of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting with no business as usual to be discussed.

ARTICLE 11: Standing committees (if needed).

Whenever the need arises the National Executive of AKAA shall have the power to appoint a '**STANDING or AD-HOC COMMITTEE**' to conduct specific mandate(s) as deemed necessary by the executive to:

- a) Hold hearings, investigate arising issues and recommend for possible solutions or consequences.

- b) Conduct reconciliatory forums, meetings or sections.
- c) Organise and implement a given project.

ARTICLE 12: Grievance and conflict resolution.

Section 1: Appointment

Grievances can arise about issues such as: misunderstanding, performance, unclear roles and responsibilities, compliance with constitution and policies, conflict of interest, discrimination, harassment and bullying, disputes and power struggles, community disputes and, on rare occasions - illegal activity.

- a) Conflict and grievance resolution is the process of clarifying what needs to be resolved or changed, and determining how people can work together to achieve that goal.
- b) The National Executive in close consultation with the Advisory Board shall appoint the Chairperson of the Grievance and Conflict Resolution Committee.
- c) The size of the committee shall be five members maximum or three members minimum.

Section 2: Edibility

Members of this committee shall meet the following characteristics:

- i. Shall have good character.
 - ii. Shall be respectful.
 - iii. Shall communicate effectively.
 - iv. Shall be married or defacto.
 - v. Shall be temperamentally controlled.
 - vi. Shall have a proven track records of resolving conflicts.
- d) The Chairperson shall conduct: face to face, teleconference or any form of appropriate meeting to resolve any of the issues in **(Section 1(a))** of this constitution.

Section 2: Duties

This committee shall focus on resolving internal and external disputes within the organisation.

- a) In time to time, this committee shall be commissioned to resolving conflicts if raised in various states that are under the umbrella of AKAAs.
- b) This committee along with the Advisory Board shall assist in the resolution of all disputed matters in line with the constitution.
- c) This committee shall work hands in glove with the Advisory Board to conduct by-elections if the NE is not formed during elections.

ARTICLE 13: Dominant power of the AKAAs's constitution.

In the event where an article of this constitution basically clashes with an article of:

- a) The Association Acts of any State or Territory in Australia, the article or clause contained in that Association Acts shall override this constitution.
- b) A relative article or clause of the constitution of any sub-Krahn community organisation; the article or clause in this constitution shall override the corresponding article or clause of that constitution.
- c) A relative article or clause of any constitution of another association that has no correlation with AKAAs, then the article or clause in this constitution shall override the comparable article or clause of that constitution.

ARTICLE 14: Amendments of the constitution (methods of proposal, notice, voting requirements).

Section 1: Methods of proposal

- a) No alteration, repeal or addition shall be made to this Constitution except at the Annual National Convention or a Special General Meeting called for the amendments to reflect the current or prevailing circumstances of all members.
- b) A motion to amend the constitution must be moved at a previous ANC or a SGM requesting for amendment.

Section 2: Notice

- a) The National Secretary shall communicate a notice to repeal or alter any sections of this constitution to all members at least 30 days prior to the next ANC or SGM.
- b) Where an amendment is successful, within one month of the passing of a Special Resolution, the National Public Officer shall notify the entity that offered the certificate of incorporation about the changes.

Section 3: Voting

- a) No amendments of any sections in this constitution shall be effective unless passed by a means of voting at the previous ANC or SGM.
- b) A special resolution to affect this amendment shall be passed by a 50 + 1% vote at the previous ANC or SGM.

ARTICLE 15: Winding up (members' liabilities to secured and non-secured creditors).

Section 1: Method of winding up

- a) AKAA may be wound up at any time if agreed by a 75% votes of those eligible members present any ANC or SGM.
- b) Pursuant to article 6, all assets owned by the Association shall be sold to meet up with its outstanding liabilities.
- c) Pursuant to article 6, where the monetary value of assets owned cannot pay off creditors, then all registered members will be taxed proportionally to pay off the outstanding balance of any debts.
- d) Assets that are not owned shall be returned to their providers, if required, or shall be passed onto another group with similar aims and objectives.
- e) The National Executives must make a declaration of solvency, meaning that AKAA will be able to pay off all secured and non-secured creditors with in twelve (12) months of beginning the winding up process.

Section 2: Notice

- a) The National Secretary, after declaration, shall lodged a notification of resolution. All members of AKAA must be given a written notice of at least 30 days of the meeting to vote on the special resolution to wind up.

- b) Citations for the special resolution must be communicated within 30 days for public awareness.
- c) Before the execution of liquidation, the National Secretary must present account statements and copies of all minutes to this effect for the attention of members and the public.
- d) The National Secretary shall communicate with all registered members and third parties about the complete dissolution of the Association.

ARTICLE 16: Glossary

To read and successfully understand this constitution, the following keys shall be referred to always:

- a) ANC - is the acronym for Annual National Convention (this could be an equivalent of Annual General Meeting).
- b) SGM – is the acronym for Special General Meeting.
- c) EM – is the acronym for Emergency Meeting.
- d) SRM – is the acronym for Special Resolution Meeting.
- e) NE- is the acronym for the National Executive (this could be an equivalent of the Federal Management Committee).
- f)

Constitution committee members 2016

No	Name	Status
1	Mr George Jerue	Chairperson
2	Mr Perry Yarso Pewee	Secretary
4	Mr Anthony W. Nyemah	Member
6	Mr David Tarley	Member
3	Mr Eric Roberts	Member
5	Mr Kai Fahnbulleh	Member

Proposed plan for AKAA's constitution

Preamble, Mission and Vision Statements

- Article 1: Name of the organisation and any affiliations (AKAA Inc.).
- Article 2: Logo of AKAA.
- Article 3: Motto of AKAA.
- Article 4: Purpose (or aim and objectives) of the AKAA.
- Article 5: Powers of AKAA (ability to own and dispose assets).
- Article 6: Assets of AKAA (derivation of income and real property).
- Article 7: Membership (types, qualification, registration, dues or liabilities).
- Article 8: Officers (titles of officers, terms of office, election rules, duties, suspension, vetoes).
- Article 9: Advisors (term of service, selection criteria, duties).
- Article 10: Meetings (regular, special or AGM, emergency, quorum).
- Article 11: Standing committees (if needed).
- Article 12: Grievance and conflict resolution.
- Article 13: Dominant power of the AKAA's constitution.
- Article 14: Amendments of the constitution (methods of proposal, notice, voting requirements).
- Article 15: Winding up (members' liabilities to secured and non-secured creditors).
- Article 16: Glossary.