



### **Preamble**

The Gambian community living in Connecticut, recognizing the norms and values that we share in common, cognizant of the benefits that can be derived in coming together as people with a shared history and destiny, and affirming the strength that is realized through our unity and concerted efforts, do hereby establish an organization that will respond to the needs and concerns of our community.

Membership to our organization is also extended to all those who share our values, beliefs, objectives and cultural heritage. We recognize the bond that keeps us as one people with the same aspirations for the common good.

### **Article 1:**

The name of the organization is **CT Gambians Association, Inc. (CTG)**. It shall be a non-profit and secular organization, incorporated under the laws of the State of Connecticut.

### **Article 2: Aims and Objectives**

The CT Gambians Association seeks to:

- a) Bring all those, who share our values and objectives, together.
- b) Improve and enhance the relationship between members of CTG
- c) Provide guidance and support to new members.
- d) Assist members in times of need, essentially to create a network where members can assist others in employment, finance and legal issues as determined by the executive committee.
- e) Organize social events for fund raising to support the activities of CTG. Social events can also be organized to foster more meaningful relationships between members.
- g) Help in both logistics and funding in an emergency situation involving death and to give emotional and community support to surviving family members.

### **Article 3: Membership**

a) The CTG shall have one class of members. Any person who pays the membership fee established by \$100.00 and meets any other conditions that may be prescribed by these bylaws may become a member of CTG. Membership in CTG shall not be transferable unless otherwise provided by law. All members are required to complete a registration form and pay the monthly dues.

b) Every member shall be committed to paying an initial membership fee of \$100.00 within 1 year either by lump sum payment or in installments.

c) \$10.00 subscription fees shall be paid every month and members have up to the fifteen of the month to pay their subscriptions.

Monthly subscription fees shall be evaluated on an annual basis by executive committee and can be adjusted as deemed necessary.

#### **Article 4: Executive Committee Members**

All members of CTG are eligible to hold an executive committee position after 3 consecutive months of active membership. To be considered for a position, a member would have to be nominated or join the ballot to be voted in for a position.

Elections to the executive committee shall be performed during CTG monthly members' meetings when they are due. The candidate with the most votes after balloting shall assume the responsibilities of the executive committee position balloted. In the event of a tie, a tie-breaker balloting will be conducted preceded by 2 – 15 minutes speeches to the general membership.

In case of any position vacancies, members serving as assistants shall assume the full responsibilities of the vacant position. If an assistant is unavailable, the President of CTG will appoint a person from the general membership to temporarily assume the responsibilities of the vacant position until an election can be held.

The members of the Executive Committee will be:

a) Chairman, who will preside over meetings of the Association.

b) Vice Chairman, who will assist the chairman execute his/her duties and also assume their responsibilities in the event of their absence.

c) President, who will be the chief executive of CTG and responsible for the day to day administration of the association. He / She shall have powers of decision making on behalf of the association within the guidelines of these bylaws and will also represent the Association's presence and interest wherever it is deemed necessary. He / She will also have the power to temporarily appoint members to vacant executive committee positions and can delegate responsibilities to other members. President shall also be the public relations agent of the association.

d) Vice President, who will assist the president execute his/her duties and also assume their responsibilities in the event of their absence, refusal and or inability to continue the duties outlined in these bylaws.

e) Secretary, who shall be responsible for preparing and maintaining custody of minutes of all meetings of the Executive Committee and the members and for authenticating and maintaining the records of CTG, and said minutes shall be distributed to all members of the CTG, via electronic mailing system, within 7 days after conclusion of said meeting. The secretary shall give or cause to be given all notices in accordance with these bylaws or as required by law, and, in general, shall perform all duties customary to the office of secretary, including but not limited to collecting and distributing meeting agendas, maintaining records of policies and procedures of the CTG Corporation and other official documents.

f) Assistant Secretary, who assist the Secretary execute his/her duties and also assume their responsibilities in the event of their absence and or inability to continue the duties outlined in these bylaws.

g) Treasury, who will be responsible for the management and maintenance of the organization's finances. The duties of the Treasurer shall include bank account maintenance, financial transaction oversight, development of financial policies and providing periodic (monthly) reports to the Executive Committee so as to review the financial affairs of the Association.

h) Auditor, will perform a bi annual audit of the Association finances and assist in the filing of taxes with Government agencies. Auditor shall possess a Certified Public Accountant (CPA) certification in the State of Connecticut to perform these duties.

i) Social Secretary who will be responsible for organizing the association's functions and activities to promote the image of the association and attract new membership and sponsorship. The Social Secretary shall create and maintain an annual events calendar, develop events' budgets, fully organize and coordinate events as approved by the executive committee. The Social Secretary shall also conduct a survey after every event for feedback and shall report to the executive committee regarding the feedback.

j) Webmaster who will maintain the website of the association.

#### **Article 5: Executive Committee**

The Executive Committee shall oversee the direction and general functionality of the Association and among other things:

1. Enforce the provisions of the By-laws.
2. Implement the agreed decisions, policies and programs of the Association.
3. Fulfill the roles and responsibilities assigned pursuant to these bylaws.
4. Review the financial affairs of the Association to ensure good and proper book keeping.
5. Maintain the charitable status of the Association and ensure that proper documentations are submitted to government agencies as may be required by law.

6. Each term of the entire Executive Committee shall be two years. Term limit for the executive committee shall be two (2) terms.
7. To be nominated as an Executive member one has to be an active member of the Association.
8. Nomination and Election of Executive Committee members shall be done on the first association meeting in June.

#### **Article 6: Meetings.**

1. The Association will convene open general meetings on a monthly basis and two thirds of the members present can form a quorum. Notice of any membership meeting shall be given to each voting member, by email, no fewer than 7 days.
2. The executive committee will meet two weeks in person or via telephone conference call before a general meeting to prepare the agenda for the general meeting.
3. Corrections, amplifications and clarifications to the meeting minutes shall be forwarded to the Secretary within 7 days of receipt of the minutes, or otherwise the minutes shall become record.
4. The venue for general meetings can be decided before the end of every meeting. Any member can volunteer to host a general meeting and it is highly recommended that such meetings do not involve any unnecessary expenses.
5. At the determination of the Executive Committee, to be agreed upon by the general body, a permanent location will be sought for meetings of the Association. Cost of the permanent location shall be paid for by the association funds.

#### **Article 7: Association's Status**

1. CT Gambians Association will be registered as a non-profit organization with the city of Bridgeport and the Internal Revenue services.
2. The Association will be governed by this constitution and in accordance with the laws of the United States of America and the State of Connecticut.
3. The activities of the Association will be charitable; will involve education and cultural issues, and all other social programs that will affect the cohesion and quality of life of its members.
4. All activities of the Association shall be consistent with those exempt from Federal Income Tax under section 501(c) (3) of the Internal Revenue Code (and as may be amended.) The Association also may receive contributions that are deductible to their donors under section 170(c) (2) of the Internal Revenue Code (and as may be amended.)

#### **Article 8: Quorum**

1. The quorum for all Association meetings including Executive meetings shall not be less than two (2/3) of the attending members.

2. Allow other members to participate in (absentee vote) electronically when email notification is sent.
2. Decisions taken at any meeting, general and executive, without a quorum shall be considered null and void.

#### **Article 9: Voting**

- a) Members shall have the right to vote and be voted to any position by a clear majority.
- b) Voting will be conducted by the raising of hands or by secret ballot as may be deemed necessary by the members present and voting.
- c) Every member is entitled to only one vote.

#### **Article 10: Source of Funding**

The Association will generate its funds from:

1. Membership subscriptions
2. Fund raising activities to be determined by the Executive Committee.

#### **Article 11: Penalties/Discipline**

- a) Failure to pay dues and attend association monthly meetings for a consecutive period of six months shall render member inactive.
- b) Inactive members cannot receive any benefits from the association.
- c) UNPAID DUES. Members whose dues are unpaid upon the expiration date of their membership year and who shall continue such delinquency for 6 months after notice of the same has been sent, shall be dropped from membership. Lapsed members shall be reinstated upon payment of dues for the current membership year.
- d) Executive members who engage in actions detrimental to the welfare of association will be suspended from 3 consecutive executive committee meetings and their participation to the association in their capacity as an executive committee member will not be allowed.
- e) Executive members guilty of dereliction of duty twice within one year will be suspended from 3 consecutive executive committee meetings and their participation to the association in their capacity as an executive committee member will not be allowed.
- f) Repeat offenses by executive members may result in permanent removal from their positions as voted by the executive committee and may also be barred from holding any position for a period of two years.
- g) A formal warning notice for first offense will be sent to any member who engages in actions detrimental to the welfare of the association. A repeat offense within one year will result in disciplinary actions as deemed by the executive committee.

#### **Article 11: Vacancy and Resignation:**

Any member of the Executive Committee may resign his/her position in writing at anytime. Any vacancy created by a resignation shall be filled during the next general meeting following the event provided that the position does not have an assistant.

#### **Article 12: Documents**

All documents related to the affairs of the association are in the possession of the current Secretary and are available to any member upon request.

There will be a transition period of 30 days where all documents relating to the Association shall be transferred to an incoming Executive Committee.

At any given time, all legal documents of the Association shall be held by the Executive Committee in the person of the Secretary. Such legal documents are the property of the Association and the Secretary is legally obligated to hand over such documents when leaving office.

#### **Article 13: Amendments**

All amendments to this constitution shall be approved by two thirds of the entire membership of the Association.

#### **Article 14: Dissolution**

Upon dissolution of the Association, all assets of the Association shall be distributed in accordance with, and in general agreement to the exempt purpose of the Association under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code.

The assets of the Association, upon dissolution, may also be distributed to charitable organizations in the US on behalf of Gambians, or to charitable organizations operating in member countries.

#### **Article 15: Code of Conduct**

- Members who exhibit behavior inconsistent and detrimental to the aim and objectives of the association, will be subjected to disciplinary actions after appropriate warnings.
- Failure to discharge duties by executive committee members shall result in probationary actions and subsequent removal as determined by the executive committee.
- Any member who behaves in a manner contrary to the by-laws shall be warned for three times after which he/she shall be terminated from the association if he/she did not change his or her behavior.
- No single executive member has the right to take a decision without consulting with the other executive members.
- Any member who interrupts meetings through disorderly manner shall be asked to leave the meeting and failure to do so shall result in suspension from the association for a time to be determined either by the executive committee or the general body.

- Any suspended person shall not have any benefit from the association during his/her period of suspension, unless determined by the appropriate committee.
- All members must exhibit respect and dignity towards other members. The use of profanity and other vulgar language is strictly prohibited shall result in suspension and subsequent expulsion from the association.
- All members are equal under this by-law.

**Article 16: Miscellaneous**

- (1) **Posting of Bylaws:** Bylaw must be published to the members – the CTG website is a good place
- (2) **Checks, Notes and Contracts.** The President, Vice President and Treasurer shall be authorized from time to time to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments. Any two signatures out of the three executive members are required to execute an action on behalf of the association.
- (3) **Confidentiality of Member Information:** Members shall indemnify and hold harmless CTG from any unintended consequence related to the collecting and dissemination of member personal information.

Executive members shall be indemnified and held harmless from any unintended consequence resulting from their execution of their duties

**Article 17: Contravention with Law**

Should it be determined that any provision of these by-laws contravene any applicable federal or state law or regulation, such provision shall be invalid only to the extent of such actual contravention.

CERTIFICATION

These bylaws were approved at a meeting of the \_\_\_\_\_ by a two third majority vote on \_\_\_\_\_ 2014.

\_\_\_\_\_  
President Date