

LIBERIAN COMMUNITY IN RWANDA-LIBCOR Kigali, Rwanda

STATUTE

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Preamble

We, the Liberian community in Rwanda, considering the dire need to promote the welfare, unity, social, cultural and economic interest of all Liberians residing in Rwanda; considering the need to frame a Statute that could serve as a medium of coordination and cooperation of activities among Liberians residing in Rwanda;

Cognizant of the fact that we must be governed by tenets which are befitting of human existence. Having resolved to promote unity, transparency, educational growth, welfare among Liberians residing in Rwanda, as well as addressing the ills with in our community;

In view of the above mentioned, hence, we, do ordain, establish, proclaim and publish this statute for the smooth governance of this organization.

I. MISSION:

To provide adequate Leadership through advocacy for the betterment and the interest of all Liberians residing in Rwanda.

To pursue the standard of peace, love and unity among all Liberians residing in Rwanda.

To promote a bilateral relationship between Liberia and Rwanda in the interest of the Liberian community in Rwanda.

To create an enabling environment and opportunity for all Liberians residing in Rwanda.

II. VISION:

We envision a united community where every member is afforded the opportunity to participate in its growth and development as well as benefit the shared resources of the community.

CHAPTER I: GENERAL PROVISIONS

Article 1: Name of the Organization

1.1 The Organization shall be created and be named "LIBERIAN COMMUNITY IN RWANDA" (LIBCOR).

Article 2: Legal Status

- 2.1 LIBCOR shall be a non-profit, non-political, Non- governmental and non-religious diaspora organization.
- 2.2 LIBCOR shall operate in adherence to the laws of the Republic of Rwanda.

Article 3: Emblem

3.1 The symbol of LIBCOR Shall be the official emblem of the community and shall be used appropriately, thereby, being placed on official documents and communications.

3.2 The symbol of LIBCOR shall be spherical, at the inner upper section bearing the "LIBERIAN COMMUNITY IN RWANDA", beneath is "LIBCOR" that is bounded on the left by a STAR and on the right, a SUN. In the middle are the flags of Liberia and Rwanda. At the bottom is the Motto,

"SERVICE TO GOD, OUR COUNTRY & HUMANITY"

Article 4: Motto

The motto of the Liberian Community in Rwanda shall be "SERVICE TO GOD, OUR COUNTRY & HUMANITY"

Article 5: Objectives

5.1 To foster unity and solidarity among Liberians residing in Rwanda.

5.2 To promote and preserve Liberian cultural heritage.

5.3 To provide support and assistance to Liberians in Rwanda in matters of social welfare, education, and other areas of need.

5.4 To cultivate and maintain positive relationships with Rwandan communities and other foreign communities in Rwanda.

CHAPTER II: MEMBERSHIP

Article 6: Membership Categories

6.1 Membership of the community shall be open to all Liberians residing within the territorial space of Rwanda void of discrimination based on; creed, religion, colour, political affiliation, or age.

There shall be the following categories of members:

a. **Regular Members:** Liberian citizens residing in Rwanda who have filled the membership form and been assigned a membership identification number.

b. **Associate Members:** Non-Liberian spouses, descendants of Liberian citizens, and individuals with a demonstrated interest in the objectives of LIBCOR.

c. **Honorary Members:** Individuals who have provided exceptional support to LIBCOR, as nominated and approved by the General Assembly.

Article 7: Membership Rights and Obligations

7.1 Rights: Members shall have the right to:

a. Participate in all activities and programs of LIBCOR.

b. Vote in the General Assembly (Regular Members only).

c. Stand for election to the National Administrative Council (Regular Members only).

7.1.1 Limitation of right

In exercising rights and freedoms, everyone is subject only to limitations provided for by the law aimed at ensuring recognition and respect of other people's rights and freedoms, as well as public order, good moral and social welfare which generally characterize a democratic society.

7.1.2: Protection of rights

The General Assembly shall be the superior guardian of rights. This duty is exercised in accordance with this Statue and bylaws and shall not in any way violate the laws of the Republic of Rwanda.

7.2 Obligations

Members shall have the obligation to:

- a. Abide by the laws of the Republic of Rwanda
- b. Uphold the values and objectives of LIBCOR.
- c. Participate in LIBCOR activities and meetings.
- d. Pay membership dues of **500RWF** as provided for in these statutes.
- e. Promote and Protect the image of LIBCOR
- f. Show mutual respect for one another and leaders of the community at all times.
- g. Exercise their rights in a way such that they do not infringe another member's right.

Article 8: Offenses and sanctions

Offenses shall be categorized as Petty offence and serious offence as follows:

- 1. Petty offenses are offenses punishable by warning or fine.
- 2. Serious offenses are offenses punishable by suspension or Revocation.

Article 9. Membership Suspension and Revocation

9.1 Grounds for Suspension and Revocation

Membership in the Liberian Community in Rwanda may be suspended or revoked for the following reasons:

- a. Violation of the Community's Statute, Bylaws, or Code of Conduct.
- b. Engaging in conduct that undermines the integrity, reputation, or mission of the Liberian Community.
- c. Failure to pay membership dues or fees within a specified period (Suspension only).
- d. Conviction of a serious crime that reflects adversely on the Community.

9.2 Suspension Process

a. The National Executive Committee may suspend a member for a period not exceeding six (6) months following an investigation.

- b. The affected member shall be notified in writing of the suspension, including the reasons for such action.
- c. The member shall have the right to appeal the suspension by submitting a written appeal to the Arbitration Committee within fourteen (14) days of receiving the notice.
- d. The Arbitration Committee shall review the appeal and provide a written decision within fourteen (14) days.

9.3 Revocation Process

- a. The NEC shall initiate proceedings for revocation of membership following a suspension if the grounds for suspension remain valid or if additional grounds for revocation are found.
- b. A formal hearing shall be scheduled, during which the member will have the opportunity to present their case and provide any evidence in their defence.
- c. The member shall receive written notice of the hearing at least fourteen (14) days prior.
- d. The National Executive Committee shall make a decision regarding revocation within fourteen (14) days following the hearing, and the decision shall be communicated in writing to the member.

9.4 Reinstatement

a. A member whose membership has been suspended may apply for reinstatement after the suspension period has ended.

b. The application for reinstatement shall be reviewed by the NEC, which shall determine whether to reinstate the member based on the circumstances surrounding the suspension.

c. Members whose membership has been revoked may reapply for membership after one (1) year, contingent upon demonstrating that the reasons for revocation have been addressed.

9.5 Record Keeping

a. All records pertaining to membership suspension and revocation proceedings shall be maintained by the Secretary General of the Community.

b. Such records will be kept confidential and disclosed only in accordance with applicable laws and the Community's policies.

CHAPTER III: ORGANIZATION AND FUNCTION

Section One: Composition and coordination

Article 10: Composition

The leadership of the community shall consist of Four distinct but coordinating organs. They include, General Assembly, National Advisory Board (NAB), The National Executive Committee (NEC), and The National Administrative Council (NAC).

Article 11: Coordination amongst organs

These organs of the leadership shall work in close consultation for the growth of the community and for effective check and balance to ensure transparency and accountability within the community.

11.1 The General Assembly shall be the supreme decision-making body of LIBCOR.

11.2 The National Executive Committee shall exercise superior power over the National Administrative Council and shall be the forum for planning and deciding the strategic direction of the community.

11.3 The National Administrative Council shall be responsible for the day to day running of the community and coordinate the implementation of the Executive committee's decisions.

11.4 Without prejudice to paragraphs 1, 2 and 3 above, the National Advisory Board shall serve as an advisory body which lend their support and knowledge to the other organs of the leadership in accessing the needs of the community, make recommendations in the planning and budget process as well as working with the other organs to address any problem that affects part or all of the community, from a welfare problem to governance, is a proper concern of the Community Board.

Section Two: Organs
Sub-section One: General Assembly
Article 12: Status
The General Assembly shall be the supreme decision-making body of LIBCOR.

Article 13: Composition

It shall be composed of all Regular Registered Members.

Article 14: Duties and Responsibilities

The General Assembly shall:

a. Elect members of the National Administrative Council (NAC) and National Executive Committee (NEC).

- b. Approve the annual budget and financial reports.
- c. Amend the statute as needed.
- d. Make decisions on major issues affecting LIBCOR.

4. The General Assembly shall conduct meeting such as:

- a. General meetings which shall be convened annually at the beginning of a fiscal year
- b. National Executive Committee Meetings at the end of each quarter
- c. Extraordinary meetings as deemed necessary;

The by-laws shall determine the functions and conduct of these meetings.

Sub-section Two: National Advisory Board

Article 15: Establishment of the National Advisory Board

There is hereby established a National Advisory Board (hereinafter referred to as "the Board") for the Liberian Community in Rwanda. The Board shall serve as a consultative body to provide guidance, support, and expertise to the National Administrative Council on matters concerning the welfare and interests of the Liberian community in Rwanda.

Article 16: Composition of the Board

16.1. The Board shall consist of seven (7) members and shall include:

- a. Board Chair
- b. Co-Chair
- c. Secretary
- d. Four (4) other members

16.2. Members of the Board shall be appointed by the Chairman in Consultation with the National Executive Committee from diverse sectors of the community based on their expertise, experience, and commitment to the community, including but not limited to:

a. Leaders from local Liberian organizations (e.g. Campus leaderships, social groupings)

b. Elders and respected figures within the Liberian community;

c. Representatives from various professional fields (e.g., education, health, business);

d. Youth, women and people with disabilities representatives;

Article 17: Terms of Service

17.1. Board members shall serve a term of two (2) years, with the possibility of reappointment for one additional term.

17.2. A Board member may be removed from the Board by a two-thirds majority vote of the existing members if they fail to fulfil their responsibilities or engage in conduct detrimental to the Board or the community.

Article18: Functions and Responsibilities

The Board shall have the following functions and responsibilities:

1. To advise the National Administrative Council on the strategic direction and priorities for the Liberian community in Rwanda;

2. To monitor and evaluate community programs and initiatives to ensure they align with the needs and aspirations of the community;

3. To provide recommendations for capacity-building programs and opportunities for community members.

Article 18: Meetings

- 1. The Board shall meet at least two (2) times per year or as deemed necessary to carry out its functions effectively.
- 2. A quorum for Board meetings shall consist of a simple majority of its members.
- 3. Decisions shall be made by a simple majority of those present and voting.

Article 19: Reporting

The Board shall submit an annual report to the National Executive Committee detailing its activities, recommendations, and any issues affecting the Liberian Community in Rwanda.

Article 20: Amendment of the Board's Provisions

Provisions relating to the National Advisory Board may be amended by a two-thirds majority vote of the Executive Committee, subject to the approval of the general membership during a scheduled meeting.

Sub-section Three: National Executive Committee

Article 21: Composition

The National Executive Committee (NEC) of the Liberian Community in Rwanda (LIBCOR) shall comprise the Presidents/Heads of all local chapters and the members of the National Administrative Council.

Article 22: Membership

The NEC shall consist of the following members:

- 1. The Presidents/Heads of each local chapter of LIBCOR
- 2. The following officers of the National Administrative Council:
- a. Chairperson
- b. Vice Chair for Administration
- c. Vice Chair for International Affairs
- d. Secretary General
- e. Assistant Secretary General
- f. Financial Secretary
- g. Treasurer

Article 23: Responsibilities

The NEC shall be responsible for:

- a. Providing overall strategic direction and policy guidance for LIBCOR.
- b. Coordinating activities and initiatives among local chapters to ensure alignment with the national objectives of LIBCOR.
- c. Facilitating communication and collaboration between the local chapters and the National Administrative Council.
- d. Reviewing and approving annual budgets, programs, and reports submitted by the National Administrative Council.

Article 24. Term of Office

The tenure of the Presidents/Heads of chapters shall be elected for a term of one (1) year and re-elected as determined in accordance with the provisions on local chapters leadership in this Statute.

Article 25. Meetings

The NEC shall convene at least once a month and may hold additional meetings as deemed necessary.

Special meetings may be called by the Chairperson or upon request by a majority of the NEC members.

Article 26. Decision-Making

Decisions within the NEC shall be made by a Simple majority vote of the members present at a duly convened meeting, provided that a quorum is established.

Sub-section Four

Article 27: National Administrative Council

27.1 The National Administrative Council shall be responsible for the day-to-day management, governance and administration of LIBCOR.

27.2 The National Administrative Council shall consist of the following

positions: a. Chairperson

- b. Vice Chair for Administration
- c. Vice Chair for International Affairs
- d. Secretary General
- e. Assistant Secretary General
- f. Financial Secretary
- g. Treasurer

27.3 The National Administrative Council members shall be elected for a term of two (2) years and may be re-elected for one additional term.

Article 28: Duties of National Administrative Councils Members

28.1 The Chairperson shall:

- a. Serve as the primary representative and spokesperson for the Liberian Community in Rwanda.
- b. Preside over all meetings of the General Assembly, the National Administrative Council and National Executive Committee.
- c. Provide overall leadership and direction to the organization.
- d. Ensure that meetings are conducted in an orderly and efficient manner.
- e. Lead the development and implementation of the organization's strategic plans.
- f. Ensure alignment with the community's mission and goals.
- g. Oversee the development and implementation of policies and procedures.
- h. Ensure compliance with the organization's statute and any relevant laws
- i. Foster relationships with other organizations, stakeholders, and the Rwandan community.
- j. Promote the organization's activities and initiatives.
- k. Must be a signatory to the Community's Bank Accounts.

28.2 The Vice Chair for Administration shall:

- a. Assist the Chairperson in their duties.
- b. Assume the responsibilities of the Chairperson in their absence.
- c. Oversee the administrative functions of the organization.
- d. Ensure that records and documentation are maintained accurately and securely.
- e. Coordinate activities and initiatives among various committees.
- f. Ensure effective communication and collaboration within the organization.
- g. Assist in the implementation of policies and procedures.
- h. Ensure administrative processes align with organizational goals.

28.3 The Vice Chair for International Affairs shall:

- a. Develop and maintain relationships with international organizations and partners.
- b. Represent the community in international forums and events.
- c. Advocate for the interests and needs of Liberians in Rwanda on an international level.
- d. Work on initiatives that promote the welfare of Liberians globally.
- e. Identify and pursue international funding opportunities and grants.
- f. Develop proposals for international aid and assistance.
- g. Promote cultural exchange programs between the community and other Diaspora Communities.f. Coordinate activities and initiatives among various committees focused on international issues

28.4 The Secretary-General shall:

- a. Maintain records of all meetings and correspondence.
- b. Ensure all official documents and correspondence are properly filed and archived.
- c. Handle official correspondence on behalf of the organization.
- d. Ensure timely and effective communication with members and external parties.
- e. Prepare and distribute agendas for meetings in consultation with the Chairperson.
- f. Notify members of upcoming meetings and events.
- g. Prepare and distribute reports, newsletters, and other documents as required.
- h. Ensure the integrity and confidentiality of organizational records.

28.5 The Assistant Secretary General shall:

- a. Assist the Secretary General in all duties and act as Secretary General in their absence.
- b. Help in maintaining records and managing correspondence.
- c. Assist in the preparation and distribution of meeting agendas and minutes.
- d. Support the documentation and filing of official records.
- e. Aid in ensuring effective communication within the organization.
- f. Assist in the dissemination of information to members and external parties.
- g. Support the organization and coordination of events and meetings.
- h. Assist in logistical arrangements for community activities.

28.6 The Financial Secretary shall:

- a. The financial secretary shall be the chief implementer of fiscal policies of LIBCOR
- b. Prepare and present financial reports in consultation with the National Administrative Council and be submitted to the National Executive Committee and General Assembly.
- c. The financial secretary shall ensure financial soundness of the community, through design methods of collecting revenue and approval of disbursement
- d. Upon the induction in office, in consultation with the National Administrative Council (NAC), the financial secretary shall prepare the community's annual budget, and present it to the National Executive Committee (NEC) for scrutiny and approval.
- e. The financial secretary, with consultation of the Treasure, shall design and present financial reports on a quarterly basis to the NAC within the period of seven 7 days, failure to do so, HE/SHE shall pay the fines of 10,000 RWF.
- f. Manage the collection of membership dues and other contributions.
- g. Maintain a record of all payments and issue receipts accordingly.
- h. Monitor expenditures to ensure adherence to the approved budget.

28.7 The Treasurer:

- a. The Treasure shall be the chief custodian of the community's assets (Current and Noncurrent).
- b. The Treasure shall receive all funds of the community, and immediately communicate to the National Administrative Council through the financial secretary.

- c. Upon a written approval of cash disbursement for expenditure purposes, from the financial secretary and duly signed by the Chairman, the Treasurer shall disburse cash to the person, company or committee it concerns.
- d. Ensure that funds are disbursed in accordance with the organization's policies and procedures.
- e. Assist in the preparation of the organization's budget.

Section Three: Standing Committees Article 29. Establishment of Standing Committees

The Liberian Community in Rwanda (LIBCOR) shall establish the following Standing Committees to facilitate the effective functioning and administration of the organization:

29.1. Audit Committee

- a. The Audit Committee shall be responsible for overseeing and ensuring transparency and accountability in the use of resources, and conducting regular audits and making reports.
- b. The Committee shall be composed of an odd number of members, totalling no fewer than three and no more than seven, who shall be appointed by the Chairperson from among the members of the community, with the exclusion of individuals serving on the National Administrative Council and National Executive Committee.
- c. All appointed members of the audit committee must be approved by the National Executive Committee.
- d. The audit committee shall be an independent committee
- e. The Audit Committee shall have the authority to conduct audits at anytime deemed necessary by the NEC and the NAC through the Office of the Chairperson
- f. Members of the committee shall be appointed for a tenure of 2 years and appointment may be terminated for cause by 2/3 majority of the National Executive Committee
- g. Following an audit the committee shall submit its report to the National Executive Committee
- h. The Annual Audit Report shall be presented and published at the General Assembly. Modalities as to the presentation shall be determined by the Committee

29.2. Arbitration Committee

- a. The Arbitration Committee shall be tasked with resolving disputes that may arise among members or between chapters in an amicable and fair manner.
- b. Members of this Committee shall possess relevant experience in conflict resolution and shall be appointed for a tenure of two (2) years, with the possibility of reappointment.
- c. All appointed members of the committee must be approved by the National Executive Committee.

29.3. LIBCOR Diaspora Liaison Committee

a. This Committee shall serve as a bridge between LIBCOR and Liberian communities in the diaspora, facilitating communication, collaboration, and support initiatives.

b. The Committee shall be composed of representatives from each chapter and appointed members with experience in diaspora affairs.

- d. Provide resources, guidance, and assistance to community members in navigating governmental processes, accessing services, and understanding their rights.
- e. Foster partnerships and collaboration with other diaspora organizations, NGOs, and stakeholders in Rwanda and beyond to enhance the welfare and empowerment of the Liberian community.
- f. Develop and implement training programs and workshops to empower community members with the skills and knowledge needed to advocate for themselves and engage effectively with stakeholders.
- g. The Committee shall consist of Five (5) members appointed by the Chairman and shall be selected based on their expertise, experience, and commitment to the community.

29.4. Program and Planning Committee

- a. The Program and Planning Committee shall be responsible for developing and implementing programs that promote the mission of LIBCOR, including cultural, social, and educational and capacity building initiatives.
- b. The Community's leadership through the Program and Planning Committee shall be the prime organizer and ensure the implementation of the following initiatives:
- I. The All Liberian Festival
- II. The LIBCOR Leadership Impact and Service Awards

III. The All Liberian Leadership and Capacity Building Summit

IV. And any other programs or initiatives deemed necessary by the committee and approved by the NEC.

d. The Committee shall collaborate with other organizations and stakeholders to enhance program effectiveness and outreach.

e. The committee shall consist of a Chairperson, Vice Chairperson, Secretary and one (1) member from each local chapter

f. The program committee shall be appointed by the chairperson and shall report to the NAC through the office of the Vice Chairperson for Administration

29.5. Study in Rwanda preparatory Committee/Education Committee

a. The Committee shall focus on facilitating educational opportunities for Liberian students in Rwanda, including partnerships with educational institutions, scholarship programs, and workshops.

b. The Committee shall consist of members with expertise in education and advocacy for students' rights.

c. The committee shall consists of a Chairperson, Vice Chairperson, Secretary and one (1) member from each local chapter

d. The committee shall be appointed by the chairperson and shall report to the NAC through the office of the Vice Chairperson for Administration

29.6. Independent Elections Committee

- a. The Independent Elections Committee shall oversee the electoral process within LIBCOR, ensuring free, fair, and transparent elections for all positions.
- b. This Committee shall consist of impartial members appointed by the Chairman and approved by the National Executive Committee and shall operate independently of the National Administrative Council.
- c. The committee shall consist of a Chairperson, Vice Chairperson, Secretary and one (1) member from each local chapter.
- d. Members of the committee shall be appointed for a tenure of 2 years and appointment may be terminated for cause by 2/3 majority of the National Executive Committee

Article 30: Membership

All Appointments of Members of committees shall be made by the Chairperson of the Community, subject to confirmation by the National Executive Committee. Appointments shall be made following the elections and Induction of the National Administrative Council.

Article 31: Reporting

Each Standing Committee shall provide a report of its activities and recommendations within seven (7) days following each quarter, ensuring members are informed of its contributions to the organization.

Article 32: Termination of Appointment

Without prejudice to the provisions enshrined in this statute, members of other standing committee appointments may be terminated by the Chairperson based on their inability to perform their task or other violations, including gross insubordination.

Article 33: Additional Committees

Additional Standing Committees may be established by a two-thirds (2/3) majority vote of the National Executive Committee as deemed necessary for enhancing the operations and goals of LIBCOR, While Ad-hoc committees shall be established by the Chairperson through an Order of the Chairperson.

Chapter IV: Finance

Article 34: Sources of Revenue:

The Community shall obtain its funds from the following sources:

- a. Membership due: monthly contributions from members, the specific amount shall be determined by the NAC in consultation with the NEC.
- b. Donations and Grants: Voluntary contributions from individuals, organizations, and other entities.
- c. Fundraising Activities: Events, programs, and other initiatives organized by the Community to raise funds.

Other Sources: Any other sources of income as approved by the NEC.

Article 35: Financial Management

35.1 All funds received by the Community shall be managed according to the following guidelines: Bank and or Mobile money account:

35.2 A Bank account shall be opened at a desired bank in the name of the community by the National Administrative Council and made known to the General Assembly, where all funds shall be deposited, and be maintained under the signatories of the Financial Secretary, Treasure, and Chairperson.

Article 36: Financial Records

Accurate and up-to-date financial records shall be maintained by the Financial Secretary. These records shall be open to inspection by any member of the Community upon reasonable notice.

Article 37: Expenditure Authorization

All expenditures shall require approval by the Chairperson of the National Administrative Council.

Article 38: Financial Requests and Reporting

38.1 Request

a. All requests shall be made through a written communication, indicating purpose and amount (budget), including filling of a requisition form duly sign by the Chairperson and Secretary of the committee or chapter making the requisition and Approved by the financial secretary within Five (5) working days prior to execution of committee's task. However, except for an urgency.

b. Upon Approval of the requisition form by the Financial Secretary, it shall be submitted to the Chairperson for Approval before disbursement.

38.2 Reporting

All national committees, single or joint, shall provide financial statements to the office of the financial secretary within seven (7) days, immediately after the execution of committee tasks. Failure to comply with the aforementioned, the committee shall be fine the amount of 10,000 RWF.

38.3 Petty Cash

a. The bracket of petty cash funds shall be determined and approved by the National Administrative Council (NAC) annually. However, provided by unexpected changes in economic situations, the financial secretary in consultation with the NAC has the authority to increase the petty cash bracket, in order to quickly address stringent expenditures.

b. Approved amount of petty cash shall be kept within the community's mobile money account or community's checking account, by which cheque can easily be written by the financial secretary to the treasure for disbursement.

Article 39: Budget & Report

39.1 The annual budget of the community shall be a legal instrument, serving as the community's financial map for the community's financial transactions outlining the expected revenues and planned expenditures for the year. The Financial Secretary, in consultation with the NAC, shall prepare an annual budget, this budget shall be presented to the National Executive Committee.

39.2 The community's annual budget shall be developed into four quarters as a whole.

39.3 The community annual budget timeline on a quarterly basis are as follows, July to September, October to December, January to March, April to June, shall be considered as Quarter 1, Quarter 2, Quarter 3 and Quarter 4, respectively.

39.4 In accordance with the timeline of budget implementation, the budget shall be prepared within the month of July, and be sent to the NEC, which shall be approved within Seven (7) working days, and immediately be published upon approval.

39.5 Given any circumstances that may cause a delay in the approval of the annual budget, the leadership through the financial secretary shall use the ¹/₄ of the proposed accumulated revenue to perform financial actions, while still being in the first quarter.

39.6 Depending on changes of economic situations, which may affect the budget performance, the leadership through the financial secretary shall recast the annual budget and submit to the National Executive Committee, in accordance with the time-frame specified in paragraph 5 of this article with regards to approval.

39.7 The NAC shall prepare and present quarterly reports within 7 working days after each quarter and Annual report 14 days after the fiscal year. These reports shall comprise a budget

Performance report, including details of all income, expenditures, and the current financial position of the Community as well as Leadership Progress and performance.

Article 40: Internal Audit

40.1 The committee in charge of audit, shall conduct Administrative and financial audit of the National Administrative Council annually, and report to the National Executive Committee through the Chairperson of the community for appropriate actions by the NEC, in order to ensure transparency and accountability in keeping with the community's fiscal policies.

40.2 The Audit Committee report shall be published within Seven (7) working days upon receipt.

40.3 Chapters shall be audited annually in keeping with this Statute for the promotion of good governance.

40.4 The Chairperson or a Simple Majority of the National Executive Committee shall request the Audit Committee to conduct a special audit of any committee or chapters under LIBCOR if the need arises.

40.5 All financial activities of the Community shall be conducted with full transparency to ensure trust and accountability among members.

Article 41: Misuse of Funds

Any misuse of Community funds shall be subject to disciplinary action as recommended by the Audit Committee and determined by the NEC. In case there is no recommendation from the audit committee the NAC shall recommend and the NEC Approves.

Article 42: Fund Reserves

42.1The Community shall establish a reserve fund to ensure financial stability. A portion of the annual revenue shall be allocated to this fund, which shall only be used in emergencies or for major projects as approved by the NEC.

42.2 A specified amount, determined by the NAC in consultation with the NEC shall be allocated for the various chapters. The specific period and means of disbursement shall be determined by the NAC in consultation with the NEC.

Chapter V: LIBCOR Elections

Section One: Electoral Procedure

Article 43: Time frame

The elections of the National Administrative Council shall be held on the last Friday of June each electoral year.

Article 44: Candidacy

Any member of the community wishing to contest a particular position shall be registered as an independent candidate except for the chairperson and the vice chairperson for administrative affairs and vice chairperson for international affairs who shall contest as a single team.

Article 45: Qualifications

Article 45. 1: The Chairperson

The Chairperson shall be a Liberian of good moral standing, must have lived in Rwanda for not less than two years, must be a full due paying member, must have a valid residence Visas/ permit, and must have good financial records in the community. Furthermore, he/she must be 26 years or above.

Article 45. 2: Vice-Chairperson for Administration

The Vice-Chairperson for administrative affairs shall be a Liberian of good moral standing, must have lived in Rwanda for not less than one year, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community. Furthermore, he/she must be not less than 23 years old.

Article 45.3: Vice-Chairperson for International Affairs

The Vice-Chairperson for international affairs shall be of a Liberian of good moral standing, must have lived in Rwanda for not less than one year, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community. Furthermore, he/she must be not less than 23 years old.

Article 45.4: General Secretary

The General Secretary shall be a Liberian of good moral standing, must have lived in Rwanda for not less than one year, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community. Furthermore, he/she must be not less than 23 years old. He/she must have good communication skills, office management, and must possess English knowledge.

Article 45.5: Assistant Secretary

The assistant secretary shall be a Liberian of good moral standing, must have lived in Rwanda for not less than six months, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community. Furthermore, he/she must be not less than 23 years old. He/she must have good communication skills, office management, and must possess English knowledge.

Article 45.6: Financial Secretary

The financial secretary shall be a Liberian with a financial background, must have lived in Rwanda for not less than one year, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community. Furthermore, he/she must be not less than 23 years old.

Article 45.7: Treasure

The Treasure shall be a Liberian who has knowledge in bookkeeping and saving, and must be of good moral standing, must have lived in Rwanda for not less than one year, must be a full due paying member, must have a valid residence Visas/ permit, must have good financial records in the community.

Furthermore, he/she must be not less than 23 years old.

Article 46: Casting of Votes

Unless otherwise determined by law, the Elections of the Community shall be conducted by secret ballot. To the extent of resources and sophisticated technology available, the election may be conducted online or in-person.

Article 47: Oath of Office

All elected or appointed officials shall subscribe to a solemn oath of office as follows: I _______, do solemnly promise that I will support, uphold, protect and defend the Statute of the Liberian Community in Rwanda, and the constitution of the Republic of Rwanda, bear true faith and allegiance to the organization, and will faithfully, conscientiously, impartially and without fear or favor discharge the duties and functions of the office of to the best of my ability. So help me God.

Article 48: Term of Office and Tenure

The National Administrative Council members shall be elected for a tenure of two (2) years and may be re-elected for one additional term.

The tenure of the Presidents/Heads of chapters shall be elected for a term of one (1) year and re-elected as determined in accordance with their respective chapter internal rule, provided it aligns with the overall governance framework of LIBCOR.

Section Two: Resignation and Removal of Officers

Article 49: Resignation

Any officer of the leadership may resign when they feel unprepared to serve their post, due to lack of coordination from the leadership, lack of transparency and accountability.

Resignation shall be put into writing to the secretary of the administrative council through a recognized means of communication adopted by the community and at least two weeks to the date of effect.

Article 50: Removal from office

50.1. Grounds for Removal: Officers may be removed from office on the grounds of gross violation of this Statute.

50.2. Initiation of Removal Process: Any regular registered member of the community may initiate the removal process by submitting a written petition to the Arbitration Committee. This petition must be signed by at least 100 registered members of the community.

50.3. Investigation by Arbitration Committee: Upon receipt of the petition, the Arbitration Committee shall conduct an investigation within 14 days and submit a report with its findings and recommendations to the National Executive Committee (NEC).

50.4. National Executive Committee Action:

a. If a General Assembly is within 60 Days: The NEC, by a simple majority, shall suspend the officer in question and defer the final decision on removal to the upcoming General Assembly.

b. If a General Assembly is More Than 60 Days Away: The NEC may proceed with removal of the officer by a two-thirds majority vote.

50.5. General Assembly Vote: If the Arbitration Committee's recommendation is in favour of removal, the General Assembly shall vote to determine the final outcome.

Article 51: Succession and Filling of Vacancies

51.1. Chairperson Vacancy: In the event of a vacancy in the position of Chairperson, the Vice Chairperson for Administration shall assume the role of Chairperson by right of succession.

51.2. Vice Chairperson for Administration Vacancy: Upon the ascendancy of the Vice Chairperson for Administration to Chairperson, the Vice Chairperson for International Affairs shall assume the position of Vice Chairperson for Administration.

51.3. Vice Chairperson for International Affairs Vacancy: The National Executive Committee (NEC) shall conduct a vote to fill the resulting vacancy for the Vice Chairperson for International Affairs.

51.4. Vacancies in Other Offices: For all other officer vacancies, the NEC shall vote to fill the position, adhering to any applicable constitutional requirements for the post.

Section Three: Joint Transitional Team

Article 52: Joint Transitional Team (JTT)

52.1. Composition: The Joint Transitional Team (JTT) shall consist of both the outgoing and incoming leadership, co-chaired by the respective chairpersons from each leadership team.

52.2. Meetings: Meetings of the JTT may be convened by either chairperson, with formal notification provided to the other party.

- 52.3. Decision-Making: All decisions of the JTT shall be made collaboratively by both parties.
- 52.4. Dispute Resolution:
- a. In the event of a dispute within the JTT, the chairpersons shall attempt to resolve it jointly.
- b. If the chairpersons are unable to resolve the dispute, it may be referred to the Arbitration Committee via written communication.

Chapter VI: Local Chapters Leadership

Article 53: Chapter Leadership

53.1. Each Chapter shall be named and styled Association of Liberians followed by the name of the location in which the chapter is situated.

53.2. Each Chapter of the Liberian community in Rwanda shall be governed by an elected leadership team consisting of a Chairperson, Vice Chairpersons, Secretary General, Assistant Secretary, Financial Secretary, and Treasurer.

53.3. The leadership team shall be elected by Chapter members through a democratic process guided by principles of transparency and fairness.

53.4. The term of office for Chapter leaders shall be one year, with the possibility of re-election for one additional term.

Article 54: Elections

54.1. Elections for Chapter leadership shall be conducted every year at a time specified by the Bylaw of the Chapter.

54.2. Election procedures shall be established by the Chapter's Bylaw and must ensure: a.

Confidential voting.

b. Equal access for all members to participate in the elections.

c. The establishment of a neutral election committee to oversee the election process.

54.3. Results of the election shall be announced the same day of the elections, and newly elected leaders shall assume their duties not later than 30 days following the elections.

Article 55: Reporting

55.1. Each Chapter shall be required to submit a Quarterly and Annual Report to the National Executive Committee of the Liberian Community in Rwanda within 4 working days after each quarter and 7 days after the fiscal year. The report shall include:

a. A summary of activities undertaken during the quarter/ year.

b. Financial reports detailing income, expenditures, and membership dues.

c. Goals and objectives for the upcoming quarter/year.

55.2. Chapter shall follow the reporting templates and format as provided by the National Administrative Council.

55.3. Chapters shall maintain accurate records of meetings, decisions, and financial transactions, and these records should be made available for review by the National Administrative Council.

55.4. The National Administrative Council of the Liberian community in Rwanda shall have the authority to review the reports submitted by Chapters, provide feedback, and offer support to ensure the successful operations of each Chapter.

55.5. Failure to submit the required reports in a timely manner may result in a review of The Chapter's leadership and potential interventions and/or Fines by the National Administrative Council to restore compliance.

Article 56: Amendments to Leadership and Reporting Provisions

- 56.1. Proposed amendments to the leadership structure, election procedures, or reporting requirements must be submitted in writing to the General Assembly and may be discussed and voted upon during the Annual General Assembly or a Special General Assembly called for that purpose.
- 56.2. Amendments shall require a majority vote from the members present in order to be adopted.

Article 57: Compliance with National Laws

57.1. All Chapters shall operate in compliance with Rwandan laws pertaining to community organizations and the Statute of the Liberian Community in Rwanda and must ensure that their governance practices align with both LIBCOR values and national regulations.

57.2. The Governing rules of chapters must be in line with this statute and in a case where a provision of a chapter governing rules contravenes provision of the statute. It shall be null and void.

Chapter VII: Amendments and Dissolution

Article 58: RATIFICATION

58.1 Valid Ratification: To be valid, the statue must be signed by at least the Community's Chairperson two-third majority of Chapter Heads at the General Assembly.

58.2 Temporary Ratification: Without prejudice to the provisions of paragraph 1 above, this Statute shall be deemed temporarily ratified upon approval by an ad-hoc Statutory Review Committee. This Committee shall be constituted by the current leadership of the community at the time of the Statute's reform and codification. Following a comprehensive review and ratification, this Statute shall be signed into effect by the Committee.

Article 59: Amendments

- 59.1 Amendments to this statute may be proposed by any Regular Member.
- 59.2 Proposed amendments shall be submitted in writing to the National Executive Committee.
- 59.3 Amendments shall be adopted by a majority vote of the General Assembly.

Article 60: Delay for Ratification of this Statue

This statue shall be ratified by competent authority within 14 working days after the meeting where it was amended.

Article 61: Dissolution

61.1 LIBCOR may be dissolved by a two-thirds majority vote of the General Assembly.

62.2 Upon dissolution, any remaining assets shall be donated to a charitable organization as determined by the General Assembly.

Chapter VI: Final Provisions

Article 63: Ultra Vires Acts

This statue is the supreme law of the Liberian Community in Rwanda. Any bylaws, internal rules or rules governing chapters, decisions or acts contrary to this statute and/ or the laws of Rwanda are null and void and without effect. Ignorance of this provision shall be of no defence.

Article 64: Effect of this statue

This statue shall become effective and binding upon all members of the community.

Article 65: Enactment

This statute shall come into force upon approval by the General Assembly.

Adopted this **14th** of **November**, **2024**, by the General Assembly of the Liberian Community in Rwanda.

Below are members of the Committee on Constitutional Reform and Statutory Codification:

Mr. Comson W. Vaye ----- Chairperson

Mr. Layee V. Fofana ----- Vice Chairperson

Mr. Edmond Kamei ----- Secretary General

Mr. Jess Walker ----- Member

Mr. P. Emmanuel Jackson ----- Member

Ms. Betty Passewe ----- Member

Mr. Darius Neasow Davis ---- Technical Advisor

Liberian Community in Rwanda Resolution to Adopt the Statute 14th November 2024

The Constitutional Reform and Statutory Codification Committee

Resolution

WHEREAS, the acting leadership of the Liberian Community in Rwanda (LIBCOR) constituted a Constitution Committee to develop a draft statute to govern the community; and

WHEREAS, the Constitution Committee diligently prepared and submitted a draft statute for consideration by the community; and

WHEREAS, a two-day review process was conducted by the Constitution Review Committee from September 27 and November 14, 2024, during which members of the community were afforded the opportunity to comment, provide input, and propose amendments to the draft statute;

WHEREAS, the final review and Adoption online on GoogleMeet and a motion was raised to collect the signatures using Chapter Leadership and was seconded and agree upon by a vote of majority of the General Assembly, and

WHEREAS, following careful consideration of all suggestions and recommendations, the Constitutional Reform and Statutory Codification Committee has finalized the statute and affirms that its adoption shall guide the governance, operations, and activities of the community in accordance with its mission and objectives;

NOW, THEREFORE, we, the undersigned members of the Liberian Community in Rwanda, do hereby resolve to adopt this statute as the official governing document of LIBCOR, ensuring transparency, accountability, and effective leadership for the advancement of the community.

We affix our signatures as a testament to our participation in the review process and our commitment to upholding the provisions of this statute for the smooth governance of our community.

Adopted this 14th day of November 2024

At Kigali, Republic of Rwanda

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Norros			
Name of Chapter: Myanza	Date: December 15, 2024		
	Date: <u>December 15, 20</u> 24 Phone number: <u>0792026315</u>		

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Signeu.

Jura G. Mangou Secretary General I LIBCOR



Approved:

Chairman | LIBCOR



LIBERIAN COMMUNITY IN RWANDA (LIBCOR) Name of Chapter: GISENYi Chapter Date: December 22, 2024 President Name: W. Praise Rloyuefloh Phone number: 0792109775 Email Address: Upraise Blizyue floh agmail. Com

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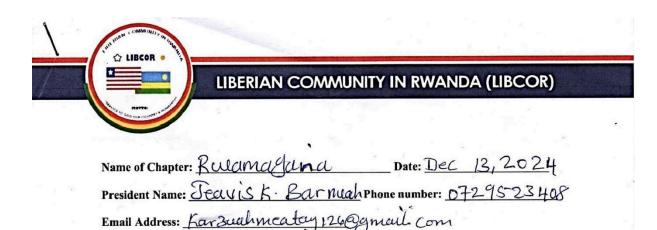
Signed: -

Jura G. Mangou Secretary-General I LIBCOR



Approved:

Liberian Community in Rwanda - Libcor info@libcor.org www.libcor.org +250-791-349-853 +250-791-857-287 Kigali, Rwanda



NO	NAME	PHONE NUMBER	SIGNATURE
1.	Jeavis K. Barnuah	0729523408	Jean
2.	Ebeatier Karn	0791682210	GK
3.	Momoly G. Kandakai	0794411343	mybeller
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Signed: -

Jura G. Mangou Secretary-General I LIBCOR

Approved:

Emman atrick

Chairman | LIBCOR



LIBERIAN COMMUNITY IN RWANDA (LIBCOR)

Name of Chapter: UNILAK CHAPTER Date: December 92024 President Name: Majah K Barweh Phone number: 0791431898 Email Address: Majahbarweh 4060 gmail.com

NO	NAME	PHONE NUMBER	SIGNATURE
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	LIBERIAN COMMUNITY IN RWANDA (LIBCOR)
	EIDERIAN COMMON
	MUSANZE - CHAFTER Date: JANUARY 20,2024
Name of Chapter:	N798489495
President Name:	THEOPHILLY MAC DAVIES JEPhone number: 0710102110

Email Address:

NO	NAME	PHONE NUMBER	SIGNATURE
1.	THEOPHILLYS MAY DAVI	4 Je. 0798482493	TOWNE
2.	J. Lawrence Kulalan	0792432026	WHAT Y
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LIBERIAN COMMUNITY IN RWANDA (LIBCOR)

Name of Chapter: Unine oncity of Tourism, Tech Date: January 10,2024
President Name: Thomas Mychin Del Phone number: 0192108617
Email Address: Nyohn de magnail. com

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